

## 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, 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 Annual or Multi-year 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 municipalities: 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 municipalities that contributes to the Arts & Culture Support Service, as indicated by the organization's physical address on its BC NFP Society registration.
6. have a project that takes place within the contributing municipalities.

Organizations having outstanding or incomplete CRD Project Grants may be eligible to apply at the discretion of the Arts & Culture Support Service Manager. 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.

### 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

- Start your application process early.
- 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 budget is balanced. The box "Surplus or Deficit" should be zero.
- In-kind contributions are donated goods and services that would otherwise be purchased with cash. Record the value of such donations under in-kind revenue. Because you will use these donated revenues to produce your project, record an equal amount under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

## 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.

**Financial Statements** – one of the following is required:

- **Audited Financial Statements** for the most recently completed fiscal year, where the total annual budget exceeds \$750,000.
- **Review Engagement Financial Statements** for the most recently completed fiscal year, where the total annual budget exceeds \$300,000 but is less than \$750,000.
- **Compilation Financial Statements with Notice to Reader (NTR)** for the most recently completed fiscal year, where the total annual budget is \$300,000 or less.

Compilation Financial Statements may be prepared by a qualified person either internal or external to the organization, such as an accountant, a bookkeeper, or the Board Treasurer. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements where appropriate, and show comparative columns for the most recently completed year and previous year, on the same page.

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.

**NOTE:** If your most recently completed year-end financial statements are dated more than six months before the application deadline, also submit Board-approved interim financial statements that fall within the six months before the deadline. It is your responsibility to ensure the appropriate financial statements are submitted. Applications without appropriate financial statements are considered incomplete. Contact Arts & Culture Support Service staff if you have questions.

## Assessment

- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to ratification by the CRD Arts Commission.
- Applicants are notified of the results of their applications by mail following approval by the CRD Arts Commission.
- Notification can take up to ten weeks following the deadline. **Projects cannot be funded retroactively. Time your application accordingly.** If in doubt, please contact Arts Development staff.
- Eligibility and acceptance of your application or receipt of previous grants does not guarantee future or ongoing funding.

## Conditions of Funding

- Funded organizations must acknowledge the CRD. Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on posters, programs, website and any other promotional material related to the activity, tag @feedtheartsyj in related social media and, whenever possible, acknowledge the CRD Arts & Culture Support Service verbally. 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.
- Optional – submit one high-quality digital photo 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 AND a hard copy must be received by 4:30pm on the published deadline. No late applications will be accepted.

### **What to submit:**

- Completed Part A (applicant info & answers to questions) and Part B (budget pages)
- List of current Board of Directors with full names, residential addresses and Board positions
- Financial Statements per the Project Grant Guidelines (see above)
- Copy of the organization's BC non-profit Society registration certificate (if not previously submitted)
- Promotional material – 1 copy of each (optional)

### **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 (except for promotional materials) to: [artsdevelopment@crd.bc.ca](mailto:artsdevelopment@crd.bc.ca)
4. **Compile** a hard copy set of 'What to Submit' documents and submit by the published deadline.

### **Mail, courier, or by hand to:**

#### **CRD Arts & Culture Support Service**

Capital Regional District

625 Fisgard St, PO Box 1000

Victoria, BC V8W 2S6 (Courier use: V8W 1R7)

### **Telephone**

250.360.3215

### **Email**

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