

### **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 community. The CRD Incubator Grant program enhances sustainability and resiliency in the arts by funding short term staffing, mentoring, workspace, training or other resources that assist in the acceleration of organizational development or in the development of new arts projects. In particular, the program is aimed at emerging organizations that are engaged in innovative, experimental or new artistic practices, and/or that have difficulty accessing startup funding or specialized expertise that will help to advance their practice.

Examples of activities that may be supported include, but are not limited to:

- Shared staff resources
- Special training
- Access to specific expertise through mentoring
- Access to workspace to develop an idea

Incubator Grants support activities that provide benefits or create impacts within one or more of the municipalities or electoral areas that contribute to the CRD Arts 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**

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia.
2. have programming in the arts as their primary mandate and purpose.
3. be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered, physical address on its BC NFP registration document.
4. have an active Board of Directors; voting members of the Board must not receive remuneration of any kind from the applicant organization.
5. present their project in a jurisdiction that contributes to the Arts & Culture Support Service.
6. 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 major capital expenditures
- Religious activities, fundraising activities, contests or competitions
- Scholarships
- Board development

Applicants may not be receiving support from other CRD Arts & Culture Support Service programs and may only receive one Incubator Grant per calendar year.

### **General**

- Contact the Arts & Culture Support Service to confirm eligibility.
- Guidelines and samples of the application are available online. Please contact [hheywood@crd.bc.ca](mailto:hheywood@crd.bc.ca) for a full application package.
- Start your application early. 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 Incubator Grant program is \$5000.

- When answering questions in the application be brief, concise and use plain language. Write as if you are describing your activity 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.
- Note: 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 activity, 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 activities that result in:**

- creation of new collaborations and partnerships.
- development of organizational capacity within the funded organization.
- skill development in staff.
- creation of new organizations.
- creation of new arts projects.
- creation of new programs and events, or audience development.
- capacity of participants to achieve the artistic and production goals of the proposal.
- benefits created for the arts or audiences in the Capital Region.

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

<b>Annual Budget</b>	<b>Submit the following type of Financial Statements for the most recently completed* financial year:</b>
>\$750,000	Audited
\$300,000 - \$750,000	Review Engagement
\$150,000 - \$300,000	<p>Compilation Statements with a Notice to Reader</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>
<\$150,000	Self-generated Financial Statements – must include a balance sheet, and a statement of revenues and expenses, presenting comparative years side by side, in two columns.

\*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 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](http://www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding) or contact our office 250.360.3007.
- An Incubator 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 final report within two months of activity completion, using the designated CRD report form.
- Optional but recommended – submit one or more high-quality digital photos of the activity to [artsdevelopment@crd.bc.ca](mailto: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 Incubator Grants.

## Deadline

There is one annual deadline for Incubator Grant applications. Please check 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](mailto: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](mailto:artsdevelopment@crd.bc.ca)

Website  
[www.crd.bc.ca/service/arts-funding](http://www.crd.bc.ca/service/arts-funding)