

# 2024-2025 Grants to Professional Arts Organizations Project Assistance Program Guidelines

**DEADLINE** March 31, 2024, 5:00PM

**Staff Contact:**

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## Program Purpose

The Grants to Professional Arts Organizations Program supports professional arts activities on a project-specific basis 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. Read more about eligibility in the Program **Eligibility Section**.

The Program is governed by [Administrative Order 2014-007-ADM](#).

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

## Overview

### Project Assistance to Professional Arts Organizations

This program stream supports professional arts activities on a project-specific basis. Funding is available to 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.
- Eligible organizations may apply to access a maximum of \$25,000 per year for a specific art project.
- For the purposes of this program *Projects* are considered to be discrete artistic productions and/or presentation initiatives (or discrete phases within larger production/presentation initiatives) that 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 1<sup>st</sup>, 2024 and June 30<sup>th</sup>, 2025, inclusive.
- Applicants in receipt of (or who are applying for) Operating Assistance may also apply for Project Assistance with the understanding that Project Assistance proposals must fall outside of the regular operating program of the applicant organization.
- Notwithstanding the above, organizations that are awarded twenty-five thousand dollars (\$25,000) or more under the Operating Grant Program (in the same application year) shall not be eligible for funding from the Project Grant Program.
- The Municipality may contribute up to 100% of eligible project costs.

# Program Administration

## DEADLINE March 31, 2024, 5:00PM

Applications will be administered by the Halifax Regional Municipality's Culture & Community division.

### Program Officer

Lindsay Cory

Community Developer – Public Art

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### Two-Part Application Process

Your organization's contact information and general application information will be submitted through an **online application form** while the Written Responses and Financial Information of your application will be submitted by email. Please refer to the **Application Checklist** to ensure your application is complete.

### How to Apply

1. Access the **application form** from the [program website](#). Fill out the required information on the form and hit submit. If you have difficulty filling out this online form, please contact the program officer. Follow up the submission of your application form with your **written responses** by email.
2. Check the [Application Checklist](#) to ensure your application is complete
3. Prepare your email to [artgrants@halifax.ca](mailto:artgrants@halifax.ca) which includes all the required application information.

**Applications will only be accepted to this email address. Please direct all questions to the program officer directly. If you are unable to submit by email please contact the program officer directly. All applications sent to [artgrants@halifax.ca](mailto:artgrants@halifax.ca) will receive an auto-reply confirmation. If you do not receive confirmation within one week please contact the program officer directly.**

4. Applicants will be notified upon initial review if their application is deemed ineligible.
5. Culture & Community staff will oversee the selection of a peer review panel who will be tasked with the scoring and assessment of applications.
6. Assessment will follow the evaluation criteria set out in this document.
7. Final recommendations of the peer assessors will be compiled by Culture & Community staff and directed to the Chief Administrative Officer (CAO) for review. In all instances, recommended organizations and corresponding funding levels are subject to the approval of the CAO.
8. 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.
- 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.
- 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.

### Ineligible Organizations

- Professional Arts Organizations receiving more than \$25,000 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.
- Schools or educational institutions (with the exception of university art galleries), or educational based organizations.
- 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.
- Organizations whose primary purpose is not the ongoing (year-round) production or presentation of professional arts.

## 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 describing the impact of the funding received through this program. Applicants can now opt for a final report interview which will be followed up by a written summary provided by Culture & Community staff. Final report requirements will be sent with the confirmation of the award and will be available from Culture & Community staff. The reporting criteria includes at a minimum:
  - Name of organization, amount of grant, Terms and Conditions (as described in the award notification letter).
  - Project budget vs actuals breakdown.
  - A description of the project, including information on the impact (attendance, participation) of the program and any expanded benefit.
  - 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](#).

# Evaluation Form

<p><b>Basic Eligibility</b></p> <p>The applicant must meet all of the following criteria to be considered eligible for funding:</p> <ul style="list-style-type: none"> <li>• 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. Organization has been active for 3+ years.</li> <li>• The applicant has provided a brief organizational background.</li> <li>• The applicant has provided a detailed description of their proposed project, including project schedule.</li> <li>• The applicant has provided a full and complete project budget specific to the proposed project outlining all expected associated costs.</li> </ul>	
<input type="checkbox"/> <b>Proceed to Section 2 of Review</b>	<input type="checkbox"/> <b>Ineligible</b>

<p><b>Project Merit</b></p>
<p><b>Project Viability</b> The ability of the applicant organization and collaborators to lead the project as proposed: Considerations include:</p> <p>Does the application reflect sufficient expertise in leading similar projects? Does the application reflect a record of successful programming? Is the project feasible as presented?</p> <p><b>/20pts</b></p>
<p><b>Artistic Merit</b> The caliber of the idea proposed. Considerations include:</p> <p>Is the project innovative/exciting/important? Is the project conceptually strong- does it add value to the local arts discourse and/or does it engage with new or lesser represented communities and conversations? How effective is the project methodology? <b>/40pts</b></p>
<p><b>Public Access and Engagement</b> The overall impact of the proposed project on the public and/or specific communities of interest . Considerations include:</p> <p>Does it encourage and/or engage new and/or underserved audiences? Does the proposal show broad public appeal? Is the proposed project of importance to the local arts community? Does the proposal show collaboration? Is the perceived experience of the project compelling?</p> <p><b>/20pts</b></p>
<p><b>Project Merit TOTAL SCORE ___/80pts</b></p>

<b>Project Budget</b>	
Is the proposed project budget developed to be efficient, without unnecessary costs or inappropriate sources of revenue? Has the applicant sought other funding sources to support the project? /20pts	
<b>Methodology and Budget TOTAL SCORE ___/20pts</b>	

<b>Section 4 – Scoring Summary</b>	
<b>Project Merit</b>	<b>/80pts</b>
<b>Project Methodology and Budget</b>	<b>/20pts</b>
<b>Total Score</b> *A minimum score of 70 is required to be eligible for award	<b>/100pts</b>

# Application Checklist

## Applications for Project Assistance must include:

- A completed online application form
- And email with all required information including **Written Responses and Project Information**.

### Double check before sending your email for the following:

- Your name is included on all files using the naming structure provided in the [Application Checklist](#).
- Number your files in the order they should be opened (application forms have a list of required documents in order).
- Ensure your word counts, page limits and file sizes are in line within the program guidelines.
- Only send one application per email.
- Subject line should be: "Your Organization Name – Project Funding Application".
- Keep attachments under 25MB and do not attach large audio or video files; include a streaming link in the body of the email (Upload large audio and video files to a streaming service such as YouTube, Vimeo or SoundCloud.
- Do not send cloud-based attachments (WeTransfer, Google Drive, Dropbox, etc.)
- Take note to not have long file names in your attachments.
- Ensure your email is addressed to [artgrants@halifax.ca](mailto:artgrants@halifax.ca).

## General Information on application

- Word counts are suggested to give applicants a sense of the level of detail and time that is expected for each part. They also consider that peer assessors will have many applications to read at once. If you can re-use some information from other grant applications, you may do so within reason, keeping in mind the above considerations.
- You may include all written responses in the same document.
- Except for the Application Form, which you will fill out online, all documents should be saved as PDFs and submitted to [artgrants@halifax.ca](mailto:artgrants@halifax.ca) by 5pm the day of the deadline.

## Accessing the Application Form

- Click here to open the [Application Form](#) in your browser.
- A preview of the Application Form is also available directly on the [program website](#).
- Application Form includes general information about you including contact and registration information for your application.



# Written Responses and Project Information

## Project Description (max 2 pages)

Please describe the activity for which you are applying for funding. Project descriptions should reflect all relevant details including:

- project background
- project intent/purpose including anticipated impact
- artists and partners involved\*
- material, logistical and technical information.

## Project Schedule

Please include all phases of the project from inception to completion.

## Brief background information on the applicant organization (max 2 pages)

Please provide a brief background on the organization submitting this application including:

- recent activities
- role in the community
- detailed information on artists involved in the execution of this project (brief role description and CV for all named contributors).

## Financial Information

Please complete the attached [Budget Template](#) and include all relevant, detailed budget information for the project. Please include other sources of funding if applicable (not required)

- budget template including expenses and revenues to the project

## 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 to ensure that it is formatted correctly.

- All support material labeled correctly:
  - File names must be in the following format:  
**01\_Organization\_Year\_Title\_Artist.jpg** (image number, organization name, 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.
- Support materials should also be submitted digitally (where possible) as separate emails to that of the written application materials or via link to file-storage and sharing service. Links to online sharing platforms such as YouTube or Vimeo are also accepted.
- Support material list using attached [Support Material Template](#)

## Support Material Guidelines

Support material should be submitted with all applications to the Project Assistance to Non-Profit Arts Organizations program. Test your material before you submit to ensure that it is formatted correctly.

**Video files (3 samples; max 15 minutes for all material)** submitted in the following acceptable formats:

- dvd format, .mp4, .mov, .mpg

**Audio files (3 samples; max 15 minutes for all material)** submitted in the following acceptable formats:

- .cda, .mp3, .m4a and .m4p

**Digital images (maximum 10 images)** submitted in the following acceptable formats:

- .jpg, .tiff, .tif file format;
- a maximum resolution of 1024 x 768 pixels; and
- RGB or greyscale.
- Max 2MB each

**Written or Printed Materials (maximum 15 pages)** unbound, single-sided, 8 ½ X 11” paper, portrait format, single-sided; can also be submitted digitally as a Word file or PDF document.