

ORGANIZATION name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Full physical address, as on BC NFP Registration	
(Full mailing address if different from above)	
Telephone	
Website	
Municipality or electoral area in which organization is based	
Date of application (month, day, year)	
Amount of this GRANT request \$	
CONTACT person for this application	
Position in organization	
Telephone	
Email	
Name of person authorizing this application	
Position in organization	
Signature of person authorizing this application	
Name or title of PROJECT	
Date(s) of project	
Venue	
Municipality or electoral area in which venue is located	
Have you applied before? (yes or no)	
If yes, did you receive a grant? (yes or no)	
If yes, did you file a Final Report? (yes or no)	

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

A digital copy must be received by 4:30 pm on the deadline. No late applications will be accepted.

What to submit:

- Completed Part A (applicant info & answers to questions) and Part B (budget pages).
- Financial Statements per the Project Grant Guidelines
- List of current Board of Directors with full names, residential addresses and Board positions
- Copy of the organization's BC non-profit Society Certificate (if not previously submitted)

Note: do not submit additional documents or make reference to secondary information in your answers

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 to ApplytoArts@crd.bc.ca by the published deadline.



Capital Regional District Arts & Culture Support Service
Projects, Series, and Extended Programming GRANT
Application – Part A

Read the Project Grant Guidelines before completing this application.

Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250-300 words per answer. Do not use additional attachments.

Be concise and use plain language. Avoid jargon. Write as if you're describing your organization and project to someone who doesn't know anything about you.

- I. 1. What is your organization's mandate (e.g. from your constitution)?
2. Were you aware of other Arts & Culture Support Service programs before applying to Project Grants?
Yes No
If no, how did you hear about this program?

- II. 1. a) This application is for: (please check one of the following):
- a one-time project
- a short series of events
- extended programming

Note: If you checked Short Series or Extended Programming, list all events in Part B (Programming tab).

b) Describe the project for which you are requesting support (What, Where, and When).

[]

2. How does your project contribute to the development of arts in the CRD?

[]

3. Please include your approach to paying all artists and honoraria for Indigenous Elders or Cultural Carriers if they are involved in arts events (refer to your project budget where appropriate)?

[]

4. Briefly describe your organization's history of previous programming.

[]

5. Identify technical, artistic, administrative, or other key personnel for this project. Note any particular skills and experience or any obstacles influencing the success of this project.

[]

6. Who is the anticipated audience and what is the projected attendance?

[]

7. How will your project ensure accessibility and safe and respectful environments for staff, artists and audiences? For instance, this could include your approach to physical spaces, affordability, or other forms of assistance for those who require it.

[]

8. Community benefits:

a) What benefits will your project have on the region (e.g. social, economic, artistic, etc.)

[]

- b) If your project engages equity-seeking groups, rural areas, or underrepresented arts and cultural practices, describe who will benefit and how.*

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***Keep in mind:** if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, explain how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols.

If you have questions about the application or the eligibility of your project call the Arts & Culture Support Service office at 250-360-3215 or e-mail artsdevelopment@crd.bc.ca.

Sample



Capital Regional District Arts & Culture Support Service

**PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Application BUDGET - Part B**

For a Series or Extended Programming, complete the **Programming tab** (see below).

Organization:				
EXPENSES				
	Production	Amount	Allocation of CRD grant request (1)	Specify (provide detail if applicable)
1	Artistic Director/Producer Fees			
2	Fees paid to Artists			
3	Technical/curatorial Fees			
4	Honoraria for Elders, cultural carriers and protocols			
5	Facility/Venue rental			
6	Access costs (ie Childcare, ASL)			
7	Equipment rental			
8	Other costs (specify)			
9	Sub-total Production Expenses	0	0	
Administration				
10	Coordinator			
11	Support staff			
12	Other staffing costs (specify)			
13	Office expenses			
14	Advertising			
15	Special events			
16	Other (specify)			
17	Fundraising costs			
18	Other Expenses (specify)			
19	Sub-total Administration Expenses	0	0	
20	Sub-total CRD Allocation		0	
	Total All Cash Expenses	0		
In-Kind (2)				
21	Goods (specify)			
22	Services (specify)			
23	Other (specify)			
24	Sub-total In-Kind Expenses	0		
25	Total Cash and In-Kind Expenses	0		

Sample

1. Total Allocation of CRD grant (Expenses, line 20) must equal CRD grant current request (Revenues, line 39).
 2. In-kind items are goods/services normally paid in cash, but which have been donated. 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.



Making a difference...together

Capital Regional District Arts & Culture Support Service
PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Application Budget - Part B

Organization:

REVENUES

Earned/Self-generated

Amount

Specify (provide detail if applicable)

X if confirmed

26 Box office/admissions

27 Fees

28 Concessions

29 Programme advertising

30 Other (specify)

31 Other (specify)

32 **Sub-total Earned Revenues** 0

Private Sector

33 Sponsorships/Corporate donations

34 Individual donations

35 Special events

36 Other (specify)

37 Other (specify)

38 **Sub-total Private Sector Revenues** 0

Grants

39 **CRD (current request) (1)**

40 Other Municipal (specify)

41 BC Arts Council

42 Other Provincial Government (specify)

43 Canada Council

44 Other Federal Government

45 Foundations

46 Other (specify)

Sub-total Grant Revenues 0

Total Cash Revenues 0

In-Kind (2)

47 Goods (specify)

48 Services (specify)

49 Other (specify)

50 **Sub-total In-Kind Revenues** 0

51 **Total Cash & In-Kind Revenues** 0

Budget Summary

Cash only

52 Cash Revenues 0

53 Cash Expenses 0

54 Surplus/Deficit 0

Cash & in-kind

55 Cash & In-kind Revenues 0

56 Cash & In-kind Expenses 0

57 Surplus/Deficit 0

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