

Application Period April 1 - December 15, Rolling Intake

Applicant Information Legal Name of Organization/Business: *_____ Street Number: Street Name: _____ Unit/Suite:_____ City/Town:____ PO Box: County:_____ Province:_____ Postal Code:_____ E-mail: Twitter: _____ Facebook: ____ Other Social Media Accounts: **Registration Information** Is your business/organization registered with the Nova Scotia Registry of Joint Stock Companies? * □No **☐** Yes 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, please provide your Nova Scotia Registry of Joint Stocks Registration Number.* Identification Number (Canada Revenue Agency): _____ **Chairperson Or Business Owner** Chairperson or Business Owner: *_____ Telephone (Primary): *______ Fax: _____ Email: * **Application Contact** Contact Name: * Telephone (Primary): *______ Fax: _____

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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, Please 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 & Published Works ☐ Production & Fine Craft ☐ Fashion/Design ☐ Visual & Applied Arts ☐ Music ☐ Performing Arts ☐ Film Other, Please Specify Choose the most appropriate project type. (click all that apply): * ☐ Business/Strategic/Marketing Plan ☐ EDI Policy Market Research ☐ Business matchmaking/Lead ☐ Re- Branding ☐ E-marketing ☐ Travel/Touring ☐ Online Presence ☐ Digital/Technology Other: please specify project type (if not reflected above): Project Name: *_____ Project End Date: *_____ Project Start Date: *_____ Please Indicate if this Proposal is Time-Sensitive: * ☐ Yes Amount Requested from CIF: *_____ Total Project Cost: *_____ Project Location: *

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Program Stream: *

Creative Industries Program Industry Development Program:



Informed 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: * \square I have carefully read the application guidelines and eligibility criteria for this program and confirm that I meet the eligibility criteria. \square 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, consortium or group (including ad-hoc group) 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** Applicants are expected to review the CIF program guidelines prior to submitting. Appendix B of the guidelines describes how applications are assessed-applicants should address these considerations when developing their proposals. Synopsis of Project/Activity (two or three sentences): * (Provide Brief Project Description)

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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, please 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, please provide copies of your Tour Plan, Tour Schedule, Performance Confirmations and Marketing Plan with your supplementary information. (Max 500 Words)					

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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) (Max 500 Words)	

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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 auidelines.

Revenues

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

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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, please provide a brief explanation in the budge	et notes.	
Expanding on the information provided in the budget, provide details on how your busing organization will fund the balance of the project. Reference any confirmed or pending (250 words)		urces.*
Supplementary Information and Discretionary Materials should be submitted to the pass separate attachments to the application. Materials should be specifically included tapplication and increase the reviewers' understanding of the project's intent. Please	-	
indicate whether additional materials will be sent in support of your application.*	☐ Yes	□No
Program Contact		
Email Application to: creativeindustries@novascotia.ca Further information: https://cch.novascotia.ca		
Questions and Application Support: Jamie MacLellan, Manager Creative Industr Telephone: (902) 222.3069 Email: Jamie.MacLellan@novascotia.ca	ries	
By checking this box and typing my name below, I am electronically signing my appl	lication. *	
Name of Authorized Applicant:	Confirmat	tion: 🗌

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