

Grant funding year: 2024

Application Deadline: September 14, 2023 at 4:30 pm.

ORGANIZATION name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Physical address, as on BC NFP Registration	
Mailing address if different from above	
Postal code	
Telephone	
Website	
Jurisdiction in which organization is based	Choose an item.
Date of application	
2024 GRANT request \$	
CONTACT person for this application	
Position in organization	
Telephone	
Email	
Name of person authorizing this application	
Position in organization	
Authorizing Signature (electronic acceptable)	

Sample

A signed, digital copy of the complete application must be received by the CRD Arts & Culture office, by 4:30 pm on the deadline. Absolutely no late applications will be accepted.

What to submit:

- Arts & Culture Operating Grant Application:
 - Part A** - Applicant Info & 15 Questions
 - Part B** – Budget
 - Part C** – Statistics & Activity Lists
- Staff list
- Board of Directors list
- Financial Statements - as specified for annual budget size (see program Guidelines)
- Communications Form
- Images

How to submit:

1. Complete all materials listed in 'What to Submit'.
2. Save a copy of Parts A, B & C to your computer.
3. Email 'What to Submit' documents by the deadline to **ApplytoArts@crd.bc.ca**

Suggestions for completing the application:

Be sure to respond to the questions in a focused and direct way.
Be clear and concise in your answers, limiting to approx. 300 words at most - use bullets if appropriate.

Provide the organization's mandate: (100 words max.)

[Redacted]

Artistic Contribution and Significance

1. Ensure your Last Completed Year programming in the Activity List (Part C) is complete. Describe how your past program reflects your artistic and organizational mandate. Highlight any successes, innovations, or creative risk-taking that have taken place, as well as obstacles, failures, or other learnings.

[Redacted]

2. Ensure your Current and Projected years' programming in the Activity Lists (Part C) are complete. Describe how the current and projected programs support and reflect your mandate and any strategies designed to help you achieve it.

[Redacted]

3. What is the role or niche of your organization in the region's artistic community? What makes it different from similar organizations? In what ways does it contribute to the development of artists and the art form?

[Redacted]

4. Do your artistic and technical staff currently have the necessary qualifications? Briefly summarize the training and experience of key members of the creative team. For instance qualifications may include formal education and previous projects as well as lived experience and informal mentoring arrangements.

[Redacted]

5. Describe your organization's approach to developing greater diversity and inclusion in your artistic programming regarding the participation of equity-seeking individuals and groups with detailed examples and specific actions. This includes, but is not limited to, Indigenous people, people who are racialized, LGBTQ2+ people and Deaf people, and/or people with disabilities.

For example, your organization's approach may involve the selection of content, themes, artists, or other creative personnel or may involve processes, such as relationship-building and partnerships that made selections possible. You may also wish to comment on the length of time your organization has been developing and using these strategies.

[Redacted]

Organizational Capacity and Governance

6. To what extent have Board and Management roles been formally defined (e.g. ad hoc, fully documented?) Do Board members have an arms-length relationship (ie. independent, unrelated, unpaid)?

[Redacted]

7. Describe your organization's approach to developing and retaining greater diversity and inclusion in your governance, operations and administration regarding safe and respectful workplaces, accessibility, and the participation of equity-seeking individuals and groups with detailed examples and specific actions. This includes, but is not limited to, Indigenous people, people who are racialized, LGBTQ2+ people and Deaf people, and/or people with disabilities.

For example, this could involve polices or initiatives focused on board development, community shared governance models, staff and contractor recruitment, mentoring and/or succession.

8. a) Understanding organizations have varying access to financial resources, describe your organization's approach to staff compensation referring to Part B: Operating Expenses (budget lines related to Salaries for staff). Where applicable, include information on your organization's approach to compensation for consultants, contractors, interns, and community members acting in advisory roles.

b) Describe your organization's approach to artist compensation, referring to Part B: Operating Expenses (budget line related to Artists). Where applicable, include information on your organization's approach to compensation or honoraria for Indigenous Elders or Cultural Carriers involved in arts events.

9. Comment on any special issues affecting expenses and revenues in your projected year. If requesting an increase, provide a rationale.

10. Are there any particular issues related to your financial stability or ability to carry out your projected program? (e.g. If you have received COVID-19 relief funding, please describe its impact on the organization's finances.)

Community Impact and Involvement

11. What are the size and characteristics of your principal audience? Are there any trends you've noticed in the past three years?

12. Explain how you will consider accessibility and safe and respectful environments for artists and audiences. For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.

13. Briefly summarize any outreach programs or strategies within the past two years, for the purpose of audience development or community building, including collaborations or partnerships. If any of these outreach initiatives focused on engagement of equity-seeking groups such as, but not limited to Indigenous people, people who are racialized, LGBTQ2+ people and Deaf people, and/or people with disabilities, please describe the engagement with detailed examples and specific actions. Include whether or not this is a new initiative and any relationship or partnership development.

14. Are there any highlights or issues related to community support and/or community input to inform programming (e.g. sponsorships, fundraising, in-kind support, volunteer participation etc.)?

15. Please use this space to provide any other important information not captured in questions 1 - 14.

Sample

	A	B	C	D	E
1	PERFORMING ARTS: OPERATING EXPENSES			<i>(Round to nearest dollar.)</i>	
2	<i>Actual refers to your previous fiscal years; Current refers to your current year; Projected refers to your next fiscal year</i>				
3	Actual	Actual		Current	Projected
4	2021/22	2022/23		2023/24	2024/25
5			Production Expenses		
6			Salaries: Artistic/Executive Director		
7			Salaries: Technical/Support Staff		
8			Instructors' Fees (e.g., conductors)		
9			Salaries: Benefits		
10			Salaries: Contract/Honoraria		
11			Salaries: Artists' Fees		
12			Artists' Travel and Per Diem		
13			Sets, Props, Costumes, etc.		
14			Scripts, Music, Royalties, etc.		
15			Sound, Lighting, etc.		
16			Theatre Operations/Rental		
17			Touring Expenses		
18			Training/Workshop Expenses		
19			Front of House		
20			Concessions Expense		
21			Other (<i>Specify</i>)		
22			Other (<i>Specify</i>)		
23	0	0	(A) Total Production Expenses (Cash)	0	0
24			Administrative Expenses		
25			Salaries: General Manager/Administrator		
26			Salaries: Support Staff		
27			Salaries: Benefits		
28			Office Rent/Storage/Mortgage Payments		
29			Office Expenses		
30			Equipment/Maintenance		
31			Internet/Web Costs		
32			Bank Charges and Legal Fees		
33			Accounting and Audit Fees		
34			Travel (Administration only)		
35			Subscriptions		
36			Promotional Materials		
37			Advertising		
38			Fundraising		
39			Insurance		
40			Volunteers		
41			Other (<i>Specify</i>)		
42			Other (<i>Specify</i>)		
43	0	0	(B) Total Administrative Expenses (Cash)	0	0
44	0	0	TOTAL (A)+(B) EXPENSES (CASH)	0	0

	A	B	C	D	E
1	PERFORMING ARTS: OPERATING REVENUES			<i>(Round to nearest dollar)</i>	
2	<i>Actual refers to your previous fiscal years; Current refers to your current year; Projected refers to your next fiscal year.</i>				
3	Actual	Actual		Current	Projected
4	2021/22	2022/23		2023/24	2024/25
5	Earned Revenues				
6			Subscription Tickets		
7			Single Tickets		
8			Guarantees		
9			Concessions		
10			Royalties		
11			Program Advertising		
12			Tuition/Workshop Fees		
13			Other (Specify)		
14			Other (Specify)		
15	0	0	(A) Total Earned Revenues (Cash)	0	0
16	Private Sector Revenues				
17			Fundraising: Corporate donations		
18			Fundraising: Corporate Sponsorship (not in-kind)		
19			Fundraising: Individual Donations		
20			Foundations		
21			Endowment Income		
22			Bank Interest		
23			Special Events		
24			Other (Specify)		
25			Other (Specify)		
26	0	0	(B) Total Private Sector Revenues (Cash)	0	0
27	Grant Revenues				
28			BC Arts Council: Operating		
29			BC Arts Council: Project		
30			Government of BC: Other (Specify)		
31			Gaming Revenues		
32			Canada Council: Operating		
33			Canada Council: Project		
34			Canada Council: Other (Specify)		
35			Federal Employment Programs		
36			Federal: Other (Specify)		
37			CRD Operating		
38			Municipal: Other (Specify)		
39			Other (Specify)		
40			Other (Specify)		
41	0	0	(C) Total Grant Revenues (Cash)	0	0
42	0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
43					
44	Summary of Operations				
45	0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
46	0	0	TOTAL (A)+(B) EXPENSES (CASH)	0	0
47	0	0	EXCESS OF REVENUE OVER EXPENSE	0	0
48					
49					
50					
51					
52					

	A	B	C	D	E
1	PERFORMING ARTS: IN-KIND EXPENSES & REVENUES				
2	Some organizations have in-kind expenses that are significant to their operations. Indicate the total amount of				
3	in-kind expenses and revenues. Itemize specific items if relevant. Organizations that receive compensation				
4	from the RMTS should list the value of these subsidies. In-kind expenses and revenues should balance to				
5	zero.				
6	<i>Actual refers to your previous fiscal years; Current refers to your current year; Projected refers to your next</i>				
7	<i>fiscal year.</i>				
8	Actual	Actual		Current	Projected
9	2021/22	2022/23		2023/24	2024/25
10			In-Kind Expenses		
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22	0	0	Total In-Kind Expenses	0	0
23			In-Kind Revenues		
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38	0	0	Total In-Kind Revenues	0	0
39					
40					

Sample

	A	B	C	D	E	F	G	H	I
1	STATISTICS: Programming								
2	<i>Actual</i> refers to your previous fiscal years; <i>Current</i> refers to your current year; <i>Projected</i> refers to your next fiscal year.								
3	Actual		Actual			Current		Projected	
4	2021/22		2022/23			2023/24		2024/25	
5	Programming								
6					# Productions ¹				
7					# Performances ²				
8					# Exhibitions ³				
9					# Screenings ⁴				
10					# Outreach/Education/Workshops ⁵				
11					# Other activity types (Specify)				
12					# Other activity types (Specify)				
13	Alternative Programming								
14					# Online live streaming activities ⁶				
15					# Podcast or other audio activities				
16					# Other (Specify)				
17	Members								
18					# of society members				
19					# of active volunteers				
20	Marketing								
21					# Newsletters (electronic or print)				
22					# Instagram				
23					# Facebook followers				
24					# Twitter followers				
25	Marketing - Other (specify)								
26									
27									
28									
29									
30	1. Productions: shows or festivals created by an organization.								
31	2. Performances: includes each event in a show or festival, self-produced or presented by an organization. (i.e. one show may have 4 performances or one festival may have 20 performances. Provide details in the Activity List.								
32	3. Exhibitions: a visual arts, media arts, or interdisciplinary display that is curated & coordinated by an organization. This can include both in-house or touring exhibitions. Provide details in the Activity List.								
33	4. Screenings: film events or other media arts presentations at fixed times.								
34	5. Outreach, Education or Workshops: Count each activity. This could include school tours, artist talks, etc.								
35	6. Online live streaming: hybrid shows that involve both in-person and streaming audiences can be counted here and also in the programming section.								
36									

STATISTICS									
Actual refers to your previous fiscal years; Current refers to your current year; Projected refers to your next fiscal year.									
Actual 2021/22		Actual 2022/23			Current 2023/24		Projected 2024/25		
				Students					
				Total # students (if training/educational institution)					
FT	PT	FT	PT	Paid Staff / Employees		FT	PT	FT	PT
				# Paid Office/Admin Staff: Regular					
				Contract					
				# Paid Technical Staff: Regular					
				Contract					
				# Paid Instructors: Regular					
				Contract					
				# Other Paid Employees (<i>Specify</i>)					
0	0	0	0	# TOTAL PAID STAFF		0	0	0	0
FT	PT	FT	PT	Paid Artists (musicians, actors, dancers, writers, etc.)		FT	PT	FT	PT
				BC: Regular					
				Contract					
				Other Canadian: Regular					
				Contract					
				International: Regular					
				Contract					
0	0	0	0	# TOTAL PAID ARTISTS		0	0	0	0

Sample

	A	B	C	D	E	F
1	ACTIVITY LIST					
2	LAST ACTUAL 2022/23			Actual		
3						
4	Date(s)	List all programming (performance, exhibition, screening, outreach, education, workshop, other) in chronological order.	Venue/Platform	# of Presentations	Attendance in person	Attendance online
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
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28						
29						
30						
31						
32						
33						
34						
35						
36						
37			TOTALS:	0	0	0

Sample

	A	B	C	D	E	F
1	ACTIVITY LIST					
2	CURRENT YEAR 2023/24			Actual/Projected		
3	Date(s)	List all programming (performance, exhibition, screening, outreach, education, workshop, other) in chronological order.	Venue/Platform	# of Presentations	Attendance in person	Attendance online
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34			TOTALS:	0	0	0

Sample

	A	B	C	D	E	F
1	ACTIVITY LIST					
2	PROJECTED YEAR 2024/25			Projected		
3						
4						
5	Date(s)	List all programming (performance, exhibition, screening, outreach, education, workshop, other) in chronological order.	Venue/ Platform	# of Presentations	Attendance in person	Attendance online
6						
7						
8						
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24						
25						
26						
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29						
30						
31						
32						
33						
34						
35						
36						
37						
38			TOTALS:	0	0	0

Sample