



Making a difference...together

## **OPERATING GRANTS:**

# **SUGGESTIONS FOR PREPARING YOUR APPLICATION**

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This document is designed to help you prepare as complete and accurate an application as possible for assessment and adjudication. Taking the time to read it before completing your application should make your task easier – and contribute to the success of your application.

Please help us to present your application to its best advantage to the adjudicators by reading the following suggestions:

- 1) **READ PROGRAM GUIDELINES CAREFULLY.** The guidelines are designed to help you through the process.
- 2) **CALL THE CRD ARTS MANAGER FOR ADVICE WHEN YOU HAVE A QUESTION.** It's to your advantage to seek advice *early* -- to allow staff time to assist you, and to allow enough time to assemble information for your application. (Familiarize yourself with the program guidelines first.)
- 3) **INPUT YOUR APPLICATION BY COMPUTER, IF POSSIBLE.** The application is in a 10-page, tabbed Excel file. (Call if you have questions about this.) Send/deliver two (2) hard copies (loose, single-sided, unstapled and unbound), and send one copy by e-mail as an attachment. If you are unable to use a computer, print out a hard copy of the pdf version and complete the application using a typewriter. (Do not hand-write your application – hand-written applications are difficult to read when they are photocopied.)
- 4) **PREPARE YOUR APPLICATION AS IF THE READER HAS HAD NO PREVIOUS KNOWLEDGE OF YOUR ORGANIZATION.** (Don't assume that the adjudicators know your organization as well as you do.)
- 5) **WRITE CLEAR, CONCISE ANSWERS.** Write simple and straightforward answers. Answer the questions as they are asked, and not as you think they should have been written.
- 6) **TAKE TIME TO COLLATE AND ASSEMBLE YOUR APPLICATION.** Assemble your materials in the order listed in the application and guidelines.
- 7) **FOLLOW INSTRUCTIONS.** Complete the form as requested – don't revert to "see attached" for major portions of the application, such as "Current" or Projected" programs. Stay within space limitations and maintain required type size -- limits are set to present concise answers for adjudicators who read many pages in evaluating applications. (Don't make it difficult to find your information.)

- 8) **SUBMIT A NEAT, LEGIBLE APPLICATION.** Take the time and effort to present yourself and your organization well. Start early by doing what you can ahead of time.
- 9) **SUBMIT A REALISTIC BUDGET.** Make sure your past budgets are accurate and that your projected budget is realistic and makes sense.
- 10) **INCLUDE ONLY RELEVANT SUPPORTING MATERIALS.** The information you submit should be as recent as possible and relevant to your application, and show CRD recognition. (Remember, the key is 'quality' rather than 'quantity'.)

### **FINANCIAL INFORMATION:**

#### **Major Increases in Budget:**

If your organization has had (or is projected to have) a major increase in budget, explain this in the Artistic Director and/or General Manager's statements, so that adjudicators clearly understand the situation.

#### **Expenses (Page 7):**

- 1) **"Other" Expenses:** Explain large combined "Other" amounts. Break down large line items into specific budget items for major areas of expenses. (Use a separate sheet if necessary.) **In-Kind:** Note that the revised application form has included a new "In-Kind" section (near the bottom of the page), so you must list your cash expenses *separately* from your in-kind expenses. Also, note that your total "In-Kind Expenses" must be equal to your "In-Kind Revenues on page 8, so that your budget is balanced. (Remember, 'In' and 'Out'.)
- 2) **Ineligible Expenses:** Remember that capital expenditures are not part of your operating expenses, and therefore are not eligible in this application. (If capital expenditures form part of your current strategic plan, please include information in the Artistic Director or General Manager's statement on pages 2 and 3, as appropriate.)

#### **Revenues (Page 8):**

- 1) **"Other" Revenues:** Explain any large combined line items, where several types of revenues are combined into one line. (Use a separate sheet if necessary.)
- 2) **Arts-Training Organizations:** Be sure to enter revenue from tuition fees in the line provided under "Earned Revenues".
- 3) **Surpluses:** If you have a substantial surplus (annual or accumulated), please indicate whether any part of these funds have been designated for a specific purpose (i.e., a restricted fund).
- 4) **Deficits:** If you have a deficit, ensure that you explain how and when the debt was incurred and outline the board's plan to reduce it, including specific actions and time frame.
- 5) **Accumulated Surplus/(Deficit) Line 54:** In Excel format, the blank cell in the first column (Actual 2003/04) of the last line (Cell A54) is blank and "unprotected". Once you input any previous surplus/deficit to result in your actual Accumulated Surplus (or Deficit) figure for that year, the formulas will carry that figure over and calculate the Accumulated Surplus (Deficit) figures for the three following years (in Cells B54, D54, and E54). (Call if you have questions about this.)