

Grant application deadline (month & year)	
Grant amount received	
Applicant Organization (Name of NFP Society)	
Contact person for NFP	
Tel #	
Email	
Community affiliation as on self-identification form	
Name of person who led the project (if different from above)	
Tel #	
Email	
Name or title of project	
Project start and end dates	
Venue	
*Municipality or Electoral Area in which NFP Society is based	
*Municipality or Electoral Area in which project took place	
Name of person authorizing this report	
Signature of person authorizing this report	

*Participating Municipalities: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, and Southern Gulf Islands

What to Submit:

- Completed Part A (answers to questions 1 – 12)
- Part B (budget pages)
- Promotional Material
- One high-quality, digital photo from the project. Images may be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.
- I grant the Capital Regional District permission to use the attached image for any lawful purpose including publishing in print, online, electronically and public display.

How to Submit:

Email a signed, digital copy of the report and a photo to: artsdevelopment@crd.bc.ca

If you have any questions, please contact staff at 250-360-3215 or artsdevelopment@crd.bc.ca.

Provide your answers directly in this document. Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250 words per answer. Do not use additional attachments.

Project Outcomes

1. Briefly describe the completed project, noting any changes from the original proposal.
2. Describe the beneficial outcomes resulting from funded activities, such as:
 - development of organizational capacity and/or knowledge;
 - skill development;
 - creation of partnerships;

CRD Arts & Culture Support Service – Equity Grant Final Report – Part A

- impact on your art form or for communities in the capital region;
 - CRD funding;
 - other (describe).
3. Briefly describe any challenges in completing this project.
4. Did this project provide any free, participatory activities for the public? If so, what were they?
5. The project was: (check all that apply)
- a creation or presentation of new work;
 - a completely new event (might do again);
 - a one-time event that will not be repeated;
 - a recurring event with new content;
 - other (explain).

Statistics

6. Provide numbers for the following:

of events/productions

total audience

paid staff

paid artists/performers

volunteers

volunteer artists/performers

Program Evaluation

7. Were the guidelines easy to understand? (check one box)
- Yes
 - Not bad, could be better (please comment below)
 - Required explanation
 - Needed a translator
8. Was the application form easy to understand? (check one box)
- Yes
 - Easy to fill in but had technical problems
 - Easy to fill in but not sure why some information was required
 - Other
9. How would you rate the CRD Arts & Culture Service's application process?
- Easy

CRD Arts & Culture Support Service – Equity Grant Final Report – Part A

- Somewhat Easy
- Straightforward
- Somewhat difficult
- Very Difficult

10. For your project, was the amount of funding available through the Equity Grant program enough?

- Yes
- No

If you answered “No”, what is an adequate amount for this type of project?

Community Impact

11. Often the impact of funding is better conveyed through narratives and stories that speak to the qualitative aspects and benefits of a successful project. A mix of the qualitative and quantitative (as collected in #6) help us convey the impact of funding to policy and decision makers. Please include a brief story related to your project. (Use attached template as a guide).

Stay Connected

12. What is your preferred way of receiving information about CRD Arts & Culture?

- In-person
- Webinar
- Email
- E-newsletter *
- Other (explain below)

SAMPLE

*Current information about **CRD Arts & Culture Support Service** programs and workshops is available through our e-newsletter. Sign up [here](#)



Making a difference...together

Capital Regional District Arts & Culture Support Service
EQUITY GRANT
Final Report - Part B

Organization:	Projected (from original application)		Actual (on completion)		Details
	Cash	In-kind	Cash	In-kind	
Projected Expenses					
Staffing					
Other personnel					
Rental					
Materials, supplies					
Publicity/Marketing					
Other Expenses (specify)					
Other Expenses (specify)					
Sub-total expenses:	0	0	0	0	
Total cash & in-kind Expenses:		0		0	
Projected Revenue					
Admissions/ticket sales					
Concessions/merchandise					
Donations from individuals					
Donations from businesses					
Other Government grants					
Other Revenues (specify)					
CRD Equity Grant requested					
Sub-total revenues:	0	0	0	0	
Total cash & in-kind Revenues:		0		0	
Budget Summary:	Projected		Actual		
Cash Only					
Revenues	0		0		
Expenses	0		0		
Surplus/Deficit	0		0		
Cash & In-kind					
Revenues	0		0		
Expenses	0		0		
Surplus/Deficit	0		0		