

# 2022-2023 Grants to Professional Arts Organizations Operating Assistance Program Application

**DEADLINE April 25, 2022 at 4:00PM**

**Staff Contact:**

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Culture and Events  
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The HALIFAX logo is located in the bottom right corner of the page. It consists of the word "HALIFAX" in a bold, blue, sans-serif font. The letters are closely spaced, and the overall design is clean and modern.

# Application Form

## Contact Information

Name of Organization:	
Non- Profit Registration #:	Date of incorporation:
Charitable Organization CRA Number, if applicable:	
<b>Contact Person:</b>	
Chairperson:	
Executive Director/Primary Staff person:	

Mailing Address of Organization:	
Contact Ph. (1):	Contact Ph. (2):
<b>Contact Email:</b>	
Website (if applicable):	

Applicants will be notified of the results of this assessment via the contact email provided above. Please ensure that this information has been entered accurately.

# Application Form

## Organizational Information

Discipline/Primary Community of Service:

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Category Please Indicate your Organization's Primary Function by Checking One	
Presenter	<input type="checkbox"/>
Producer	<input type="checkbox"/>
Service Organization	<input type="checkbox"/>

Total Annual Operating Expenses \$ \_\_\_\_\_

Amount Requested (2022/2023) \$ \_\_\_\_\_

Organization's Fiscal Year \_\_\_\_\_ - \_\_\_\_\_

Primary Organizational Contact:

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Signature

Position

Date

Chairperson, Board of Directors:

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Signature

Date

# Written Submission

## COVID-19 Program Response

Recognizing the ongoing impact that COVID – 19 and public health restrictions have on professional arts organizations, the Halifax Regional Municipality has adapted the application requirements of this program. The amended requirements fall under two categories: (1) 2021-2022 Organizational Reporting, and (2) 2022-2023 Program Planning.

For current clients of the Grants to Professional Arts Organizations Program, section 1 of the application will satisfy the reporting requirement for funds received in 2021-2022.

**The requirements of this application intentionally mirror those of Arts Nova Scotia's Operating Grants to Arts Organizations program.** Clients of the provincial program who are eligible to apply to HRM's Grants to Professional Arts Organizations Program may utilize the same information submitted under the provincial funding framework where applicable, updated where necessary to reflect the current and accurate state of the organization.

The Application Information should be organized into three sections as follows:

1. Reporting
  - a. Artistic Impact
  - b. Audience and Community Engagement
  - c. Organizational Effectiveness
2. 2022-2023 Application
  - a. Program Planning
  - b. 2022-2023 Budget
3. Financial Information

Due to COVID-19 restrictions applicants are asked to please submit via email. Applications should not exceed 10MB in size.

# Reporting

## **a. Program Evaluation and Artistic Impact**

### **Merit of Programming and Community Benefit, Program Planning and Evaluation**

1. Provide a few examples of artistic activity that your organization was able to maintain, adapt or create in the past year? 200 words or less.
2. Providing some examples, what planned activity was your organization unable to undertake during the past year? 200 words or less.
3. What were some ways that your organization was able to support the presentation, employment and/or development of local artists in the past year? 200 words or less.

## **b. Audience and Community Engagement**

### **Audience Development, Organizational and Community Partnerships, Communications and Outreach, Impact and Engagement**

4. In what ways were you able to stay connected with your audience over the past year? 200 words or less.
5. Did your strategy for engaging with your audience and community change over the past year? If so, how? 200 words or less.

## **c. Organizational Status**

### **Governance, Administration and Human Resources and Strategic Direction**

6. Please note any changes in staffing, if any, your organization had over the past year. Please note if any of these changes were a result of COVID-19.
7. Please provide a list of current staff members and positions.
8. Please provide a list of board members and their positions as of March 1, 2021.

# 2022-2023 Application

## a. Program Planning

Program direction, audience and community engagement, adaptability

9. Provide some examples of activities you are planning for 2022-2023. 200 words or less.
10. What strategies are you using to plan for the future in the context of COVID-19? 200 words or less.

## b. Financial Information

Stewardship and sustainability

11. Please provide a copy of your financial statements from your most recent fiscal period. New applicants and those not currently in receipt of operating assistance funding must provide detailed financial statements for the previous 3 years of operation.
12. Please provide a detailed and up-to-date budget in a comparative table, formatted as follows\*\*:

EXPENDITURES				
Expense Category (e.g. Administration, Wages, Rent)				
LINE ITEM	Prior Year Actuals	Current Year Budget	Current Year Projected	2022-2023 (Request Year) Budget

REVENUES				
Revenue Category (e.g. Earned Revenue, Governmental Funding, Sponsorship)				
LINE ITEM	Prior Year Actuals	Current Year Budget	Current Year Projected	2022-2023 (Request Year) Budget

### \*\*Please Note:

- Applicants to the Canada Council core-funding programs may submit an up-to-date copy of financial information they submit via CADAC.
- Applicants to Arts Nova Scotia Operating Assistance to Arts Organizations Program may submit an up-to-date version of that program's Financial Template.

Organizations submitting CADAC or CADAC-compliant financial information need not submit additional budgetary information.

## Notes on Required Financial Information

- Reports should itemize revenues and expenditures by applicable category (e.g. Artistic Expenses, Administrative Expenses, Marketing and Communications Expenses, etc.);
- Reports should list all, and differentiate between, sources of government funding (Municipal, Provincial, Federal);
- Reports may list in-kind expenses and must balance with listed in-kind contributions under revenues;
- Notation should be included to items listed on the financial table for the purposes of explaining:
  - Any significant change in a particular category of revenue or expense;
  - Any significant deficits or surpluses listed (expected) for the coming year's budget; and
  - Any particular items that the applicant wishes to highlight and address.
- Applicants whose projected budget for 2022-2023 shows significant debt (in excess of 5% of the total annual budget for that fiscal year) must include a debt-reduction plan and a brief explanation of what steps are being taken to eliminate the shortfall.

## Submission Information

**The Deadline for Applications is April 25, 2022 at 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:**

Digital submissions should be sent in PDF format as a single email, not to exceed 10MB in total size to: [artgrants@halifax.ca](mailto:artgrants@halifax.ca).

Written application information should be formatted as a single PDF attachment to the email. Financial information should be included as a separate attachment within the same 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 Jesse Morton at [mortonj@halifax.ca](mailto:mortonj@halifax.ca) or (902) 497-7655. Please do not direct correspondence to [artgrants@halifax.ca](mailto:artgrants@halifax.ca) - applications only.**