

2020-2021 Grants to Professional Arts Organizations Operating Assistance Program Application

DEADLINE March 20, 2020, 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):	

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

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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 (2020/2021) \$ _____

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 2 pages)

Please briefly describe the organization in relation to the following:

- Organizational History, Role and Mandate
- Geographic Area of Service
- Governance and Administrative Structure
- List of current staff (indicate FT and PT) and board members

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)

(1) Program and Service Delivery and Evaluation- (30pts)

Values: Artistic Merit and Community Benefit, Program Planning and Program Evaluation;

(2) Community Relationships and Impact- (20pts)

Values: Audience Development, Organizational and Community Partnerships, Communications and Outreach, Impact and Engagement.

Organizational Standing (20pts)

Values: 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, Wages, Rent)				
LINE ITEM	Prior Year Actuals	Current Year Budget	Current Year Projected	2020-2021 (Request Year) Budget

REVENUES				
Revenue Category (e.g. Earned Revenue, Governmental Funding, Sponsorship)				
LINE ITEM	Prior Year Actuals	Current Year Budget	Current Year Projected	2020-2021 (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 projected budget for 2020-2021 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 March 20, 2020 4:00PM

In-person, couriered and emailed applications must be received by the program officer or designate 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

Regular Mail

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

Email

Digital submissions must be sent in PDF format as a single email, not to exceed 10MB in total size to:

artgrants@halifax.ca

***Please direct questions Jamie MacLellan at maclelaj@halifax.ca or 902.490.1039.**