

**CRD ARTS & CULTURE SUPPORT SERVICE - ANNUAL OPERATING GRANT PROGRAM**

**Application Deadline: September 11, 2019 at 4:30 pm.**

<b>Organization name</b>	
address	
postal code	
telephone	
website	
<b>Application contact</b>	
position	
telephone	
email	
<b>Date of application</b>	
2020 grant request	
<b>BC Society Registration #</b>	
date registered	
date of last filing	
<b>Fiscal year end</b>	

Both a digital and a hard copy of the complete application must be received by 4:30 pm on the deadline. Absolutely no late applications will be accepted.

**SAMPLE**

**What to Submit:**

- Arts & Culture Operating Grant Application:  
**Part A - Applicant Info & 22 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.
- most recent promotional materials:  
1 copy of each item (hard copy only)

**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 (except for promotional material) to artsdevelopment@crd.bc.ca
4. **Compile** One hard copy set of 'What to Submit' documents, one set of promotional material and submit by the deadline to the CRD Arts Development office: PO Box 1000, 625 Fisgard Street, Victoria BC V8W 2S6 (courier: V8W 1R7)

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.)?