



Making a difference...together

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

Read the Incubator Grant Guidelines before completing this application.

ORGANIZATION name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Physical Address, as on BC NFP Registration document	
Postal Code	
Website	
Date of application (month, day, year)	
Amount of this GRANT request \$	
CONTACT person for the organization	
Position in organization	
Mailing address (if different from physical address)	
Telephone	
Email	
Contact person leading the activity (if different from the organization contact named above)	
Telephone	
Email	
Name of person authorizing this application	
Position in organization	
Signature of person authorizing this application	
Name or title of ACTIVITY	
Date(s) of activity	
Venue for event or activity	
Municipality or electoral area in which venue is 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**

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

What to submit:

- a scan of page 1, Part A, with signature
- a completed Part A (applicant info & answers to questions) and Part B (budget pages)
- a copy of annual Financial Statements per the Incubator Grant Guidelines
- a list of organization's current Board of Directors with full names, residential addresses and Board positions
- a copy of the applicant organization's BC non-profit Society registration certificate (if not previously submitted)

Note: do not submit additional documents or make reference to secondary information in your answers

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 by the published deadline.

Begin typing in the shaded area following each question; the text boxes have a limit of approximately 250 words per answer. Do not use additional attachments.

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

Part I

1. What is your organization's mandate (e.g. from your constitution)?

2. Were you aware of other Arts & Culture Support Service programs before applying to Incubator Grants?
 Yes No

If not, how did you hear about the program?

Part II

1. Provide a brief description about who is leading this activity and their capacity to bring it to a successful outcome.

2. Describe the activity or program for which you are requesting support.

3. Describe what capacity or knowledge will be developed within your organization as a result of a successful application, including what skills, development, or training staff or personnel will acquire and how it will assist them in their work.

4. 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.

5. Describe any partnerships or shared resources that may be created and/or developed as a result of a successful application.

Community benefits

6. a) What benefits will your project have on the region (e.g. social, economic, artistic, etc.)?

b) If your project engages equity-seeking groups or underrepresented arts and cultural practices, describe who will benefit and how.*

*Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, demonstrate how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols.

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



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INCUBATOR GRANT - Application - Part B

Read and complete Part A.

Note: In-kind expenses are good/services normally paid in cash, but which have been donated. All or part of an expense may be in-kind. Cash revenues and expenses should balance, and in-kind revenues and expenses should balance.

Organization:				
Projected Expenses	Cash	In-kind	Mark with X if confirmed	Specify (provide details if applicable)
Staff costs				
Honoraria for Elders, cultural carriers, cultural protocols				
Training or specialized expertise				
Mentoring				
Workspace costs				
Access costs (e.g. Childcare, ASL, other)				
Materials/supplies				
Other Expenses (specify)				
Sub-total expenses:	0	0		
Total cash & in-kind Expenses:		0		
Projected Revenue				
Admissions or other fees				
Concessions/merchandise				
Donations from individuals				
Donations from businesses				
Other Government grants				
Other Revenues (specify)				
CRD Incubator Grant request				
Sub-total revenues:	0	0		
Total cash & in-kind Revenues:		0		
Surplus or Deficit		0		(Should be 0)

Sample