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Applicant Information

Name of organization/business* _____

Mailing address* _____

Street number* Street address* Suite

PO Box City/town* County* Province* Postal code*

Social media Email* _____ Website _____

Twitter _____ Facebook _____

Other social media accounts _____

Registration Information

Is your business/organization registered with the Nova Scotia Registry of Joint Stock Companies?*

Yes No

Is your business/organization registered with the Nova Scotia Registry of Joint Stocks as a non-profit society or non-profit cooperative?*

Yes No

If yes to either of the above questions, provide your Nova Scotia Registry of Joint Stocks Registration Number.*

Identification Number (Canada Revenue Agency)

Contact details

Chairperson or business owner* _____

Phone/fax Primary* _____ Alternate _____ Fax _____

Email* _____

Application contact: Name _____

Phone/fax Primary _____ Alternate _____ Fax _____

Email _____

Eligibility and Current Funding Status

Does your business/organization currently receive operating assistance from the Department of Communities, Culture, Tourism and Heritage or Arts Nova Scotia?

Yes No

If yes, indicate the annual Funding received: _____

Does your organization/business currently have any overdue final reports to the Department of Communities, Culture, Tourism and Heritage?*

Yes No

I confirm that I have contacted the CIF program officer prior to submitting this application*

Proposal Information

What is the primary discipline of your proposal *

Written and Published Works

Production and Fine Craft

Fashion/Design

Music

Performing Arts

Visual and Applied Arts

Film

Other, specify _____

Choose the most appropriate project type. (check all that apply)

Business/Strategic/Marketing Plan EDI Policy Market Research E-marketing Re- Branding

Business matchmaking/Lead Travel/Touring Online Presence Digital/Technology

Other, specify _____

Project name* _____

Proposal start date* (mm/dd/yyyy) _____

Proposal end date* (mm/dd/yyyy) _____

Indicate if this Proposal is Time-Sensitive:*

Yes No

Amount requested* _____

Total project cost* _____

Project Location _____

Program Stream:*

Creative Industries Program

Industry Development Program:

Consent

- I consent to the sharing of my information with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.*
- I consent to the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotia Affairs, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.
- As an individual applicant:***

I have carefully read the application guidelines and eligibility criteria for this program and confirm that I meet the eligibility criteria.

I am aware that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be released.

I am aware that information I have provided in this application form is subject to the Freedom of information and Protection of Privacy Act, and any request for my personal information requires my written consent before it can be shared with a third party.
- As a representative of an organization I confirm that:***

I have carefully read the application guidelines and eligibility criteria for this program, and confirm that the organization, group (including ad-hoc) or consortium I represent meets the eligibility criteria.

I am aware that all overdue final reports, where applicable, for previously funded applications must be submitted and approved before any additional requests or applications for funding can be released.

I will act as the representative of the organization, consortium or group and will keep all participants informed of the application content and any funding decision.

Detailed Project Information

***Synopsis of Project/Activity** (two or three sentences)

Detailed Description of Project:

Describe the project or activity you would like funded. What is the proposed activity and why is it a priority for your organization? Who is involved? Who are the partners or collaborators?

- If hiring a consultant, provide a copy of the statement of work and CV with your supplementary information.
- Business Plans, Marketing Plans and other supporting information should be submitted as supplementary information.
- If applying for Touring support, provide copies of your Tour Plan, Tour Schedule, Performance Confirmations and Marketing Plan with your supplementary information. Max 500 Words

***Project Goals and Measurable Outcomes**

Describe how the proposed project's objectives link to the stated objectives of the Creative Industries Fund. [Creative Industries Fund Guidelines \(novascotia.ca\)](http://novascotia.ca)

Max 500 Words

***Project Timeline**

Provide a detailed schedule of work for the proposed project including all relevant project milestones.

Max 250 Words

***Financial Capacity**

Applicants must also complete and submit a detailed budget.

This should be submitted as a separate document to the application.

A CIF budget worksheet is available for download—Creative Industries Fund - Government of Nova Scotia, Canada—**but alternative formats will also be accepted.**

All submitted budgets must include the following:

- **Expenses**

Budgets must provide detailed line items for all costs associated with the project

Within the total costs, budgets must indicate the total eligible costs using the eligible and ineligible costs as identified in the CIF Program guidelines Creative Industries Fund Guidelines (novascotia.ca). Travel and touring requests must use the eligible funding framework set out in Appendix A of the guidelines.

• **Revenues**

Budgets must identify all revenue sources contributing to the funding of the project. Budgets should clearly indicate whether revenues are **confirmed or pending**.

Revenues should include the requested funding from the CIF program. **The amount of the request cannot exceed 50% of the total eligible costs identified in the project's expenses.**

If the budget shows a deficit or surplus, provide a brief explanation in the budget notes.

Expanding on the information provided in the budget, provide details on how your business/organization will fund the balance of the project. Reference any confirmed or pending funding sources.* 250 words

Supplementary Information and Discretionary Materials should be submitted to the program officer as separate attachments to the application. Materials should be specifically included to support the application and increase the reviewers' understanding of the project's intent. Indicate whether additional materials will be sent in support of your application.*

Yes No

By checking this box and typing my name below, I am electronically signing my application.*

Type in your Name

Program Contact

Email Application to: creativeindustries@novascotia.ca

Further information: <https://cch.novascotia.ca>

Questions and Application Support

Mickey Quase, Senior Creative Industries Advisor

Telephone: 902-456-8983

Email: Mickey.Quase@novascotia.ca

Jamie MacLellan, Manager Creative Industries

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Email: Jamie.MacLellan@novascotia.ca