Statement of Purpose

The purpose of the Capital Regional District (CRD) Arts & Culture Support Service is to provide assistance that will result in a benefit to the residents of the region. Equity Grants support arts initiatives by applicants from communities that are at risk of exclusion or that have difficulty accessing funding support for systemic reasons. Supported activities include but are not limited to, support of artistic growth, development, production and dissemination.

Applicants establish eligibility through self-identification of their community and/or art form on the supplied self-identification form. The lead applicant(s) must be a registered society or be working with a Sponsor Society (see below for details on eligibility).

Examples of eligible communities include, but are not limited to:

- Indigenous
- Racialized persons or people of colour
- Deaf
- LGBTQ2
- Those living with the challenges related to a physical disability
- Those living with the challenges related to mental illness
- Other (you tell us, on the self-identification form)

Examples of eligible activities include, but are not limited to:

- visual arts
- dance/improvisation
- storytelling/spoken word
- artistic craft/printmaking/fibre arts/etc.
- theatre/performance
- film/media arts
- music
- arts festivals/arts programming
- Other (you tell us, on the application form)

Equity Grants support arts activities that provide benefits or create impacts within one or more of the municipalities or electoral areas that contribute to the CRD Arts & Culture Support Service. The CRD Arts & Culture Support Service is funded by Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.

Eligibility

Unfortunately we are unable to fund individual artists. Legislation governing the CRD only permits the Arts & Culture Support Service to fund registered not-for-profit societies. Approved funds resulting from a successful application must be paid to a society and because of this an applicant must be either:

A) a society from a self-identified community, registered in BC; OR,
B) an individual or group from a self-identified community who are not a society but who are leading a project and have found a society willing to act as, what we call, a Sponsor Society.

Whether the project leader is a society themselves or working with a Sponsor Society, the society making the application must:

- be a not-for-profit society registered in British Columbia
• be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization’s physical address.
• present their project in a jurisdiction that contributes to the Arts & Culture Support Service.
• have an active Board of Directors; voting members of the Board must not receive remuneration of any kind from the applicant society; and
• be able to provide financial statements and other society information to establish accountability for the project.

Who can be a Sponsor Society?

Potential Sponsor Societies include:

• Non-arts mandated societies.
• Arts-mandated societies, including those meeting the eligibility for the CRD Project Grant program; such organizations may apply concurrently as a Sponsor Society to the Equity Grant program and to the Project Grant program.

Organizations receiving support through the CRD Operating Grant program are not eligible to be a Sponsor Society under this program. Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are also ineligible.

When the project leader is not a society but working with a Sponsor Society for the purposes of making an application, the project leader and the Sponsor Society should take care to ensure they agree on the administrative responsibilities related to managing the project from application to final reporting.

Ineligible Activities

The following are generally considered ineligible activities for support under this program:

• Equipment purchases or other major capital expenditures.
• Fundraising activities, contests or competitions.
• Scholarships.

General

• Please contact us if you are thinking about applying for an Equity Grant.
• Guidelines and samples of the application are available online. For a full application package please contact hheywood@crd.bc.ca.
• Start your application early to ensure your project is well thought out. To assist in the success of your application please feel free to contact us at any time during the application process.
• The maximum grant available through the Equity Grant program is $5000.
• When answering questions in the application be brief, concise and use plain language. Write as if you are describing your 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 goods and services normally purchased with cash but which have been received as a donation. Record the value of such donations under in-kind revenue. Because these will be used to produce your project, record an equal amount under in-kind expenses. The value of the in-kind revenues should equal the in-kind expenses.
• Eligibility and acceptance of an application does not guarantee funding.

Evaluation

Consideration will be given to how your project:

• provides access and support to communities or audiences at risk of exclusion;
• contributes to and benefits the arts in the self-identified community;
• contributes to and benefits the arts in the Capital Region;
• creates partnerships and collaborations;
• provides new programs and events for CRD audiences;
• expands the view of the arts and its role in various cultures and communities; and
• uses the skills of participants to achieve the artistic and other goals of the proposal.

Financial Statements require from the not-for-profit society making the application:

<table>
<thead>
<tr>
<th>Annual Budget</th>
<th>Submit the following type of Financial Statements for the most recently completed* financial year:</th>
</tr>
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<tbody>
<tr>
<td>&gt;$750,000</td>
<td>Audited</td>
</tr>
<tr>
<td>$300,000 - $750,000</td>
<td>Review Engagement</td>
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<tr>
<td>$150,000 - $300,000</td>
<td>Compilation Statements with a Notice to Reader</td>
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<td></td>
<td>Compilation Financial Statements may be prepared by any qualified</td>
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<td>person either internal or external to the organization, such as an</td>
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<td></td>
<td>accountant, a bookkeeper, Board Treasurer, etc. The Statements must</td>
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<tr>
<td></td>
<td>include a balance sheet, statement of revenues and expenses, notes</td>
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<td>relating to the financial statements where appropriate, and show</td>
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<td>comparative columns for the most recently completed year and</td>
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<td>previous year, on the same page.</td>
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<td></td>
<td>The NTR that accompanies the financial statements states the nature</td>
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<td></td>
<td>of the assignment, the scope and limitations, a caution to readers,</td>
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<tr>
<td></td>
<td>who prepared the report, and the date of preparation.</td>
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<tr>
<td>&lt;$150,000</td>
<td>Self-generated Financial Statements – must include a balance sheet,</td>
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<tr>
<td></td>
<td>and a statement of revenues and expenses, presenting comparative</td>
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<td>years side by side, in two columns.</td>
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</table>

*Provide financial statements for the most recently completed financial year. If at the time of application your most recently completed financial year was over six months ago, also provide board approved interim financial statements that are less than six months old.

You are responsible for ensuring that the appropriate financial statements are submitted. Applications without appropriate financial statements may be considered incomplete. Contact Arts & Culture Support Service staff if you have questions.

Assessment

• Applications are assessed by the CRD Arts Advisory Council. Their recommendations are subject to approval by the CRD Arts Commission.
• Notification of awards may take up to 10 weeks following submission. Please plan accordingly as funding cannot be provided for activities that take place before a grant is approved. Please contact staff if in doubt.
• Applicants are notified of the results of their application after the CRD Arts Commission has reviewed recommendations.
• Eligibility and acceptance of your application does not guarantee funding just as a successful application does not guarantee future support.

Conditions of Funding

• Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on posters, programs, website and any other promotional material related to the project, tag
@feedtheartsyyj in related social media and, whenever possible, acknowledge the CRD Arts & Culture Support Service verbally. Guidance for how to acknowledge funding is on our website at www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding, or contact our office 250.360.3007.

- An Equity Grant must be used for the project for which it was intended.
- Projects must be completed within 12 months of receipt of funding.
- Submission of a final report within two months of project completion, using the CRD report form.
- Optional but recommended – submit one high-quality digital photo of the project to artsdevelopment@crd.bc.ca. Images may be included in the CRD website, social media, presentations, and other promotional materials to show arts activity in the CRD; provide photo credit if required.

In the event the project is not completed or a final report not submitted, we may request the return of the grant and/or refuse to accept future applications for Equity Grants.

**Deadlines**

The deadline for Equity Grant applications is Thursday March 28, 2019 at 4:30 pm. Applications received after the deadline will not be considered.

**Submitting an Application**

Provide a digital copy AND a hard copy by 4:30pm on the deadline. If you have difficulty meeting this requirement please contact us at 250.360.3215.

**Application Checklist**

**What to submit:**
- A completed self-identification form
- A completed Part A (applicant info & answers to questions) and Part B (project budget)
- List of current Board of Directors with full names, residential addresses and Board positions
- Financial Statements (see Financial Statement requirements)
- Copy of the applicant organization's BC not-for-profit Society registration certificate
- Promotional material (optional), one hard copy of each

**How to submit:**
1. Complete the documents listed in 'What to Submit'.
2. Save a copy of all documents for your own records.
3. Email 'What to Submit' documents (except for promotional materials) to heywood@crd.bc.ca
4. Compile a hard copy set of documents listed under 'What to Submit', any promotional material, and deliver to:
   
   **CRD Arts & Culture Support Service**
   625 Fisgard Street PO Box 1000
   Victoria BC V8W 2S6 (Courier: V8W 1R7)

**If you have questions or require further information contact us at:**

**Street Address**
Arts & Culture Support Service
Capital Regional District
625 Fisgard Street, PO Box 1000
Victoria BC V8W 2S6

**Telephone**
250.360.3215

**Email**
artsdevelopment@crd.bc.ca

**Website**
www.crd.bc.ca/service/arts-funding