



Arts Operating Fund Application Guide

December 2023

Government of
Northwest Territories

If you would like this information in another official language, call us.

English

Si vous voulez ces informations dans une autre langue officielle, contactez-nous.

French

Kĩspin ki nitawihtĩn ē nĩhĩyawihk ōma ācimōwin, tipwāsinān.

Cree

Tĩchq̄ yatı k'èè. Dı wegodi newq̄ dè, gots'o gonede.

Tĩchq̄

ᑭerihł'is Dēne Sųlıné yatı t'a huts'elkēr xa beyáyatı theᑭᑭ ᑭat'e, nuwe ts'ēn yółtı.

Chipewyan

Edı gondı dehgháh got'je zhatıé k'éé edat'éh enahddhē nıde naxets'é edahlı.

South Slavey

K'áhshó got'jne xədə k'é hederı ᑭedjht'é yerıniwē nıde dúle.

North Slavey

Jii gwandak izhii ginjik vat'atr'ijáhch'uu zhit yinohtan jı', diits'át ginohkhii.

Gwich'in

Uvanittuaq ilitchurisukupku Inuvialuktun, ququaqłuta.

Inuvialuktun

Ĉ'đđ ǀǀ^{sb}đđ^c ǀǀLJđđ^c đđ^bǀđđ^cǀLđđ^b, đđ^cǀ^ađđ^c đđ^bđđ^ađđ^c.

Inuktitut

Hapkua titiqqat pijumagupkit Inuinnaqtun, uvaptinnut hivajarłutit.

Inuinnaqtun

Indigenous Languages:
Indigenous_languages@gov.nt.ca

French:
867-767-9348
866-561-1664 Toll Free

Table of Contents

Overview	4
Who can apply	5
What this funding supports	5
Application process.....	6
Required supporting documents	6
Deadlines.....	6
How to apply	7
Applications processing time and decisions	7
Funding payment	8
Funding conditions.....	8
Funding acknowledgement.....	8
Reporting	9

Overview

The Government of the Northwest Territories' (GNWT) [Arts Operating Fund](#) provides financial and developmental support to arts organizations who operate year-round in the Northwest Territories (NWT).

Eligible applicants can receive between \$20,000 and \$200,000 per year.

This funding provides support for:

- Organizations whose primary financial support comes from Arts Operating Funding programs.
- Paid staff such as arts administrators, curators, technicians, volunteer coordinators, etc.
- The operations of arts infrastructure like artist-run centres, public galleries, performing arts venues, etc.
- Artist's education through programming like workshops, mentorships, residencies, artist talks, etc.
- The creative and professional growth of NWT artists and craftspeople.

Who can apply

Types of potential applicants include NWT-based:

- Non-profit organizations which are registered and in good standing under the [NWT Societies Act](#) and whose headquarters and primary location of operation is in the NWT with at least one part-time or full-time staff person.

Preference is given to applicants that:

- Have a mandate to support and develop the arts and creative sector, northern artists, and craftspeople, and to present arts activities for northern residents.
- Have clearly defined operating objectives to enhance or support the arts.
- Have proven success over at least two years in completing and reporting on the results of artistic projects through [Medium Arts Project Grant](#), [Large Arts Project Fund](#) or similar arts and culture funding programs.
- Have or are planning to have paid staff, physical space and other fixed costs related to supporting their membership and engaging with the public.
- Are receiving or actively seeking additional funding from other sources (e.g. programming revenue, fundraising, federal funding programs, etc.)
- Have demonstrated support from their community and the individuals and group(s) which they represent; and
- Have an annual budget of \$20,000 or greater.

What this funding supports

Eligible expenses include, but are not limited to:

- Staff salaries and fees for at least one part-time or full-time staff person.
- Short-term rental costs or lease, up to servicing a mortgage for space to provide publicly accessible spaces for artists and resident to gather for creation, education, professional development, programming, and any relevant arts related activity.
- Programming costs to cover all or a portion planned programming, such as exhibitions, workshops, residencies, screenings, performances, artist talks, etc.
- Administration costs associated with administering the activities.

Application process

Required supporting documents

Documents that must be included with applications are:

- Three signed letters of support from stakeholders, such as municipal or territorial government, stakeholder organizations, impacted community members.
- Proof of \$2 million liability insurance.
- Proof of Workers' Safety and Compensation Commission compliance (if you have employees).
- Last audited financial statements.
- Organization background, including a list of the Board of Directors.
- Current operating budget.
- Last annual report.
- Additional relevant documents, such as recent strategic plan, previous year activity report, etc.

Please use the templates provided with the application package.

Do not include support materials that are not requested – they will not be considered.

Deadlines

There is one intake deadline per year, **January 31**.

Applications must be received electronically, post-marked, or faxed by 12 am or hand delivered by 5 pm on January 31. If the deadline falls on a weekend hand delivered applications must be delivered by 5 pm on the last weekday before the deadline.

Late applications will not be accepted.

How to apply

If you have any questions and need advice in preparing your application, contact us at culturefund@gov.nt.ca or 867-767-9347 Ext. 71474.

1. Fill out the [application form](#) either using the online application portal or downloadable form from our website.
2. Gather the required supporting documents.
3. Submit your completed application and supporting documents before the [deadline](#) through the online application portal, or:
 - By email: culturefund@gov.nt.ca
 - In person by appointment: Monday to Friday from 8:30 am to 5 pm – Contact us at the information below to schedule an appointment in Yellowknife
 - By mail: Culture and Heritage, Education, Culture and Employment, Government of the Northwest Territories, P.O. Box 1320, Yellowknife, NT X1A 2L9

Late or incomplete applications will not be accepted.

Applications processing time and decisions

Applicants will be notified by email about the status of their application within **eight weeks** of the deadline.

Applications are reviewed by the Department of Education, Culture and Employment (ECE). Funding decisions will be made based on the application, required supporting documents provided, and the following factors:

- How the proposed activities address the Arts Operating Fund [program objectives](#)
- Community engagement
- Territorial, regional or community scope
- Organizations serving residents with historically less access to arts supports

All decisions are final; there is no appeal process.

Funding payment

Applicants approved for funding will be sent a contribution agreement by email that outlines the terms of funding, payment schedule and reporting requirements.

- Applicants must sign the agreement and send it back to culturefund@gov.nt.ca within **four weeks** of receiving the agreement.
- To receive the payment, an account with Finance is needed. Documentation will be included with the contribution agreement on how to create an account.
- Payment will be processed to funding recipients within **two to four weeks** of the GNWT receiving the signed contribution agreement.

Note: Funding provided by GNWT is considered income by the Canada Revenue Agency (CRA). In the following new year, funding recipients will receive a T4A slip from the CRA.

Funding conditions

Funding recipients must meet the following conditions:

- Funding must be used for the stated purposes in the contribution agreement, specifically the Appendix A – Payment Terms. If a situation arises where you cannot use the funds as proposed, contact culturefund@gov.nt.ca and staff will make sure funds are properly reprofiled.
- All funding recipients must provide reporting on the outcome of the project before the reporting [deadlines](#).
- Reporting from previously approved projects must be completed before an applicants can apply for future arts funding opportunities.

Funding acknowledgement

Funding recipients must credit the GNWT for financial support in any publicity prepared in relation to your organization's activities, including electronic, print, or visual material.

Contact culturefund@gov.nt.ca for the GNWT partnership logo and guidelines for usage.

Where the logo is unable to be use, the following message must be included on all publicity related to the funded recipient's activities:

This project was made possible, in part, with funding from the Government of the Northwest Territories.

Subsequent infractions may result in ineligibility to apply for future arts funding opportunities.

Reporting

Funding recipients must provide financial reporting outlining how the funds have been **twice a year** on **November 15** and **May 31** by 12 am, or hand delivered by 5 pm on the deadline. Hand delivered applications must be delivered by 5 pm on the last weekday before the deadline.

- Interim reporting must be provided by **November 15** that provides a snapshot of how the funding have been spent to date.
- Final reporting must be provided by **May 31** that outlines how funding has been expended

Please use the reporting templates provided.

Reporting can be submitted by through the online application portal, or:

- By email: culturefund@gov.nt.ca
- In person by appointment: Monday to Friday from 8:30 am to 5 pm – Contact us at the information below to schedule an appointment in Yellowknife
- By mail: Culture and Heritage, Education, Culture and Employment, Government of the Northwest Territories, P.O. Box 1320, Yellowknife, NT X1A 2L9
- Fax: 867-873-0205