Capital Regional District Arts & Culture Support Service
Projects, Series, and Extended Programming GRANT Application – Part A - 2024
Read the Project Grant Guidelines before completing this application.

ORGANIZATION name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Full physical address, as on BC NFP Registration	
(Full mailing address if different from above)	
Telephone	
Website	
Municipality or electoral area in which organization is based	
Date of application (month, day, year)	
Amount of this **GRANT** request $	
CONTACT person for this application	
Position in organization	
Telephone	
Email	
Name of person authorizing this application	
Position in organization	
Signature of person authorizing this application (Electronic signature accepted)	
Name or title of **PROJECT**	
Date(s) of project	
Venue	
Municipality or electoral area in which venue is located	
Have you applied before? (yes or no)	
If yes, did you receive a grant? (yes or no)	
If yes, did you file a Final Report? (yes or no)	

*Participating Municipalities: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, and Southern Gulf Islands

A digital copy must be received by 4:30 pm on the deadline. No late applications will be accepted.

What to submit:
☐ Completed Part A (applicant info & answers to questions) and Part B (budget pages).
☐ Financial Statements per the Project Grant Guidelines
☐ List of current Board of Directors with full names, residential addresses and Board positions
☐ Copy of the organization's BC non-profit Society Certificate (if not previously submitted)

Note: do not submit additional documents or make reference to secondary information in your answers

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

Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250-300 words per answer. Do not use additional attachments.

Be concise and use plain language. Avoid jargon. Write as if you're describing your organization and project to someone who doesn't know anything about you.

I.   1. What is your organization's mandate (e.g. from your constitution)?

      2. Were you aware of other Arts & Culture Support Service programs before applying to Project Grants?

      ☐ Yes ☐ No
      If no, how did you hear about this program?

II.   1. a) This application is for: (please check one of the following):
      -   a one-time project ☐
      -   a short series of events ☐
      -   extended programming ☐

Note: If you checked **Short Series** or **Extended Programming**, list all events in Part B (Programming tab).

      b) Describe the project for which you are requesting support (What, Where, and When).

      2. How does your project contribute to the development of arts in the CRD?

      3. Please describe your approach to paying artists in this project. Also, describe your approach to honoraria for Indigenous Elders or Cultural Carriers, if they are involved in your arts events (refer to your project budget where appropriate)?

      4. Briefly describe your organization's history of previous programming.

      5. Identify technical, artistic, administrative, or other key personnel for this project. Note any particular skills and experience or any obstacles influencing the success of this project.

      6. Who is the anticipated audience and what is the projected attendance?

      7. How will your project ensure accessibility and safe and respectful environments for staff, artists and audiences? For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.

      8. Community benefits:
      a)   What benefits will your project have on the region (e.g. social, economic, artistic, etc.)

b) If your project engages equity-seeking groups, rural areas, or underrepresented arts and cultural practices, describe who will benefit and how.*

*Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, explain how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols.

If you have questions about the application or the eligibility of your project call the Arts & Culture Support Service office at 250-360-3215 or e-mail **artsdevelopment@crd.bc.ca**.

Sample

Capital Regional District Arts & Culture Support Service

PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Application BUDGET - Part B - 2024
For a Series or Extended Programming, complete the **Programming tab Pg 3** (see below).

Organization:

	EXPENSES				
	Production	**Cash Amount**	**Allocation of CRD grant request (1)**	**Specify** (provide detail if applicable)	**X** if confirmed
1	Artistic Director/Producer Fees				
2	Fees paid to Artists				
3	Technical/curatorial Fees				
4	Honoraria for Elders, cultural carriers and protocols				
5	Facility/Venue rental				
6	Access costs (ie Childcare, ASL)				
7	Equipment rental				
8	Travel / Accommodation				
9	Other costs (specify)				
10	**Sub-total Production Expenses**	**0**	**0**		
	Administration				
11	Coordinator				
12	Support staff				
13	Other staffing costs (specify)				
14	Office expenses				
15	Advertising				
16	Special events				
17	Other (specify)				
18	Fundraising costs				
19	Other Expenses (specify)				
20	**Sub-total Administration Expenses**	**0**	**0**		
21	**Total Allocation of CRD grant**		**0**		
	Total All Cash Expenses	**0**			
	In-Kind (2)				
22	Goods (specify)				
23	Services (specify)				
24	Other (specify)				
25	**Sub-total In-Kind Expenses**	**0**			
26	**Total Cash and In-Kind Expenses**	**0**			

1. Total Allocation of CRD grant (Expenses, line 21) must equal CRD grant current request (Revenues, line 40).
2. In-kind items are goods/services normally paid in cash, but which have been donated. Ensure the cash budget and the in-kind budget each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

Capital Regional District Arts & Culture Support Service
PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Application Budget - Part B - 2024

	Organization:				
	REVENUES				
	Earned/Self-generated	**Cash Amount**		Specify (provide detail if applicable)	**X** if confirmed
27	Box office/admissions				
28	Fees				
29	Concessions				
30	Programme advertising				
31	Other (specify)				
32	Other (specify)				
33	**Sub-total Earned Revenues**	**0**			
	Private Sector				
34	Sponsorships/Corporate donations				
35	Individual donations				
36	Special events				
37	Other (specify)				
38	Other (specify)				
39	**Sub-total Private Sector Revenues**	**0**			
	Grants				
40	**CRD (current request) (1)**				
41	Other Municipal (specify)				
42	BC Arts Council				
43	Other Provincial Government (specify)				
44	Canada Council				
45	Other Federal Government				
46	Foundations				
47	Other (specify)				
	Sub-total Grant Revenues	**0**			
	Total Cash Revenues	**0**			
	In-Kind (2)				
48	Goods (specify)				
49	Services (specify)				
50	Other (specify)				
51	**Sub-total In-Kind Revenues**	**0**			
52	**Total Cash & In-Kind Revenues**	**0**			
	Budget Summary				
	Cash only				
53	Cash Revenues	0			
54	Cash Expenses	0			
55	Surplus/Deficit	0			
	Cash & in-kind				
56	Cash & In-kind Revenues	0			
57	Cash & In-kind Expenses	0			
58	Surplus/Deficit	0			

1. Total allocation of CRD grant (Expenses, line 21) must equal CRD grant current request (Revenues, Line 40).
2. In-kind items are goods/services normally paid in cash, but which have been donated. Ensure the cash budget and the in-kind budget each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT

Application PROGRAMMING - Part B - 2024

ORGANIZATION:	

List of events for a Series or Extended Programming

Dates:	Event:	Venue:	# of Performances	Projected Attendance
			Totals:	0	0