



Tourism, Culture and Heritage

Culture Division

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Grants to Individuals Description, Policy and Guidelines Application Deadlines: May 15 and December 15

I. Program Descriptions

Individual artists may submit one application per program per deadline.

Professional Development Grants

Deadlines: May 15 and December 15

Purpose: To assist Nova Scotian artists to pursue excellence in the arts through formal study programs, or other professional development programs such as mentoring, workshops, apprenticeships, conferences, etc. Curators, arts administrators and producers are also eligible for this grant. This program provides grants up to \$3,000.

Creation Grants

Deadlines: May 15 and December 15

Purpose: To 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. This program provides grants up to \$12,000.

Presentation Grants

Deadlines: May 15 and December 15

Purpose: To 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. This program provides grants up to \$5,000.

II. Policy

Guiding Statement: 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, including artists of colour, First Peoples and historically under-represented groups.

Goals: The goals of the Grants to Individuals Program are:

- support the creation of new works by artists in all disciplines
- promote a broad understanding and appreciation of art and artists through enabling the professional development, creation and presentation of work by artists and people working in the arts.

Eligibility: The Grants to Individuals Program supports established artists and emerging professional artists. The determination of professional must include a combination of the following criteria:

- public and/or peer recognition (peer indicates not only other artists but also acknowledged leaders from the artists' 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 artists 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. (Exceptions might be those residents who have temporarily left the province for professional reasons.) Individual artists may work in any discipline. To encourage equitable distribution of funds, artists will not be eligible to receive more than one Creation Grant per year.

III. Procedures and Guidelines

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 or may be picked up at the Culture Division's office or by visiting our web site at www.gov.ns.ca/dtc.
- 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. 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.***
- 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.

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. The 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, please 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 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.

IV. Evaluation Process

Assessment Criteria

Applications are assessed through a peer assessment process. The Peer Assessment Committee considers:

- the quality of the individual's work
- the artistic merit of the project
- the ability of the individual to carry out the project.

Peer Assessment Committee

- Program officers will collectively select peer assessors from a list of qualified individuals provided through extensive community consultation. These lists will be reviewed annually to ensure broad community representation. The Nova Scotia Arts and Culture Partnership Council will monitor peer assessment committee composition to ensure fairness.
- Lists of potential peer assessment committee members will be reviewed and updated continually by the program officers. Staff will be sensitive to regional, gender and cultural differences in the selection of committees.
- A different assessment committee is appointed at each competition.

Assessment Process

- Applications are received and reviewed by the Grants to Individuals program officer.
- Once the application forms are checked and filed, the peer assessment committee is selected. Major information from all applications is photocopied and compiled into binders that are sent to committee members prior to the meeting.
- The committee meets to review the applications, support material and discuss each application. The committee 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.
- Program officers do not participate in the assessment decisions. Their role is to assist the assessment process.
- The Nova Scotia Arts and Culture Partnership Council will monitor the adjudication system and, if it should become necessary, investigate instances where there is evidence that normal process was not followed.
- Assessment decisions will be given to the program officer, who will prepare a summary for administrative purposes.
- Applicants will be notified in writing whether their application was approved.
- Following notification, telephone enquiries concerning an application will be accepted by the program officer.

Notification of Results

- Applicants will be informed of grant decisions by letter usually within 60 days of the grant deadline. Unsuccessful applicants may resubmit eligible projects at the next grant deadline for any of the Grants to Individuals Programs.

Conditions of Funding

- Grant funds must be used for the activity as described in the application.
- Applicants are required to notify the program officer of all confirmed sources and amounts of public funds in support of the activity.
- The program officer must be notified in advance of any changes in the activity, including its purpose, time frame, venue, or any other relevant changes.

- Applicants not receiving the full amount of their grant request 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 complete a final report when the supported activity is concluded. This report must include a full description and documentation of the completed activity. Copies of receipts may be requested in some programs. Failure to provide a final report will result in ineligibility from future grants.
- The Department of Tourism, Culture and Heritage must be given appropriate credit and public acknowledgment of its support of the activity.

For further information, contact:

Peter Kirby, Program Officer, Grants to Individuals Program

Department of Tourism, Culture and Heritage

Culture Division

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