



Making a difference...together

Capital Regional District Arts Development Service **OPERATING GRANT GUIDELINES**

STATEMENT OF PURPOSE

CRD¹ Arts Development Operating Grants recognize the contribution that arts organizations make to the quality of life in the Capital Regional District, the provincial and national visibility these organizations provide to the region, and their role in providing a wide range of arts activities for citizens and visitors.

Operating assistance acknowledges that, in order 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.

GENERAL ELIGIBILITY REQUIREMENTS

Applicant organizations must meet the following criteria:

- Have public programming in the arts as their primary mandate and purpose.
- 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 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 their administration and public programming based in the CRD.¹
- Have operating budgets that average at least \$50,000 in the year of application and the two (2) years immediately preceding application, exclusive of capital projects or in-kind contributions. (Organizations with operating budgets of less than \$50,000 may be eligible for funding through the CRD Arts Development Project Grants program.)
- Provide, with their applications, the appropriate financial statements as outlined in the "Financial Statement Requirements" section as well as promotional materials showing CRD recognition.
- Demonstrate a need for public funding in their applications.

ASSESSMENT CRITERIA

The CRD Arts Advisory Council assesses Operating Grant applications in the areas of artistic merit, administrative competence, and community impact and involvement. Organizations must demonstrate the following in their Operating Grant applications:

1. Artistic Merit

- 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.

2. Administrative Competence

- 1** For the purposes of this funding program, "CRD" refers to the municipalities that contribute to the Capital Regional District Arts Service: Victoria, Saanich, Oak Bay, Esquimalt, View Royal, Sidney, Highlands and Metchosin.

- Evidence of a clear mandate, competent administration, a functional board and administrative and governance structures appropriate to the organization (e.g., planning, development, marketing, financial management, board development, etc.)
- Evidence of a diversified revenue base. This may include ticket sales, donations, support from foundations, support from other levels of government, etc.

3. Community Impact and Involvement

- A contribution to the community, which may include outreach, audience development, educational activities for the public, economic impact, evidence of strong volunteer participation, etc.

Notice of Significant Concern

The Notice of Significant Concern policy assists the CRD Arts Service to monitor and maintain consistency by funded organizations in fulfilling Operating Grant program objectives, and protects the CRD's funding investment in these organizations.

A Notice of Significant Concern will be conveyed to organizations not meeting the intended goals of the program. If required, the Notice will be contained in the recommendation letter provided to each organization following adjudication.

The Notice will:

- a) list and describe the area(s) requiring remediation.
- b) require that the applicant report on all remediation activity (steps to resolve plus the positive outcome) in the following year's application.
- c) clearly state that if an applicant does not adequately address the Significant Concerns in their next operating grant application, funding may be reduced or withdrawn or, conditions may be attached to future program eligibility.

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 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, etc., are not eligible for funding under this program.

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

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

ADJUDICATION PROCESS**Application Deadline:**

Completed applications must be received in the Arts Development Office by 4:30pm on the published deadline. The deadline is firm and late applications will not be accepted. Please check the website for current information.

Review Process:

CRD Arts Development Office staff review the completeness of applications received by the deadline and may request further information or clarification as necessary. Each member of the CRD Arts Advisory Council Adjudication Committee reviews all applications.

Assessment and Recommendations:

The CRD Arts Advisory Council Adjudication Committee meets in a plenary session and, in consideration of all applications received and the available resources, makes grant recommendations. Acceptance of an application to the Operating Grant program does not guarantee funding nor does previous funding guarantee subsequent funding under this program.

Notification:

Applicant organizations are informed by e-mail and mail of the Council's recommendations, usually within 7 days of the plenary session.

Appeals:

Organizations may appeal, in writing, the Council's recommendations only on the following grounds:

1. that there is significant new information that could not be presented in the application; or
2. that there is a reason to believe there was a significant misunderstanding of the information that was provided in the original application.

The CRD Arts Advisory Council Chair and Vice Chair, or other persons designated by the Council, consider the appeals and present their recommendations to the Council. The CRD Arts Advisory Chair (or designate) may reject an appeal without a hearing, if he/she believes the grounds for appeal are not satisfied in the appeal submission. Following the appeal process, the CRD Arts Advisory Council will present its recommendations to the CRD Arts Committee for approval. A standardized form, in pdf format, is available on the Arts Development website for your use should you choose to appeal your recommendation.

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 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 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.

NOTE: If your most recently completed year-end financial statements are dated more than six months before the application deadline, also submit Board-approved interim financial statements that fall within the six months before the deadline. It is your responsibility to ensure the appropriate financial statements are submitted. Applications without appropriate financial statements are considered incomplete. Contact Arts Development staff if you have questions.

CONDITIONS OF FUNDING

1. It is expected that the CRD Arts Development logo will appear on posters, programs and organizational websites, and that CRD Arts Development will be acknowledged verbally whenever possible. Logos in 'tif' and 'eps' formats can be obtained from the CRD Arts Development website at www.crd.bc.ca/service/arts-funding. Other formats are available by contacting the Manager.
2. Organizations making significant changes to the information provided in the Operating Grant applications must discuss such changes with the Manager prior to implementation. Organizations may be asked to submit a revised budget.
3. An organization undergoing a change of Board membership between annual general meetings should provide an updated Board list to the Arts Development office.
4. Grant funds must be applied to current operating expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.

Note: The information provided in grant applications is subject to, and protected by, the Freedom of Information and Protection of Privacy Act.

PAYMENT

If approved, operating grants are payable on August 1 of the year following the deadline. In some cases, an early payment in April is possible. Contact the Manager for details.

SUBMITTING AN APPLICATION:

No late applications accepted. A digital AND a hard copy must be received by 4:30pm on the published deadline.

What to submit:

- Completed Part A (applicant info & answers to questions), and Part B (budget pages)
- List of current Board of Directors with full names, residential addresses and board positions
- Staff list
- Financial Statements per Guidelines for Financial Statements (above)
- Copy of the organization's BC non-profit Society registration certificate (if not previously submitted)
- Other support material

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 (except for other support materials) to: artsdevelopment@crd.bc.ca
4. **Compile** a hard copy set of 'What to Submit' documents, one set of other support material and submit by the published deadline to: **CRD Arts Development Service**, PO Box 1000, 625 Fisgard St, Victoria, BC V8W 2S6
(Courier: V8W 1R7)