



Operating Grants Guidelines

Making a difference...together

STATEMENT OF PURPOSE

CRD¹ Arts Development Operating Grants recognize the contribution that arts organizations make to the quality of life in the Capital Regional District, the provincial and national visibility these organizations provide to the region, and their role in providing a wide range of arts activities for citizens and visitors.

Operating assistance acknowledges that, in order for the arts to remain accessible to the region's audiences and participants, they require an investment of public sector funds. Through an investment in our arts organizations and institutions, the CRD is contributing to the development of a healthy, diverse and vibrant community.

CRD operating funding provides support to arts organizations of regional significance whose primary mandate is public programming in the arts.

GENERAL ELIGIBILITY REQUIREMENTS

Applicant organizations must meet the following criteria:

- Have public programming in the arts as their primary mandate and purpose.
- Be non-profit societies and have been registered in British Columbia for at least two (2) consecutive years immediately preceding the application deadline.
- Have actively presented public arts programming in the CRD for the two (2) consecutive years immediately preceding the application deadline.
- First-time applicants must have received one or more CRD Project Grant awards prior to the application deadline.
- Have an active Board of Directors. Voting members of the board must not concurrently hold paid staff positions in the applicant organization.
- Have their administration and public programming based in the CRD.¹
- Have operating budgets that average at least \$50,000 in the year of application and the two (2) years immediately preceding application, exclusive of capital projects or in-kind contributions. (Organizations with operating budgets of less than \$50,000 may be eligible for funding through the CRD Arts Development Project Grants program.)
- Provide, with their applications, the appropriate financial statements as outlined in the "Financial Statement Requirements" section as well as promotional materials showing CRD recognition.
- Demonstrate a need for public funding in their applications.

¹ For the purposes of this document, "CRD" refers to the municipalities contributing to the Capital Regional District Arts Service. Currently, they are the following: the City of Victoria, the District of Saanich, the Municipality of Oak Bay, the Township of Esquimalt, Town of View Royal, Town of Sidney, and the municipalities of Highlands and Metchosin.

ASSESSMENT CRITERIA

The CRD Arts Advisory Council assesses Operating Grant applications in the areas of artistic merit, administrative competence, and community impact and involvement. Organizations must demonstrate the following in their Operating Grant applications:

I. Artistic Merit

- An artistic program which reflects and fulfills the organization's mandate.
- A sound and clearly-articulated artistic plan and a demonstrated ability to fulfill that plan.

II. Administrative Competence

- Evidence of a clear mandate, competent administration, a functional board and administrative and governance structures appropriate to the organization (e.g., planning, development, marketing, financial management, board development, etc.)
- Evidence of a diversified revenue base. This may include ticket sales, donations, support from foundations, support from other levels of government, etc.

III. Community Impact and Involvement

- A contribution to the community, which may include outreach, audience development, educational activities for the public, economic impact, evidence of strong volunteer participation, etc.

INELIGIBLE ORGANIZATIONS AND ACTIVITIES

Given budget limitations, some activities are beyond the scope of this grant program, regardless of their merit. Operating Grants are not available for programs of civic departments or branches (e.g., libraries or community centres), nor are they intended for the activities of clubs or for organizations whose primary mandate involves social service, religious, sports or educational activities.

Training and educational organizations are not eligible unless they are determined to have public programming of regional significance. An organization will be determined to be primarily concerned with training or education if the majority of its earned revenue is derived from tuitions or other payments for educational or training services.

An arts training organization may be eligible for funding for its public programming that is not related to the fulfillment of curriculum or other educational activities. Recitals, exhibitions and other presentations intended to present or showcase the ongoing or final results of courses, classes, workshops, etc., are not eligible for funding under this program.

In addition, the following do not qualify for Operating Grants:

- contests and competitions
- capital projects
- tourism promotion
- scholarships.

ADJUDICATION PROCESS

Application Deadline:

Completed applications must be received in the Arts Development Office. The 2010 deadline for the Operating Grant program is 4:30 p.m. on **Wednesday, September 21st** with final approval in early January. The deadline is firm, and late applications will not be accepted.

Review Process:

CRD Arts Development Office staff review the completeness of applications received by the deadline and may request further information or clarification as necessary. Designated members of the CRD Arts Advisory Council review assigned applications.

Interviews:

In late October or early November, interviews are held between CRD Arts Advisory Council members and representatives from applicant organizations—the senior staff person and an appropriate board member.

Assessment and Recommendations:

Following the interviews, the CRD Arts Advisory Council meets in a plenary session and makes grant recommendations in consideration of all applications received and the available resources. Acceptance of an application to the Operating Grant program does not guarantee funding nor does previous funding guarantee subsequent funding under this program.

Notification:

Applicant organizations are informed by e-mail and mail of the Council's recommendations, usually within 7 days of the plenary session.

Appeals:

Organizations may appeal, in writing, the Council's recommendations only on the following grounds:

1. that there is significant new information that could not be presented at the time of the original adjudication; or
2. that there is a reason to believe there was a significant misunderstanding of the information that was presented in the original application and interview.

The CRD Arts Advisory Council Chair and Vice Chair, or other persons designated by the Council, consider the appeals and present their recommendations to the Council. The CRD Arts Advisory Chair (or designate) may reject an appeal without a hearing, if he/she believes the grounds for appeal are not satisfied in the appeal submission. Following the appeal process, the CRD Arts Advisory Council will present its recommendations to the CRD Arts Committee for approval. A standardized form, in pdf format, is available on the Arts Development website for your use should you wish to appeal your recommendation.

FINANCIAL STATEMENT REQUIREMENTS

An organization requesting operating funding from the CRD must submit, with their application:

- a) “Audited financial statements” for their most recently completed fiscal year, where their total operating budget exceeds \$750,000.
- b) “Review engagement financial statements” for their most recently completed fiscal year, where their total budget exceeds \$300,000 but is less than \$750,000.
- c) “Notice to reader financial statements” for their most recently completed fiscal year, where their total budget exceeds \$150,000 but is less than \$300,000.
- d) Financial statements for the most recently completed fiscal year, signed by two directors (one of whom should be the president of the board of directors), where the organization’s annual operating budget is less than \$150,000.

Upon recommendation of the CRD Arts Advisory Council, the CRD Arts Committee reserves the right to waive the audit, review engagement and notice to reader financial statement requirements.

CONDITIONS OF FUNDING

1. It is expected that the CRD Arts Development logo will appear on posters, programs and organizational websites, and that CRD Arts Development will be acknowledged verbally whenever possible. Logos in ‘tif’ and ‘eps’ formats can be obtained from the CRD Arts Development website at **www.crd.bc.ca/arts/operating-grants.htm**. Other formats are available by contacting the Manager.
2. Organizations making significant changes to the information provided in the Operating Grant applications must discuss such changes with the Manager prior to implementation. Organizations may be asked to submit a revised budget.
3. Any organization undergoing a change of Board membership between annual general meetings is expected to inform the Manager immediately of such change.
4. Grant funds must be applied to current operating expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
5. The information provided in grant applications is subject to, and protected by, the Freedom of Information and Protection of Privacy Act.

PAYMENT

If approved, operating grants are payable on August 1 of the year following the deadline. In some cases, an early payment in April is possible. Contact the Manager for details.

SEND OR DELIVER COMPLETED APPLICATIONS TO

James Lam, Manager
CRD Arts Development Office
Tel: (250) 360-3215
Mailing Address: PO Box 1000, Victoria, BC V8W 2S6
Courier Address: 625 Fisgard St., Victoria, BC V8W 1R7