

CRD Arts & Culture Support Service - ANNUAL OPERATING GRANT PROGRAM

Application Deadline: September 10, 2020 at 4:30 pm.

Organization name	<input type="text"/>
address	<input type="text"/>
postal code	<input type="text"/>
telephone	<input type="text"/>
website	<input type="text"/>
Application contact	<input type="text"/>
position	<input type="text"/>
telephone	<input type="text"/>
email	<input type="text"/>
Date of application	<input type="text"/>
2021 grant request	<input type="text"/>
BC Society Registration #	<input type="text"/>
date registered	<input type="text"/>
date of last filing	<input type="text"/>
Fiscal year end	<input type="text"/>
Authorizing Signature	<input type="text"/>

A signed, digital copy of the complete application must be received by 4:30 pm on the deadline.

Absolutely no late applications will be accepted.

In complicated times we are trying not to unnecessarily increase the complexity of the operating grant application this fall. In the programming pages, where you list events and productions, we are no longer asking you to break out revenues per event/production. We have added a space for you to indicate (with an "x") if programming has been changed or is a consequence of COVID19. In the statistics section we have also added a section to record the aggregate number of COVID19 related events. Finally, while we encourage you to incorporate the impacts of COVID19 in your application, we have added #23 to Part A as an optional space for you to speak to any issues that cannot be captured in questions 1-22.

What to Submit:

- Arts & Culture Operating Grant Application:
 - Part A - Applicant Info & 23 Questions**
 - Part B - Program, Budget & Statistics**
- Staff list
- Board of Directors list
- Financial Statements as specified for your budget size (see program Guidelines). If your most recent year-end financial statements were completed more than 6 months prior to the application deadline, also submit approved interim financial statements that fall within that six month period.

How to Submit:

1. **Complete** all materials listed in 'What to Submit'.
2. **Save** a copy of Parts A & B to your computer.
3. **Email** 'What to Submit' documents by the deadline to artsdevelopment@crd.bc.ca

The information provided in this application is subject to, and protected by, the Freedom of Information and Protection of Privacy Act.

Suggestions for completing the application:

- **be sure to answer the questions**
- **be clear and concise in your answers: use bullets if appropriate; text boxes limited to approx. 300 words; do not repeat information or refer to additional documents you may have submitted**

Provide the organization's mandate:

1. Ensure your "Last Completed Year" program page ("Current Year" for Festivals) is complete. Describe how your past program reflects your artistic and organizational mandate.

Sample

2. Ensure your "Current" and "Projected" year program pages ("Projected Year" only for Festivals) are complete. Describe how your current and projected programs support and reflect your mandate and any strategies designed to help you achieve it.

3. What is the role or niche of your organization in the region's artistic community; what makes it different from similar organizations; in what ways does it contribute to the development of artists and the art form?

4. Summarize any recent innovations, implementation of new ideas or creative risk-taking.

Sample

5. Do your artistic and technical staff currently have the necessary qualifications? Summarize any highlights or issues.

6. Have past plans been fulfilled? Summarize any particular successes, failures or results.

7a. Indicate the types of plans actively in place:

Business plan
Strategic plan
Financial plan
Other

Operational plan
Capital plan
Marketing & Communications

7b. Summarize any implementation and/or outcomes to date from 7a.

Sample

8. How often does your Board and Staff meet? How often are planning vs results assessed?

9. To what extent have Board and Management roles been formally defined (e.g. ad hoc, fully documented?)
Do Board members have an arms-length relationship? (ie. independent, unrelated, unpaid) How do you ensure personnel are qualified?

10a. Does management maintain (check):

- | | |
|---|---|
| <input type="checkbox"/> Financial Statements | <input type="checkbox"/> Personnel files |
| <input type="checkbox"/> Budgets | <input type="checkbox"/> Insurance - operational |
| <input type="checkbox"/> Minutes | <input type="checkbox"/> Insurance - director liability |

10b. Are there any highlights or issues related to the maintenance of ongoing business?

Sample

11. Are there any issues related to your organization's ability to generate sufficient revenue compared to similar organizations?

12. Comment on any special issues affecting expenses and revenues in your projected year. If requesting an increase, provide a rationale.

13. Provide any additional comments relevant to your FS that are not covered by the FS notes.

Sample

14. Are there any particular issues related to your financial stability or ability to carry out your projected program?(Organizations in arrears with any local authority, in bankruptcy, seeking creditor protection, insolvent, or under court supervision of any kind are ineligible to apply for an Operating Grant.)

15. If you have a surplus how will you use it? If you have a deficit explain how you will resolve it.

16. Do you consider community interests and issues in making programming decisions? If so, how do you determine those interests; how is the information implemented; how do you gauge success?

Sample

17a. Briefly summarize any collaborations or partnerships within the last two years and the reasons for them.

17b. Are the activities in 17a captured in formal strategic, business or other plans?

yes no

18a. Briefly summarize any outreach programs or strategies within the past one or two years, for the purpose of audience development.

18b. Are the activities in 18a captured in formal strategic, business or other plans? Yes No

19a. Briefly summarize promotional, marketing and distribution strategies as well as educational activities that encourage audience participation, and public engagement.

Sample

19b. Are activities described in 19a captured in formal strategic, business or other plans? Yes No

20. What are the size and characteristics of your principal audience? Are there any trends you've noticed in the past three years?

21. Do you experience any issues in recruiting sufficient volunteers?

22. Are there any highlights or issues related to community support (e.g. sponsorships, fundraising, in-kind support, attendance, etc.)?

Sample

23. (Optional) Please use this space for any other information not captured in the application (COVID-19 or otherwise).

	A	B	C	D	E	F
1	ORGANIZATION:					
2	PERFORMING: LAST ACTUAL SEASON 2019/20					
3						Actual
4						Attendance/
5	Date(s)	List all events in chronological order. Please indicate (x) if the programming was created or revised as a result of COVID-19.	COVID	Venue/ Platform	# of Productions	Views
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

Sample

	A	B	C	D	E	F
1	ORGANIZATION:					
2	PERFORMING: CURRENT SEASON 2020/21					
3					Actual/Projected	
4		List all events in chronological order. Please indicate (x) if the programming was created or revised as a result of COVID-19.				Attendance/
5	Date(s)		COVID	Venue/Platform	# of Productions	Views
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						

Sample

	A	B	C	D	E	F
1	ORGANIZATION:					
2	PERFORMING: PROJECTED SEASON 2021/22					
3		List all events in chronological order. Please indicate (x) if the programming was created or revised as a result of COVID-19.				Projected
4						Attendance/Vi ews
5	Dates:		COVID	Venue/Platform	# of Productions	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						

Sample

	A	B	C	D	E
1	ORGANIZATION:				
2	PERFORMING ARTS: OPERATING EXPENSES			<i>(Round to nearest dollar.)</i>	
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected	Forecast
4	2018/19	2019/20		2020/21	2021/22
5			Production Expenses		
6			Salaries: Artistic/Executive Director		
7			Salaries: Artists (and Guest Artists)		
8			Salaries: Technical		
9			Salaries: Benefits		
10			Artists' Travel and Per Diem		
11			Sets, Props, Costumes, etc.		
12			Scripts, Music, Royalties, etc.		
13			Sound, Lighting, etc.		
14			Theatre Operations/Rental		
15			Touring Expenses		
16			Workshop Expenses		
17			Instructors' Fees (e.g., conductors)		
18			Front of House		
19			Concessions Expense		
20			Other <i>(Specify)</i>		
21	0	0	(A) Total Production Expenses (Cash)	0	0
22			Administrative Expenses		
23			Salaries: General Manager/Administrator		
24			Salaries: Support Staff		
25			Salaries: Benefits		
26			Office Rent/Storage/Mortgage Payments		
27			Office Expenses		
28			Equipment/Maintenance		
29			Internet/Web Costs		
30			Bank Charges and Legal Fees		
31			Accounting and Audit Fees		
32			Travel (Administration only)		
33			Promotional Materials		
34			Advertising		
35			Subscription Costs		
36			Fundraising Costs		
37			Insurance Costs		
38			Volunteer Expenses		
39			Gaming Expenses		
40			Other <i>(Specify)</i>		
41	0	0	(B) Total Administrative Expenses (Cash)	0	0
42	0	0	TOTAL (A)+(B) EXPENSES (CASH)	0	0

	A	B	C	D	E
1	ORGANIZATION:				
2	PERFORMING ARTS: OPERATING REVENUES			<i>(Round to the nearest dollar.)</i>	
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.	Actual/Projected	Forecast
4	2018/19	2019/20		2020/21	2021/22
5	Earned Revenues				
6			Subscription Tickets		
7			Single Tickets		
8			Guarantees		
9			Concessions		
10			Royalties		
11			Program Advertising		
12			Tuition/Workshop Fees		
13			Other (Specify)		
14			Other (Specify)		
15	0	0	(A) Total Earned Revenues (Cash)	0	0
16	Private Sector Revenues				
17			Corporate donations		
18			Individual donations		
19			Corporate sponsorship (not in-kind)		
20			Foundations		
21			Endowment Income		
22			Bank Interest		
23			Special Events		
24			Other (Specify)		
25	0	0	(B) Total Private Sector Revenues (Cash)	0	0
26	Grant Revenues				
27			BC Arts Council: Operating		
28			BC Arts Council: Project		
29			Government of BC: Other (Specify)		
30			Gaming Revenues		
31			Canada Council: Operating		
32			Canada Council: Project		
33			Canada Council: Other (Specify)		
34			Federal Employment Programs		
35			Federal: Other (Specify)		
36			CRD Operating		
37			CRD Special Project		
38			Municipal: Other (Specify)		
39			Other (Specify)		
40			Other (Specify)		
41	0	0	(C) Total Grant Revenues (Cash)	0	0
42	0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
43					
44	Summary of Operations				
45	0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
46	0	0	TOTAL (A)+(B) EXPENSES (CASH) pg 4	0	0
47	0	0	EXCESS OF REVENUE OVER EXPENSE	0	0
48					
49			TRANSFERS FROM RESERVE		
50					
51					
52					

	A	B	C	D	E
1	ORGANIZATION:				
2	PERFORMING ARTS: IN-KIND EXPENSES & REVENUES				
3	<i>Some organizations have in-kind expenses that are significant to their operations. Indicate the total amount of in-kind expenses and revenues. Itemize specific items if relevant. Organizations that receive compensation from the RMTS should list the value of these subsidies. In-kind expenses and revenues should balance to zero.</i>				
4					
5	Actual	Actual	Subtotals and totals cells are protected, and have	Actual/Projected	Forecast
6	2018/19	2019/20	automatic formulas.	2020/21	2021/22
7			In-Kind Expenses		
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22	0	0	Total In-Kind Expenses	0	0
23			In-Kind Revenues		
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38	0	0	Total In-Kind Revenues	0	0

Sample

	A	B	C	D	E	F	G	H	I
1	ORGANIZATION:								
2	PERFORMING ARTS: STATISTICS								
3	Actual	Actual	Subtotals and totals cells are protected, and have automatic formulas.			Actual/Projected	Forecast		
4	2018/19	2019/20				2020/21	2021/22		
5			Productions						
6			Length of season (# weeks)						
7			# Mainstage productions						
8			# Second stage productions						
9			# Other (i.e., workshops, classes)						
10	0	0	TOTAL # PRODUCTIONS			0	0		
11			Performances						
12			# Mainstage performances						
13			# Second stage performances						
14			# Touring performances						
15	0	0	TOTAL # PERFORMANCES			0	0		
16			Attendance						
17			# Mainstage attendance						
18			# Second stage attendance						
19			# Touring attendance						
20			# Other (i.e., workshops, classes)						
21	0	0	TOTAL ATTENDANCE			0	0		
22			Members						
23			# of society members						
24			\$ individual membership fees						
25			# active volunteers						
26			Tickets/Subscriptions						
27			\$ average ticket price						
28			# of total single tickets sold						
29			\$ average subscription price						
30			# of total subscription pkgs sold						
31			Alternative Programming due to COVID						
32			# Web-based video						
33			# Web-based podcast or other audio						
34			# Web-based live forum						
35			# Other convening activities						
36			# Street level exhibit						
37			# Publications (ie. editions or issues/year)						
38			# Other-specify						
39			Marketing						
40			# E-newsletters						
41			# Instagram						
42			# Facebook followers						
43			# Twitter followers						
44			Other Marketing - specify						
45									
46									
47									

ORGANIZATION:											
PERFORMING ARTS: STATISTICS											
Actual 2018/19		Actual 2019/20		Subtotals and totals cells are protected, and have automatic formulas.				Actual/Projected 2020/21		Forecast 2021/22	
				Students							
				Total # students (if training/educational institution)							
FT	PT	FT	PT	Paid Staff / Employees				FT	PT	FT	PT
				# Paid Office/Admin Staff: Regular							
				Contract							
				# Paid Technical Staff: Regular							
				Contract							
				# Paid Instructors: Regular							
				Contract							
				# Other Paid Employees (<i>Specify</i>)							
0	0	0	0	# TOTAL PAID STAFF				0	0	0	0
FT	PT	FT	PT	Paid Artists (musicians, actors, dancers, writers, etc.)				FT	PT	FT	PT
				BC: Regular							
				Contract							
				Other Canadian: Regular							
				Contract							
				International: Regular							
				Contract							
0	0	0	0	# TOTAL PAID ARTISTS				0	0	0	0

Sample

STAFF BY MUNICIPALITY		
2020/21	Staff	Student
C.Saanich		
Colwood		
Esquimalt		
Highlands		
Langford		
Metchosin		
N. Saanich		
Oak Bay		
Saanich		
Sidney		
Sooke		
S. Gulf Islands		
Victoria		
View Royal		
Other		
Total*	0	0

*Total Staff should equal the combined FT + PT columns for TOTAL PAID STAFF from Actual/Proj. 2020/21 above.

Student - should be completed only by training and educational institutions.