

Grant deadline (month & year)	
Grant amount received	
Applicant Organization	
Contact person	
Tel #	
Email	
Name or title of project	
Project start and end dates	
Venue	
*Municipality or electoral area in which organization is based	
*Municipality or electoral area in which project took place	
Total # of persons participating, attending, benefitting	
Name of person authorizing this report	
Signature of person authorizing this report	

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

**What to Submit:**

- Completed Part A (answers to questions 1 – 12)
- Part B (budget pages)
- Promotional Material
- One high-quality, digital photo from the event. Images may be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.

I grant the Capital Regional District permission to use the attached image for any lawful purpose including publishing in print, online, electronically and public display.

**How to Submit**

Email a signed, digital copy of the report and a photo, to **CRD Arts & Culture** at: [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca)

If you have any questions, please contact staff at 250-360-3215 or [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca).

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

**Project Outcomes**

1. Briefly describe the completed project, noting any changes from the original proposal.
  
2. Describe the beneficial outcomes resulting from funded activities, such as:
  - development of organizational capacity and/or knowledge;
  - skill development;
  - creation of partnerships;
  - impact on your art form or for communities in the capital region
  - CRD funding

## CRD Arts & Culture Support Service – IDEA Grant Final Report – Part A

- other (describe)
3. Briefly describe any challenges in completing this project.
  4. Did this project provide any free, participatory activities for the public? If so, what were they?
  5. The project was: (check all that apply)
    - a creation or presentation of new work;
    - a completely new event (might do again);
    - a one-time event that will not be repeated;
    - a recurring event with new content;
    - other (explain).

### Statistics

6. Provide numbers for the following:

# of events/productions

# total audience

# paid staff

# paid artists/performers

# volunteers

# volunteer artists/performers

### Program Evaluation

7. Were the Guidelines easy to understand? (check one box)
  - Yes
  - Not bad, could be better (comment below)
  - Required explanation
8. Was the application form easy to understand?
  - Yes
  - Easy to fill in but had technical problems
  - Easy to fill in but not sure why some information was required
  - Other (explain)
9. How would you rate the CRD Arts & Culture Service's application process?
  - Easy

## CRD Arts & Culture Support Service – IDEA Grant Final Report – Part A

- Somewhat Easy
- Straightforward
- Somewhat difficult
- Very Difficult

10. For your project was the amount of funding available through the IDEA Grant program enough?

- Yes
- No

If you answered “No”, what is an adequate amount for this type of project?

### **Community Impact**

11. Often the impact of funding is better conveyed through narratives and stories that speak to the qualitative aspects and benefits of a successful project. A mix of the qualitative and quantitative (as collected in #6) help us convey the impact of funding to policy and decision makers. Please include a brief story related to your project. (Use the template as a guide).

### **Stay Connected**

12. What is your preferred way of receiving information about CRD Arts & Culture?

- In person
- Webinar
- Email
- E-newsletter \*
- Other (explain)

\*Current information about **CRD Arts & Culture Support Service** programs and workshops is available through our E-Newsletter. Sign up [here](#)



Making a difference...together

Capital Regional District Arts & Culture Service  
**IDEA GRANT**  
**Final Report - Part B**

<b>Organization:</b>					
	<b>Projected (in original application)</b>		<b>Actual (upon completion)</b>		<b>Details</b>
<b>Expenses</b>	<b>Cash</b>	<b>In-kind</b>	<b>Cash</b>	<b>In-kind</b>	
Staffing and personnel					
Materials, supplies, rentals					
Publicity/Marketing					
Other Expenses					
<b>Sub-total expenses:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total cash &amp; in-kind Expenses:</b>		<b>0</b>		<b>0</b>	
<b>Revenue</b>					
Admissions/ticket sales					
Concessions/merchandise					
Donations from individuals					
Donations from businesses					
Other Government grants					
Other revenues					
IDEA Grant					
<b>Sub-total revenues:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Total cash &amp; in-kind Revenues:</b>		<b>0</b>		<b>0</b>	
<b>Surplus or Deficit</b>		<b>0</b>			<b>0</b>