

Grant application deadline (month & year)	
Grant amount received	
Applicant Organization	
Contact person	
Tel #	
Email	
Name of person who lead the project/activity (if different from above)	
Name or title of project/activity	
Project/activity start and end dates	
Venue	
*Municipality or electoral area in which organization is based	
*Municipality or electoral area in which project/activity took place	
Name of person authorizing this report	
Signature of person authorizing this report	

*Participating Municipalities: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, and Southern Gulf Islands

What to Submit:

- Completed Part A (answers to questions 1 – 12)
- Part B (budget pages)
- Promotional Material
- One high-quality, digital photo from the project or event. The photo 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.
- I grant permission to the Capital Regional District to use the attached image for any lawful purpose including publishing in print, online, electronically and public display.

How to Submit

Email a signed, digital copy of the report and a photo to: artsdevelopment@crd.bc.ca

If you have any questions, please contact staff at 250-360-3215 or artsdevelopment@crd.bc.ca

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. Please do not include additional pages.

Project Outcomes

1. Briefly describe the completed activity or program, noting any changes from the original proposal.
2. Describe the beneficial outcomes resulting from funded activities such as:
 - development of organizational capacity and/or knowledge;
 - skills development or staff training;
 - creation of partnerships or shared resources;
 - impact on your art form or for communities in the capital region;
 - CRD funding;

CRD Arts & Culture Support Service – Incubator Grant Final Report – Part A

- Other (describe)
3. Briefly describe any challenges in completing this project and comment on any challenges that still need to be addressed.
 4. Did this project include any free, participatory activities for the public? If so, what were they?
 5. The project was: (check all that apply)
 - a creation or presentation of new work;
 - a completely new event (might do again);
 - a one-time event that will not be repeated;
 - a recurring event with new content;
 - a series of events;
 - other.

Statistics

6. Provide numbers for the following that apply:

of events/productions

total audience

paid staff

paid artists/performers

volunteers

volunteer artists/performers

Program Evaluation

7. Were the Guidelines easy to understand?
 - Yes
 - Not bad, could be better (please comment below)
 - Required explanation
8. Was the application form easy to understand?
 - Yes
 - Easy to fill in but had technical problems
 - Easy to fill in but not sure why some information was required
 - Other (please explain)
9. How would you rate the CRD Arts & Culture Service's application process?
 - Easy
 - Somewhat Easy
 - Straightforward
 - Somewhat difficult

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Very Difficult

10. For your project was the amount of funding available through the Incubator Grant program enough?

Yes

No

If “No”, what is an adequate amount for this type of project/activity?

Community Impact

11. Often the impact of funding is better conveyed through narratives and stories that speak to the qualitative aspects and benefits of a successful project. A mix of the qualitative and quantitative (as collected in #6) help us convey the impact of funding to policy and decision makers. Please include a brief story related to your project. (Use attached template as a guide).

Stay Connected

12. What is your preferred way of receiving information about CRD Arts & Culture?

In person

Webinar

Email

E-Newsletter

Other (explain below)

SAMPLE

*Current information about **CRD Arts & Culture Support Service** programs and workshops is available through our e-newsletter. Sign up [here](#).



Making a difference...together

Capital Regional District Arts & Culture Service
INCUBATOR GRANT
Final Report - Part B

Organization:	Projected (from original)		Actual (on completion)		Details
	Cash	In-kind	Cash	In-kind	
Projected Expenses					
Staff costs					
Training or specialized expertise					
Mentoring					
Workspace costs					
Materials/supplies					
Other Expenses (specify)					
Sub-total expenses:	0	0	0	0	
Total cash & in-kind Expenses:		0		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	0	0	
Total cash & in-kind Revenues:		0		0	
Budget Summary:					
Cash Only					
Revenues	0		0		
Expenses	0		0		
Surplus/Deficit	0		0		
Cash & In-kind					
Revenues		0		0	
Expenses		0		0	
Surplus/Deficit		0		0	