

# Culture Innovation Fund

## Program Guidelines for 2019–2020

### Introduction

The Culture Innovation Fund wants you to empower and celebrate your community with your talent. This fund gives consideration to the unconventional, the creative and the clever. You've spotted a social struggle, and you're ready to approach it from your unique perspective. No one can do it like you, and we want to help you make it happen.

A community's strength is in those who see its potential. This fund is nimble, supporting individuals and groups who know best the nuances of their community's needs. We're focussed on new programs, not operations or professional development, realizing that innovation is experimental and pushes boundaries.

Show us how you and your group will take-action in your community and use your expertise to make an impact. The Culture Innovation Fund is here for people working to address social issues and opportunities within communities using culture as a tool for positive change helping us build a strong and vibrant future for Nova Scotia.

### Before applying think about the objective of your proposal. (pick one)

- I plan to use my cultural expertise to address a social need in my community.
- I am an Archive, Museum or Library with a unique idea to enhance our role in the community.

### Nova Scotia's Culture Action Plan is a comprehensive strategy focused on celebrating and sharing our culture, our creative sector, and our diverse communities through art, heritage, and recreation. Consulting the Culture Action Plan what theme will you utilize to achieve your objective? (pick one)

- **Promote Mi'kmaw Culture**  
I am Mi'kmaq, or working closely with the Mi'kmaw to teach, interpret or celebrate the indigenous peoples of Nova Scotia.
- **Promote Creativity and Innovation**  
I have partnered with businesses, post secondary institutions and/or community groups who are exploring our culture in unique ways.
- **Strengthen Education, Partnerships and Understanding**  
I am educating Nova Scotians in a way that enhances cross-cultural understanding, physical activity and/or creativity.
- **Advance Cultural Diversity**  
I am fostering a diverse and inclusive Nova Scotian cultural community by breaking down barriers to my fellow citizens.
- **Demonstrate Excellence in Cultural Stewardship**  
I'm building on our cultural legacy increasing understanding of the province's identity through our history, art, recreation activities, or use of public spaces.
- **Drive Awareness and Economic Growth in the Culture Sector**  
I am working in a creative industry collaborating with groups to expand the creative culture sector.

## Eligibility

Proposals will be considered in two tiers, be certain before submission what tier your project will be evaluated at:

- **Tier 1:** Local-level initiatives for community groups and cultural organizations including registered Nova Scotia not-for-profits, museums, libraries, social enterprises, and First Nations communities. Request can be made up to a maximum of \$15,000; matching funding or partnerships not necessarily required at this level; in-kind contributions considered as part of overall project.
- **Tier 2:** Larger partnerships and collaborations that involve multiple partners must include group(s) listed in tier 1. **Applicants must provide a minimum of 25 per cent** of total eligible projects costs (this includes 10 per cent financial contribution and 15 per cent in-kind contributions). Total provincial government support cannot exceed 75 per cent of total eligible project costs.

## Ineligible Costs

The fund does not accept requests for:

- Activities already part of your operational mandate
- Previously run programs
- Employee salaries
- Professional development for employees
- Organizational strategic planning
- Construction or maintenance of facilities
- Excessive travel accommodations and hospitality requests
- Conferences and/or festivals

## Project Proposal Content

Your proposal should be clear, straightforward and tell the story of how your idea is going to improve the community around you (3–5 pages maximum):

- **How** did you come up with this idea? Was there a specific incident, event or person that inspired you to step in?
- **What** makes this project unique and innovative in the way it uses your cultural expertise and an objective of the Culture Action Plan to address a social need in your community?
- **Who** are you and why are you the expert to meet this social need? Do you have partners and collaborators to make this happen?
- **What** are the ways that you will measure the social impact of your project when it completes?
- **How** much money do you need to make the project a success? Consult with the tier structure to be certain your request is eligible and be realistic about what it will take to make your project happen.

Be ambitious on your application and show us your plans to make Nova Scotia a better place to live using culture as a tool for change. Making a meaningful connection between your passion and the project makes the difference to panel evaluators looking for how your work is innovative and will improve the lives of Nova Scotians.

## Glossary

**Innovation** – Innovation in the scope of this grant is daring, collaborative and new. A long-running program with a slightly new focus is not innovative in the scope of this grant.

**Community** – The grant thinks of community as; a group of people in a geographic location, a group of people with a shared social outlook, or a group of people with a shared history. Closed interest groups with barriers to public access should not apply.

**Social impact** – Social impact is a demonstration of positive social change which exists outside the event or program itself.

## Avoid these pitfalls

When you submit your proposal to the Culture Innovation Fund, be clear about how you're addressing a pronounced need in the community using culture as a means. Many applications are rejected for the following reasons:

- **Not thinking innovatively** - Programs which have previously run are ineligible. Innovation should be daring, collaborative, and new. More than just fulfilling your mandate, how is this project unique?
- **Failing to address a social need** - Funded projects use our cultural landscape to address a societal issue rather than focusing inward on operational issues.
- **Ineligible budget** - Carefully consider the tier structure for funding percentages we will cover as well as the list of ineligible costs listed in this document.
- **Not tied to the Culture Action Plan** - be clear in your application how your project is in response to an element of the Culture Action Plan.
- **Not demonstrating stakeholder involvement** - If your project is for a specific community have you consulted with them? How have they been involved in the proposal?

## Application Procedure

If you have questions before submitting your application contact Ian Mullan, the Program Manager of the Culture Innovation Fund to discuss your proposal. Please look at application deadlines to have a clear understanding of expectations.

### Applications Due:

**May 20<sup>th</sup>, August 20<sup>th</sup>, November 20<sup>th</sup>**

Email: [cultureinnovation@novascotia.ca](mailto:cultureinnovation@novascotia.ca)

Fax: 902-424-0710

Mail: Communities, Culture and Heritage  
1741 Brunswick Street, 3<sup>rd</sup> Floor  
PO Box 456  
Halifax, NS B3J 2R5

In person: Communities, Culture and Heritage  
1741 Brunswick Street, 3<sup>rd</sup> Floor,  
Halifax, NS

## Payment Conditions of Funding

If your application is approved, you will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- Contributions must be used for the activity as described in the application and if the project is not undertaken after the funding has been accepted, the recipient must return the funds to the department.
- The department must be notified in advance of any changes in the activity, including start and end dates, location, or any other significant changes.
- Applicants who are not approved for the amount they requested may be required to submit a revised budget based on the approved amount.
- Successful applicants must submit their final report and accounting within 60 days of the project end.

If your organization has received a grant through any of the Communities, Culture and Heritage or Arts Nova Scotia's project funding programs and the final report is overdue, no funds can be released for any subsequent grants approved through the Communities, Culture and Heritage or Arts Nova Scotia programs until the overdue report has been received.

## Send completed proposal to

Culture Innovation Fund  
Department of Communities, Culture and Heritage  
[cultureinnovation@novascotia.ca](mailto:cultureinnovation@novascotia.ca)

## For further information, contact

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Program Manager, Culture Innovation Fund

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Fax: 902-424-0710

Web: [cch.novascotia.ca](http://cch.novascotia.ca)