

Grant application deadline (month & year)	
Grant amount received	
Applicant Organization	
Contact person	
Tel #	
Email	
Name or title of project	
Project start and end dates	
Venue	
**Municipality or electoral area in which organization 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 – 11)
- Part B (budget pages)
- Promotional Material
- One high-quality, digital photo of the event. 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 permission to the Capital Regional District to use the attached image for any lawful purpose including publishing in print, online, electronically and public display.

How to Submit:

Email a signed copy of the report and a photo to **CRD Arts & Culture** at: 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;
 - 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
- a series of events
- extended programming
 - other (explain)

Statistics

6. Provide numbers for the following:

of events/performances

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 (describe below)
- Needed explanation (describe below)

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 (describe below)
- Other (please explain)

9. How would you rate the CRD Arts & Culture Service's application process?

- Easy
- Somewhat Easy
- Straightforward
- Somewhat difficult
- Very Difficult

Community Impact

10. 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. (Template provided as a guide).

Stay Connected

11. What is your preferred way of receiving information about CRD Arts & Culture?
- In-person
 - Webinar
 - Email
 - Other (explain below)

CRD Arts & Culture information is available through our e-newsletter. Sign up here: www.crd.bc.ca/arts

SAMPLE



Making a difference...together

Capital Regional District Arts & Culture Support Service
PROJECTS, SERIES AND EXTENDED PROGRAMMING
GRANT Final Report - Part B

Organization:						
EXPENSES						
	Projected (from original application)	Actual (on completion)	Details			
Production						
Artistic Director/Producer Fees						
Fees paid to Artists						
Technical/curatorial Fees						
Facility/venue rental						
Equipment rental						
Other expense (specify)						
Total Production Expenses	0	0				
Administration						
Coordinator						
Support staff						
Other staffing costs (specify)						
Office expenses						
Advertising						
Special events						
Other (specify)						
Fundraising costs						
Other Expenses (specify)						
Total Administration Expenses	0	0				
Total all Cash Expenses	0	0				
In-Kind						
Goods (specify)						
Services (specify)						
Total In-Kind Expenses	0	0				
Total Cash and In-Kind Expenses	0	0				



Making a difference...together

Capital Regional District Arts & Culture Support Service
PROJECTS, SERIES AND EXTENDED PROGRAMMING
GRANT Final Report - Part B

Organization:					
REVENUES	Projected (from original application)	Actual (on completion)	Details		
Earned/Self-generated					
Box office/admissions					
Fees					
Concessions					
Programme advertising					
Other (specify)					
Other (specify)					
Total Earned Revenues	0	0			
Private Sector					
Sponsorships/Corporate donations					
Individual donations					
Special events					
Other (specify)					
Other (specify)					
Total Private Sector Revenues	0	0			
Grants					
CRD (current request)					
Other Municipal (specify)					
BC Arts Council					
Other Provincial Government (specify)					
Canada Council					
Other Federal Government (specify)					
Foundations					
Other (specify)					
Total Grant Revenues	0	0			
Total all Cash Revenues	0	0			
In-Kind					
Goods (specify)					
Services (specify)					
Total In-Kind Revenues	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			