



DEPARTMENT OF TOURISM, HERITAGE, AND CULTURE
Arts and Cultural Industries Branch

Frequently Asked Questions (FAQ) – Grant Programs

Revised: April 13, 2018

Application Process

▶ **When are the program deadlines?**

View our list of programs and deadlines [online](#).

▶ **How many times can I apply for a grant program?**

Typically, an applicant may submit once to a grant program per fiscal year with the exception of the Strategic Initiative Fund. Please review each program guidelines for details.

▶ **How do I submit my application?**

Applications must be emailed to culture@gnb.ca.

▶ **Will I get a confirmation of receipt?**

Due to the volume of applications received, we don't provide individual confirmation of receipt but you will receive an automated email confirmation. You may contact our reception desk to check confirmation of receipt by email culture@gnb.ca or call (506) 453-2555.

▶ **Do I need to provide my signature on the application form?**

Application forms no longer require a *written* signature. However, in lieu of this, applicants must check the box at the end of the application form to acknowledge that the information provided in the application is accurate and complete.

▶ **I've received a grant but the project will no longer be taking place, how do I return the grant?**

If your project is no longer taking place, it's critical that you contact the program officer as soon as possible to notify us. Depending on the situation, we can advise you of next steps.

To proceed with withdrawing the project, you will need to send a cheque for the grant amount made payable to "Minister of Finance" no later than March 1. Indicate on the cheque memo or attach a letter for what program the amount is for and mail to:

Arts and Cultural Industries Branch
Dept. of Tourism, Heritage and Culture
Attention: Michelle Caissie
Marysville Place (4th floor)
P. O. Box 6000
Fredericton, NB
E3B 5H1

Notification of Results & Payment

▶ **When will I be notified about the status of my application?**

For non-jury programs:

Typically for completed applications, applicants will be notified of their results by email within 30 days from the deadline date.

For jury programs:

Typically for completed applications, applicants will be notified of their results by email within 60 days from the deadline date.

Note: Incomplete or late applications may delay results and/or not be accepted.

▶ **Can I call to find out the status of my application?**

Results will not be provided over the telephone.

▶ **My application was unsuccessful, can I get feedback?**

Yes, you may contact the program officer responsible for the program to get feedback on your application if you are not successful. Jury comments may also be shared for juried programs.

▶ **When and how will I receive payment for a grant?**

For applicants who are set up for direct deposit, typically payments will be made within 10 business days of receipt of notification of results.

For those without direct deposit, a cheque will be mailed to grant recipients within 10-15 business days after notification of results.

▶ **I'm currently not on direct deposit but would like to be, how do I set this up?**

To register for Direct Deposit, you must complete and send the [Direct Deposit Form](#) to Service NB.

Eligibility & Requirements

▶ **I'm a first time applicant, how do I know which program to apply to?**

You may visit our [website](#) to view all program descriptions and eligibility requirements.

Should you have further questions regarding a program and your eligibility, you may contact us at (506) 453-2555 or email culture@gnb.ca.

▶ **Are there grant programs available for First Nations groups?**

Yes. First Nations groups and Indigenous artists are encouraged to submit eligible projects to the following grant programs:

- [Arts in Communities Program](#)
- [Literary Promotion](#)
- [Strategic Initiative Fund](#)

Band-operated schools are eligible for the following programs:

- [Artist-in-Residency School Program](#)
For specific information regarding programming for Band-operated schools, please contact Andrea.Penney@gnb.ca with the Department of Education.

Indigenous artists are encouraged to submit to the following programs:

- [New Brunswick Art Bank Acquisitions Program \(every two years\)](#)
- [Artist registry for the Artist-in-Residency School Program](#)
- [Games of la Francophonie – Call for Artist](#)
- [Film, Television and New Media](#)
- [Writing and Publishing](#)
- [Fine Craft - Market Access](#)
- For music industry development programs, please visit [Music NB's MID programs](#)

▶ **Are public and band-operated schools eligible for grants?**

Yes. Visit the [Arts in Schools](#) page to see all available programs and resources for schools. For specific information regarding programming for Band-operated schools, please contact Andrea.Penney@gnb.ca with the Department of Education.

▶ Are municipalities eligible for grants?

Yes, municipalities with a cultural policy are eligible for some of our programs. Visit the [Municipalities](#) page to see all available programs and resources.

▶ Are arts schools eligible for grants?

No. Arts schools such as theatre schools, dance schools, music schools etc. that charge a fee for lessons are considered for-profit businesses which are not eligible.

In order to be eligible, an arts school can establish a separate professional performance arm entity with its own incorporation and separate board of directors. This non-profit, professional arts entity must demonstrate that the primary purpose is for the creation and performance of shows for the general public.

▶ Are multicultural organizations eligible for grants?

Multicultural organizations are eligible for the [Arts in Communities Program](#). For festivals and events that incorporate various activities including sports, culinary, etc, only arts-related activities are eligible for funding.

▶ Are community festivals eligible for grants?

The Arts in Communities Program is intended primarily for arts and cultural organizations offering purely artistic content in their festivals and events with the exception of multicultural organizations as described above.

However, local governments and non-profit community based organizations wanting to do community festivals, national events and volunteer recognition events are eligible for the Regional Development Corporation's (RDC) [Community Events Program](#).

Final Reporting

▶ When do I need to submit my final report?

Typically, a final report is required within 30 days upon completion of the project and no later than March 31st of each fiscal year a grant was received. This may vary depending on the program so it is advised that applicants review each program's guidelines for details.

▶ How do I submit my final report?

Final reports must be emailed to culture@gnb.ca.

▶ **Why do I need to submit my final report?**

It is important to provide your final report as it is part of program requirements. If a final report isn't received, your organization will be deemed *not in good standing* which will affect your ability to get future grants. New applications will not be reviewed until satisfactory receipt of a final report.

For programs with multiple funding installments, a final report is required for receipt of your 2nd installment of funding. This may vary depending on the program so it is advised that applicants review each program's guidelines for details.

▶ **Do I need to provide my signature on the Final Report?**

Final Reports no longer require a *written* signature. However, in lieu of this, applicants must check the box at the end of the application form to acknowledge that the information provided in the application is accurate and complete.

▶ **I have attachments (photos, posters, programs, etc) that are too large to email, how can I get this to you?**

For emails larger than 10 MB, please send in multiple emails or provide a Dropbox link. You may also mail a USB flashdrive to:

Arts and Cultural Industries Branch
Dept. of Tourism, Heritage and Culture
Attention: Mélissa Desbois
Marysville Place (4th floor)
P. O. Box 6000
Fredericton, NB
E3B 5H1

Please do not send hard copy materials.