



Making a difference...together

CRD Project Funding is intended for established arts organizations that work on a project-to-project basis, for new and emerging arts organizations, or for arts organizations undertaking special, one-time initiatives or unique or developmental projects. Project Grants are not available to arts organizations who receive Annual Operating Assistance from the CRD.

### **Eligibility Criteria**

All applicants for Project funding must meet the following criteria:

1. Applicants must be non-profit societies, registered in British Columbia, have been active for at least six months prior to the application deadline, and have programming in the arts as their primary mandate and purpose. The CRD does not fund individuals.
2. Applicants must have an active board. Voting members of the applicant's Board of Directors must not concurrently hold paid staff positions.
3. Applicants must be based in one of the municipalities contributing to the CRD Arts Development Service. The Arts Development Service of the CRD is currently funded by 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.
4. Projects must take place in at least one of the aforementioned municipalities.
5. Organizations holding outstanding or incomplete CRD Project Grants are eligible to apply, at the discretion of the Arts Development Manager. Payment of any additional Project Grant awards will be conditional upon receipt of a satisfactory final report on the outstanding project.

### **Ineligible Organizations and Activities**

Given budget limitations, some activities are beyond the scope of this grant program, regardless of their merit. Project 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.

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

1. Contests and competitions
2. Conferences, workshops and other forms of training
3. Scholarships
4. Capital expenditures
5. Food, beverages and other hospitality costs
6. Touring, travel expenses, or tourism promotion
7. Elimination or reduction of accumulated deficits

### **Assessment of Applications**

1. Applications will be assessed by the CRD Arts Advisory Council whose recommendations are subject to ratification by the CRD Arts Committee.
2. Applicants will be notified of the results of their applications by mail after the CRD Arts Committee has confirmed the recommendations of the CRD Arts Advisory Council.

### **Application Requirements**

1. Applicants not previously receiving Project funding should contact the Arts Development Office to confirm eligibility prior to application.

2. All applicants must complete and submit the following to the Arts Development office by the appropriate deadline:
  - a. An original and one copy of the Project Grant application form, completed, signed and dated, unstapled.
  - b. Two (2) copies of the most recent financial statements signed by the appropriate Board executive.
  - c. Two (2) copies of a list of the current Board of Directors containing names, addresses, telephone numbers, emails, and Board positions.
  - d. Relevant support material.

### **General Evaluation Criteria**

Consideration will be given to the following criteria:

- A demonstrated ability to carry out the project.
- The capacity of participants to achieve the artistic goals of the project.
- The appropriateness of the project budget (applicants should receive funding from sources other than the CRD, these may include ticket sales, donations, support from foundations and other levels of government, etc.).
- The impact on the development of the arts in the Capital Regional District.
- The contribution to the artistic development of artists, the art form and to the organization itself.

### **Conditions of Funding**

1. The applicant organization is expected to include the CRD Arts Development logo on posters, programs, website and any other promotional material related to the project and, whenever possible, acknowledge CRD Arts Development verbally. Logos are available on the Arts Development website at [www.crd.bc.ca/arts/projectgrants.htm](http://www.crd.bc.ca/arts/projectgrants.htm) or, contact the Arts Development Office.
2. Project Grants must be used for the project for which they were requested and the project completed within 12 months of receipt of funding.
3. At the completion of the project, the applicant organization must submit a final report, which includes:
  - a. An evaluation of the project including its impact on the development of the arts in the CRD.
  - b. A statement detailing actual revenue and expenses for the project.
  - c. Attendance figures (where applicable).
  - d. The number of paid staff and volunteers involved in the project.
  - e. The number of performances (where applicable).
  - f. Copies of publicity and promotional materials.
4. Final reports must be submitted to the CRD Arts Development Office within two months of the completion of the project.
5. In the event that the project is not completed or a final report not submitted, the CRD Arts Committee may request the return of the grant monies received by the applicant organization and/or refuse to accept any future applications for Project Grants.
6. Receipt of Project funding does not guarantee future funding.

### **Deadlines**

There are two application deadlines each year: the second Friday of January and the first Friday of May at 4:30pm. Applications received after deadline will not be considered.

### **For further information or to deliver completed applications:**

James Lam, Arts 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