

2019-2020 Grants to Professional Arts Organizations Operating Assistance Program

Application and Submission Criteria

APPLICATION DEADLINE **March 22nd, 2019, 4:00PM**

Staff Contact:

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Culture and Events
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(902) 490-1039

Application Form

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Contact Information

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

| | |
|----------------------------------|------------------|
| Mailing Address of Organization: | |
| Contact Ph. (1): | Contact Ph. (2): |
| Contact Email: | |
| Website (if applicable): | |

Application Form

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Organizational Information

Discipline/Primary Service Provided:

| 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 (2019/2020) \$ _____

Organization's Fiscal Year _____ - _____

Primary Organizational Contact:

Signature

Position

Date

Chairperson, Board of Directors:

Signature

Date

Written Application

Please submit 1 unbound or 1 electronic copy of the full application.

If submitting a hardcopy please use standard letter (8.5x11 inch) paper with black, 12-point type, printed on one side.

The Application Information should be organized into three (3) sections as follows:

1. Applicant Background and Profile (maximum 3 pages)

Please briefly describe the organization in relation to the following:

- Vision and Mandate
- Geographic Area of Service
- Brief Organizational History and Current Operational Context
- Governance and Administrative Structure

2. Organizational Information (maximum 10 pages)

Applications are weighted in accordance with the values as stated below (in parenthesis) out of a maximum total score of 100. Application information provided in Sections 2 and 3 should respond directly to these categories, as follows:

Programs and Services (50pts), assessed using the criteria of:

- (1) Programs and Services Delivered, Program Planning and Evaluation- (30pts)
Artistic Merit, Program Planning and Program Evaluation;
- (2) Community Relationships and Impact- (20pts)
Audience Development, Organizational and Community Partnerships, Communications and Outreach, Impact and Engagement.

Organizational Standing (20pts), assessed using the criteria of:

Governance, Administration and Strategic Direction, and stated approach to any opportunities and challenges currently faced by the organization

3. Financial Information

Financial Stewardship (30pts)

- (1) Complete and accurate financial statements*
Reflecting comprehensive financial information and a healthy financial position;
- (2) Accurate and reasonable budget projections**
Reflecting a complete and accurate budget including a diversity of revenue sources.

All applicants are required to submit:

- a) *Financial statements signed by the appropriate Board Officer (balance sheet or statement of financial position, and income statement) for the previous three (3) years of operation. Statements prepared by an external party must also include all “Notes to the Statements”. Organizations having previously applied to the Operating Assistance Program need only submit financial statements for the most recently completed fiscal year.
- b) **An accurate and up-to-date budget in a comparative table, formatted as follows:

| EXPENDITURES | | | | |
|--|--------------------|---------------------|------------------------|---------------------------------|
| Expense Category (e.g. Administration) | | | | |
| LINE ITEM | Prior Year Actuals | Current Year Budget | Current Year Projected | 2019-2020 (Request Year) Budget |

| REVENUES | | | | |
|--|--------------------|---------------------|------------------------|---------------------------------|
| Revenue Category (e.g. Earned Revenue) | | | | |
| LINE ITEM | Prior Year Actuals | Current Year Budget | Current Year Projected | 2019-2020 (Request Year) Budget |

****Please Note:**

- Organizations that make application to the Canada Council for Operating Assistance may submit a printout of financial information they submit to CADAC.
- Organizations making application to Arts Nova Scotia for Operating Assistance may submit a printout of financial information of the CADAC-compliant information they submit to Arts Nova Scotia.

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 budget for 2019-2020 (or equivalent) projects 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 **March 22nd, 2019 4:00PM**

In-person, couriered and emailed applications must be received by the program officer or designate (e.g. Customer Service Desk staff), prior to the deadline as listed, in order to be eligible.

Mailed applications must be postmarked on-or-prior-to the deadline date to be eligible.

The program officer will not consider late submissions under any circumstances. Extensions to the stated deadline will not be granted.

Completed applications should be clearly labelled *Re: Grants to Professional Arts Organizations, Operating Assistance c/o Jamie MacLellan* and delivered to:

In Person/Courier

3rd Floor Dartmouth Ferry Terminal
88 Alderney Drive, Dartmouth
B2Y 2N5

By Regular Mail

Culture and Events
Parks and Recreation
Halifax Regional Municipality
PO Box 1749 Halifax, NS B3J 3A5

By Email

Digital submissions must be sent in PDF format as a single email, maximum 10MB in total size, and time-stamped prior to the submission deadline, to:

artgrants@halifax.ca