



Tourism, Culture and Heritage

Culture Division

World Trade and
Convention Centre
1800 Argyle Street, Ste. 601
PO Box 456
Halifax, Nova Scotia
Canada B3J 2R5

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

EIGHT STEPS TO PREPARING A STRONG APPLICATION for Grants to Individuals, 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 Individuals: Application Form

Application Number: _____
(Office use only)

Grant Deadlines: Professional Development, Creation, and Presentation: May 15 and December 15

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 Policy and Guidelines 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: Y N

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

Artistic Discipline:

Craft__ Dance__ Interdisciplinary__ 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 _____ 20__ to _____ 20__

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.

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

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 CD ROM (maximum 10 images)
 10 slides of most recent work
 Reviews or articles (maximum 3)
 Other, please specify _____

Literary Arts Selection of recent writing (maximum 15 pages)
 Reviews or articles (maximum 3)
 Other, please specify _____

Media Arts Videotapes VHS format (maximum 3 cued excerpts)
 Professional résumé (maximum 3 pages)
 Reviews or articles (maximum 3)
 Other, please specify _____

Dance Videotapes VHS format (maximum 3 cued excerpts)
 Reviews or articles (maximum 3)
 Other, please specify _____

Music Audio tapes, CD (maximum 3 works/songs, cued if on cassette)
 Music scores (maximum 3)
 Text or Libretto
 Reviews or articles (maximum 3)
 Other, please specify _____

New Media Web site (if applicable) _____
 CD (maximum 3 works)
 Reviews or articles (maximum 3)
 Other, please specify _____

Theatre Videotapes VHS format (maximum 3 cued excerpts)
 Audio tapes, CD
 Script
 Reviews or articles (maximum 3)
 Other, please specify _____

Interdisciplinary Please, check appropriate areas listed above.
 Other, please specify _____

Support Material

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

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: Y N

I do not want my support material returned: Y N

(Unclaimed support material will be discarded.)

List all support material included with the application:

Slides or CD ROM

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

Video Tape (cued), or CD ROM

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

Audio Tape or CD

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

Printed Matter

Title	Year
1. _____	
2. _____	
3. _____	
4. _____	