

Organization name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last society filing	
Fiscal year end (month)	
Organization's address	
Organization's postal code	
Organization's Telephone	
Organization's Website	
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 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 addresses, contact information, occupations and Board positions.
- 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
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 Development Service, PO Box 1000, 625 Fisgard St, Victoria, BC V8W 2S6 (Courier: V8W 1R7)

CRD Arts Development Service – Project Grant Application – Part A

Provide your answers directly in this document. Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250 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. What is your organization's mandate (e.g. from your constitution)?

II. Questions

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. Ensure your budget accurately reflects your revenues and expenses and cash and in-kind are balanced. Explain any extraordinary revenues or expenses or other financial issues.

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 Development office at 250-360-3215 or e-mail artsdevelopment@crd.bc.ca.



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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)			
C. Total In-Kind Expenses	0		
Total Cash and In-Kind Expenses (A+B+C)	0		



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Capital Regional District Arts Development Service
PROJECT GRANT APPLICATION - Part B
 Read and complete Part A

P. 2 of 2

Organization:

PROJECTED REVENUES		specify (provide detail if applicable)	
Earned/Self-generated			
			indicate with X if confirmed
Box office/admissions			
Fees			
Concessions			
Programme advertising			
Other (specify)			
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	