

**2020-2021 Grants to Professional Arts Organizations**

# **Project Assistance Program**

## **Application**

**DEADLINE MARCH 20<sup>th</sup>, 2020, 4:00PM**

\*Projects beginning July 1<sup>st</sup>, 2020 through June 30<sup>th</sup>, 2021

**Staff Contact:**

Jamie MacLellan  
Regional Events and Cultural Initiatives  
maclelaj@halifax.ca  
(902) 490-1039

# Application Form

## Contact Information

<b>Name of Organization:</b>
<b>Address of Organization:</b>
<b>Non- Profit Registration #:</b>
<b>Date of Incorporation:</b>
<b>Contact Person:</b>
<b>Chairperson:</b>
<b>Executive Director (if applicable):</b>
<b>Artistic Director (if applicable):</b>

<b>Mailing Address of Organization: (if different than above)</b>	
<b>Contact Ph. (1):</b>	<b>Contact Ph. (2):</b>
<b>Contact Email:</b>	

## Organizational Information

Category	
<b>Please Indicate your Organization`s Primary Function by Checking One</b>	
Presenter	
Producer	
Service Organization	

If yes, please provide your organization's CRA registration # \_\_\_\_\_

## Project Information

Project Title:

\_\_\_\_\_

Project Location(s):

\_\_\_\_\_

Project Start\*: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ End: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

M/D/Y

M/D/Y

Amount Requested: \_\_\_\_\_ Total Project Expenses: \_\_\_\_\_

Primary Contact:

\_\_\_\_\_

Signature

Position

Date

Board Chair:

\_\_\_\_\_

Signature

Date

\*Applications to the 2020/21 Grants to Professional Arts Organizations- Project Assistance Program must indicate effective start dates between July 1, 2020 and June 30, 2021.

Project Description (Brief):

## Submission Requirements

Please attach responses to the application form above and submit collectively as your completed application.

Please number each response corresponding to the number listed below.

Please use standard letter (8.5x11 inch) paper with black, 12-point type, printed on one side.  
Please submit 1 unbound or electronic copy of the full application.

Project Description (Full)

1. Please attach a description of the activity for which you are applying for funding. Descriptions should include all relevant details and project background, conceptual and technical information, project purpose, location, perceived impact, artists and partners involved, etc. (2 pages)
2. Project Schedule. Include all phases of the project from inception to project completion.
3. Brief background information on the applicant organization (recent activities, role in the community, etc.) and the participating artists (brief role description, artist statement, and CV for all named contributors).
4. Financial Information. Please complete the attached Budget Worksheet (p.7) and include all relevant, detailed budget information for the project. Please indicate whether funding contributions listed as revenues are CONFIRMED or PENDING. \*Applicants must list all HRM funding received in current and previous fiscal year.

# Support Material

Support material should include any material relevant to the application and the specific project proposed. Material may include digital images and documentation, audio and video files, written material, scripts, scores, renderings or drawings as well as catalogues, promotional materials and reviews.

The submission of support materials should be concise- inclusions should be strategic, with the intent of directly informing the selection committee’s understanding of the proposed project. Directing the attention of the committee to specific aspects of the support material, and their relevance to the proposed, are encouraged.

TITLE	MEDIA/TYPE OF ITEM	ARTIST/CONTEXT
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

The name of the submitting organization should appear on all support material. The Municipality is not responsible for any lost or missing material.

## Digital 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 it to ensure that it is formatted correctly.

Digital Support Material in all formats must be submitted on a single USB drive.

**Videos** must be submitted according to the following format:

- in .avi, .mov, .mpg, or .mpeg format; and
- viewable with QuickTime, RealPlayer, Windows Media Player or VLC.

**Audio files** must be submitted according to the following format:

- uncompressed in .aif, .aiff, .wav format; or
- lossless (.flac, .m4a, .mp4); or
- compressed (.mp3, .wma).

**Digital images** must be submitted according to the following format:

- in jpg file format;
- a maximum of 1 MB file size;
- a maximum resolution of 1024 x 768 pixels; and
- RGB or greyscale.

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.

The Municipality recommends applicants adhere to the general guideline of 20 files/items when submitting support material.

# Project Budget Worksheet

## Expenses

EXPENSE CATEGORY	AMOUNT
Project Costs- Specify	
e.g. Artist/Professional Fees, Marketing and Promotion, Venue Rental, etc.	
Other-Specify	
<b>Total Expenses* (must equal Revenues)</b>	

## Revenues

EXPENSE CATEGORY	AMOUNT
Applicant Contribution	
Earned Revenue	
Canada Council	
Communities Culture and Heritage/Arts NS	
Other Governmental Agencies	
Corporate or Private Sponsorship	
In-Kind	
Other Sources (Specify)-	
Subtotal	
<b>Requested Municipal Project Assistance</b>	
<b>Total Revenues* (must equal Expenses)</b>	

Applicants must disclose any municipal funding received over the past three (3) years, including fiscal 2019-2020, as well as any requested funds from 2020-2021. Incl. Grants, Tax Relief and other Subsidies.

YEAR	HRM FUNDING PROGRAM	AMOUNT	CONFIRMED (y/n)

## Submission Information

**The Deadline for Applications is March 20th, 2020, 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.

**Applications should be clearly labelled 'Project Assistance to Arts Organizations' c/o Jamie MacLellan and delivered to:**

### In-Person/Courier

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

### By Regular Mail

Culture & Events  
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](mailto:artgrants@halifax.ca)