

## **STATEMENT OF PURPOSE**

**Project Grants** provide support for emerging or established arts organizations to produce or present one-time, recurring, unique or developmental projects. Project grants are not available to organizations receiving assistance through the CRD Operating Grant program.

Project 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 project funding provides support to arts organizations of regional significance whose primary mandate is public programming in the arts. The CRD Arts Development Service is funded by the following municipalities: Esquimalt, Highlands, Metchosin, Oak Bay, Saanich, Sidney, Victoria, View Royal.

### **Eligibility Criteria**

Applicants not previously receiving Project funding should contact the Arts Development office prior to application to confirm eligibility and discuss their proposal. Organizations may apply only once in a calendar year.

### **Applicant organizations must:**

- be a not-for-profit society registered in British Columbia.
- have programming in the arts as their primary mandate and purpose.
- have been active for at least six months 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.
- be based in one of the municipalities that contributes to the Arts Development Service.
- have a project that takes place within the contributing municipalities.

Organizations having outstanding or incomplete CRD Project Grants may be eligible to apply at the discretion of the Arts Development Service Manager. Payment of any additional Project Grant awards will be conditional upon receipt of a satisfactory Final Report on the outstanding project.

### **Ineligible Organizations**

Some organizations or activities are beyond the scope of this grant program, regardless of their merit. Project Grants are not available for individual artists, 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.

### **Ineligible Activities**

- Contests and competitions
- Conferences, workshops and other forms of training
- Scholarships
- Capital expenditures
- Food, beverages and other hospitality costs

- Touring, travel expenses, or tourism promotion
- Elimination or reduction of accumulated deficits
- Expenses for events or activities that have already taken place

### General

- Start your application process early.
- Be brief, concise and use plain language. Write as if you are describing your organization and project to someone who doesn't know anything about you. Do not use additional attachments.
- Ensure your budget is balanced. The box "Surplus or Deficit" should be zero.
- In-kind contributions are donated goods and services that you would otherwise purchase with cash. Record the value of such donations under in-kind revenue. Because you will use these donated revenues to produce your project, record an equal amount under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

### Evaluation

Consideration will be given to:

- a demonstrated ability to carry out the project.
- the capacity of participants to achieve the artistic goals of the project.
- the appropriateness of the project budget. Applicants are encouraged to develop diverse sources of revenue such as ticket sales, donations, support from foundations, other levels of government, etc.
- the impact on the development of the arts in the Capital Regional District.
- the contribution to the artistic development of artists, the art form and to the organization itself.
- the needs of other applications received at the same deadline.

**Financial Statements** – one of the following is required:

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

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.

### Assessment

- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to ratification by the CRD Arts Committee.

- Applicants are notified of the results of their applications by mail following approval by the CRD Arts Committee
- Notification can take up to eight weeks following the deadline. **Projects cannot be funded retroactively. Time your application accordingly.** If in doubt, please contact our office.
- Acceptance of your application or receipt of previous grants does not guarantee future or ongoing funding.

### Conditions of Funding

- Funded organizations must acknowledge the CRD through the use of the CRD logo on posters, programs, website and any other promotional material related to the project and, whenever possible, acknowledge the CRD Arts Development verbally. Logos are available on the Arts Development website at [www.crd.bc.ca/service/arts-funding](http://www.crd.bc.ca/service/arts-funding) or, contact the Arts Development Office directly.
- Project Grants must be used for the project for which they were requested.
- Projects must be completed within 12 months of receipt of funding.
- A Project Grant Final Report must be submitted using the provided form within two months of completion of the project, and prior to submitting a new application.
- Final reports require the inclusion of one high-res digital photo (via email) of the event for CRD use; provide photo credit details if required.

Organizations should notify Arts Service staff if there are significant changes to the timing or nature of a funded project. In the event the project is not completed and/or a final report not submitted, the CRD may request the return of the grant and/or consider future applications to be ineligible.

### Deadlines

There are two application intakes each year. Please check the website for current information.

### Submitting an Application

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

### 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
- Financial Statements per "Guidelines for Financial Statements" (see above)
- Copy of the organization's BC non-profit Society registration certificate (if not previously submitted)
- Other support material (optional)

### 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](mailto:artsdevelopment@crd.bc.ca)
4. **Compile** a hard copy set of 'What to Submit' documents, any additional support material, and submit by the published deadline to:

### CRD Arts Development Service

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