



Tourism, Culture and Heritage

Culture Division

WTCC
1800 Argyle Street, Ste. 601
PO Box 456
Halifax, NS B3J 2R5

Bus: 902 424-3422
Fax: 902 424-0710
Web: www.gov.ns.ca/dtc
Email: cultaffs@gov.ns.ca

Grants to Organizations and Small Groups

Application Deadlines: March 15 and October 15

Introduction

Arts funding is committed to fostering artistic excellence, encouraging creative expression by funding activity in the arts, and ensuring equitable access to granting programs for professional Nova Scotian artists from all practices, all parts of the province, and all cultural backgrounds.

Program Goals

The Grants to Organizations and Small Groups Program supports the following goal:

Artistic development

Government has a long history as patron of the arts. It recognizes, supports, and celebrates the creative work of artists and the diversity of artistic expression within the cultural community, which includes fine crafts, literary, visual, media, and performing arts. Artistic creation and expression are fundamental because they reflect who we are. The work of artists lies at the foundation of the culture sector. The goals in the area of artistic development are to:

- support people at all levels of artistic involvement
- support artistic expression and the pursuit of excellence and innovation
- promote learning in the arts for people of all ages through education and participation
- develop new audiences for the arts and maintain existing audiences.

Activities assisted and Level of Funding

There are three categories of funding under Grants to Organizations and Small Groups. Applicants may make one application per category per deadline.

- *Production/Presentation Grants* ~ assist with the production of a specific work or program for presentation to the public. Amount available: 50% of total project costs up to a maximum of \$15,000.
- *Commissioning Grants* ~ assist groups and organizations to commission artists outside the organization to create new work. Amount available: 100% of cost of commission up to a maximum of \$3,000.
- *Professional Development Grants* ~ assist professional arts organizations to strengthen the artistic or administrative capacity of the organization and/or the artistic communities with which they work. Amount available: 50% of the costs of the project up to a maximum of \$3,000.

Eligibility

Applicants must be able to show they have been working together for at least **one year** prior to applying. Applicants are **not** required to be formally registered or incorporated organizations.

Organizations eligible to apply for project grants include:

- professional arts organizations (e.g. theatre companies, music groups, dance companies, public art galleries, artist run spaces.)
- arts organizations that present the work of professional artists or make it possible for professional artists to produce and present work are also eligible (e.g. community arts councils, community theatres, festival or presenting organizations)
- organizations that do not have an arts focus, but would like to undertake a project that engages the services of professional artists or professional arts organizations or groups (e.g. band councils, municipal councils and heritage organizations).

The Culture Division can accept applications that involve the creation, production, presentation and/or professional development of professional work in all artistic disciplines. At present, applications to assist sound recording projects, publishing, production crafts or commercial film production are **not** eligible.

Activities which are eligible for support under the Culture Division's *Cultural Activities* or *Cultural Opportunities for Youth* programs are not eligible under this program.

Organizations which receive annual funding under *Operating Assistance to Cultural Organizations* may submit applications to the *Grants to Organizations and Small Groups Program* only if the proposed activity is a special one-time project or a pilot project. Activities which enhance or add to on-going or core programs or events are not eligible.

Application Procedure

Applications can be delivered by hand, couriered or sent by regular mail but in all cases must be either received in the Culture Division office by 4:30 pm on the deadline date or be post-dated no later than the deadline date. If the deadline date should fall on a weekend or holiday, applications that are received or postmarked for the following business day will be accepted.

Applications will not be accepted after the deadline date.

Applicants should not submit application materials bound in folders, binders or plastic sleeves because materials must be duplicated to circulate to Assessment Committee members.

Application deadlines and activity start dates

Activities can start no earlier than the deadline date.

Deadlines for applications are March 15 and October 15.

The program officer is available prior to the deadline date to answer questions about eligibility and the application process.

Support Material

Support material must be included with every grant application. Assessment of artistic merit will be based on the support material you provide.

The support material must be relevant to the requested project, clearly featuring the applicant's work. This can include promotional materials, reviews, catalogues, sound recordings, video recordings, film, slides, scripts, scores, etc. Support material may vary from one discipline to another. Discipline specific requirements are listed on the application form.

Support material sent separately from the application should be identified with the applicant's name, grant program, deadline date and discipline.

Support material will be returned to the applicant only if it is accompanied by a stamped, self-addressed envelope or is picked up in person. Support material will be held at the Culture Division office for one month after the notification of results has been mailed before it is discarded.

Application assessment

Applications are reviewed for completeness and eligibility and then eligible applications are reviewed by an Assessment Committee which considers the following factors:

- the quality of the individual's work as evidenced by support material
- the artistic merit of the project
- the ability of the individual to carry out the project.

Applications are ranked based on merit as reflected by the applications and the funds available for each deadline are allocated based on the ranking.

The program officer facilitates the assessment process but does not participate in the ranking of applications and the funding decisions.

Contents of the applications and proceedings of the meetings are strictly confidential. The decisions of the assessment committees are final. Policies and procedures are in place to ensure fairness and to avoid conflict of interest in the assessment process.

Assessment Committee

- Assessment committee members are selected from a list of qualified individuals provided through extensive community consultation. These lists are reviewed annually to ensure broad community representation.
- Committee composition is sensitive to regional, gender and cultural differences.
- A different assessment committee is appointed for each competition.

Notification of Results

The assessment committee meets eight weeks after the deadline date and all applicants are notified of the results by mail shortly after the meeting.

Unsuccessful applicants may resubmit eligible projects to the next grant deadline.

Conditions of Funding

Applicants which are approved for funding will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- The department's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which accompany the Terms and Conditions letter.
- The department must be notified in advance of any changes in the activity, including its purpose, start or end dates, location or any other relevant changes.
- Applicants not receiving the full amount requested in their application may be required to submit a revised budget and revised project dates.
- Organizations and groups which receive grants must submit a final report within 60 days of the completion of the supported activity. This report must include a full description and documentation of the completed activity, accompanied by a detailed financial report of actual revenues and expenses. Copies of receipts may be requested.

Please note: If the **Project Evaluation Form** becomes overdue no funds can be released for any subsequent grant approved through the Culture Division's programs until the overdue report has been received.

- If the project approved for funding is cancelled or the full amount of funding is not required, the funds normally must be returned to the department.
- Funding recipients are subject to provincial audit. Please retain all receipts.

Send completed application form to:

Grants to Organizations and Small Groups Program
Department of Tourism, Culture & Heritage

In person/courier:
World Trade and Convention Centre
1800 Argyle Street, Suite 601
Halifax, NS B3J 3N8

By regular mail:
Culture Division
PO Box 456
Halifax, NS B3J 2R5

For further information, call Peter Kirby, Program Officer
Phone: (902) 424-3422 Fax: (902) 424-0710
Email: kirbypc@gov.ns.ca Web: www.gov.ns.ca/dtc



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EIGHT STEPS TO PREPARING A STRONG APPLICATION for Grants to Organizations and Small Groups

- 1 **Read the application form and guidelines carefully.**
- 2 **Call the program officer** to make sure your project is eligible and that you are applying to the appropriate program. Because the officers do not make decisions about who receives funding, they are free to assist all applicants. Feel free to call with any questions about the application process.
- 3 **Understand that you are preparing your application for other artists**, who will be serving as the peer assessment committee. The peer assessment committee changes with each deadline.
- 4 **Clarify your idea.** Behind every strong application is a clear idea. Your task is to communicate that idea to the other artists on the peer assessment committee.
- 5 Make sure your application answers the questions:
Who? What? When? Where? Why? and How?
- 6 **Pay careful attention to the selection of support material.** Support material should relate to the project for which you are applying. This is your opportunity to build the committee's confidence in the artistic merit of your project and your ability to carry it out. Feel free to annotate your support material to provide context for the committee.
- 7 **Assume nothing.** The members of the peer assessment committee are asked to assess the applications on the merit of the project, the artistic merit of the support material and the ability of the applicant to carry out the project. They are asked to make their assessment based on the information provided in the application, **not** what they know about an applicant through prior experience or knowledge.
- 8 **Be concise.** Members of the peer assessment committee have many applications to read and assess. Make sure your application is as clear as possible.



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Grants to Organizations and Small Groups Application Form

Organization/Group _____

Date established _____ (must be at least one year old)

Contact Person and Position _____

Mailing address _____

Postal code _____

Phone Work _____ Home _____

Fax: _____ E-mail: _____ Web: _____

Artistic Discipline:

Craft ___ Dance ___ Literary ___ Media ___ Music ___ New Media ___ Theatre ___

Visual ___ Other: _____

Grant Program: (check only one program type)

Production/Presentation (50% of cost of project to maximum of \$15,000)

Commissioning (100% of cost of commission to a maximum of \$3,000)

Professional Development (50% of cost to a maximum of \$3,000)

Amount Requested \$ _____

This application is for which deadline (check one): March 15 ___ Oct. 15 ___

Application must be signed

Signature Name and Position Date

~ This Section Must Be Completed ~

Synopsis of Project/Activity

Start/End Dates of Project/Activity: (mm/dd/yyyy) from _____ to _____

Location of Project/Activity: _____

All Information must be provided on white, letter-size (8½ X11) paper, except previously created support material. Use black ink. Please number all pages and identify them with the name of the organization. All material must be unbound. Do not staple or bind.

Return of Support Material (check one)

I have enclosed a self-addressed stamped envelope with sufficient postage to cover cost of return of my support material:

I will pick up my support material at the Culture Division office **within one month** of receiving my letter of notification of the peer assessment committee decision:

Application Requirements

1. **Description of Project:** Describe the project or activity you would like funded. This should include details and background information about the project or activity, its purpose, where it will take place, the key artists involved, etc. (Maximum 2 pages)
2. **Schedule of Work:** Provide the time frame during which the project will take place and provide a schedule of work leading up to the project and through to its completion.
3. **Background Information about the Applying Organization and Recent Artistic Activities:** Describe the organization and its recent artistic activities. If the project involves artists outside the organization, include descriptions of their recent work as well. Short resumés or bios of key participating artists should also be included.
4. **Financial Information:** Complete the attached Budget Summary Sheet on page 4 and include a detailed budget for the project. If you have confirmed funding from other sources, please indicate it on both the Budget Summary and your detailed budget.

**Grants to Organizations and Small Groups
Budget Summary**

~ This Sheet must Be Completed ~

**It is for the convenience of the Assessment Committee members.
You are encouraged to include a more detailed budget with your application as well**

Expenses

Item	Amount
Artists Fees	
Project Costs - specify:	
Promotion and Publicity	
Other - specify:	
Total Expenses:	

Revenues

Item	Amount
Organization's Contribution	
Earned Revenue	
Canada Council (if applicable)	
Other Federal Agencies	
Other Provincial Agencies	
Corporate Sponsorships	
Other Sources - specify:	
Subtotal:	
*Amount Requested from Culture Division:	
Total Revenues:	

Note: Please indicate which revenues, if any are confirmed.

Note: *This amount must represent no more than 50% of total expenses (except Commissioning).

Note: Total Expenses and Total Revenues (including amount requested from Culture Division) must balance.