

Statement of Purpose

IDEA (Innovate, Develop, Experiment, Access) Grants is a program of the CRD Arts & Culture Support Service. It is a flexible, small-awards program designed to respond to one-time opportunities and to encourage new, innovative or developmental arts projects and events. IDEA Grants are intended to encourage and support arts participation by organizations that are not eligible for other CRD Arts & Culture Support Service programs.

IDEA Grants support organizations for new projects, opportunities or events that offer a potential arts impact within the capital region. Recurring activities will be considered if they address the main goals of the program which are to be innovative, developmental, experimental, and/or to provide access.

The CRD Arts & Culture Support Service is funded by the following jurisdictions: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, Southern Gulf Islands.

Eligibility

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia
2. be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered, physical office address on its BC NFP Society registration document.
3. have an active Board of Directors; voting members of the Board must not receive remuneration of any kind from the applicant organization.
4. present their project in a jurisdiction that contributes to the Arts & Culture Support Service.
5. offer a potential arts impact within the capital region.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are ineligible.

Ineligible Activities

- food, beverages, hospitality or travel expenses
- equipment purchases or other capital expenditures
- religious services, fundraising activities, contests or competitions
- scholarships
- expenses for activities that have already taken place, (activities cannot be funded retroactively)

General

- Organizations may apply only once in a calendar year.
- Start your application process early and speak with Arts & Culture Support Service staff to determine eligibility or answer any questions. Staff will be available to discuss them with you before you complete the application.
- Guidelines and samples of the application are available online. Please contact hheywood@crd.bc.ca for a full application package.
- The maximum amount of an IDEA grant is \$3000.

Application Requirements

1. 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.
2. The box titled "Surplus or deficit" should equal zero. Ensure both columns in your budget are balanced and the overall budget is balanced.
3. In-kind contributions are goods and services you would normally purchase with cash but which are donated. Record the value of such donations under in-kind revenue. Because you will use these 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.

A complete application consists of one copy of each:

- A completed application form, signed by the person authorizing the application.
- A set of financial statements per *Guidelines for Financial Statements* (below).
- A list of your current Board of Directors with addresses, contact information and Board positions.
- A copy of your BC non-profit society registration certificate (if not previously submitted).
- Additional support/promotional material (optional).

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

Annual Budget	Submit the following type of Financial Statements for the most recently completed* financial year:
>\$750,000	Audited
\$300,000 - \$750,000	Review Engagement
< \$300,000	<p>Compilation Statements with a Notice to Reader (NTR)</p> <p>Compilation Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. 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.</p> <p>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.</p>

*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 whose recommendations are subject to approval by the CRD Arts Commission.
- Notification of awards may take up to 10 weeks following submission. Please plan accordingly.
- Applicants are notified of the results of their application by email after the CRD Arts Commission has reviewed recommendations.
- **Funding cannot support activities that have started or that have been completed before**

the approval of funds. Please contact staff if in doubt.

- Eligibility and acceptance of your application does not guarantee funding just as receipt of funding 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 activity, tag @feedtheartsyj 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 IDEA Grant must be used for the activity for which it was intended.
- Activities must be completed within 12 months of receipt of funding.
- Submission of a final report within two months of activity completion, using the designated CRD form.
- Optional but recommended – submit one or more high-quality digital photos of the activity to artsdevelopment@crd.bc.ca. Images may be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.

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

Deadline

There is one deadline annually for IDEA Grant applications. Please check the website for current information.

Submitting an Application

Provide a digital copy of the full application by 4:30pm on the deadline. Applications received after the deadline will not be considered.

Application Checklist

What to submit:

- A scan of page one, of Part A, signed
- A completed Part A (applicant info & answers to questions) and Part B (budget)
- List of current Board of Directors with full names, residential addresses and Board positions
- Financial Statements (see Financial Statement requirements)
- Copy of the organization's BC non-profit Society registration certificate

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 to: Applytoarts@crd.bc.ca

If you have questions about the application or eligibility of your project, contact CRD Arts & Culture:

Telephone
250.360.3215

Email
artsdevelopment@crd.bc.ca

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