



Making a difference...together

OPERATING GRANT APPLICATION

General

2012/13

ORGANIZATION (Legally Registered Name):

Mailing Address:

Telephone:

Fax:

E-mail:

Website:

ARTISTIC / EXECUTIVE DIRECTOR:

CONTACT PERSON:

Position:

Telephone:

Fax:

E-mail:

Application Date:

Grant Requested:

Have you received a CRD Operating Grant before? Yes No

If "Yes", date of latest grant:

Non-Profit Society? Yes No

B.C. Society Act Number:

Date Registered:

Date of last filing with Registrar of Companies:

Fiscal Year End:

DECLARATION (Both signatures required)

Signature of person authorized to prepare form:

(Name)

(Title)

Signature of Chair/President of the Board of Directors:

(Name)

(Title)

DO SOLEMNLY DECLARE THAT, TO THE BEST OF MY KNOWLEDGE, THE INFORMATION GIVEN IN THIS APPLICATION IS COMPLETE AND TRUE IN EVERY RESPECT.

Please read all guidelines, instructions and eligibility criteria before completing this form. Forms will not be accepted unless signed by the society's submitting officer and the Chair/President of the Board of Directors.

APPLICATION DEADLINE:

Wednesday, September 21, 2011 (at 4:30 p.m.)

(N.B.: No late applications will be accepted.)

Mail or deliver applications to:

Arts Manager, CRD Arts Development Office

By mail:

P.O. Box 1000

Victoria, BC V8W 2S6

In person/by courier:

625 Fisgard St.

Victoria, B.C. V8W 1R7

Tel: (250) 360-3215

Email: artsdevelopment@crd.bc.ca

THE INFORMATION PROVIDED IN THIS GRANT APPLICATION IS SUBJECT TO, AND PROTECTED BY, THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT.

MATERIALS REQUIRED

HARD COPY:

N.B.: Submit only single-sided pages (unstapled and unbound).

- 1) **COMPLETED APPLICATION FORM** (including Artistic Director's and General Manager's statements): **2 COPIES** (1 signed original + 1 copy)
- 2) **LIST OF PERMANENT AND SEASONAL STAFF** (including titles): **2 COPIES**
- 3) **LIST OF CURRENT BOARD OF DIRECTORS** (including names, positions, addresses and e-mail addresses): **2 COPIES**
- 4) **MOST RECENT FINANCIAL STATEMENTS**, as specified on pages 3-4 of program guidelines: **2 COPIES**
- 5) **PROMOTIONAL MATERIAL:** Brochures, programs, posters, etc. showing recognition of the CRD. **1 COPY OF EACH**

E-MAIL:

Send as attachments:

- 1) **completed application form** (Excel format), and
- 2) **Artistic Director's and General Manager's statements** (Word processing)

ARTS-RELATED INFO FROM CRD - from time to time we receive information that may be of interest to your organization. If you don't want to be on our distribution list please check here: (You may opt any time.)

PAST PERFORMANCE AND FUTURE PLANS

In assessing each Operating application, the CRD Arts Advisory Council considers the organization's recent performance and successes, as well as future opportunities and challenges, and the ways in which the organization proposes to deal with them.

Please enclose the following statements with your application (hard copies and email):

(A) ARTISTIC / EXECUTIVE DIRECTOR'S STATEMENT:

In preparing your statement, keep in mind the following two major areas of the program's Assessment Criteria (taken from the "Operating Grant Guidelines") as they relate to your role as Artistic or Executive Director of the organization:

ARTISTIC MERIT: Artistic program that reflects the organization's mandate; and a sound and clearly articulated artistic plan and a demonstrated ability to fulfill that plan.

COMMUNITY IMPACT AND INVOLVEMENT: Contribution to the community (outreach, audience development, educational activities for the public, economic impact, evidence of strong volunteer participation.)

Please limit your statement to a total of 7 pages (single-spaced, minimum 12-point type), organized as follows:

- 1) **HISTORY:** Please provide a brief history of your organization.
- 2) **MANDATE:** Please describe the organization's mandate or artistic mission, as outlined in the society's constitution.
- 3) **ROLE:** Please elaborate on the role your organization plays in the arts community and the context in which you work. (For example, how do you see your organization in the arts community within a primarily regional, but also provincial and national, context?)
- 4) **HIGHLIGHTS OF LAST ACTUAL YEAR (2010/11):** Please describe your organization's major artistic accomplishments during the last completed year; and explain how these fulfill your mandate.
- 5) **HIGHLIGHTS OF CURRENT YEAR (2011/12):** Please describe major artistic accomplishments (actual/projected) of the current year and explain how these fulfill your mandate.
- 6) **HIGHLIGHTS OF PROJECTED YEAR (2012/13):** Outline plans for next year; explain how you are going to achieve those plans and describe how they will fulfill your mandate.
- 7) **WHAT'S NEW, CHANGED AND DIFFERENT:** Briefly summarize any significant changes taking place in your projected year compared to your most recent year, eg: changes in Board of Directors; changes in key management or operational staff; moving to new premises; new business expansion, contraction, startup or windup plans; previously unforecasted financial pressure or relief. (Note: this information will be provided to the Arts Committee, as supplied, at their request. Maximum 500 words.)
- 8) **COMMUNITY IMPACT:** Please describe the various communities that your organization serves (artists, audiences and others), and your organization's achievements in serving these communities during the past year.

PAST PERFORMANCE AND FUTURE PLANS (cont'd)

(B) ADMINISTRATOR / GENERAL MANAGER'S STATEMENT

In preparing your statement, keep in mind the following two major areas of the program's Assessment Criteria (taken from the "Operating Grant Guidelines") as they relate to your role as Administrator or General Manager of the organization:

- **ADMINISTRATIVE COMPETENCE:** Clear mandate, competent administration, functional administrative and governance structures appropriate to the organization, and a diversified revenue base (ticket sales, donations, support from foundations and other levels of government, etc.).
- **COMMUNITY IMPACT AND INVOLVEMENT:** Contribution to the community (outreach, audience development, educational activities for the public, economic impact, evidence of strong volunteer participation, etc.).

Please limit your statement to a total of 7 pages (single-spaced, minimum 12-point type), organized as follows:

1) FINANCIAL MANAGEMENT AND ADMINISTRATION:

Please describe the organization's successes during the past year, the challenges facing the organization, and recent steps taken to strengthen the organization's overall health in the areas of finance and administration.

2) SURPLUS / DEFICIT (if applicable):

- If the organization is carrying a surplus (current or accumulated): Please indicate whether the funds have been designated for a specific purpose (i.e. a restricted fund) and explain.
- If the organization is carrying a deficit (current or accumulated): Please give the amount and explain how and when the debt was incurred. Also, outline the Board's plan to reduce it, including specific actions and time frame.

3) BOARD OF DIRECTORS:

Please provide a description of the Board's role in governance, revenue generation and budget approval, as well as outlining the organization's recent planning processes. Also describe recent initiatives in the area of Board development.

4) AUDIENCE DEVELOPMENT:

Please explain initiatives in audience development, including addressing the changing nature of your audience.

- 5) WHAT'S NEW, CHANGED AND DIFFERENT:** Briefly summarize any significant changes taking place in your projected year compared to your most recent year, eg: changes in Board of Directors; changes in key management or operational staff; moving to new premises; new business expansion, contraction, startup or windup plans; previously unforecasted financial pressure or relief. (Note: this information will be provided to the Arts Committee, as supplied, at their request. Maximum 500 words.)

ORGANIZATION:

OPERATING EXPENSES

(Round to nearest dollar.)

Actual 2009/10	Actual 2010/11	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected 2011/12	Forecast Budget 2012/13
	(Re: Page 4)	Production Expenses	(Re: Page 5)	(Re: Page 6)
		Salaries: Artistic/Executive Director		
		Salaries: Support staff		
		Salaries: Benefits		
		Salaries: Artists		
		Artists' Travel and Per Diem Expenses		
		Facility Operations <i>(Specify)</i>		
		Exhibitions/Juried Shows/Screenings		
		Equipment/Maintenance		
		Training/Workshop Expenses		
		Instructors' Fees <i>(Specify)</i>		
		Newsletter		
		Other Publications <i>(Specify)</i>		
		Other <i>(Specify)</i>		
		Other <i>(Specify)</i>		
		Other <i>(Specify)</i>		
0	0	(A) Total Production Expenses (Cash)	0	0
		Administrative Expenses		
		Salaries: General Manager/Administrator		
		Salaries: Support Staff		
		Salaries: Benefits		
		Office Rent/Storage/Mortgage Payments		
		Office Expenses		
		Equipment/Maintenance		
		Internet/Web Costs		
		Bank Charges and Legal Fees		
		Accounting and Audit Fees		
		Travel (Administration only)		
		Promotional Materials		
		Advertising		
		Subscription Costs		
		Fundraising Costs		
		Insurance Costs		
		Gaming License Expenses		
		Volunteer Expenses		
		Other <i>(Specify)</i>		
		Other <i>(Specify)</i>		
0	0	(B) Total Administrative Expenses (Cash)	0	0
0	0	TOTAL (A)+(B) EXPENSES (CASH)	0	0
		In-Kind Expenses		
		Goods <i>(Specify)</i>		
		Services <i>(Specify)</i>		
		Other <i>(Specify)</i>		
0	0	(C) Total In-Kind Expenses	0	0
0	0	TOTAL EXPENSES: (A)+(B)+(C)	0	0

ORGANIZATION:

OPERATING REVENUES

(Round to nearest dollar.)

Actual 2009/10	Actual 2010/11	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected 2011/12	Forecast Budget 2012/13
	(Re: Page 4)	Earned Revenues	(Re: Page 5)	(Re: Page 6)
		Admissions		
		Membership Fees		
		Equipment Rental		
		Facility Rental		
		Tuition/Workshop Fees		
		Other (Specify)		
		Other (Specify)		
		Other (Specify)		
0	0	(A) Total Earned Revenues (Cash)	0	0
		Private Sector Revenues		
		Fundraising: Corporate donations		
		Fundraising: Corporate Sponsorships		
		Fundraising: Individual Donations		
		Foundations		
		Endowment Income		
		Bank Interest		
		Special Events		
		Gaming License Revenues		
		Other (Specify)		
		Other (Specify)		
0	0	(B) Total Private Sector Revenues (Cash)	0	0
		Grant Revenues		
		BC Arts Council: Operating		
		BC Arts Council: Project		
		Government of BC: Other (Specify)		
		Canada Council: Operating		
		Canada Council: Project		
		Canada Council: Other (Specify)		
		Federal Employment Programs		
		Federal: Other (Specify)		
		CRD Operating		
		CRD Special Project		
		Municipal: Other (Specify)		
		Other (Specify)		
		Other (Specify)		
0	0	(C) Total Grant Revenues (Cash)	0	0
0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
		In-Kind Revenues		
		Goods (Specify)		
		Services (Specify)		
		Other (Specify)		
0	0	(D) Total In-Kind Revenues	0	0
0	0	TOTAL REVENUES: (A)+(B)+(C)+(D)	0	0
	← Enter 2008/09 Acc'd Surplus/ (Deficit) here	SUMMARY		
0	0	TOTAL REVENUES (Cash + In-kind)	0	0
0	0	TOTAL EXPENSES (Cash + In-kind)	0	0
0	0	ANNUAL SURPLUS/(DEFICIT)	0	0
0	0	ACCUMULATED SURPLUS/(DEFICIT)	0	0

ORGANIZATION:

General STATISTICS

Actual 2009/10		Actual 2010/11		Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected 2011/12	Forecast 2012/13		
				Exhibitions				
				# Exhibitions				
				Total Attendance				
				Screenings				
				# Screenings				
				Total Attendance				
				Workshops/Lectures				
				# Workshops/Lectures				
				Total Attendance				
				Other Events				
				# Events (<i>Specify</i>)				
				Total Attendance				
				Tickets/Passes				
				Average Ticket Price (\$)				
				Total # of Single Tickets Sold				
				Average Pass Price (\$)				
				Total # of Passes Sold				
				Members				
				# Society Members				
				Membership Fees (\$)				
				Students				
				Total # of students enrolled (if applicable)				
FT	PT	FT	PT	Paid Staff / Employees	FT	PT	FT	PT
				# Paid Office/Administrative 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

ORGANIZATION:

STAFF / EMPLOYEES BY MUNICIPALITY

	Staff *	Student ** Enrollment
Central Saanich		
Colwood		
Esquimalt		
Highlands		
Langford		
Metchosin		
North Saanich		
Oak Bay		
Saanich		
Sidney		
Sooke		
Victoria		
View Royal		
Other		
* Total	0	0

* **Total Staff** should equal the combined FT + PT columns for **TOTAL PAID STAFF** (Actual/Projected 2011/12) from **General Statistics** on Page 9.

** **Student Enrollment** should be completed only by training and educational institutions.