

Capital Regional District Arts & Culture Support Service
**PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
 APPLICATION – Part A**

Read the Project 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)	
Organization's physical address	
Organization's postal code	
Organization's Telephone	
Organization's Website	
Jurisdiction in which organization is based	
Date of application (month, day, year)	
Amount of this grant request \$	
Name of contact person for this application	
Position in organization	
Telephone	
Email	
Name of person authorizing this application	
Position in organization	
Signature of person authorizing this application	
Name or title of project	
Date(s) of project	
Venue/location of event or project	
Municipality or electoral area in which project takes place	
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)	

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

What to submit:

- Completed Part A (applicant info & answers to questions) and Part B (budget pages)
- Financial Statements per the Project Grant Guidelines
- List of current Board of Directors with full names, residential addresses and Board positions
- Copy of the organization's BC non-profit Society registration certificate (if not previously submitted)
- Promotional material – 1 copy of each item (optional)

Note: Apart from optional promotional material, 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 of Parts A & B to your computer
3. **Email** 'What to Submit' documents (except for promotional materials) to artsdevelopment@crd.bc.ca

CRD Arts & Culture Support Service – Projects, Series and Extended Programming Grant Application – Part A

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 & Culture Support Service, PO Box 1000, 625 Fisgard St, Victoria, BC V8W 2S6 (Courier: V8W 1R7)

Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250-300 words per answer. Do not use additional attachments.

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

- 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 Project Grants?
 Yes No
- II.
1. Describe the project for which you are requesting support and its relationship to your mandate.
 2. How does your project contribute to the development of artists, the art form and the development of the arts in the CRD?
 3. Briefly describe your organization's history of previous programming.
 4. Identify technical, artistic, administrative or other key personnel for this project. Note any particular skills and experience or any obstacles influencing the success of this project.
 - 5 a. Ensure your project budget accurately reflects your revenues and expenses. Ensure that revenues and expenses for cash and in-kind are balanced. Explain any extraordinary revenues, expenses or other financial issues affecting your financial stability or ability to carry out the project.
 - 5 b. In the annual budget for your most recently completed year, is it:
 Balanced
 Showing a surplus
 Showing a deficit
- If there is a surplus or deficit in your most recently completed year, how will the surplus be used or, how will the deficit be resolved? If there is a projected surplus or deficit in your current year, how will the surplus be used or, how will the deficit be resolved?
6. Who is the anticipated audience and what is the projected attendance?
 7. What benefits will your project have on the region (e.g. social, economic, artistic, etc.)?

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



Making a difference...together

Capital Regional District Arts & Culture Support Service
**PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
APPLICATION - Part B**
Read and complete Part A

Organization:

PROJECTED EXPENSES			
Production		specify (provide detail if applicable)	
Artistic Director/Producer Fees			
Fees paid to Artists			
Technical/curatorial Fees			
Facility/venue rental			
Equipment rental			
Other costs		(specify)	
A. Total Production Expenses	0		
Administration			
Coordinator			
Support staff			
Other staffing costs		(specify)	
Office expenses			
Advertising			
Special events			
Other		(specify)	
Fundraising costs			
Other Expenses		(specify)	
B. Total Administration Expenses	0		
Total all Cash Expenses (A + B)	0		
In-Kind			
Goods		(specify)	
Services		(specify)	
Other		(specify)	
C. Total In-Kind Expenses	0		
Total Cash and In-Kind Expenses (A+B+C)	0		



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PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT APPLICATION - Part B
 Read and complete Part A

Organization:

PROJECTED REVENUES		specify (provide detail if applicable)	
Earned/Self-generated			
			indicate with X if confirmed
Box office/admissions			
Fees			
Concessions			
Programme advertising			
Other			
Other		(specify)	
D. Total Earned Revenues	0		
Private Sector			
Sponsorships/Corporate donations			
Individual donations			
Special events			
Other		(specify)	
Other		(specify)	
E. Total Private Sector Revenues	0		
Grants			
CRD (current request)			
Other Municipal		(specify)	
BC Arts Council			
Other Provincial Government		(specify)	
Canada Council			
Other Federal Government		(specify)	
Foundations			
Other		(specify)	
F. Total Grant Revenues	0		
Total Cash Revenues (D+E+F)	0		
In-Kind			
Goods		(specify)	
Services		(specify)	
Other		(specify)	
G. Total In-Kind Revenues	0		
Total Cash & In-Kind Revenues (D+E+F+G)	0		
Budget Summary			
Cash only			
	Revenues	0	
	Expenses	0	
	Surplus/Deficit	0	
Cash & in-kind			
	Revenues	0	
	Expenses	0	
	Surplus/Deficit	0	