

2021-2022 Grants to Professional Arts Organizations

Project Assistance Program

Application

DEADLINE MARCH 26th, 2021, 4:00PM

*Projects beginning July 1st, 2021 through June 30th, 2022

Staff Contact:

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Regional Events and Cultural Initiatives
maclelaj@halifax.ca
902.456.8384



HALIFAX

Application Form

Contact Information

Name of Organization:
Address of Organization:
Non- Profit Registration #:
Date of Incorporation:
Contact Person:
Chairperson:
Executive Director (if applicable):
Artistic Director (if applicable):

Mailing Address of Organization: (if different than above)	
Contact Ph. (1):	Contact Ph. (2):
Contact Email:	

Organizational Information

Category Please Indicate your Organization's Primary Function by Checking One	
Presenter	
Producer	
Service Organization	

If yes, please provide your organization's CRA registration # _____

Project Information

Project Title:

Project Location(s):

Project Start*: _____ / _____ / _____ End: _____ / _____ / _____
M/D/Y M/D/Y

Amount Requested: _____ Total Project Expenses: _____

Primary Contact:

Signature

Position

Date

Board Chair:

Signature

Date

*Applications to the 2021/22 Grants to Professional Arts Organizations- Project Assistance Program must indicate effective start dates between July 1, 2021 and June 30, 2022.

Project Description (Brief):

Submission Requirements

Please attach responses to the application form above and submit collectively as your completed application. Please number each response corresponding to the number listed below.

Due to current COVID restrictions we are requesting that applicants please submit **1 electronic copy** of the full application to artgrants@halifax.ca.

1. Project Description ((2 pages). Please describe the activity for which you are applying for funding. Project descriptions should reflect all relevant details including:
 - a. project background;
 - b. project intent/purpose including anticipated impact;
 - c. artists and partners involved*; and
 - d. material, logistical and technical information.
2. Project Schedule. Include all phases of the project from inception to project completion.
3. Brief background information on the applicant organization (2 pages) including:
 - a. recent activities,
 - b. role in the community; and
 - c. detailed information on artists involved in the execution of this project (brief role description and CV for all named contributors).
4. Financial Information. Please complete the attached Budget Worksheet (p.7) and include all relevant, detailed budget information for the project.

Support Material

Support material should include any material relevant to the application and the specific project proposed. Material may include digital images and documentation, audio and video files, written material, scripts, scores, renderings or drawings as well as catalogues, promotional materials and reviews.

The submission of support materials should be concise- inclusions should be strategic, with the intent of directly informing the selection committee's understanding of the proposed project. Directing the attention of the committee to specific aspects of the support material, and their relevance to the proposed, are encouraged.

TITLE	MEDIA/TYPE OF ITEM	ARTIST/CONTEXT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
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12.		
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18.		
19.		
20.		

The name of the submitting organization should appear on all support material. The Municipality is not responsible for any lost or missing material.

Support Material

Support material should be submitted with all applications to the Project Assistance to Non-Profit Arts Organizations program. Test your material before you submit to ensure that it is formatted correctly.

Video files (3 samples; max 15 minutes for all material) submitted in the following acceptable formats:

- dvd format, .mp4, .mov, .mpg

Audio files (3 samples; max 15 minutes for all material) submitted in the following acceptable formats:

- .cda, .mp3, .m4a and .m4p

Digital images (maximum 10 images) submitted in the following acceptable formats:

- .jpg, .tiff, .tif file format;
- a maximum resolution of 1024 x 768 pixels; and
- RGB or greyscale.
- Max 2MB each

Written or Printed Materials (maximum 15 pages) unbound, single-sided, 8 ½ X 11” paper, portrait format, single-sided; can also be submitted digitally as a Word file or PDF document.

File names must be in the following format: **01initialsyeartitle.jpg** (image number, applicant's initials, year of the work, title of the work). Do not put any special characters, symbols, periods, quotation marks (such as # / - "&) or spaces in any file name.

Due to current COVID-19 restrictions, support materials should also be submitted digitally (where possible) as separate emails to that of the written application materials or via link to file-storage and sharing service. Links to online sharing platforms such as YouTube or Vimeo are also accepted.

Project Budget Worksheet

Expenses

EXPENSE CATEGORY	AMOUNT
Project Costs- Specify	
e.g. Artist/Professional Fees, Marketing and Promotion, Venue Rental, etc.	
Other-Specify	
Total Expenses* (must equal Revenues)	

Revenues*

EXPENSE CATEGORY	AMOUNT
Applicant Contribution	
Earned Revenue	
Canada Council	
Communities Culture and Heritage/Arts NS	
Other Governmental Funding	
Corporate or Private Sponsorship	
In-Kind	
Other Sources (Specify)-	
Subtotal	
Requested Municipal Project Assistance	
Total Revenues* (must equal Expenses)	

*Please indicate whether revenue sources as listed are CONFIRMED or PENDING.

Applicants must disclose any municipal funding received over the past three (3) years, including fiscal 2020-2021, as well as any requested funds from 2021-2022. Incl. Grants, Tax Relief and other Subsidies.

YEAR	HRM FUNDING PROGRAM	AMOUNT	CONFIRMED (y/n)

Submission Information

The Deadline for Applications is March 26, 2021 4:00PM

Emailed applications must be received by the program officer or designate prior to the deadline in order to be eligible. Late submissions will not be considered, and extensions to the deadline will not be granted.

Submissions should reference (*Organization's Name*), *Grants to Professional Arts Organizations, Operating Assistance* in the subject line and sent to:

Applications should be sent in PDF format as a single email, not to exceed 10MB in total size to: artgrants@halifax.ca.

Support material may be included separately.

Written application information should be formatted as a single PDF attachment to the email.

Organizations who anticipate difficulty in emailing their submissions should contact the program officer well in advance of the program deadline. Where possible, accommodation will be provided to organizations who are challenged to submit a digital application in accordance with the terms and conditions above. However, technical difficulties will not be considered as reasonable grounds for an extension to the stated deadline.

***Please direct questions to Jamie MacLellan at maclelaj@halifax.ca or 902.456.8384**