

2021-2022 Grants to Professional Arts Organizations

Project Assistance

Program Guidelines

Staff Contact:

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Program Purpose

The Grants to Professional Arts Organizations Program supports the operating capacity of producing and presenting arts organizations in the Municipality and advances the profile of the local arts sector by fostering broad public access to, and appreciation of, the arts.

Eligibility is restricted to registered non-profit and charitable arts organizations in good standing under the Nova Scotia Registry of Joint Stocks.

The program is governed by Administrative Order 2014-007-ADM.

<https://www.halifax.ca/sites/default/files/documents/recreation/arts-culture-heritage/2014-007-ADM.pdf>

*during the current period of public health restrictions due to the COVID 19 pandemic, presently the administration of this program is also informed by Administrative Order 2020-009-ADM Respecting COVID-19.

<https://www.halifax.ca/sites/default/files/documents/city-hall/legislation-by-laws/2020-009-ADM.pdf>

In the event that a conflict arises between the conditions stated herein and either of the Administrative Orders referenced above, the Administrative Orders shall be considered the document of record in all instances.

Overview

Project Assistance to Professional Arts Organizations

This program stream supports professional arts activities on a project-specific basis. Funding is available to local arts organizations as follows:

- Registered non-profits that have operated continuously for a minimum of three (3) years with strong administrative management and a track record of success and artistic merit.
- Eligible projects may apply to access a maximum of \$25,000 per year for a specific art project.
- For the purposes of this program *Projects* are considered to be discrete artistic productions and/or presentation initiatives (or discrete phases within larger production/presentation initiatives) that involve an element of public access and engagement.
- To allow for review of applications and approval of recommended awards, and as this program does not award retroactive funding for completed projects, eligible project applications must indicate an effective start date between July 1st, 2021 and June 30th, 2022, inclusive.
- Applicants in receipt of (or who are applying for) Operating Assistance may also apply for Project Assistance with the understanding that project assistance proposals must fall outside of the regular operating program of the applicant organization.

- Notwithstanding the above, organizations that are awarded twenty-five thousand dollars (\$25,000.00) or more under the Operating Grant Program (in the same application year) shall not be eligible for funding from the Project Grant Program.

Program Administration

Application Deadline: March 26, 2021, 4:00PM

- Applications will be administered by the Municipality's Culture & Events division:
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- Submissions will be evaluated based on the criteria set out in this document;
- Final recommendations will be compiled by Culture and Events staff and directed to the Chief Administrative Officer for review. Recommended organizations and corresponding funding levels are subject to the approval of the CAO; and
- All applicants will be notified of the results of this process once complete.

Program Funding

- Program funding will be approved on an annual basis by Regional Council as a part of the annual municipal budget process, subject to budget availability;
- Applicants must re-apply for funding annually; and
- Applications recommended for funding will receive 80% of those funds upon approval by the Chief Administrative Officer and the balance (remaining 20%) upon project completion and the submission of a final report.

Program Eligibility

Definition of Eligible Professional Arts Organization:

- **A Professional Arts Organization** means a registered, non-profit professional arts and culture organization that supports, presents or produces work by professional or established artists, and employs qualified paid staff to administer on-going arts and culture programs and services.

Eligible organizations must:

- be registered not-for-profit societies or not-for-profit cooperatives in good standing with the Provincial Registrar of Joint Stock Companies or federally registered under the Corporations Act as not-for-profit societies or cooperatives based and operating in Nova Scotia;

- Be located within the geographic boundary of the Municipality, with a mandate to provide programming and services to municipal residents;
- Have been operating for at least three (3) years prior to the date of application;
- Not be in receipt of operating assistance from any other municipal government department (excludes tax relief);
- Maintain an active membership or show a form of community support that includes residents of the Municipality and persons other than those who serve on the board of directors;
- Operate programs year round, except for presenting organizations which may have seasonal programs; and
- Have secured additional sources of revenue such as corporate contributions, donations, sales, and membership fees and must pursue other sources of public or private funding.

Exclusions

Professional Arts Organizations receiving in excess of \$25,000.00 through the Operating Grant Program are not eligible to receive funding through the Project Grant stream.

The Municipality does not provide financial support to commercial enterprise through this program. Applications to assist sound recording projects, publishing, production crafts, commercial film production, and commercial music are not eligible.

Applications for fundraisers or promotional events are not eligible.

Applications for organizational development are not eligible.

Applications for Arts and Cultural Festivals are not eligible.

Applications

Applications for Project Assistance must include at a minimum:

- Completed and signed application form;
- A detailed project description outlining all aspects of the project as proposed;
- Project schedule;
- Applicant background/organizational profile
- A detailed project budget outlining projected revenues and expenses directly associated with the project including confirmation that the applicant has sought other funding sources that are applicable; and
- Project support 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.

General Terms

Once approved by the Chief Administrative Officer, the Municipality will enter into an agreement with the applicant based on the following terms:

- Successful grant recipients must complete a final report form detailing the operations of the organization during the funded year. Final report forms will be sent with the confirmation of the award and will be available from Culture and Events staff.
- Should the operations of the applicant organization cease or be diminished, or should a project, in part or in whole not be completed as described in the application, applicants must notify the program officer or their designate. In some cases, an extension may be permitted. If an extension is needed, a written request to staff is required and a written response will be provided. This correspondence will be filed with the application.
- In some circumstances, the Municipality may formally request itemized confirmation of how the grant money was spent including proof of payment (invoices, receipts etc.).
- Municipal support must be recognized as outlined in the "Requirements for Acknowledging Funding" which will accompany the Terms and Conditions letter.
- All funding applications are subject to the Freedom of Information and Protection of Privacy Act:

<https://nslegislature.ca/sites/default/files/legc/statutes/freedom%20of%20information%20and%20protection%20of%20privacy.pdf>

Evaluation Form

Basic Eligibility

The applicant must meet all of the following criteria to be considered eligible for funding:

- The applicant is a not-for-profit society incorporated under the Societies Act and registered with the N.S. Registry of Joint Stocks; or a not-for-profit co-operative incorporated under the Co-operative Associations Act and registered with the N.S. Registry of Joint Stocks. Organization has been active for 3+ years.
- The applicant has provided a brief organizational background.
- The applicant has provided a detailed description of their proposed project, including project schedule.
- The applicant has provided a full and complete project budget specific to the proposed project outlining all expected associated costs.

☐ **Proceed to Section 2 of Review**

☐ **Ineligible**

COVID-19 Program Response

The evaluation of submissions generally follows that of previous program years and is organized under the terms and conditions of Administrative Order 2014-007-ADM and informed by Administrative Order 2020-009-ADM Respecting COVID-19. Specific requirements of application as well as certain evaluation criteria have been modified relative to an understanding to the impacts on programming caused by COVID-19.

Other Notes on Process

Please review the updated evaluation criteria for 2021-2022 listed below. Adjustments have been made in an effort to more clearly reflect the mandate of the program relative to Administrative Order 2014-007-ADM, which lists the following categories of evaluation:

- (i) Project planning and expertise of project participants;
- (ii) Project merit;
- (iii) Public access and engagement through the project; and
- (iv) Financial stewardship as demonstrated through financial statements and proposed project budget

The intention of the program remains the same, which is to award funding to the highest scoring applications within these broad categories.

Project Merit
<p>Project Viability The ability of the applicant organization and collaborators to lead the project as proposed: Considerations include:</p> <p>Does the application reflect sufficient expertise in leading similar projects? Does the application reflect a record of successful programming? Is the project feasible as presented?</p> <p>/20pts</p>
<p>Artistic Merit The caliber of the idea proposed. Considerations include:</p> <p>Is the project innovative/exciting/important? Is the project conceptually strong- does it add value to the local arts discourse and/or does it engage with new or lesser represented communities and conversations? How effective is the project methodology? /40pts</p>
<p>Public Access and Engagement The overall impact of the proposed project on the public and/or specific communities of interest . Considerations include:</p> <p>Does it encourage and/or engage new and/or underserved audiences? Does the proposal show broad public appeal? Is the proposed project of importance to the local arts community? Does the proposal show collaboration? Is the perceived experience of the project compelling?</p> <p>/20pts</p>
Project Merit TOTAL SCORE ____/70pts

Project Budget
<p>Is the proposed project budget developed to be efficient, without unnecessary costs or inappropriate sources of revenue? Has the applicant sought other funding sources to support the project? /20pts</p>
Methodology and Budget TOTAL SCORE ____/30pts

Section 4 – Scoring Summary	
Project Merit	/80pts
Project Methodology and Budget	/20pts
Total Score *A minimum score of 70 is required to be eligible for award	/100pts