



Making a difference...together

Capital Regional District Arts & Culture Support Service

## **PROJECTS, SERIES & EXTENDED PROGRAMMING GRANT Guidelines April 2023**

### **Statement of Purpose**

**Projects, Series & Extended Programming Grants** (Project Grants) provide support for emerging or established arts organizations to produce or present one-time projects, a short series of events, or extended programming, taking place over a period of time leading up to the next year's project grant deadlines. Project Grants are not available to organizations receiving assistance through the CRD Operating Grant program.

Project Grant assistance acknowledges that, in order for the arts to remain accessible to the region's audiences and participants, they require an investment of public sector funds. Through an investment in our arts organizations and institutions, the CRD is contributing to the development of a healthy, diverse and vibrant community.

Project Grants provide support to arts organizations of regional significance whose primary mandate is public programming in the arts. The CRD Arts & Culture Support Service is funded by the following jurisdictions: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, Southern Gulf Islands.

### **Eligibility**

Applicants that have not previously received a Project Grant should contact the Arts & Culture Support Service office prior to application to confirm eligibility and discuss their proposal.

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia.
2. have programming in the arts as their primary mandate and purpose.
3. have been active for at least six months prior to the application deadline.
4. have an active Board of Directors; voting members of the Board must not receive remuneration of any kind from the applicant organization.
5. be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered physical office address on its BC NFP Society registration document.<sup>1</sup>
6. have a project that takes place within the contributing jurisdictions.

Organizations having outstanding or incomplete CRD Project Grants may be eligible to apply at the discretion of the Manager of the Arts & Culture Support Service. Payment of any additional Project Grant awards will be conditional upon receipt of a satisfactory Final Report on the outstanding project.

### **Ineligible Organizations**

Some organizations or activities are beyond the scope of this grant program, regardless of their merit. Project Grants are not available for individual artists, for programs of civic departments or branches (e.g. libraries or community centres) nor are they intended for the activities of clubs or for organizations whose primary mandate involves social service, religious, sports or educational activities.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are also ineligible.

Organizations are allowed to apply to CRD Project Grants program no more than once each year. Organizations that applied to CRD Project Grants at the January deadline may not apply at the April deadline in the same year.

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<sup>1</sup> Organizations and arts activities located in non-participating jurisdictions (Central Saanich, Colwood, Juan de Fuca Electoral Area, Langford, North Saanich, Salt Spring Island Electoral Area, and Sidney) are not eligible for support through this program.

## Ineligible Activities

- Contests and competitions
- Conferences, workshops and other forms of training
- Scholarships
- Capital expenditures
- Food, beverages and other hospitality costs
- Touring, travel expenses, or tourism promotion
- Elimination or reduction of accumulated deficits
- Expenses for events or activities that have already taken place

## General

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package.
- Organizations may only receive one grant in a calendar year for their own purposes (organizations may also apply as a Sponsor Society in Equity Grants).
- Start your application process early. To assist in the success of your application please feel free to contact us at any time during the application process.
- Be brief, concise and use plain language. Write as if you are describing your organization and project to someone who doesn't know anything about you. Do not use additional attachments.
- Ensure your project starts no earlier than July 2023 and ends no later than July 2024.
- 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.

**\*Note:** In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

## Financial Statements required from the not-for-profit society making the application:

Annual Budget	Submit one of the following type of Financial Statements for the most recently completed financial year:
>\$750,000	<b>Audited</b>
\$300,000 - \$750,000	<b>Review Engagement</b>
\$150,000 - \$300,000	<p><b>Compilation Statements with a Notice to Reader</b>            Compilation Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements, and show comparative columns for the most recently completed year and previous year, on the same page.</p> <p>The NTR that accompanies the financial statements states the nature of the assignment, the scope and limitations, a caution to readers, who prepared the report, and the date of preparation.</p>
<\$150,000	<b>Self-generated Financial Statements</b> – must include a balance sheet, and a statement of revenues and expenses, presenting comparative years side by side, in two columns.

The applicant is responsible for ensuring the appropriate financial statements are submitted. Applications without appropriate financial statements are considered incomplete. Contact Arts & Culture staff if you have questions.

### **Evaluation**

Consideration will be given to:

- a demonstrated ability to carry out the project.
- the capacity of participants to achieve the artistic goals of the project.
- the appropriateness of the project budget. Applicants are encouraged to develop diverse sources of revenue such as ticket sales, donations, support from foundations, other levels of government, etc.
- the impact on the development of the arts in the capital region.
- the contribution to the artistic development of artists, the art form and to the organization itself.
- the needs of other applications received at the same deadline.

### **Assessment**

- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to ratification by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Applicants are notified of the results of their applications by email following approval by the CRD Arts Commission.
- Notification can take up to ten weeks following the deadline. **Projects cannot be funded retroactively.**
- Eligibility and acceptance of your application or receipt of previous grants does not guarantee future or ongoing funding.

### **Commitment to Equity**

The CRD Arts and Culture Support Service is committed to supporting the development of equity in the region's arts sector. We are taking action to embed values of equity, diversity, inclusion, access, and cultural self-determination into our processes and policies, understanding that these concepts are not a static set of goals, but rather an evolving journey.

The aim of our commitment and these actions is to support the full diversity of artistic and cultural expression in the region. Recognizing that persistent and systemic discrimination has prevented equity-seeking groups from accessing resources, we are making changes to expand access and remove barriers to our funding. Equity-seeking groups include, but are not limited to, First Nations, Inuit and Métis people, those who are racialized, Deaf people, LGBTQ2+ people, and those with disabilities.

### **Process Support**

Applicants who are Deaf, hard of hearing or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from Service Providers. Up to \$500 is available for each eligible applicant in a calendar year.

Grant recipients who need to develop their Final Report verbally or in Sign language or need other supports can request this through CRD Arts & Culture. The requirement for this support must be directly related to being Deaf or having a disability. This support is a contribution towards the costs of transcription services or Sign language interpretation to enable the recipients to submit their report in written English.

Requests for process support, for either grant applications or final reports, require approval from CRD Arts and Culture. Please contact CRD Arts and Culture at least three weeks before the deadline to determine eligibility, request support funding, and to review the process for payment to be made to your Service Provider.

## Conditions of Funding

- Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on print and digital promotional material related to the activity, tag @crdartsculture on Facebook, Twitter and Instagram, and, whenever possible, acknowledge CRD Arts & Culture verbally. Further guidance for how to acknowledge funding is on our website at [www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding](http://www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding) or contact our office 250.360.3007.
- Project Grants must be used for the project for which they were requested.
- Projects must be completed within 12 months of receipt of funding.
- A Project Grant Final Report must be submitted using the provided form within two months of completion of the project, and prior to submitting a new application.
- Grant recipients may submit one or more high-quality digital photos of the event to [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca). 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.

Organizations should notify Arts & Culture Support Service staff if there are significant changes to the timing or nature of a funded project. In the event the project is not completed and/or a final report not submitted, the CRD may request the return of the grant and/or consider future applications to be ineligible.

## Deadlines

There are two application intakes each year. Please check the website for current information.

## Submitting an Application

A digital copy of the completed application must be received by 4:30pm on the published deadline. You will receive confirmation of receipt of your application within two business days. Applications received after the deadline will not be considered.

## Application Checklist

### What to submit:

- a scan of page one, Part A, signed
- completed Part A (applicant info & answers to questions) and Part B (budget pages)
- a list of current Board of Directors with full names, residential addresses, Board positions
- a copy of annual Financial Statements per the Project Grant Guidelines (see p.2)
- a copy of the organization's BC non-profit Society registration certificate (if not previously submitted)

### 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](mailto:Applytoarts@crd.bc.ca)

If you have questions about the application or eligibility of your project, contact CRD Arts & Culture staff:

Telephone  
250.360.3215

Email  
[artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca)

Website  
[www.crd.bc.ca/service/arts-funding](http://www.crd.bc.ca/service/arts-funding)