

2019-2020 Grants to Professional Arts Organizations Project Assistance Program Guidelines

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

***Projects beginning July 1st, 2019 through June 30th, 2020**

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

Project Assistance to Professional Arts Organizations: General

Supports the professional development of Halifax's arts community and encourages broad public access to professional arts activities on a project-specific basis, with funding directed toward local arts organizations as follows:

- 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 \$25,000 per year for a specific art project.
- *Projects* are considered to be one-time, discrete elements of artistic production and/or presentation and must involve an element of public access and engagement.
- To allow for review of applications and approval of recommended awards, and as this program does not award retroactive funding for completed projects, eligible project applications must indicate an effective start date between July 1st, 2019 and June 30th, 2020, inclusive.
- *Applicants applying to Operating Assistance may apply for Project Assistance with the understanding that project proposals must be outside of the general program and service delivery of the applicant organization (e.g. they must represent a one-time, additive programming component and require additional organizational capacity to administer).

**EXCEPTION per Administrative Order 2014-007-ADM Section 5A. a Professional Arts Organization awarded twenty-five thousand dollars (\$25,000.00) or more under the Operating Grant Program shall not be eligible for funding from the Project Grant Program.*

Program Administration

Application Deadline: March 22st, 2019, 4:00PM

- Applications will be administered by the Municipality's Culture & Events division
Jamie MacLellan
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- Municipal staff will manage a peer assessment process. Submissions will be evaluated based on the 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. 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
- Applications recommended for funding will receive 80% of those funds upon approval by the Chief Administrative Officer and the balance (remaining 20%) upon project completion and the submission of a final report.

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

Professional Arts Organizations receiving in excess of \$25,000.00 through the Operating Grant Program are not eligible to receive funding through the Project Grant stream.

The Municipality does not provide financial support to commercial enterprise through this program. Applications to assist sound recording projects, publishing, production crafts, commercial film production, and commercial music are not eligible.

Applications for fundraisers or promotional events are not eligible.

Applications for organizational development are not eligible.

Applications for Arts and Cultural Festivals are not eligible.

Applications

Applications for Project Assistance must include at a minimum:

- Completed and signed application form;
- Organizational profile including history of the programming and role in the community, listing of board members and roles and listing of all current staff;
- A detailed project description outlining all aspects of the project as proposed;
- A detailed project budget outlining projected revenues and expenses directly associated with the project including confirmation that the applicant has sought other funding sources that are applicable;
- Support material on USB drive, no more than 10 media files; and

- Details on any other municipal funding received within the current and previous two (2) fiscal years.

General Terms

Once approved by the Chief Administrative Officer, 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 project costs: a grant is a contribution towards the project and not 100% of funding;
 - A description of the project, including information on the completeness of the project; 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 some cases, an extension may be permitted. If an extension is needed, a written request to staff is required and a written response will be provided. This correspondence will be filed with the application.
- In some circumstances, the Municipality may formally request itemized confirmation of how the grant money was spent including proof of payment (invoices, receipts etc.).
- 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>

DIGITAL SUPPORT MATERIAL

Support material should be submitted with all applications to the Project Assistance to Not for Profit Arts Organizations program on a single USB drive. Please test your material before you submit it to ensure that it is formatted correctly.

Videos must be submitted on USB. Video files must be:

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

Audio files must be submitted on USB. Audio files must be:

- Uncompressed in .aif, .aiff, .wav format; or
- Lossless (.flac, .m4a, .mp4); or
- Compressed (.mp3, .wma).

Digital images must be submitted on USB, without folders. Image files must be:

- 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.

Evaluation Form

Name of Organization:	
Address of Organization:	Date:

Level 1 – 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.
- The applicant has provided a full and complete project budget specific to the proposed project outlining all expected associated costs.
- The applicant has provided a detailed project description.

Proceed to Section 2 of Review

Ineligible

Section 2 - Project Merit	
Expertise of applicant(s)	Is the applicant experienced in their field? Do they have experience working with the specific materials/method or in the discipline set out in the proposal? ‘Expertise’ in this sense need not speak exclusively to record of exhibition or length of career but may also be applied to broad professional capacity and an expressed ability to be innovative. /20pts
Project Merit	The caliber of the idea proposed, including innovativeness, conceptual strength, technical/material, and project methodology. /25pts
Public Access and Engagement	The overall impact of the proposed project on the public. Does it encourage and/or engage new audiences? Does it have broad public appeal? Is the experience of the project innovative and interesting? /25pts
Project Merit Total Score ___/70pts	

Section 3 – Organizational Standing and Budget	
	Does the proposing organization exhibit a high level of financial stewardship? Is their governance structure sound? Does the organization exhibit the capacity to successfully carry out the project as proposed? /10pts
	Is the proposed project budget developed to be efficient, without unnecessary costs or inappropriate sources of revenue? Has the applicant sought other funding sources that may be applicable? /20pts
Methodology and Budget Total Score ___/30pts	

Section 4 – Scoring Summary	
Project Merit	/70pts
Project Methodology and Budget	/30pts
Total Score *A minimum score of 70 is required to be eligible for award	/100pts
Reviewer’s Name:	