

Program Guidelines
Annual Application Deadline: September 15

Vision

Arts Nova Scotia envisions a thriving and diverse professional arts community celebrated at home and abroad for breaking new ground, ensuring equity and achieving a high level of artistic excellence.

Overview

Arts Nova Scotia recognizes the cultural value of the literary arts and the important role that publishing plays in the dissemination of authors' works.

Through this program Arts Nova Scotia will provide project grants to eligible Nova Scotia publishers and publishing ventures that make a significant contribution to the development of Nova Scotian literature.

The Project Grants for Publishing Program is designed to stimulate literary arts' production, dissemination, and commissioning. These project grants will be used to support professional artistic activities and audience or community engagement initiatives. This program is designed to assist in the growth and development of the publishing field and the exploration of new models of publishing activity.

Eligibility

To be eligible to apply to the program an applicant must:

- Have been a legally registered company or society, with head office and general operations based in Nova Scotia, operating for at least two years with book publishing as their primary (rather than a peripheral or occasional) business, and the publication of original titles as the focus of that business;
- Or, be a registered company, society or a collective, with a minimum demonstrable two year record of engaging in publishing activity;
- Be managed and financially controlled by Nova Scotia residents (who own at least 75% of the company);
- Maintain full control over editorial process, and have editorial independence from any other company;
- Have at least 75% of the titles produced by authors other than principals in the company or related companies.

In addition, consideration will be given to:

- Organizations that have at least 4 eligible titles in print; have published a minimum of two first edition titles per year for the past 2 years; and show an ongoing commitment to publishing original titles;

- Organizations or collectives that are emerging in the publishing field and demonstrate a compelling project that addresses needs not currently served by established publishing organizations.

Ineligibility

The Arts Nova Scotia Project Grants for Publishing Program does not support:

- Instructional manuals or guidebooks
- University or college journals
- Magazines, journals or exhibition catalogues
- Fundraisers or promotional events
- Full publishing blocks
- Organizations that receive annual operating funding any Department of Communities, Culture and Heritage program may submit applications to the Grants to Organizations and Small Groups Program only if the proposed activity is a special one-time project or a pilot project. Activities that enhance or add to on-going or core programs are not eligible.

Projects

Applicants may request funding in one or more of the following categories:

- **Production Grant, \$15,000 Maximum**
 - assist with the creation/production of a specific work(s). *For example, funding for creation or production of a new work, new translation or new digital format*
- **Dissemination Grant, \$10,000 Maximum**
 - To assist with the dissemination of work(s) through public engagement activities or strategic partnerships with other organizations. Dissemination grants are not intended to supplement existing marketing costs. *For example, funding an author tour, public readings, or a public event*
- **Commissioning Grant, \$5,000 Maximum**
 - To commission the creation of a new literary work by a Nova Scotian artist. Commissions can include professional authors, artists, illustrators, photographers.

Eligible projects will:

- Support Nova Scotia publishers in the creation, production and dissemination of Canadian work(s) in one of the genres of fiction, literary non-fiction, poetry, drama, graphic novels, publications for children and young adults, or artist monographs
- Support creative work that is accessible to a general reading audience, for a specialized readership, or professional audience

- Support content that is entirely within the publisher's editorial control and not under the control of another financial stakeholder
- Show multiple revenue streams
- Clearly not be already funded through other Arts Nova Scotia or Communities, Culture and Heritage funding programs
- Support the work of professional artists or make it possible for professional artists to produce and present work. A professional artist is an artist who meets at least four of the criteria found in the Status of the Artist Act, found here:
https://nslegislature.ca/legc/bills/61st_4th/1st_read/b001.htm

Expenses

Eligible project costs may include, but are not limited to:

- Artist's fees
- Fees for design, production and technical personnel and other production expenses
- Royalties
- Administration and professional fees
- Travel costs directly related to the project
- Promotion and publicity (must not overlap with any other Communities, Culture and Heritage funding)
- The value of in-kind contributions (goods or services provided to the company without cost or at a discount) can be included in the revenues and expenses if they are for goods and/or services which are essential to the project. Time contributed by volunteers, community promotional listings and other such services normally provided to not-for-profit organizations free of charge should not be included

Ineligible expenses include:

- The capital cost of purchase of buildings or property, construction or renovation, as well as equipment, machinery, computers or anything that that can be repurposed for general use
- The costs of projects already funded through Arts Nova Scotia or the Government of Nova Scotia
- Costs relating to the development or maintenance of promotional websites
- There will be no retroactive funding to projects that start prior to the deadline

Eligibility of expenses not listed above should be discussed with the program officer.

Application Requirements

- Applications can be delivered by hand, courier or sent by regular mail but in all cases, must be either received in the Arts Nova Scotia office by 4:30 PM on the deadline date or be postmarked no later than the deadline date
- If a deadline falls on a statutory holiday or weekend, the deadline will be extended until the next working day

- Arts Nova Scotia does not accept faxed, e-mailed, late, or incomplete applications
- Projects must not begin before the application deadline

Applicants should not submit application materials bound in folders, binders or plastic sleeves because materials must be duplicated to circulate to Peer Assessment Committee members.

The program officer is available prior to the deadline date to answer questions about eligibility and the application process.

Support Material

Support material is included in each application to assess artistic merit and may include, but not be limited to: samples of previous work (e.g. digital images of visual art, script samples, music scores, poems), images, videos, and audio recordings. Please do not send valuable originals as support material. *Support material can no longer be returned to applicant.*

General Information

- Files must be in digital form (PC or MAC) on USB, CD or DVD and not exceed format maximums
- Files must be labeled with the numbers 01, 02, 03, etc. at the start of each title
- Files must be directly readable, requiring no extraction from another format, and cued to start
- List of support material should be printed and submitted with application

Ensure that electronic files are working before you submit your application.

Technical requirements

	Maximum # Submitted	Maximum Length/File Size	Accepted Formats
Still Images	10 images	2 MB each	.jpg, .tiff, .tif
Audio	3 samples	15 minutes for all material	.cda, .mp3, .m4a and .m4p
Print		15 pages	Single-sided, 8 ½ x 11 paper in portrait format (not landscape). Unbound, no staples.

Note: Assessors **will not** consider material that exceeds the specified limits or is not on the list of accepted formats.

Complete scores, books, catalogues, programs or other published or bound promotional materials will not be included in the peer assessment package but will be provided for viewing during the peer assessment meeting.

These materials are not accepted:

- Support material embedded in documents (PowerPoint presentations, etc.)
- Compressed files (WinZip, Stuffit, etc.)

- Material that requires third-party software, plug-ins, extensions, or other executables that need to be downloaded and installed
- Material accessed on websites – only artworks that are created specifically for the Internet to take advantage of one or more of its technologies may be submitted
- Personal websites or online documentation of artworks in an online gallery, portfolio, or archive
- Magnetic tape (cassettes, video tape), film, vinyl, slides
- Original art works

Application Assessment

Applications are reviewed for completeness and eligibility. Following this, a Peer Assessment Committee considers the following factors:

The artistic merit of the project

- The clarity and fulfillment of the editorial vision
- The literary and artistic merit and rationale of the project as evidenced by the support material
- The contribution to Canadian literature through its engagement with professional writers, artists and the literary community
- The potential to develop greater public understanding and appreciation of the literary arts
- A commitment and contribution to innovation within the discipline

Impact

The Peer Assessment Committee will assess:

- Support the development of authors who have faced barriers to success such as those come from indigenous, culturally diverse or other identified equity communities
- Engage in strategic partnerships with other organizations in the dissemination of a specific work or works by a Nova Scotian author
- The potential for the development of new and/or larger audiences for the authors and the works being published

The ability to carry out the project

- Organization's experience and capacity to undertake the project and the project's financial feasibility

Additional Considerations:

- Publish in a digital format, such as an audiobook or podcast, or other multi-media or electronic media;

- Support professional artists, authors, illustrators, editors, graphic designers, photographers, book designers and printing companies based throughout Nova Scotia.

Applications are ranked based on merit and funds are allocated based on the ranking.

The program officer facilitates the assessment process but does not participate in the ranking of applications and the funding decisions.

Contents of the applications and proceedings of the meetings are strictly confidential. The decisions of the Peer Assessment Committees are final.

Policies and procedures are in place to ensure fairness, and to avoid conflict of interest in the assessment process.

Peer Assessment Committee (PAC)

- PAC members are professional practicing writers or publishers of the relevant discipline
- The composition of the PAC is sensitive to regional, gender, age, and cultural differences
- Different PACs for each discipline are appointed for each competition

Notification of Results

The results of the Peer Assessment Committee meetings are communicated to applicants via notification letters sent by Canada Post eight to ten weeks after the deadline date.

Notification letters are sent to all applicants, without exception.

Unsuccessful applicants may resubmit eligible projects to the next grant deadline.

Conditions of Funding

Applicants who are approved for funding will receive a Terms and Conditions Agreement outlining the requirements of funding. Funding recipients should be aware of the following conditions:

- Grant payments are made in the name of the organization or group shown as the applicant on the application form.
- Arts Nova Scotia's support must be recognized
- Arts Nova Scotia must be notified in advance of any changes in the activity, including its purpose, start or end dates, location or any other relevant changes
- Applicants not receiving the full amount requested in their application may be required to submit a revised budget and revised project dates

- If the project is not undertaken after payment of the grant has been made the recipient must return the funds to Arts Nova Scotia
- Organizations and groups which receive grants must submit a final report within 60 days of the completion of the supported activity. Refer to “Final Report Guidelines.”
- If the project approved for funding is cancelled or the full amount of funding is not required, the funds must be returned to Arts Nova Scotia.
- Funding recipients are subject to Provincial audit. Please retain all receipts.

Please note: if the Final Report becomes overdue, no funds can be released for any subsequent grant approved through either Arts Nova Scotia or the Culture & Heritage Development Division’s programs until the overdue report has been received.

Send completed application form to:

Project Grants for Publishing
Arts Nova Scotia

In person/courier:
Arts Nova Scotia
1741 Brunswick Street, 3rd Floor
Halifax, NS B3J 3X8

By regular mail:
Arts Nova Scotia
PO Box 456
Halifax, NS B3J 2R5

For further information, call Mireille Bourgeois, Program Officer, Arts Nova Scotia

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