

### **Statement of Purpose**

The purpose of the Capital Regional District (CRD) Arts & Culture Support Service is to provide assistance that will result in a benefit to the residents of the region. The **Equity Grant** program supports arts initiatives by applicants from communities that are at risk of exclusion or that have difficulty accessing funding support for systemic reasons. Supported activities include but are not limited to, support of artistic growth, development, production and dissemination.

Applicants establish eligibility through self-identification of their community and/or art form on the supplied self-identification form. The lead applicant(s) must be a registered society or be working with a Sponsor Society (see below for details on eligibility).

Examples of eligible communities include, but are not limited to:

- Indigenous
- Racialized persons or people of colour
- Deaf
- LGBTQ2
- Those living with the challenges related to a physical disability
- Those living with the challenges related to mental illness
- Other (you tell us, on the self-identification form)

Examples of eligible activities include, but are not limited to:

- visual arts
- dance/improvisation
- storytelling/spoken word
- artistic craft/printmaking/fibre arts/etc.
- theatre/performance
- film/media arts
- music
- arts festivals/arts programming
- Other (you tell us, on the application form)

Equity Grants support arts activities that provide benefits or create impacts within one or more of the municipalities or electoral areas that contribute to the CRD Arts & Culture Support Service. The CRD Arts & Culture Support Service is funded by Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.

### **Eligibility**

Unfortunately, we are unable to fund individual artists. Legislation governing the CRD only permits the Arts & Culture Support Service to fund registered not-for-profit societies. Approved funds resulting from a successful application must be paid to a society and because of this an applicant must be either:

- a) a society from a self-identified community, registered in BC, OR,
- b) a group or artist collective from a self-identified community who is not a society but who are leading a project and has found a society willing to act as, what we call, a Sponsor Society.

Whether the group is a society themselves or working with a Sponsor Society, the society making the application must:

- be a not-for-profit society registered in British Columbia.
- have an active Board of Directors.

- be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered, physical address on its BC NFP Society registration document.<sup>1</sup>
- present their project in a jurisdiction that contributes to the Arts & Culture Support Service.
- be able to provide financial statements and other society information to establish accountability for the project.

### Who can be a Sponsor Society?

Potential Sponsor Societies include:

- Non-arts mandated societies
- Arts-mandated societies, including those meeting the eligibility for the CRD Project Grant program; such organizations may apply concurrently as a Sponsor Society to the Equity Grant program and to the Project Grant program

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are also ineligible.

When the group is not a society but working with a Sponsor Society for the purposes of making an application, the group and the Sponsor Society should take care to ensure they agree on the administrative responsibilities related to managing the project from application to final reporting. A Sponsor Society may provide in-kind administrative and promotional support, but complete creative control must be maintained by the group, who must receive 100% of any CRD Equity Grant funding. The Sponsor Society should not benefit in any way from the project. A memorandum of understanding (MOU) must be included, detailing the payment schedule of grant funds to the group.

### Ineligible Activities

The following are generally considered ineligible activities for support under this program:

- equipment purchases or other major capital expenditures
- fundraising activities, contests, or competitions
- scholarships
- expenses for activities that have already taken place (activities cannot be funded retroactively)

### General

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package.
- Organizations may only receive one grant in a calendar year for their own purposes (organizations may also apply as a Sponsor Society in Equity Grants).
- Start your application process early. To assist in the success of your application please feel free to contact us at any time during the application process.
- The maximum grant available through the Equity Grant program is \$10,000.
- Be brief, concise and use plain language. Write as if you are describing your organization and project to someone who doesn't know anything about you. Do not use additional attachments.
- Ensure your project starts no earlier than June 1, 2024 and ends no later than June 1, 2025.
- Ensure the cash budget and the in-kind budget\* each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

**\*Note:** In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

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<sup>1</sup> Organizations and arts activities located in non-participating jurisdictions (Central Saanich, Colwood, Juan de Fuca Electoral Area, Langford, North Saanich, Salt Spring Island Electoral Area, and Sidney) are not eligible for support through this program.

## Evaluation

Consideration will be given to how your project:

- provides access and support to communities or audiences at risk of exclusion.
- contributes to and benefits the arts in the self-identified community.
- contributes to and benefits the arts in the Capital Region.
- creates partnerships and collaborations.
- provides new programs and events for CRD audiences.
- expands the view of the arts and its role in various cultures and communities.
- uses the skills of participants to achieve the artistic and other goals of the proposal.

## Financial Statements required from the not-for-profit Society making the application:

<b>Annual Budget</b>	<b>Submit the following type of Financial Statements for the most recently completed financial year:</b>
>\$750,000	Audited
\$300,000 - \$750,000	Review Engagement
\$150,000 - \$300,000	Compilation Statements with a Notice to Reader  Compilation Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements where appropriate, and show comparative columns for the most recently completed year and previous year, on the same page. The NTR that accompanies the financial statements states the nature of the assignment, the scope and limitations, a caution to readers, who prepared the report, and the date of preparation.
<\$150,000	Self-generated Financial Statements – must include a balance sheet, and a statement of revenues and expenses, presenting comparative years side by side, in two columns.

The applicant is responsible for ensuring that the appropriate financial statements are submitted. Applications without appropriate financial statements may be considered incomplete. Contact Arts & Culture Support Service staff if you have questions.

## Assessment

- Applications are assessed by the CRD Arts Advisory Council. Their recommendations are subject to approval by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Notification of awards may take up to 10 weeks following submission.
- Applicants are notified of the results of their application after the CRD Arts Commission has reviewed recommendations.
- Eligibility and acceptance of your application does not guarantee funding just as a successful application does not guarantee future support.

## **Commitment to Equity**

The CRD Arts and Culture Support Service is committed to supporting the development of equity in the region's arts sector. We are taking action to embed values of equity, diversity, inclusion, access, and cultural self-determination into our processes and policies, understanding that these concepts are not a static set of goals, but rather an evolving journey.

The aim of our commitment and these actions is to support the full diversity of artistic and cultural expression in the region. Recognizing that persistent and systemic discrimination has prevented equity-seeking groups from accessing resources, we are making changes to expand access and remove barriers to our funding. Equity-seeking groups include, but are not limited to, First Nations, Inuit and Métis people, those who are racialized, Deaf people, LGBTQ2+ people, and those with disabilities.

## **Process Support**

Applicants who are Deaf, hard of hearing or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from Service Providers. Up to \$500 is available for each eligible applicant in a calendar year.

Grant recipients who need to develop their Final Report verbally or in Sign language or need other supports can request this through CRD Arts & Culture. The requirement for this support must be directly related to being Deaf or having a disability. This support is a contribution towards the costs of transcription services or Sign language interpretation to enable the recipients to submit their report in written English.

Requests for process support, for either grant applications or final reports, require approval from CRD Arts and Culture. Please contact CRD Arts and Culture at least three weeks before the deadline to determine eligibility, request support funding, and to review the process for payment to be made to your Service Provider.

## **Conditions of Funding**

- Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on print and digital promotional material related to the activity, tag @crdartsandculture on Facebook, X (formerly Twitter) and Instagram, and, whenever possible, acknowledge CRD Arts & Culture verbally. Further guidance for how to acknowledge funding is on our website at [www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding](http://www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding) or contact our office 250.360.3007.
- An Equity Grant must be used for the project for which it was intended.
- Projects must be completed within 12 months of receipt of funding.
- Submission of a final report within two months of project completion, using the CRD report form or by arranging a phone call or video call to submit a verbal report.
- Grant recipients may submit one high-quality digital photo of the project to [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca). Images may be included in the CRD website, social media, presentations, and other promotional materials to show arts activity in the CRD; provide photo credit if required.

In the event the project is not completed, or a final report not submitted, we may request the return of the grant and/or refuse to accept future applications for Equity Grants.

## **Deadline**

There is one annual deadline for Equity Grant applications. Please check the website for current information.

## **Submitting an Application**

Provide a digital copy of the complete application by 4:30pm on the deadline. You will receive confirmation of receipt of your application within two business days. If you will have difficulty meeting this requirement, please contact us at 250.360.3215.

## Application Checklist

### What to submit:

- completed self-identification form
- a scan of page one, Part A, signed
- completed Part A (applicant info & answers to questions) and Part B (project budget)
- a list of current Board of Directors with full names, residential addresses and Board positions
- Financial Statements (see Financial Statement requirements)
- a copy of your BC not-for-profit Society registration certificate (if not previously submitted)
- for Sponsor Society applicants, an MOU of the payment schedule to the group

### How to submit:

1. **Complete** the documents listed in the checklist.
2. **Save** a copy of all documents for your own records.
3. **Email** all documents to: [ApplytoArts@crd.bc.ca](mailto:ApplytoArts@crd.bc.ca)

If you have questions about the application or eligibility of your project, contact CRD Arts & Culture:

Telephone

250.360.3215

Email

[artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca)

Website

[www.crd.bc.ca/service/arts-funding](http://www.crd.bc.ca/service/arts-funding)