



Making a difference...together

Capital Regional District Arts & Culture Support Service INCUBATOR GRANT – Application - Part A

Read the Incubator Grant Guidelines before completing this application.

ORGANIZATION name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Physical Address, as on BC NFP Registration document	
Postal Code	
Website	
Date of application (month, day, year)	
Amount of this GRANT request \$	
CONTACT person for the organization	
Position in organization	
Mailing address (if different from physical address)	
Telephone	
Email	
Contact person leading the activity (if different from the organization contact named above)	
Telephone	
Email	
Name of person authorizing this application	
Position in organization	
Signature of person authorizing this application (Electronic signature accepted)	
Name or title of ACTIVITY	
Date(s) of activity	
Venue for event or activity	
Municipality or electoral area in which venue is located	
Have you applied before? (yes or no)	
If yes, did you receive a grant? (yes or no)	
If yes, did you file a Final Report? (yes or no)	

Sample

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

A digital copy of the complete application must be received by 4:30 pm on the deadline. No late applications will be accepted.

What to submit:

- a scan of page 1, Part A, signed
- completed Part A (applicant info & answers to questions) and Part B (budget pages)
- a list of current Board of Directors with full names, residential addresses and Board positions
- annual Financial Statements (see Financial Statement requirements)
- a copy of your BC non-profit Society registration certificate (if not previously submitted)

Note: do not submit additional documents or make reference to secondary information in your answers

How to submit:

1. **Complete** all materials listed in 'What to Submit'
2. **Save** a copy for your records
3. **Email** 'What to Submit' documents to: ApplytoArts@crd.bc.ca by the published deadline.

Begin typing in the shaded area following each question; the text boxes have a limit of approximately 250 words per answer. Do not use additional attachments.

Be concise and use plain language. Write as if you're describing your organization and activity to someone who doesn't know anything about you.

Part I

1. What is your organization's mandate (e.g. from your constitution)?

2. Were you aware of other Arts & Culture Support Service programs before applying to Incubator Grants?
 Yes No

If not, how did you hear about the program?

Part II

1. Provide a brief description about who is leading this activity and their capacity to bring it to a successful outcome.
2. Describe the activity or program for which you are requesting support (What, Where, and When).
3. Describe what capacity or knowledge will be developed within your organization as a result of a successful application, including what skills, development, or training staff or personnel will acquire and how it will assist them in their work.
4. How will your project ensure accessibility and safe and respectful environments for staff, artists and audiences? For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.
5. Describe any partnerships or shared resources that may be created and/or developed as a result of a successful application.
6. Community benefits
 - a) What benefits and/or impacts will the activity have for your art form and/or for the broader community in the Capital Region?
 - b) If your project engages equity-seeking groups, rural areas, or underrepresented arts and cultural practices, describe who will benefit and how.*

*Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, demonstrate how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols.

If you have questions about the application or the eligibility of your activity call the Arts & Culture Support Service office at 250-360-3215 or e-mail artsdevelopment@crd.bc.ca.



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Grant Application Budget - Part B

Organization:

Expenses		Amount	Allocation of CRD grant request (1)	In-kind (2)	X if confirmed	Specify (provide details if applicable)
1	Artist Fees					
2	Staffing and personnel					
3	Honoraria for Elders, cultural carriers, cultural protocols					
4	Materials, supplies, rentals					
5	Access costs (e.g. Childcare, ASL, other)					
6	Rental (workspace or venue)					
7	Publicity/Marketing					
8	Other Expenses (specify)					
9	Other Expenses (specify)					
10	Sub-total Expenses:	0		0		
11	CRD Grant Allocation (1)		0			
12	Total Cash & in-kind Expenses:	0				
Revenues		Amount		In-kind (2)		
13	Admissions/ticket sales					
14	Concessions/merchandise					
15	Donations from individuals					
16	Donations from businesses					
17	Other Government grants (specify)					
18	Other revenues (specify)					
19	CRD Grant request (1)					
20	Sub-total Revenues	0		0		
21	Total cash & in-kind Revenues:	0				
22	Surplus or Deficit	0				(Should be 0)

Sample