

The fund has three distinct application forms. Refer to the CIF Guidelines for Non-Profit and Service Organizations to determine which application form you should use.

This form is for non-profits and service organizations that are engaging in an export project.

If you are looking for the application form for Creative Businesses, visit our [website](#).

Applicants are encouraged to contact the Program Officer to discuss their project before applying. Refer to the grant guidelines to ensure you are eligible for this grant, based on your industry, objectives, and total project costs.

Accessibility: If you encounter any barriers or need accessibility support during the application process, contact program staff at least two weeks before the application deadline for assistance.

Annual Application Period: April to December, Rolling Intake.

Section 1 Applicant Information

Organization Information

Legal Name of Applying Organization: _____

Nova Scotia Registry of Joint Stock (RJS): _____

Federal GST Number: _____

Telephone (Primary): _____ Telephone (Alternate): _____

Organization E-mail: _____

Organization Website: _____

Organization Mailing Address

Street Address: _____

Unit/Suite: _____ PO Box: _____ City/Town/Community: _____

County: _____ Province: _____ Postal Code: _____

Contact Information

Name of Chairperson/Chief/Sr. Management Lead: _____

Telephone (Primary): _____ Telephone (Alternate): _____

E-mail: _____

Contact Information for Project Lead (if different)

Name: _____

Telephone (Primary): _____ Telephone (Alternate): _____

E-mail: _____

Equity, Diversity, Inclusion, and Accessibility (EDIA)

Communities, Culture, Tourism and Heritage (CCTH) is committed to ensuring our programs and services are equitable, accessible, and inclusive. Understanding the demographics of our clients and people we serve will help us determine whether our programs, funding allocations, and processes are inclusive of Nova Scotia's diverse communities.

Does your organization have a specific mandated or primary focus to serve any of the following underrepresented and/ or underserved communities?

Select all that apply:

- | | | |
|---|--|---|
| <input type="checkbox"/> 2SLGBTQIA+ | <input type="checkbox"/> Immigrants/Newcomers/
Refugees | <input type="checkbox"/> Racialized Groups/Communities |
| <input type="checkbox"/> Acadian/Francophone | <input type="checkbox"/> Mi'kmaq | <input type="checkbox"/> Prefer not to answer (If an individual) |
| <input type="checkbox"/> African Nova Scotian | <input type="checkbox"/> Persons of African Descent | <input type="checkbox"/> None of the above |
| <input type="checkbox"/> Gaelic/Gaels | <input type="checkbox"/> Persons Living with Disabilities | <input type="checkbox"/> If not identified above, specify:
_____ |
| <input type="checkbox"/> Indigenous | | |

Optional: (if none of the above)

If serving one or more of the following underrepresented and/or underserved communities is not your primary mandate or focus, but you do offer some programs, services, or outreach initiatives specifically targeted toward any of these groups, briefly describe those programs, services, or initiatives:

Data Statement

The information you provide will help us identify and prioritize applications supporting underrepresented and/or underserved communities and learn if our programs and processes are inclusive of Nova Scotia's diverse population. It will be handled in accordance with applicable privacy and confidentiality regulations.

Section 2 Application Information

Proposal Information

Project Name: _____

Project Start Date: _____ Project End Date: _____

Travel Locations (if applicable): _____

Amount Requested: _____ Total Project Costs: _____

What is the primary discipline of your proposal:

- Published Work Screen Visual/Applied Arts Performing Arts
 Music Fashion/Design Production and Fine Craft
 Other creative discipline, specify: _____

Select which Export activity your organization is planning:

- In-Market travel for organizations
 Business, strategic and marketing plans
 Other, specify: _____

Provide a brief description of your organization. (Maximum 40 words)*

Briefly outline the activity you are undertaking and the export market(s) you plan to reach.
(Maximum 40 words)*

Mandatory Written Response and Supporting Material

The following should be provided in a separate document. Number your responses 1–6 as they appear in this form.

Business Case

1. Business Case

Demonstrate how your project will benefit your organization. Address as many of the following questions as possible:

- Why is this project important to your organization's export growth?
- What market research, industry trends, or data supports this project?
- What past export activity or market experience demonstrates your ability to succeed in this project?
- Why is this the right time for your organization to pursue this export initiative?
- Are you working with expert consultants, service providers, or collaborators that will benefit this project?

2. Timeline

Provide a clear timeline outlining your project's key phases, including:

- Start and end dates
- Dates for showcasing event dates, etc.
- Industry meetings, mentoring sessions, etc.
- Key milestones for the project
- If your project includes a tour or performance run, provide detailed tour plan and schedule, and performance confirmations

Alignment with Objectives

3. How does your project support the programs' export objectives?

Explain how this project strengthens your export potential by addressing one or more of the following:

- promote distribution of creative content to national and international markets
- increase the exports of Nova Scotian creative products
- build brand awareness and increase audience engagement in new markets
- diversify and increase revenue streams
- increase the export potential for Nova Scotian cultural products outside of Nova Scotia

Impact

4. What outcomes do you expect to achieve?

Describe the benefits you anticipate from the project, such as:

- New partnerships or meetings
- Sales growth or new revenue channels
- Audience development in other regions
- Showcases, touring, or industry opportunities
- Describe how the project supports other creative disciplines and/or aligns with your EDIA policies.

5. List at least three measurable goals that relate to the outcomes in your answer to the above question.

Examples can include (but are not limited to):

- Number of facilitated meetings with out-of-province buyers or partners
- Newly facilitated distribution or licensing agreements
- Increases in website/social engagement from target regions
- Increase of out-of-province streams/views/followers

Financial Capacity and Budget

6. Financial Capacity - Use this section to:

- provide an explanation if the budget shows a deficit or surplus
- demonstrate a contingency plan
- provide detail on revenues status: unconfirmed, pending, confirmed or projected
- demonstrate how you ensured value for money by comparing costs and selecting options that best support strong outcomes.

Budget

Using the budget template provided, or your own spreadsheet, submit a comprehensive project budget that includes:

a. Expenses: All project costs with clear calculations

Examples:

- “2 nights of accommodations at \$250/night for one traveller”
- “1× return flight Halifax–Toronto with checked baggage”

- b. Revenues: list all confirmed, pending, or estimated revenue sources; indicating how remaining costs will be covered.
- c. Projected revenues from the project (such as product sales or non-guaranteed ticket sales, etc.) cannot be used as part of the applicant's contribution. You must be able to fund your portion of the project independent of these funds.

Refer to the list of eligible and ineligible costs in Appendix A of the Guidelines for Non-Profits and Service Organizations.

Supplementary Materials

- Include estimates, quotes, statements of work, or bios as separate documents if you are working with consultants, service providers, or collaborators.
- Include business or marketing plans, invitations, letters of acceptance if referenced in the application.

Final reporting acknowledgment

Final Reporting

I understand that a final report will be required for all successful submissions, detailing the outcomes of the project and gauging success against the measurable goals stated in my application. This report will be due 60 days after the project is complete. A template for this report is available at <https://www.novascotia.ca/creative-industries-fund-final-report>.

Submitting Your Application

Send your completed application form and supporting material by email to creativeindustries@novascotia.ca with the subject line: "CIF Application -" and your Organization Name.

Ensure that your business name is on all files. All files must be in Word, Excel or PDF format.

Section 3 Consent and Declaration

Consent

- I consent to the sharing of information provided by me in this application with other government departments, organizations or contractors that the Department of Communities, Culture, Tourism and Heritage (including African Nova Scotian, Acadian Affairs and Francophonie, 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 Scotian, Acadian Affairs and Francophonie, and Gaelic Affairs) or Arts Nova Scotia to adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.

Declaration Statement

As a representative of a organization:

- I have carefully read the application guidelines and eligibility criteria for this program, and I confirm that the organization I represent meets the eligibility criteria to the best of my understanding.
 - 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 considered.
 - I understand that my current application may not be eligible if any of my final reports have not been submitted and approved.
 - I will act as the representative of the organization and will keep all participants informed of the application content and any funding decision.
 - I am aware that the information provided in this application form is subject to the Freedom of Information and *Protection of Privacy Act*.
 - I am aware that information regarding successful applicants, their respective counties, and the amounts awarded for each fiscal year will be publicly disclosed.
- I accept all the consent and declaration statements above that are applicable to me as a representative of an organization. I understand that not accepting these statements as true may affect eligibility for this funding application.
- By checking this box and typing my name below, I confirm that I am electronically signing this application. I declare that the information provided is accurate and complete to the best of my knowledge. I understand that this electronic signature has the same legal effect as a handwritten signature.

Print Name: _____ Title/Position: _____

Date (dd/mm/yyyy): _____ Signature of Signing Authority: _____

Note: By entering your name in the Signature field above you acknowledge that you are signing this document and it will be considered your legal signature. Physical signature optional.

Questions and Application Support

Jennifer Smith, Creative Industries Coordinator

Telephone: 902-223-9214 Email: creativeindustries@novascotia.ca