

Grants to Individuals

Application Deadlines: May 15 and December 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 Individuals 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

Individual artists may submit one application per category per deadline.

- *Professional Development Grants* ~ assist Nova Scotian artists to pursue excellence in the arts through formal study programs, or other professional development programs such as mentoring, workshops, apprenticeships, or conferences. Curators, arts administrators and producers are also eligible under this category. The maximum grant available under this category is \$3,000.
- *Creation Grants* ~ assist Nova Scotian artists and emerging artists working independently or collaboratively to create new work, in any art form, by contributing towards the artist's subsistence and the project costs. The maximum grant available under this category is \$12,000.
- *Presentation Grants* ~ assist Nova Scotian artists in direct costs associated with public presentation of their works, including: framing, installation, costuming, venue rental, or promotion of arts activities. The maximum grant available under this category is \$5,000.

Eligibility

The Grants to Individuals Program supports established artists and emerging professional artists. The determination of professional is based on a combination of the following criteria:

- public and/or peer recognition (peer indicates not only other artists but also acknowledged leaders from the artist's cultural community)
- training appropriate to the artist's chosen discipline (including self taught or apprenticeship training)
- income fully or in part earned from artistic activity
- seriousness of intent and devotion of a significant proportion of energy to practicing one's art

Applications will be accepted from artists working in any art discipline, including: visual art and craft; media arts (experimental film, video and electronic art); literary arts; performing arts (music, theatre, dance); and multi-disciplinary.

The Grants to Individuals Program does not provide financial support to the cultural industries (commercial film and video production, recording, publishing, commercial design or production crafts.)

Eligible applicants are Canadian citizens or landed immigrants who have maintained their principal residence in Nova Scotia for at least 12 months prior to the application deadline. Applicants who are out of the province temporarily and will be away for no more than 12 months may apply.

To encourage equitable distribution of funds, artists will not be eligible to receive more than one Creation Grant in a 12 month period.

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.

Applications will not be accepted after the deadline date.

Application deadlines and activity start dates

Activities can start no earlier than the deadline date.

Deadlines for applications are May 15 and December 15.

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.

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

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

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 should be relevant to the requested project, clearly featuring the applicant's work. Support material may vary from one discipline to another. Discipline specific requirements are listed on the application form.
- The Culture Division will not be responsible for returning support material. If you want your submitted support material returned, you must include a suitable self-addressed stamped envelope. The Culture Division will not be responsible for any loss or damage. Support material sent separately from the application should be identified with the applicant's name, grant program, deadline date and discipline.

Professional Resume

Attach an up-to-date professional resume describing your education, professional and artistic achievements and, if appropriate, details of awards, publication credits, public presentation history, collections and/or publications in which work is represented. Please limit your resume to no more than three pages.

Critical Reviews

Applicants may submit a maximum of three critical reviews or articles about their work. Each should be marked with the name of the applicant, grant program, discipline and the name and date of the publication. Highlight key comments.

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.

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.
- The subsistence allowance is intended to free artists from full-time employment for the duration of the proposed program of work. If the artist has received part or all of their grant for subsistence, they must arrange to devote a major part of their time to the funded activity.
- Individuals who 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.
- Grants to individuals are deemed taxable income by Canada Revenue Agency. The department will issue T4A slips to all grant recipients for the year in which the funding was approved.
- Funding recipients are subject to provincial audit. Please retain all receipts.

Send completed application form to:

Grants to Individuals 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: 9902) 424-0710

Email: kirbypc@gov.ns.ca Web: www.gov.ns.ca/dtc

EIGHT STEPS TO PREPARING A STRONG APPLICATION for Grants to Individuals

- 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.

Grants to Individuals Application Form

- ▶ Complete this application in black type or ink.
- ▶ Applications and support material must be postmarked by the deadline date.
- ▶ Late applications and support material will not be accepted and will result in the application being ruled ineligible.
- ▶ Incomplete and/or unsigned applications will be considered ineligible.
- ▶ Grant funds are taxable in the year in which they are received.

Note: Before you start, please refer to the program description for Eligibility Criteria.

Surname _____ Given names _____
Legal Name (if different from above) _____
Address _____ Apt. _____
City _____ County _____
Province _____ Postal Code _____
Home Phone _____ Business Phone _____
Fax _____ E-mail address _____

I am a Canadian citizen or permanent resident of Canada: Yes _____ No _____

I have been a resident of Nova Scotia for _____ years.

Artistic Discipline:

Craft ___ Dance ___ Literary ___ Media ___ Music ___ New Media ___ Theatre ___
Visual ___ Other: _____

Grant Program: (check **only one** program type)

- _____ Creation (up to \$12,000)
_____ Presentation (up to \$5,000)
_____ Professional Development (up to \$3,000)

Amount Requested \$ _____

This application is for which deadline (check one): May 15 _____ Dec. 15 _____

Signature _____ Date _____

All Information must be provided *unbound* on white, letter-size (8½ x 11) paper, except previously created support material.

This section must be completed

1. Description of project: Applications must include a one-to-two sentence summary below. (Attach a detailed description of the project of no more than two pages).

2. Schedule of work: Briefly describe how you plan to achieve your goals. Attach a detailed description of the work schedule if further information is needed.

3. Exact dates of project: from (mm/dd/yyyy)_____ to (mm/dd/yyyy)_____

4. Location of project: (Where do you plan to carry out your project? Which city, province or country?)

Budget summary (in Canadian Funds):

Attach a detailed budget of the project if space provided below is insufficient.

	Amount
Expenses:	\$ _____
Living expenses for ____ month(s) at (\$1,500) per month =	\$ _____
Project costs: (materials, equipment rental, tuition etc.)	\$ _____
Travel costs: Transportation: Train__ Plane__ Car__ Bus__	\$ _____
Meals Per Day (\$30.00 maximum)	\$ _____
Accommodation	\$ _____
Other expenses _____	\$ _____
_____	\$ _____
Total Expenses	\$ _____
 Revenues:	
Personal Contribution	\$ _____
Canada Council	\$ _____
Corporate Sponsorship and other sources	\$ _____
_____	\$ _____
_____	\$ _____
Amount requested	\$ _____
Total Revenues	\$ _____

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

Support Material

Professional résumé: Attach an up-to-date professional résumé describing your education, experience, professional and artistic achievements and any other pertinent information that would be beneficial to your application. **Please limit résumé to three (3) pages.**

Support Material: Support material must be relevant to the requested project. **Annotations** that alert the peer assessment committee to specific aspects of the support material are encouraged. The Culture Division will not be responsible for the loss of any material.

Please indicate below all items you are enclosing in your application package

Craft and Visual Arts	<input type="checkbox"/> a maximum 10 images (do not submit original works) <input type="checkbox"/> Reviews or articles (maximum 3) <input type="checkbox"/> Other, please specify _____
Literary Arts	<input type="checkbox"/> Selection of recent writing (maximum 15 pages) <input type="checkbox"/> Reviews or articles (maximum 3) <input type="checkbox"/> Other, please specify _____
Media Arts	<input type="checkbox"/> Samples of work (maximum 3 selections) <input type="checkbox"/> Professional résumé (maximum 3 pages) <input type="checkbox"/> Reviews or articles (maximum 3) <input type="checkbox"/> Other, please specify _____
Dance	<input type="checkbox"/> Recorded work (maximum 3 selections) <input type="checkbox"/> Reviews or articles (maximum 3) <input type="checkbox"/> Other, please specify _____
Music	<input type="checkbox"/> Recorded work (maximum 3 selections) <input type="checkbox"/> Music scores (maximum 3) <input type="checkbox"/> Text or Libretto <input type="checkbox"/> Reviews or articles (maximum 3) <input type="checkbox"/> Other, please specify _____
New Media	<input type="checkbox"/> Sample of work (maximum 3 selections) <input type="checkbox"/> CD (maximum 3 works) <input type="checkbox"/> Reviews or articles (maximum 3) <input type="checkbox"/> Other, please specify _____
Theatre	<input type="checkbox"/> Recorded work(maximum 3 selections) <input type="checkbox"/> Script <input type="checkbox"/> Reviews or articles (maximum 3) <input type="checkbox"/> Other, please specify _____
Interdisciplinary	<input type="checkbox"/> Please, check appropriate areas listed above. <input type="checkbox"/> Other, please specify _____

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:

Unclaimed support material will be discarded.

List all support material included with the application:

Images

	Title	Year	Size: H x W	Medium
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____

Recorded (time-based) work

	Title	Year	Running Time	Format
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____