



Making a difference...together

EQUITY GRANTS - Self-Identification

The Capital Regional District (CRD) Arts & Culture Support Service **Equity Grants** support arts initiatives by applicants from communities that face barriers to accessing funding or are at risk of exclusion for systemic reasons.

This form identifies the lead applicant for an Equity Grant whether an individual, a group, or a not-for-profit society, and their community affiliation. The information in this form is confidential and will only be used:

- to establish eligibility through self-identification for Equity Grants;
- to contact applicants for purposes related to this or other CRD programs;
- to help the CRD Arts & Culture Support Service gather statistics about how we are reaching excluded communities.

Select one:	
<input type="checkbox"/> We are a not-for-profit society from an eligible community	
<input type="checkbox"/> I/We are an individual or group from an eligible community without not-for-profit status	
Contact person	Name: Click here to enter text. Surname: Click here to enter text.
Name of your not-for-profit society (if applicable)	Click here to enter text.
Address: Click here to enter text.	
City: Click here to enter text.	Province: BC
Postal Code: Click here to enter text.	
Phone: Click here to enter text.	E-mail: Click here to enter text.

Please indicate your affiliation with the following communities (check all applicable):

- Indigenous
- Racialized persons or people of colour – specify: [Click here to enter text.](#)
- Deaf
- LGBTQ2
- Those living with the challenges related to a physical disability
- Those living with the challenges related to mental illness
- Other – specify: [Click here to enter text.](#)

Is this your first time applying to a CRD Arts funding program? Yes No

Where did you hear about the program? [Click here to enter text.](#)

Are you a past recipient of CRD Arts funding? Yes No

If yes, what program? [Click here to enter text.](#)

I have signed below to confirm that I agree to the following:

- The information I have provided is true and complete.
- The personal information on this form will be used only for the purposes stated in this form and that the CRD Arts Service requires my written consent before they can use my information for any other purpose.

Signature:

Date: [Click here to enter a date.](#)



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Capital Regional District Arts & Culture Support Service EQUITY GRANT - Application – Part A

Read the Equity Grant Guidelines before completing this application.

We are a not-for-profit society from an eligible community (see Guidelines and Self-identification form); **OR**

I/We are a project lead or group from an eligible community without not-for-profit status, leading a project in partnership with a Sponsor Society (see Guidelines)

APPLICANT ORGANIZATION (name of not-for-profit Society)	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Municipality or electoral Area in which applicant organization is based	
Physical Address, as on BC NFP Registration Document (required)	
Postal Code	
Website	
Mailing address if different from physical address	
Date of application (month, day, year)	
Amount of this GRANT request \$	
CONTACT person for the applicant organization	
Telephone	
Email	
Contact person leading the project (if different from above)	
Telephone	
Email	
Name of person authorizing this application	
Position in applicant organization	
Signature of person authorizing this application	
COMMUNITY affiliation from self-identification form	
Name or title of PROJECT	
Start and end dates of project	
Venue	
Municipality or electoral area in which venue located	
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)	

Sample

*Participating Municipalities: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, and Southern Gulf Islands

No late applications will be accepted. A digital copy of the complete application must be received by 4:30 pm on the deadline.

CRD Arts & Culture Support Service – EQUITY Grant Application – Part A

Application checklist

What to submit:

- completed self-identification form
- a scan of page one, Part A, signed
- completed Part A (applicant info & answers to questions) and Part B (budget pages)
- a list of current Board of Directors with full names, residential addresses and Board positions.
- Financial Statements (see Financial Statement requirements)
- a copy of your BC non-profit Society registration certificate (if not previously submitted)
- for Sponsor Society applicants, an MOU of the payment schedule to the project lead

How to submit:

1. **Complete** all materials listed in 'What to Submit'
2. **Save** a copy for your records
3. **Email** 'What to Submit' documents to **ApplytoArts@crd.bc.ca**

The following questions should be answered by the Project Lead.

Begin typing in the shaded area following each question; the text boxes have a limit of approximately 250 words per answer. In addition to required written responses, you have the option to provide photos or diagrams embedded in a separate Word document (include reference to the question number in a caption on the image).

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

1. Were you aware of other Arts & Culture Support Service programs before applying to Equity grants?
 Yes No
2. Provide a brief description about who is leading this project (e.g. key personnel, and the identified community that is involved).
| |
3. Describe the arts project and the main activities for which you are requesting support (What, Where, and When).
| |
4. What benefits and/or impacts will the project have for your identified community and/or for the broader community of the Capital Region?
| |
5. How does your project contribute to the development of arts in the CRD?
| |
6. Please include your approach to paying all artists and honoraria for Indigenous Elders or Cultural Carriers if they are involved in arts events (refer to your project budget where appropriate)?
| |
7. Who is the expected audience or participant group(s) and what is the projected attendance? How will they benefit or be impacted?
| |
8. How will your project ensure accessibility and safe and respectful environments for staff, artists and audiences? For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.
| |
9. Note any partnerships or collaborations between groups of people, organizations or across communities.
| |

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



Capital Regional District Arts & Culture Support Service

Grant Application Budget - Part B

Organization:

Expenses		Amount	Allocation of CRD grant request (1)	In-kind (2)	X if confirmed	Specify (provide details if applicable)
1	Artist Fees					
2	Staffing and personnel					
3	Honoraria for Elders, cultural carriers, cultural protocols					
4	Materials, supplies, rentals					
5	Access costs (e.g. Childcare, ASL, other)					
6	Rental (workspace or venue)					
7	Publicity/Marketing					
8	Other Expenses (specify)					
9	Other Expenses (specify)					
10	Sub-total Expenses:	0		0		
11	Sub-total CRD Allocation		0			
12	Total Cash & in-kind Expenses:	0				
Revenues		Amount		In-kind (2)		
13	Admissions/ticket sales					
14	Concessions/merchandise					
15	Donations from individuals					
16	Donations from businesses					
17	Other Government grants (specify)					
18	Other revenues (specify)					
19	CRD Grant request (1)					
20	Sub-total Revenues	0		0		
21	Total cash & in-kind Revenues:	0				
22	Surplus or Deficit	0				(Should be 0)

1. Total allocation of CRD grant (Expenses, line 11) must equal CRD grant request (Revenue, Line 19).
2. In-kind items are goods/services normally paid in cash, but which have been donated. Ensure the cash budget and the in-kind budget each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.