

Registered name of Organization	
Grant application deadline (month)	
Application year	
Grant amount received	
Name or title of project	
Project start date	
Project end date	
Contact person	
Tel #	
email	
**Municipality or electoral area in which organization is based	
**Municipality or electoral area in which project took place	
Total number of performances	
Total number of persons participating/attending/benefitting	
Signature of person authorizing this report	

SAMPLE

\*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 – 4)
- Part B (budget pages)
- Promotional Material – 1 copy of each item
- One high-quality digital photo of the event. Images 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.

**Submit** a hard copy of the report to:

**CRD Arts & Culture Support Service**, PO Box 1000, 625 Fisgard St, Victoria, BC V8W 2S6 (Courier: V8W 1R7)

**Submit** digital photo to: [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca)

**If you have any questions, please contact staff at the Arts & Culture Support Service office, 250-360-3215, or [artsdevelopment@crd.bc.ca](mailto: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. Do not use additional attachments.

Questions

1. Briefly describe the completed project, noting any changes from the original proposal.
  
2. What was the most successful outcome, noting those enabled through CRD funding, and what was the biggest challenge in producing your event?

3. To help us monitor the value of this program please provide the following information (check one box).

a) This project was:

- A completely new event (but might do again)
- A one-time event that will not be repeated
- A recurring event with new content

b) Were the Guidelines easy to understand? (check one box)

- Yes
- Not bad, could be better (please comment below)
- Needed explanation

c) 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 (comment below)

SAMPLE

4. Statistics:

# of events/productions	# total audience
# paid staff	# paid artists/performers
# volunteers	# volunteer artists/performers

5. Use this space to provide any other comments relating to your project.

6. 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).



Making a difference...together

Capital Regional District Arts & Culture Support Service  
**PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT**  
**FINAL REPORT - PART B**

<b>Organization:</b>					
<b>EXPENSES</b>					
	<b>Projected (from original application)</b>	<b>Actual (on completion)</b>			
<b>Production</b>					
Artistic Director/Producer Fees					
Fees paid to Artists					
Technical/curatorial Fees					
Facility/venue rental					
Equipment rental					
Other expense (specify)					
<b>A. Total Production Expenses</b>	<b>0</b>	<b>0</b>			
<b>Administration</b>					
Coordinator					
Support staff					
Other staffing costs (specify)					
Office expenses					
Advertising					
Special events					
Other (specify)					
Fundraising costs					
Other Expenses (specify)					
<b>B. Total Administration Expenses</b>	<b>0</b>	<b>0</b>			
<b>Total all Cash Expenses (A + B)</b>	<b>0</b>	<b>0</b>			
<b>In-Kind</b>					
Goods (specify)					
Services (specify)					
<b>C. Total In-Kind Expenses</b>	<b>0</b>	<b>0</b>			
<b>Total Cash and In-Kind Expenses (A+B+C)</b>	<b>0</b>	<b>0</b>			

SAMPLE



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**PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT**  
**FINAL REPORT - PART B**

<b>Organization:</b>					
<b>REVENUES</b>	<b>Projected (from original application)</b>	<b>Actual (on completion)</b>			
<b>Earned/Self-generated</b>					
Box office/admissions					
Fees					
Concessions					
Programme advertising					
Other (specify)					
Other (specify)					
<b>D. Total Earned Revenues</b>	<b>0</b>	<b>0</b>			
<b>Private Sector</b>					
Sponsorships/Corporate donations					
Individual donations					
Special events					
Other (specify)					
Other (specify)					
<b>E. Total Private Sector Revenues</b>	<b>0</b>	<b>0</b>			
<b>Grants</b>					
CRD (current request)					
Other Municipal (specify)					
BC Arts Council					
Other Provincial Government (specify)					
Canada Council					
Other Federal Government (specify)					
Foundations					
Other (specify)					
<b>F. Total Grant Revenues</b>	<b>0</b>	<b>0</b>			
<b>Total Cash Revenues (D+E+F)</b>	<b>0</b>	<b>0</b>			
<b>In-Kind</b>					
Goods (specify)					
Services (specify)					
<b>G. Total In-Kind Revenues</b>	<b>0</b>	<b>0</b>			
<b>Total Cash &amp; In-Kind Revenues (D+E+F+G)</b>	<b>0</b>	<b>0</b>			
<b>Budget Summary</b>			<b>Projected</b>	<b>Actual</b>	
<b>Cash only</b>					
Revenues		<b>0</b>	<b>0</b>		
Expenses		<b>0</b>	<b>0</b>		
Surplus/Deficit		<b>0</b>	<b>0</b>		
<b>Cash &amp; in-kind</b>					
Revenues		<b>0</b>	<b>0</b>		
Expenses		<b>0</b>	<b>0</b>		
Surplus/Deficit		<b>0</b>	<b>0</b>		