

Capital Regional District Arts & Culture Support Service  
**Annual Operating Grant Application – Fall 2024**

**Grant funding year: 2025**

**Application Deadline: September 12, 2024 at 4:30 pm.**

<b>ORGANIZATION</b> 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	
Mailing address if different from above	
Postal code	
Telephone	
Website	
Jurisdiction in which organization is based	Choose an item.
Date of application	
2025 <b>GRANT</b> request \$	
<b>CONTACT</b> person for this application	
Position in organization	
Telephone	
Email	
Board Member authorizing this application	
Position on Board	
Authorizing Signature (electronic acceptable)	

Sample

A signed, digital copy of the complete application must be received by the CRD Arts & Culture office, by 4:30 pm on the deadline. Absolutely no late applications will be accepted.

- What to submit:**
- Annual Operating Grant Application:
    - Part A** – Applicant Info & 15 Questions
    - Part B** – Budget
    - Part C** – Statistics & Activity Lists
  - Staff list
  - Board of Directors list
  - Financial Statements - as specified for annual budget size (see program Guidelines)
  - Communications Form
  - Images

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

**Suggestions for completing the application:**

Be sure to respond to the questions in a focused and direct way.  
Be clear and concise in your answers, limiting to approx. 300 words at most - use bullets if appropriate.

**Provide the organization's mandate:** (100 words max.)

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**Artistic Contribution and Significance**

1. Ensure your Last Completed Year programming in the Activity List (Part C) is complete. Describe how your past program reflects your artistic and organizational mandate. Highlight any successes, innovations, or creative risk-taking that have taken place, as well as obstacles, failures, or other learnings.
 

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2. Ensure your Current and Projected years' programming in the Activity Lists (Part C) are complete. Describe how the current and projected programs support and reflect your mandate and any strategies designed to help you achieve it.
 

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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?
 

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4. Do your artistic and technical staff currently have the necessary qualifications? Briefly summarize the training and experience of key members of the creative team. For example, qualifications may include formal education and previous projects as well as lived experience and informal mentoring arrangements.
 

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5. Describe your organization's approach to developing greater diversity and inclusion in your artistic programming regarding the participation of equity-seeking individuals and groups with detailed examples and specific actions. This includes, but is not limited to, Indigenous people, people who are racialized, LGBTQ2+ people, Deaf people, and/or people with disabilities.
 

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For example, your organization's approach may involve the selection of content, themes, artists, or other creative personnel or may involve processes, such as relationship-building and partnerships that made selections possible. You may also wish to comment on the length of time your organization has been developing and using these strategies.

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**Organizational Capacity and Governance**

6. 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)?
 

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7. Describe your organization's approach to developing and retaining greater diversity and inclusion in your governance, operations and administration regarding safe and respectful workplaces, accessibility, and the participation of equity-seeking individuals and groups with detailed examples and specific actions. This includes, but is not limited to, Indigenous people, people who are racialized, LGBTQ2+ people, Deaf people, and/or people with disabilities.

For example, this could involve policies or initiatives focused on board development, community shared governance models, staff and contractor recruitment, mentoring and/or succession.

8. a) Understanding organizations have varying access to financial resources, describe your organization's approach to staff compensation referring to Part B: Operating Expenses (budget lines related to Salaries for staff). Where applicable, include information on your organization's approach to compensation for consultants, contractors, interns, and community members acting in advisory roles.

b) Describe your organization's approach to artist compensation, referring to Part B: Operating Expenses (budget line related to Artists). Where applicable, include information on your organization's approach to compensation or honoraria for Indigenous Elders or Cultural Carriers involved in arts events.

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

10. Are there any particular issues related to your financial stability or ability to carry out your projected program?

# Sample

## Community Impact and Involvement

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

12. Explain how you will consider accessibility and safe and respectful environments for artists and audiences. For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.

13. Briefly summarize any outreach programs or strategies within the past two years, for the purpose of audience development or community building, including collaborations or partnerships. If any of these outreach initiatives focused on engagement of equity-seeking groups such as, but not limited to Indigenous people, people who are racialized, LGBTQ2+ people, Deaf people, and/or people with disabilities, please describe the engagement with detailed examples and specific actions. Include whether or not this is a new initiative and any relationship or partnership development.

14. Are there any highlights or issues related to community support and/or community input to inform

programming (e.g. sponsorships, fundraising, in-kind support, volunteer participation etc.)?



15. Please use this space to provide any other important information not captured in questions 1 - 14.



# Sample