

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

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package. Organizations may apply only once in a calendar year.
- Start your application process 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 \$5,000.

- 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.
- Ensure your project starts no earlier than June 1, 2022 and ends no later than June 1, 2023.
- Ensure the cash budget and the in-kind budget each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

Note: In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

- Eligibility and acceptance of an application does not guarantee funding.

Assessment

- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to approval by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- 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.

Commitment to Equity

The CRD Arts & Culture Support Service acknowledges the cultural and geographic diversity of the capital region. The CRD Arts & Culture Support Service recognizes that artistic practice exists within diverse and specific cultural contexts and that systemic discrimination has created unequal conditions – including financial resource distribution – that prevent many equity-seeking groups from fulfilling their cultural capacity and being meaningfully engaged in the arts. Equity-seeking groups may include, but are not limited to, those that identify as First Nations, Inuit and Métis, racialized, Deaf, LGBTQ2+, and/or disabled. The CRD Arts and Culture Support Service is committed to taking actions to make progress towards building an arts sector that equitably engages everyone.

The CRD Arts & Culture Support Service continues to prioritize continuous learning about how equity, diversity, inclusion, access, and cultural self-determination can inform its programs and policies, understanding that these concepts are not a static set of goals, but rather an evolving journey.

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 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.
- If possible, submit one or more high-quality digital photos of the activity to CRD Arts & Culture at artsdevelopment@crd.bc.ca. The image 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, Part A, with authorizing signature
- completed Part A (applicant info & answers to questions) and Part B (budget)
- a list of current Board of Directors with full names, residential addresses and Board positions
- annual Financial Statements (see Financial Statement requirements)
- a copy of your BC not-for-profit Society registration certificate (if not previously submitted)

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