

2018-2019 Grants to Professional Arts Organizations Operating Assistance Program Guidelines

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

Staff Contact:

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HALIFAX

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>

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

Overview

Operating Assistance to Professional Arts Organizations

This stream supports the general and ongoing operational capacity of professional arts organizations in the Municipality as follows:

- a) *Anchor Organizations:*
 - **Operate on budgets in excess of \$3 million per year.**
 - 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.
 - Demonstrate strong public impact in terms of number of events, attendance and employment figures.
 - Will be eligible to access a maximum of \$100,000 per year in 2019/20. **

- b) *Other Non-profit Organizations:*
 - 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.
 - Will be eligible to access a maximum of \$50,000 per year in 2019/20, or 15% of applicant's operating budget, whichever is less. **

Under this program the Municipality may contribute no more than 60% of revenues required to cover annual administrative and core program costs.

Combined municipal, provincial and federal funding normally will not exceed 90% of total revenues for annual administrative and core program costs.

Program Administration

Application Deadline: **March 22nd, 2019, 4:00PM**

- Applications will be administered by the Halifax Regional Municipality's Culture & Events division:

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- Applicants will be notified upon initial review if their application is deemed ineligible;
- Culture and Events staff will oversee the selection of a peer review panel who will be tasked with assessment of applications.
- Assessment will follow the evaluation criteria set out in this document;
- Final recommendations of the peer assessors will be compiled by Culture and Events staff and directed to the Chief Administrative Officer for review. In all instances, 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
- Disbursement of the funds will take place upon the approval of the Chief Administrative Officer, and will be administered by Culture and Events staff.

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

- Applications received from schools or educational institutions (with the exception of university art galleries);
- Organizations not based within the physical boundaries of the Halifax Regional Municipality;
- Organizations in arrears to the Municipality, or otherwise deemed to be in poor standing on the basis of incomplete projects or outstanding final reports; and
- Organizations whose primary purpose is not the ongoing (year-round) production or presentation of professional arts.

Applications

Applications for Operating Assistance must include at a minimum:

- A completed, signed application form;
- A description of the applicant, including
- Programs and Services
 - Nature of the organization's programming (planning, execution and evaluation);
 - Organization's role in the community (public impact, audience development and community partnerships);
- Organizational Standing, including
 - Organizational governance, administration and strategic direction.

- A detailed budget outlining projected revenues, operating and capital costs;
- Confirmation that the applicant has sought other funding sources that are applicable;
- Detailed financial statements for the previous three (3) years of operation; and
- Details on any other Municipal funding received within the current and previous two (2) fiscal years (includes tax relief, cash grants and rental subsidy).

General Terms

Should funding be approved, the Municipality will enter into an agreement with the applicant based on the following terms:

- Successful grant recipients must complete a final report form describing the impact of the funding received through this program. Final report forms will be sent with the confirmation of the award and will be available from Community and Recreation staff. The criteria for reporting includes at a minimum:
 - Name of organization, amount of grant, Terms and Conditions (as described in the award notification letter);
 - Total annual budget outlining all revenues and expenditure categories: a grant is a contribution towards the general operation of an organization;
 - A description of the applicants' programming, including information on the impact (attendance, participation) of the program and any expanded benefit; and
 - Copies of printed materials funded through the grant (poster, brochure, booklet, CD, catalogue or photograph of project, newspaper article, magazine article), as well as documentation of events and/or projects directly or indirectly supported by the Municipality through this grant process.
- 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 exceptional circumstances, where an organization's programming deviates significantly from that which was submitted in their application, a written request to amend the terms of the grant agreement must be submitted to staff and a written response (permission to amend) will be provided. This correspondence will be filed with the application.
- 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.
- The applicant has provided a description of their organization's role and mandate.
- The applicant has provided a copy of financial statements for the most recently completed fiscal year, including a balance sheet (assets, liabilities, equity/debt) and income statement. Financial statements must be signed by an authorized representative of the organization.
- The applicant has included a list of active board members including executive roles.
- The applicant has provided a list of current staff, indicating which are permanent and which are project-specific or part-time.

Proceed to Section 2 of Review

Ineligible

Programs and Services (50pts)

• Program Planning and Evaluation

The application reflects:

Stated goals and objectives of the organization; Program evaluation, design and development; Quantitative and qualitative assessment of programming from past years; Impact of the organization's programming and service delivery **/30pts**

• Community Relationships

The application reflects:

Consideration of audience development; Organizational and community partnerships; Communication and outreach, impact and engagement; **/20pts**

Organizational Standing (20pts)

• Governance, Administration and Strategic Direction

The application reflects:

Active and engaged Board of Directors; Clear organizational mandate and a well-articulated plan; Current status of the organization, opportunities and challenges **/20pts**

Program and Service, Organizational Standing Total Score ___/70pts

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| Financial Stewardship (30pts) | |
| Existing/previous financial statements are accurate and complete; Statements show revenues and expenses, assets and liabilities, cash savings and investments; Statements reflect that the organization is in good fiscal health /15pts | |
| Submitted operating budget is complete, detailed and accurate and has been developed to be efficient, without unnecessary costs; Budget shows diverse funding sources and revenue streams /15pts | |
| Financial Stewardship Total Score ___/30pts | |

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| Section 4 – Scoring Summary | |
| Program and Service, Organizational Standing | /70pts |
| Financial Stewardship | /30pts |
| Total Score *A minimum score of 70 is required to be eligible for award | /100pts |
| Reviewer’s Name: | |