



Tourism, Culture and Heritage

Culture Division

World Trade and Convention Centre
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Grants to Organizations and Small Groups
Descriptions, Guidelines and Application Form

Application Deadlines: March 15 and October 15

I. Program Descriptions

There are three project programs for Grants to Organizations and Small Groups. Applicants may make one application per program per deadline.

Table with 3 rows describing grant categories: Production/Presentation, Commissioning, and Professional Development, each with a brief description and funding amount.

N.B.: Some professional arts organizations registered as not-for-profit organizations may be eligible to apply to the Operating Assistance to Cultural Activities program for a contribution to their ongoing activities. If you think your organization meets the special eligibility criteria listed at the end of this document, please contact us for further discussion. Deadline: February 15.

II. Guidelines

Eligible Organizations and Groups

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 troupes, public art galleries, and 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 (eg. local arts councils and community theatres.)

- 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 (eg. band councils, municipal councils and heritage organizations).

It is advisable to contact the Program Officer well in advance of the application deadline date to determine eligibility.

Eligible Projects

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.

Application Process

Applications must be made on Culture Division application forms and follow the guidelines. These will be sent at your request, by mail, email, fax or may be picked up at the Culture Division office.

Applications and support material must be delivered to the Culture Division office or postmarked on or before the deadline date. **Applications will not be accepted after the deadline date.**

The program officer is available prior to the deadline date to answer questions about eligibility and the application process. The peer assessment committee meets six to eight weeks after the deadline date and all applicants will be notified of the results by mail within a week of that meeting.

In the event that the application deadline falls on a weekend, applications may be postmarked or delivered to the office on the following business day.

Support Material

Support material can include any material relevant to the application such as promotional materials, reviews, catalogues, sound recordings, video recordings, film, slides, scripts, scores, etc.

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. Then it will be discarded.

Assessment Criteria

Peer assessment committees will be asked to evaluate applications based on three main criteria:

- the quality of the applicant's work to date
- the artistic merit of the project
- the ability of the organization to carry out the project.

Assessment Process

Applications are assessed by a six member peer assessment committee composed of knowledgeable people in a wide variety of arts disciplines and who represent the cultural and regional diversity of the province. There is a different peer assessment committee for each application deadline. Names of the members of peer assessment committees will be released within three months of the meeting.

Once the applications forms are all checked and filed, the assessment committee is selected. The major information from all applications is photocopied and compiled into binders that are sent to committee members prior to the meeting. The committees meet over a three day period and review each application with support material and discuss each application. Each member scores each application using their professional judgement and based on the information provided by the applicant. The average of those scores creates a priority list. The committee assigns the available funds starting at the top of the priority list and continuing down the list until the money runs out. The Program Officer records the committee's comments and decisions and notifies all applicants in writing, usually within sixty days of the deadline date.

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

For further information, contact Peter Kirby, Program Administration Officer:

Culture Division

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Grants to Organizations and Small Groups
Application Form

Name of Organization

Contact Person and Position

 Address

 City

County

Province

 Postal Code

Telephone

Fax

 Email

Website (if available)

Artistic Discipline (check one)

Craft__ Dance__ Interdisciplinary__ Literary__ Media__ Music__ New Media__ Theatre__ Visual__ Other__

Grant Program: (check one)

Production/Presentation__ Commissioning__ Professional Development__

Amount eligible to request:

50% of cost of project to maximum of \$15,000__ 100% of cost of commission to a maximum of \$3,000__

50%of cost to a maximum of \$3,000__

Amount Requested \$ _____

This organization/group has been in existence since _____

(FOR AT LEAST ONE YEAR)

Application must be signed

 Signature

Name and Position

Date

~ This Section Must Be Completed ~

Synopsis of Project/Activity:

Date of Project/Activity: _____

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 envelope with sufficient postage** in order to have my support material returned by mail
- 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
- I do **NOT** want my support material returned

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 applying organization and its recent artistic activities. If the project involves artists outside the applying 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 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.

Support Material

Support material can include any material relevant to the application such as promotional materials, reviews, catalogues, sound recordings, video recordings, film, slides, scripts, scores, etc. Short resumés or bios of key participating artists should be included.

List the support material you provide including the title and type of material.

Annotations that alert the peer assessment committee to specific aspects of the support material are encouraged.

The **Name of the Organization** must appear on all support material.

Grants to Organizations and Small Groups

Budget Summary

~ **This Sheet must Be Completed** ~

It is for the convenience of the peer assessment committee members.
You are encouraged to include a more detailed budget with your application as well

Expenses

	amount	Office Use Only	
Artists Fees	\$		
Project Costs (specify)	\$		
	\$		
	\$		
	\$		
Promotion and Publicity	\$		
Other (specify)	\$		
	\$		
	\$		
Total Expenses:	\$		

Revenues

	amount	Office Use Only	
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.**