

STATEMENT OF PURPOSE

CRD¹ Arts & Culture Operating Grants recognize the contribution that arts organizations make to the quality of life in the Capital Regional District, and their role in providing a wide range of arts activities for citizens and visitors.

Operating assistance acknowledges that, for the arts to remain accessible to the region's audiences and participants, they require an investment of public sector funds. Through an investment in our arts organizations and institutions, the CRD is contributing to the development of a healthy, diverse, and vibrant community.

CRD operating funding provides support to arts organizations of regional significance whose primary mandate is public programming in the arts. The purpose of Operating Grants is stable funding that will enable long-term planning by organizations with a proven track record of high-quality arts programming.

GENERAL ELIGIBILITY REQUIREMENTS

Applicant organizations must meet the following criteria:

- Have public programming in the arts as their primary mandate and purpose and have their administration and public programming based in the CRD¹
- Be non-profit societies and have been registered in British Columbia for at least two (2) consecutive years immediately preceding the application deadline.
- Have actively presented public arts programming in the CRD for the two (2) consecutive years immediately preceding the application deadline.
- First-time applicants must have received one or more CRD Project Grant awards or Equity Grant awards prior to the application deadline.
- Have an active Board of Directors. Voting members of the Board must not receive remuneration of any kind from the applicant organization.
- Have operating budgets that average at least \$90,000 in the year of application and the two (2) years immediately preceding application, exclusive of capital projects or in-kind contributions.² (Organizations with operating budgets of less than \$90,000 may be eligible for funding through the Project Grants program.)
- Provide, with their applications, the appropriate financial statements as outlined in the "Financial Statement Requirements" section.
- Organizations must be in good financial health and are ineligible if in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind.

New applicants to the Annual Operating Grant program must:

- Contact CRD Arts and Culture office at least two weeks before the application deadline to arrange a pre-eligibility review discussion.

INELIGIBLE ORGANIZATIONS AND ACTIVITIES

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

Training and educational organizations are not eligible unless they are determined to have public programming

¹ As of June 2023, the municipalities that contribute to the Capital Regional District Arts & Culture Support Service: Victoria, Saanich, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.

² Exceptions for the operating budget may be made for 2020 and 2021 due to COVID-19 pandemic revenue loss, if recent previous years can demonstrate a track record of operating budgets above \$90,000.

of regional significance. An organization will be determined to be primarily concerned with training or education if the majority of its earned revenue is derived from tuitions or other payments for educational or training services.

An arts training organization may be eligible for funding for its public programming that is not related to the fulfillment of prescribed curriculum requirements or other educational activities. Recitals, exhibitions and other presentations intended to present or showcase the ongoing or final results of courses, classes, workshops are ineligible for funding in this program.

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

- contests and competitions
- capital projects
- tourism promotion
- scholarships

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 continue 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 a 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.

ASSESSMENT CRITERIA

The CRD Arts Advisory Council assesses Operating Grant application responses grouped into three assessment criteria categories. Organizations must demonstrate the following in their Operating Grant applications:

Artistic Contribution and Significance (33% of total score)

- An artistic program which reflects and fulfills the organization's mandate.
- A sound and clearly-articulated artistic plan and a demonstrated ability to fulfill that plan.
- Overall contribution to the development of the art form, artists, other practitioners and broader artistic practice, in the context of a culturally diverse region.

Organizational Capacity and Governance (33% of total score)

- Evidence of a clear mandate, competent administration, sufficient organizational capacity, a functional Board and administrative and governance structures appropriate to the organization (e.g., planning, development, marketing, financial management, Board development).
- Commitment to the development of B.C. artists and cultural practitioners, including the level of fees and other compensation to artists and cultural workers.
- Evidence of a diversified revenue base, including earned revenue, funding from other levels of government, and support from the private sector through fundraising, donations, sponsorships, or memberships.

Community Impact and Involvement (33% of total score)

- A contribution to communities that are being engaged which may include outreach, audience development, educational activities for the public, economic and social impact.
- The diversity, depth, and reciprocity of relationships with communities that are being engaged.
- Inclusion of cultural protocols and practices, where appropriate.

FINANCIAL STATEMENT REQUIREMENTS

An organization requesting operating funding from the CRD must submit one of the following:

- a) **Audited Financial Statements** for the most recently completed fiscal year, where the total operating budget exceeds \$750,000.
- b) **Review Engagement Financial Statements** for the most recently completed fiscal year, where the total operating budget exceeds \$300,000 but is less than \$750,000.
- c) **Compilation Financial Statements with Notice to Reader (NTR)** for the most recently completed fiscal year, where the total operating budget is \$300,000 or less.

The Compilation Financial Statements may be prepared by a qualified person either internal or external to the organization, such as an accountant, a bookkeeper, or the Board Treasurer. 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.

It is your responsibility to ensure the appropriate financial statements are submitted. Applications without appropriate financial statements are considered incomplete. Contact Arts & Culture staff if you have questions.

COMMUNICATIONS – Images & Quotes

Attach 2 - 6 print-quality digital photos from last year's programming. Include artistic and photo credits for each image using the Communications Form. The images may be used in CRD Impact Reports and/or may be used on social media, on the CRD website, in presentations, and in other reporting and promotional materials, to represent arts activities developed with support from CRD funding. Please confirm necessary consent before submitting images.

Please provide up to three quotes, from either participants or staff, demonstrating the impact of your activities.

ADJUDICATION PROCESS

Application Deadline:

A digital copy of the completed application and accompanying documents must be received by 4:30pm on the published deadline. If a cover letter is included, it will be read by staff, but not included in the adjudication package. The deadline is firm and late applications will not be accepted. Please check the CRD website for current information.

Acceptance of an application to the Operating Grant program does not guarantee funding nor does previous funding guarantee subsequent funding under this program.

Review Process:

CRD Arts & Culture staff review applications for completeness and may request further information or clarification as necessary.

Assessment and Notification:

The CRD Arts Advisory Council adjudicates all eligible applications and makes recommendations to the Arts Commission for approval. The Arts Commission's decision is final and cannot be appealed. Applicant organizations are informed of the results in January, following the deadline.

NOTICE OF SIGNIFICANT CONCERN

A Notice of Significant Concern (NOSC) will be issued to any organization assessed as having significant concerns in the areas of Artistic Contribution and Significance, Organizational Capacity and Governance, or Community Impact and Involvement. The NOSC will be included with an applicant's grant result and will clearly state the area(s) of concern that require remediation. Receipt of an NOSC requires the applicant to provide a separate report on all remediation activity (steps to resolve and the outcome) to be included with the following year's application. If an applicant does not adequately address the issues noted in their NOSC with their next Operating Grant application, funding may be reduced or withdrawn or conditions may be attached to future program eligibility.

Also, if at any time an applicant demonstrates less than exemplary behaviour in the public sphere, a meeting of the adjudication committee may be convened and the applicant's funding may be suspended or revoked.

PAYMENT OF GRANTS

All funding recommendations are conditional upon approval of the Arts & Culture Support Service annual budget by the CRD Board. Upon budget approval, payments are made August 1st in the year following the deadline. In some cases, a partial early payment is possible in April. Contact Arts & Culture staff for details.

CONDITIONS OF FUNDING

CRD funding support must be acknowledged in media, verbally at events, on websites and in print. Information describing how to acknowledge the CRD Arts & Culture Support Service is available at crd.bc.ca/service/arts-funding. This information, as well as CRD logos, may be requested through the Arts & Culture Community Outreach Coordinator at 250.360.3007.

Organizations making significant changes from the information provided in the initial application must discuss such changes with the Manager of Arts & Culture prior to implementation. Organizations may be asked to submit additional information.

An organization undergoing a change of Board membership between the application and grant notification should provide an updated Board list to the Arts & Culture office.

Grant funds must be applied to operating expenses, not used to reduce, or eliminate accumulated deficits. Activities cannot be funded retroactively.

SUBMITTING AN APPLICATION

No late applications accepted. Digital files of the full application must be received by 4:30pm on the published deadline. You will receive confirmation of receipt of your application within two business days.

What to submit:

- Completed Part A - Applicant info & answers to questions – (Word Doc - not pdf)
- Completed Part B – Budget (Excel not pdf)

Capital Regional District Arts & Culture Support Service: ANNUAL Operating Grant Guidelines – Fall 2023

- Completed Part C – Statistics & Activity Lists (Excel not pdf)
- List of current Board of Directors with Board positions, start dates, and term lengths
- List of current Staff
- Financial Statements (as per Financial Statement Requirements)
- Communications Form
- Images and Quotes

How to submit:

1. **Complete** all materials listed in 'What to Submit'
2. **Save** a copy of Parts A & B to your computer
3. **Email** 'What to Submit' documents and submit by the published deadline to: **ApplytoArts@crd.bc.ca**

For more information:

Please contact staff at the Arts & Culture office at 250-360-3215, or email artsdevelopment@crd.bc.ca