



Open Spaces Program Application Guidelines

Deadline: January 15, 2018 at 5pm

Introduction

The Open Spaces program is intended to provide performance space and administrative support to professional theatres in Nova Scotia who have demonstrated a strong artistic sensibility. To be eligible for the program, companies must meet the following criteria:

Eligibility

1. Your organization is a member in good standing with Theatre Nova Scotia.
2. Your organization is a cooperative, non-for-profit society or charity
3. Your organization must have produced at least one professional theatre production in Nova Scotia within the past two years
4. Your budget must indicate that participating artists are paid for their work on the project
5. Your project takes place between July 2018 to May 2019.
6. Your application must be received and/or postmarked by the deadline
7. Incomplete applications are ineligible.

Application Checklist

Please submit the following sections:

Section 1: Completed and Signed Application Form

Section 2: Applicant background (250 words) In this section, include a short biography of principal artistic members, and a brief description of recent projects that have been undertaken by the company

Section 3: Letter of Intent (500 words) outlining how your participation in the Open Spaces program will benefit the development of your organization, and how the use of this specific space is artistically relevant to your project.

Section 4: Project Description (500 words) providing a detailed description of the intended project

Section 5: Proposed Project Schedule. In this section, provide an overview of your project timelines and include proposed dates in as much detail as possible.

Section 6: Technical Support Description (250 words)



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Application Checklist

(Continued)

Section 7: Support Material (Optional) (e.g. reviews, letters of support, as PDF attachments)
Maximum 3 elements.

Section 8: Project Budget (Provided Excel Form). Include all expenses associated with the project.
Please indicate which elements are confirmed with an asterisk.

Application Instructions

1. If applying by email:
 - i. Section 1: Attach completed and signed Word Application Form
 - ii. Sections 2-7: may be submitted as a single Word or PDF file, or as separate files.
 - iii. Section 8: Attach the completed Excel Form
 - iv. Please clearly label all files.
2. If applying by mail/in person:
 - i. Section 1: Complete and sign Word Application Form
 - ii. Sections 2-7: Please number pages accordingly.
 - iii. Section 8: Include the completed Excel Form.
 - iv. Please clearly label all documents

Program Conditions

1. The awarded times are at the discretion of Neptune Theatre and their scheduling

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Completed Applications must be received and/or postmarked by January 15 at 5pm.

Late Applications are NOT accepted.

By email to theatrens@theatrens.ca

OR

By Mail OR hand delivered to our office:

Theatre Nova Scotia
1113 Marginal Road
Halifax, NS
B3H 4P7

Applicants will be notified in early February.