



Making a difference...together

## Capital Regional District Arts & Culture Support Service Annual Operating Grant Guidelines – Fall 2020

In this year's application, please address changes and issues related to the COVID19 pandemic in a way that provides an understanding of alternative or re-envisioned programming, or activities that have been implemented or are being contemplated. Note that the program pages provide space for you to identify programming that has been created or revised as an alternative to what would normally have been considered regular programming.

### **STATEMENT OF PURPOSE**

CRD<sup>1</sup> Arts & Culture 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 and have their administration and public programming based in the CRD<sup>1</sup>
- 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 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. (Organizations with operating budgets of less than \$90,000 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.
- Demonstrate a need for public funding in their applications.
- 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.

### **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.

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<sup>1</sup> As of 2020, 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.

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

## **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:

### **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.

### **Administrative Competence**

- 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, 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**

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

## **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.

**NOTE:** If your most recently completed year-end financial statements are dated more than six (6) months before the application deadline, **ALSO** submit Board-approved interim financial statements that fall within the six (6) 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 & Culture staff if you have questions.

## **ADJUDICATION PROCESS**

### **Application Deadline:**

A digital copy of the completed application and accompanying documents must be received by 4:30pm on the published deadline. 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 Merit, Administrative Competence 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.

## **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 the Manager of Arts & Culture 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-](http://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.

#### **What to submit:**

- Completed Part A (applicant info & answers to questions)
- Part B (budget & statistics)
- List of current Board of Directors with full names, residential addresses and Board positions
- Staff list
- Financial Statements (as per Financial Statement Requirements) and interim statements if applicable

#### **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: [\*\*artsdevelopment@crd.bc.ca\*\*](mailto:artsdevelopment@crd.bc.ca)

#### **For more information:**

#### **CRD Arts & Culture Support Service**

Telephone: 250-360-3215

Email: [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca)

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