



Making a difference...together

Additional Circulation:
C. Gilpin
R. Lapham
N. Chan
R. Lachance
V. Jeevanandam
J. Verano
R. Ditor

ARTS COMMISSION

Notice of Meeting on **Wednesday, April 27, 2022, at 4:00 p.m.**
Room 488, 4th Floor, 625 Fisgard Street, Victoria, BC, and Electronic Participation

J. Loveday (Chair)	S. Epp	W. Gardner	C. Green	L. Hundleby
	D. Lajeunesse	G. Lemon	C. Plant	K. Roessingh

AGENDA

1. Territorial Acknowledgement
2. Approval of Agenda
3. Minutes for Adoption

Recommendation: That the March 23, 2022, minutes of the Arts Commission be adopted as read.

4. Chair's Remarks
5. Presentations/Delegations
6. Commission Business

6.1. Arts Advisory Council Chair's Report (Verbal)

6.2. Equity, Diversity and Inclusion (EDI) Implementation Framework Update (Verbal)

6.3. 2023 CRD Budget Planning Process

There is no recommendation. This report is for information only.

6.4. Plan for Future Arts Champions Summits

Recommendation:

1. That staff be directed to begin planning the next Arts Champions Summit, together with an Advisory Planning Committee of arts community members, to be held in spring 2023 with the main purpose of informing the next Arts and Culture Support Service strategic plan.
2. That the timing of subsequent Arts Champions Summits be determined by the Arts Commission after receiving the report from the 2023 Summit.
3. That staff be directed to continue to develop opportunities to convene and celebrate the arts through partnerships and through other channels.

6.5. Grant Applicant Support

Recommendation: That staff be directed to continue to implement robust grant application support and outreach activities, continuously refining and improving materials and presentations in response to community feedback.

7. New Business
8. Adjournment

Next Meeting: May 25, 2022

To ensure quorum, please advise Nancy More (nmore@crd.bc.ca) if you or your alternate cannot attend.



Making a difference...together

Minutes of a Meeting of the ARTS COMMISSION

Held Wednesday, March 23, 2022, in Room 488, 625 Fisgard St., Victoria, BC

EP = Electronic Participation

Present: Members: J. Loveday (Chair); D. Lajeunesse, **EP:** W. Gardner, C. Green, L. Hundleby, G. Lemon, C. Plant, K. Roessingh

Staff: Chris Gilpin, Manager, Arts Development Service; V. Jeevanandam, Community Outreach Coordinator; N. More, Senior Administrative Secretary (recorder)

Also Present:, Arts Advisory Council: R. Ditor, Funding Chair (EP)

Absent: S. Epp,

The meeting was called to order at 4:02 pm.

1 Territorial Acknowledgement

2 Approval of Agenda

MOVED by Member Lemon, **SECONDED** by Member Roessingh,
That the agenda be approved as circulated.

CARRIED

3 Adoption of Minutes

MOVED by Member Gardner, **SECONDED** by Member Green,
That the minutes of the January 25, 2023, Arts Commission meeting be adopted as previously circulated.

CARRIED

4 Chair's Remarks

Chair Loveday thanked staff and the Arts Advisory Council for the work evident in the reports. He noted that thoughtful consideration went into them. He recognized the lifting of pandemic restrictions and a return of many events not held in the last number of years, with the chance for a return to in-person formats. He also recognized the pandemic was not over. He felt it was heartening to see applications for so many events that are planning to have an in-person format, which is sure to have a beneficial impact socially and economically.

5 Presentations/Delegations There were none.

6 Commission Business

6.1 Arts Advisory Council Update

6.1.1 Arts Advisory Council Chair's Report (Verbal) There was no report.

6.1.2 Arts Advisory Council Minutes for Information

6.1.3 Arts Advisory Council *Activities by Council Summary*

MOVED by Member Roessingh, **SECONDED** by Member Lajeunesse,
That the Arts Advisory Council Minutes of 1 March 2022 and *Activities by Council Summary*
of 1 March 2022 be received for information.

CARRIED

6.2 What We Heard Report: 2021 Arts Champions Summit

V. Jeevanandam provided highlights of the report.

The Commission sought clarification on the purpose of the Summit and the potential for it to be held annually.

In clarifying remarks, staff reflected on the following points:

- Summit meetings are more effective if they have a purpose. A Summit could be held in 2023 with the purpose of community input on the renewal of the strategic plan.
- Feedback at the 2021 Summit indicated an interest in seeing accountability and a call for action.
- The arts community indicated an interest in having feedback on applying the equity, diversity and inclusion (EDI) lens. One way this is being addressed is with the CRD Arts Advisory Council (AAC) EDI Subcommittee, and the inclusion of community members external to the AAC. Staff will continue to look for more ways.
- The 2021 Summit had an EDI focus in response to the results of a pre-Summit survey in which the arts community indicated equity and cultural self-determination were the topics of highest interest, as well as connecting to direction from the Arts Commission on how to apply the EDI lens.
- Discussion at the Summit was not only between Arts Development Service and the arts community, but also peer to peer.

The Commission discussion included the following points:

- need for diversity among elected officials on governing bodies such as the Arts Commission
- the Summit could provide a coming-together on more than a single topic
- the Summit could have a broader range; a state-of-the-union approach could be beneficial
- EDI lens is laudable and points to the need of bringing people together to learn in a fun, non-challenging way about others

MOVED by Member Roessingh, **SECONDED** by Member Green,
That the What We Heard Report: 2021 Arts Champions Summit be received for information.

CARRIED

Further discussion by the Commission included the following points:

- For the Commission to remain relevant beyond being a funder, annual or even biannual Summits might be needed; doesn't need to be an all-day event.
- Mainly, to convene and celebrate the arts.
- A clear purpose is necessary; could work with ProArt Alliance, arts councils, and other organizations to see what they want to talk about. This working group could canvass what the purpose of a Summit would be.

- Could be an annual “state-of-the-union” of the arts community, where the CRD Arts Service annual report could be released, and what is happening in the arts in the community could be promoted.
- This proposed working group could be tasked with finding out what is needed. For example, the hot topics may be different between community and professional organizations.
- After the 2018 Summit, there was discussion about making the Summit an annual event. Aligning with the 2023 strategic planning would be a good start, with the proposed working group finding the topics of importance for each year.

MOVED by Member Plant, **SECONDED** by Member Roessingh,
That staff be directed to bring to the next meeting a report that examines the potential for annual Summits as well as a framework that would include other participant arts organizing groups to partner in planning future arts summits.

CARRIED

6.3 CreativeMornings Funding Request from Victoria Arts Council

C. Gilpin provided highlights of the report.

The Commission sought clarification on the CreativeMornings funding relationship between the CRD, the City of Victoria, and the Victoria Arts Council. The Commission requested staff find out if it were possible to add “CRD” to the name of the event, given the level of funding.

MOVED by Member Plant, **SECONDED** by Member Green,
That \$6,000 be provided from the Arts and Culture Support Service operating budget, using the operating reserve if necessary, to Victoria Arts Council to support the CreativeMornings series to assist networking, capacity-building and professional development in the CRD arts community for a trial period ending December 2022.

CARRIED

6.4 January 2022 Project Grant Recommendations

C. Gilpin provided highlights of the report. R. Ditor was present to answer questions. Member Roessingh declared a conflict of interest concerning the Arts on View Society and the Chair declared any discussion of that funding request would be reserved until later.

The Commission sought clarification on several points, such as:

- why some organizations received the full amount applied for while others received less than that or none
- whether there was a common theme amongst those that did not get funding
- why there were so few within the top rank
- what impact being declined or receiving less than asked for has on organizations
- the application and adjudication process
- communication with applicants
- the EDI lens for future intakes
- eligibility for the April project grant intake for organizations denied funding in the January intake

- what more could be done to educate or coach organizations wanting to apply for CRD arts grants

Clarifications provided by staff included:

- The adjudicators judge the whole group of applicants in competition for funding with each other, and the awards depend on the ranking within the evaluation criteria.
- High scores in the evaluation went to applications that had a detailed way of describing their level of impact in the community in terms of community benefit, audience demographics and metrics, as well as an overall good application.
- No common theme to note about the lowest-ranked applications.
- Applicants are able to talk to staff about how the decision on their application was made.
- Before applying, organizations have many streams of information and education provided by the Arts and Culture Support Service staff about the application process and filling out the forms.
- This group of applicants did well, but given the budget, not all could be funded or fully funded.

In discussion, the Commission:

- appreciated the broad strokes of all the areas of the arts represented in the applications
- expressed concern over not having a full understanding of the reasons for the funding decisions
- requested that more detail be given on adjudications in future grant reports, such as being able to view the scoring matrix
- emphasized coaching and mentoring for new applicants

MOVED by Member Plant, **SECONDED** by Member Roessingh,

1. That the Arts on View application be severed from the overall recommendations; and
2. That the January 2022 Project Grant recommendations, minus the Arts on View application, be approved as presented.

CARRIED

Member Roessingh recused himself from the meeting at 5:26 p.m. due to having performed for Arts on View and to having been involved as a fundraiser.

Member Hundleby left the meeting at 5:26 p.m.

The Commission sought clarification on the application from the Arts on View Society and the distinction between a facility and an arts organization. Staff clarified that the Arts on View Society fit the definition of being a presenter for the purposes of the programming project in the grant application.

MOVED by Member Plant, **SECONDED** by Member Lajeunesse,

That the January 2022 Project Grant recommendation concerning the Arts on View Society be approved as presented.

CARRIED

Member Roessingh returned to the meeting at 5:28 p.m.

The Commission discussed that though there are a lot of opportunities for gaining education on grant writing from the CRD, it would be great to have that summarized for the Commission, and for staff to turn their mind to continually improve the offerings and help organizations who may have barriers, and through the EDI lens, those that might be successful with a little more help.

MOVED by Plant, **SECONDED** by Geri Lemon,
That staff be directed to provide a report on potential activities to support new applications and emerging organizations in their ability to develop applications and seek input from the Arts Advisory Council as appropriate.

CARRIED

6.5 Outreach Update

V. Jeevanandam provided highlights of the report and added that there is a feedback survey that is utilized.

MOVED by Member Plant, **SECONDED** by Member Roessingh,
That the Outreach Update be received for information.

CARRIED

7 Correspondence

MOVED by Member Roessingh, **SECONDED** by Member Lemon,
That the following correspondence be received for information:

1. Pacific Opera, 31 Jan 2022, Re: Thank You, Operating Grant
2. Art Gallery of Greater Victoria, 2 Feb 2022, Re: Thank You, Operating Grant

CARRIED

8 New Business There was none until after the closed session.

9 Motion to Close the Meeting

MOVED by Member Plant, **SECONDED** by Member Hundleby,

1. That the Finance Chair of the Arts Advisory Council be admitted to the closed session of the meeting.
2. That the meeting be closed in accordance with the *Community Charter*, Part 4, Division 3, 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district or another position appointed by the regional district.

CARRIED

The Commission moved to the closed session at 5:39 p.m.

The Commission rose from the closed session at 5:46 p.m. with the following report:

That Cris Caravaca, Rachel Ditor, Will Greaves, Christina Haska, and Elizabeth Matheson each be reappointed to a term of three years ending on December 31, 2024; and that Joanna Verano be reappointed for a term of two years ending December 31, 2023.

10 New Business

The Commission discussed the timing of recruiting for the vacancies on the Arts Advisory Council.

MOVED by Plant, **SECONDED** by Hundleby,

That staff be directed to start the process of canvassing to fill out the vacant positions on the Arts Advisory Council.

CARRIED

11 Adjournment

MOVED by Member Hundleby, **SECONDED** by Member Lajeunesse,

That the meeting be adjourned at 5:49 p.m.

CARRIED

CHAIR

RECORDER

**REPORT TO ARTS COMMISSION
MEETING OF WEDNESDAY, APRIL 27, 2022**

SUBJECT **2023 CRD Budget Planning Process**

ISSUE SUMMARY

General local elections, held on October 15, 2022, will change the 2023 budget planning process timeline from that of non-election years.

BACKGROUND

In non-election years, the Arts Commission reviews a provisional budget and service plan for the Arts and Culture Support Service in September, which is advanced as part of the overall provisional budget to the CRD Board in October.

Because 2022 is an election year, the provisional budget will be considered by the CRD Board on September 21, 2022, about a month earlier than in non-election years. Final budget review will be conducted by the next CRD Board in March 2023, as per usual.

The currently scheduled meetings of the Arts Commission remaining for 2022 are: May 23, June 22, and September 28. There will be no Standing Committee or Commission meetings after October 12, 2022, until January 2023.

IMPLICATIONS

Financial Implications

The Arts Commission can still endorse a budget and service plan in September 2022, which will be brought forward to the next CRD Board as part of the package of changes requested by CRD committees and commissions for the final CRD budget, reviewed in spring 2023. This approach would be consistent with how other committees and commissions contribute to the budget process.

CONCLUSION

General local elections will be held on October 15, 2022, changing the CRD budget planning process timeline compared to non-election years. The Arts Commission will review a budget and service plan in September 2022 to be considered as part of the recommended changes for the final budget package.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Chris Gilpin, MPA, Manager, Arts & Culture Support Service
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer

**REPORT TO ARTS COMMISSION
MEETING OF WEDNESDAY, APRIL 27, 2022**

SUBJECT **Plan for Future Arts Champions Summits**

ISSUE SUMMARY

The Arts Commission has directed staff to prepare a framework on how to plan future Arts Champions Summits, including timing, frequency, and organizing processes.

BACKGROUND

On March 23, 2022, the Arts Commission directed staff “to bring to the next meeting a report that examines the potential for annual Summits as well as a framework that would include other participant arts organizing groups to partner in planning future arts summits.” The Arts Champions Summit supports 2020-2023 Strategic Plan Initiative 1c, to “facilitate dialogue and celebrate the arts through convening opportunities.”

Starting in 2016, the CRD Arts & Culture Support Service (CRD Arts & Culture) has hosted three Arts Champions Summits on a bi-annual basis with a postponement in 2020 due to the COVID-19 pandemic. While the Arts Champions Summit (the “Summit”) is usually hosted in person, continuing uncertainty and changing restrictions from the Public Health Officer related to COVID-19 resulted in the 2021 Summit being delivered in an online format.

Purpose of the Arts Champions Summit

The primary purpose of the Arts Champions Summit has been to engage with the arts community to determine strategic priorities for the CRD Arts and Culture Support Service both to inform strategic planning and implementation (see Table 1). The Summits have also provided opportunities for celebrating the arts sector, facilitating dialogue within the sector, networking, and peer-to-peer learning.

Table 1. Arts Champions Summits and Resulting Reports

Year	Focus	Report / Outcome
2016	Creating Implementation Plan for 2015-19 CRD Arts and Culture Strategic Plan	<i>Building our #ArtsFutures Together Implementation Plan</i>
2018	Examining Progress of #ArtsFutures Implementation Plan	<i>What We Heard report, including 10 new actions</i>
2021	Gathering input and community knowledge to inform work on applying an EDI lens to CRD Arts granting and operations	<i>What We Heard report: Reframing Our Arts Future, EDI Implementation Framework</i>

The 2016 Summit consulted the community on the CRD Arts and Culture Strategic Plan for 2015-2019, resulting in the *Building our #ArtsFutures Together Implementation Plan*. The 2018 Summit consulted the community on the progress of that implementation plan and resulted in the 2018 *What We Heard report* adding ten new implementation actions and informing the 2020-23 CRD Arts and Culture Strategic Plan. The 2021 Summit consulted the community on the key topic (as determined by surveying the arts sector) of equity and self-determination, resulting in the 2021 *What We Heard report*, which in turn informed the EDI Implementation Framework.

Other Ways CRD Arts & Culture Convenes and Celebrates the Arts

In 2020, CRD Arts & Culture launched CreativeMornings in partnership with the City of Victoria. CreativeMornings pivoted to online delivery during the COVID-19 pandemic and will be resuming in-person sessions in 2022. On March 23, 2022, the Arts Commission approved funding to support CreativeMornings Victoria through 2022 as a series of monthly public events that focus on arts, with lectures from local artists, curators and other creative workers. The CreativeMornings initiative was in direct response to the call from the 2018 Summit to have a speakers' series "to continue Summit conversations".

In 2020, CRD Arts & Culture partnered with the ProArt Alliance to celebrate and promote local arts through the Greater Victoria Regional Arts Awards. Specifically, CRD Arts and Culture funds the presentation of the CRD Arts Commission Regional Impact Award. The annual event will be held for the fourth time in 2022. The partnership could be expanded to include more operational support for the coordination and promotion of the event.

CRD Arts & Culture also facilitates roundtable discussions of municipal arts staff from participating jurisdictions. These roundtables occur on a quarterly basis. They involve research of best practices, information sharing, collaboration, and peer-to-peer learning. The April 2022 municipal roundtable featured a presentation from CARFAC about their November 2021 report for local governments on building equitable relationships with visual artists.

Finally, but perhaps most significantly, since 2019, CRD Arts & Culture has launched and continued to grow its social media presence with regular content celebrating the role of arts in the capital region on Facebook (over 800 followers), Twitter (over 2,000 followers) and Instagram (over 1,000 followers), leveraging content from the annual Progress Report to increase the profile of the region's arts sector, and the benefits of the CRD Arts & Culture Support Service. Social media has become the most efficient way to effectively communicate with residents in both participating and non-participating jurisdictions about arts in the region.

Next Arts Champions Summit

The next Summit would be held in Spring 2023. The primary purpose of the 2023 Summit would be to consult and gather feedback from the arts sector to inform the next Arts and Culture Support Service strategic plan. The current strategic plan expires in 2023.

Past Summits have used a variety of methods to engage key stakeholders in the development of themes, speakers and events. For the 2018 Summit, staff consulted with stakeholders and subject matter experts that included municipal arts workers, artists, and representatives from select funded arts organizations. For the 2021 Summit, staff conducted a survey of artists and arts organizations to determine the focus of the event, receiving 35 responses. Staff also consulted with municipal arts workers through a roundtable meeting. Both Summits engaged a consultant to assist with event components and flow and to ensure activities aligned with the particular goals of each Summit.

The 2023 Summit would combine methods of engagement used in 2018 and 2021, surveying the region's arts sector, as well as working closely with a select Advisory Planning Committee of stakeholders. Engagement activities would include representatives from arts councils, ProArt Alliance, organizations funded through CRD Arts & Culture, as well as municipal arts workers

from participating jurisdictions. Select members of the arts sector would be invited to join an Advisory Planning Committee, which would support identifying topics, themes, and formats for the Summit.

ALTERNATIVES

Alternative 1

1. That staff be directed to begin planning the next Arts Champions Summit, together with an Advisory Planning Committee of arts community members, to be held in spring 2023 with the main purpose of informing the next Arts and Culture Support Service strategic plan.
2. That the timing of subsequent Arts Champions Summits be determined by the Arts Commission after receiving the report from the 2023 Summit.
3. That staff be directed to continue to develop opportunities to convene and celebrate the arts through partnerships and through other channels.

Alternative 2

That this report be referred back to staff for additional information.

IMPLICATIONS

Financial Implications

The draft budget for the 2023 Arts Champions Summit is \$8,000. This estimate is based on previous Summits (see Table 2) and includes venue rental, ASL interpreters, speaker fees, food, marketing, pre-Summit consultation meetings and surveys, and a full report on key findings. The cost of the 2023 Arts Champions Summit can be covered by operating reserve funds of the Arts and Culture Support Service.

Table 2. Cost of Previous Arts Champions Summits

Year	Total Cost*
2016	\$9,500
2018	\$6,800
2021	\$6,500

*Additionally, CRD Arts and Culture staff dedicates substantial time and capacity for the development, planning, promotion and execution of each Summit, with early consultation beginning about ten to twelve months before the event, and video post-production, feedback surveys, and findings reports taking two to three months after the event. The entire process taking upwards of 700 staff hours combined from the CRD Arts and Culture team.

Service Delivery Implications

Local government elections will be held in October 2022, meaning that the current Arts Commission will have its last meeting in September 2022. The next Arts Commission will not have its first meeting until January 2023. Participation of Arts Commission members in the Arts Champions Summit is important to expand their understanding of the arts sector. The previous Arts Champions Summit was held on December 7, 2021. The next one would be held in Spring 2023, about 13 to 15 months later, allowing participation of new Arts Commission members and launching the new strategic planning process.

A focus group involved in the 2018 Summit planning provided feedback that “in engagements with government, including Summits, there is an expectation from audiences that there is a clear action from the CRD. This indicates that the arts community does not wish to engage in CRD Arts and Culture events where the main purpose is perceived as promotional. Rather, they are interested in providing feedback that leads to action on the part of the CRD Arts and Culture Support Service. This feedback is consistent with the input received by staff from stakeholders in informal discussions that occur on an on-going basis. After participating in a large number of consultations with government during COVID-19, consultation fatigue is high and stakeholders have signaled their focus in 2022 is on restarting their arts programming. Summits lacking the potential for meaningful action by the CRD Arts & Culture Support Service risk degrading trust and a positive relationship with the arts community, as well as reducing future interest in engagements organized by CRD Arts & Culture

For these reasons, Summits should be convened when they have a clear purpose related to informing strategic plans or their implementation, which is unlikely to be required on an annual basis. A bi-annual approach continues to be better suited to this primary purpose of the Summit. Promotion of the arts and networking opportunities are better supported through continued or expanded partnerships with CreativeMornings and the Greater Victoria Regional Arts Awards.

Alignment with Existing Plans & Strategies

The current Arts and Culture Strategic Plan (2020-23) states that CRD Arts and Culture will produce “a bi-annual Arts Summit”.

Initiative 1c of the strategic plan states that CRD Arts and Culture will “[f]acilitate dialogue and celebrate the arts through convening opportunities”.

The current strategic plan will expire in 2023. The community engagement process for the next strategic plan will begin next year with consultation through the Summit.

CONCLUSION

The Arts Commission directed staff to examine the potential of having Arts Champions Summits on an annual basis and on how greater collaboration with the arts community could be integrated into the planning process. The primary purpose of previous Arts Champions Summits in 2016, 2018, and 2021 has been for the arts community to provide input to strategic planning and implementation processes. Staff recommend continuing this approach of having the next Arts Champions Summit in Spring 2023 for the main purpose of consulting the arts community on strategic priorities to inform the next strategic plan for the Arts and Culture Support Service.

RECOMMENDATION

1. That staff be directed to begin planning the next Arts Champions Summit, together with an Advisory Planning Committee of arts community members, to be held in spring 2023 with the main purpose of informing the next Arts and Culture Support Service strategic plan.
2. That the timing of subsequent Arts Champions Summits be determined by the Arts Commission after receiving the report from the 2023 Summit.
3. That staff be directed to continue to develop opportunities to convene and celebrate the arts through partnerships and through other channels.

Submitted by:	Chris Gilpin, MPA, Manager, Arts & Culture Support Service
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer

ATTACHMENT(S)

Appendix A: Planning Framework for next Arts Champions Summit

Appendix A: Planning Framework for Next Arts Champions Summit

Timeline	Action	Topic of Engagement	Stakeholders Involved	Tools Used
Summer 2022	Online survey of arts sector for initial identification of topics of interest	Trends, issues, current challenges and opportunities	Arts Advisory Council, arts organizations, artists, municipal arts workers	Checkbox (survey development), promoted through e-newsletter and social media
Summer 2022	Assemble Advisory Planning Committee	Gauge interest in further engagement and partnership, planning process, initial reflection on proposed timing and location.	Arts Advisory Council, ProArt Alliance representatives, arts councils, other arts leaders, municipal arts workers	Email, phone, Zoom
Summer/Fall 2022/23	Meetings of Advisory Planning Committee and potential other community focus groups	Theme, goals and topic identification, situational analysis, format considerations, speaker brainstorming	Representatives from ProArt Alliance, arts councils, other arts leaders, as well as municipal arts workers, subject matter experts	In-person and/or online depending on group preference
Fall / Winter 2022/23	Announce 2023 Summit	Date, location, theme, format, speakers	CRD arts community	Newsletter, media release, social media advertising
Spring 2023	Convene 2023 Summit	Theme (TBD), consultation for next strategic plan	Attendees of Summit (arts organizations, artists, stakeholders)	In-person gathering
Spring 2023	Evaluate results of 2023 Summit	Key feedback for next strategic plan	CRD Staff, Arts Advisory Council, Arts Commission	Staff report
Summer / Fall 2023	Relaunch next iteration of Summit planning process	Timing, purpose, and planning process for next Summit	CRD Staff, Arts Advisory Council, Arts Commission	Staff report

**REPORT TO ARTS COMMISSION
MEETING OF WEDNESDAY, APRIL 27, 2022**

SUBJECT **Grant Applicant Support**

ISSUE SUMMARY

The Arts Commission has directed staff to provide a report on potential activities to support new applications and emerging organizations in their ability to develop applications.

BACKGROUND

On March 23, 2022, the Arts Commission passed a motion “that staff be directed to provide a report on potential activities to support new applications and emerging organizations in their ability to develop applications and seek input from the Arts Advisory Council as appropriate.”

Application support for new applications, emerging, and returning organizations from the Capital Regional District Arts & Culture Support Service (CRD Arts & Culture) is currently provided using a variety of communication tools and tactics, with the overarching goal of supporting new, emerging, and returning applicants at each point of their application journey (Appendix A). Strategies provide the guidance an applicant needs to complete an application that puts forward their proposal in the best possible light in a way that is fair and consistent for all applicants.

Increasing discoverability of CRD Arts & Culture grants

CRD Arts & Culture staff provide an array of communications materials with the goal of increasing awareness of grant opportunities for new applicants, as well as acting as a reminder to returning applicants. Materials provide an entry point into CRD Arts & Culture Grants and aim to be concise, engaging and informative, providing key information about grant eligibility, deadlines and upcoming information sessions. Upon opening a grant application intake, an announcement is made through statutory print advertising in Black Press publications in participating municipalities, posts and advertising on Facebook, Twitter and Instagram stories, as well as through the BC Alliance for Arts + Culture blog (Appendix B).

Notably, grant-intake specific materials intended to increase discoverability for new applicants supplements the continual outreach and communications materials that CRD Arts & Culture deploy throughout the year in support of Strategic Plan Initiative 1a “Deliver community outreach to increase awareness of the arts as a valued part of the capital region.”

Education of incoming applicants

Detailed information about eligibility of each grant is provided in a number of formats to provide guidance for different types of organizations and to support different types of learning.

All outreach directs applicants to the CRD Arts & Culture website, which includes a variety of helpful materials for applicants to understand the application process and improve grant-writing skills. Website materials supporting grant applicants include:

- a '[Grant Eligibility Chart: Find the Right Grant for your Organization](#)' providing an at-a-glance reference point for potential new applicants (Appendix C);
- Dedicated webpages for each grant type with information on deadlines, eligibility criteria, step-by-step instructions on how to apply, with links to grant specific program guidelines and a sample application;
- [Frequently Asked Questions and answers](#) for quick reference;
- Glossary of grant terms to ensure a shared understanding of language in the forms;
- The [Greater Victoria Community Funders' Network Grant Writing Handbook](#) (PDF) a comprehensive grant-writing handbook;
- [Listings of past grant recipients](#), providing crucial context for applicants on the types of projects that receive funding and the amounts that have been allocated in the past; and
- Recordings of grant information sessions, wherein staff deliver a concise presentation introducing CRD Arts & Culture and providing information about grants, including information about eligibility, application and adjudication processes, and changes to the application and tips for better grant writing, including:
 - [An overview of all CRD Arts & Culture grants](#) (video);
 - [Equity, IDEA, and Incubator Grant information session](#) (video presentation with American Sign Language (ASL) and closed captioning) (Appendix D);
 - [Projects Grant information session](#) (video presentation with ASL and closed captioning) (Appendix E); and
 - [Equity Grant overview](#) (video with exclusive focus on ASL signed and closed captioning).

Before each grant deadline, CRD Arts & Culture conducts at least one online information session. The goals of this session are to provide enough information that a first-time applicant can successfully complete a fundable application, and to provide a refresher for returning applicants. Additionally for 2022, CRD Arts & Culture offered an Accessibility for Arts & Culture Project Planners session to support all applicants with meaningfully answering a newly added question.

Upon registering for a grant information session, applicants receive an email reminding them of eligibility requirements, and links to the grants covered in the session, as well as contact information. Before the session, staff also connect directly to any registrants that appear to be ineligible to ensure that the session will be of value to them.

After the presentation, participants have the opportunity to ask staff any questions they have and receive a post-event email that includes a recording of the session, along with other materials and information to support the development of their application (Appendix F).

Table 1. Completed 2022 Grant information Sessions

Session	Date	Number of Attendees	Post-event views (as of April 21, 2022)
Project Grant (January intake)	January 6, 12pm-1pm	8 attendees	6 views (Note: not posted on YouTube)
Equity, IDEA and Incubator Grants	March 2, 12pm-1pm	16 attendees	78 views
Project Grants (April Intake)	April 6, 12pm-1pm	12 attendees	33 views
Accessibility for Arts & Culture Project Planners	April 8, 12pm-1pm	23 attendees	N/A

Additionally, an email newsletter is sent once a month, providing more specific information about changes to grants, upcoming information sessions and other events, as well as grant support and information offered by other funders and organizations (Appendix G).

Process support

To receive an application form, applicants must contact CRD Arts & Culture by either phone or email. This checkpoint allows staff to ensure the applicant and project is eligible before they start filling out the application, and allows the applicant to ask questions and request advice. Staff can provide insights into areas such as eligible expenses, formatting an application, and making their application competitive. Throughout the development of their application, applicants contact staff to request advice or clarification as needed.

Once submitted, staff ensure that application materials are complete and, if needed, contact the applicants and request missing materials. Staff make every effort to assist applicants in submitting a full package of materials and will follow up with applicants if, for instance, they forget to include key financial information or make an obvious error in the budget. This is a service that very few arts funders provide; however, CRD Arts & Culture staff go the extra distance to support each applicant in putting forward their proposal in the best possible light.

After the Arts Commission approves grant recommendations, staff contact all applicants to inform them of the results of the adjudication. Unsuccessful applicants receive a tailored correspondence, providing a summary of adjudicator feedback and suggesting a phone call with staff to discuss further. This correspondence provides unsuccessful applicants with an opportunity to receive detailed feedback to strengthen future applications.

Refining outreach through feedback

Staff use both formal and informal feedback to refine outreach methods and materials. After an event, participants receive a 2-minute feedback survey. As of April 20, 2022, 18 surveys have been completed for 2022 CRD outreach events, which thus far gave an overall rating of 4.33 out of 5 for the quality of events, and provided feedback on what participants found most helpful in the session and what could be improved.

After each grant adjudication, staff debrief to discuss common issues or trends in applications that received low rankings adjudications and consider future applicant supports to correct any identified issues. This feedback is used to inform and refine outreach materials and tactics during the next round of applications.

Recent information session refinements have been both based on survey feedback and also to support accessibility and varied learning styles. This has included providing more detailed information about what adjudicators are looking for in an application, presenting more visual information in presentations, as well as providing ASL interpretation and closed captioning.

ALTERNATIVES

Alternative 1

That staff be directed to continue to implement robust grant application support and outreach activities, continuously refining and improving materials and presentations in response to community feedback.

Alternative 2

That this report be referred back to staff for more information.

IMPLICATIONS

Service Delivery Implications

The outreach described within this report supports applicants in a way that is fair and consistent, providing robust support to new and emerging organizations as well as returning applicants.

CONCLUSION

CRD Arts & Culture provides supports designed to meet applicants at each stage of their journey through a variety of modalities while remaining fair and consistent between applicants. New applicants and emerging organizations as well as returning applicants are fully supported at every stage of their applicant journey. Furthermore, continual refinement based on feedback, adjudication and changing communications practices ensures continuing quality, relevance, and responsiveness of application support materials and strategies.

RECOMMENDATION

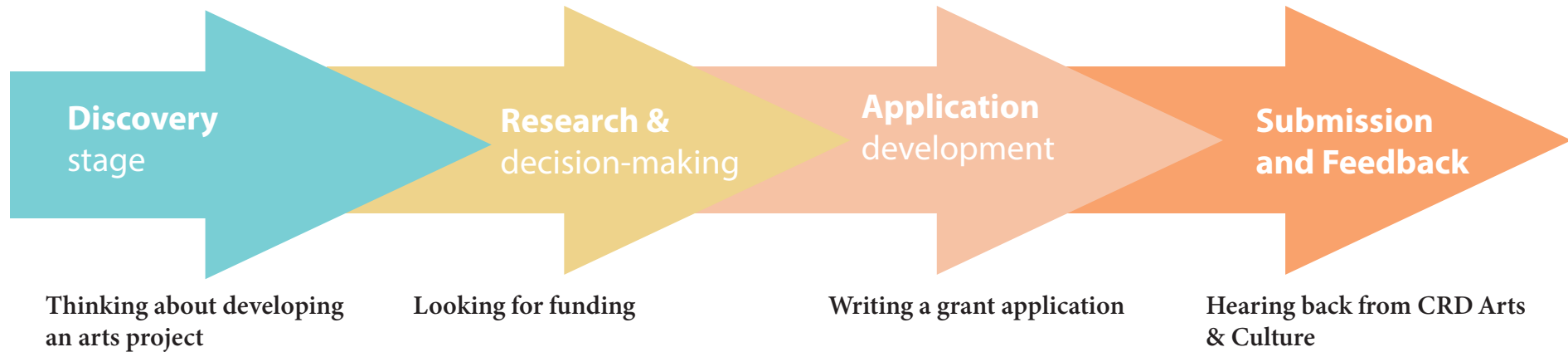
That staff be directed to continue to implement robust grant application support and outreach activities, continuously refining and improving materials and presentations in response to community feedback.

Submitted by:	Vimala Jeevanandam, Community Outreach Coordinator
Concurrence:	Chris Gilpin, MPA, Manager, Arts and Culture

ATTACHMENT(S)

Appendix A: New Applicant Journey Map
Appendix B: Outreach Material Samples
Appendix C: Grant Eligibility Chart
Appendix D: Slides from Equity, IDEA and Incubator Grant session
Appendix E: Slides from Project Grant session
Appendix F: Correspondence with Information Session registrant samples
Appendix G: Email newsletter samples

Appendix A: New Grant Applicant Journey Map



Questions / Activities	<ul style="list-style-type: none"> • If we were to do this project how would we fund it? • What type of funding is out there that we can apply for? • Talking to other arts organizers about how they funded their project. • Research arts funding 	<ul style="list-style-type: none"> • Is my project eligible for their funding? If so, which one should I apply for? • What do I need to do to apply? • Will what they fund match up with what we want to do? • How much can we get and when would we get it? • Developing an understanding of how applying for arts funding works 	<ul style="list-style-type: none"> • Do I understand what they are asking and looking for? • Will I be able to juggle my other commitments in time to submit an application? • How will our application be judged? • Writing application • Gathering information and budget documents from stakeholders 	<ul style="list-style-type: none"> • When do we hear back so we can start our project? • Why wasn't my application funded? • Why didn't we get what we requested? • When do we get our funding? • Are there any other requirements that I should know about? • Arts project planning
CRD Arts & Culture Touchpoints	<ul style="list-style-type: none"> • social media (Facebook, Twitter and Instagram) • print advertising • CRD Arts & Culture home page 	<ul style="list-style-type: none"> • Grant eligibility chart Appendix C • Grant specific webpages (sample application form, Grant Guidelines) • Past recipients webpage • CRD staff (to receive an application) • sign up for e-newsletter- Appendix G • Information Session and videos Appendix D & E 	<ul style="list-style-type: none"> • Information session and videos Appendix D & E • Grant Guidelines • Applications Handbook • FAQs and Glossary • CRD staff • e-newsletter Appendix G 	<ul style="list-style-type: none"> • Staff follow-up • Funding Recipients webpage

Appendix B

Open Intake announcement

Facebook



CRD Arts and Culture
Published by Art Dev · February 7 ·

Applications are now open!
-Equity Grants, Incubator Grants and IDEA Grants are all due March 17, 2022 at 4:30pm
-Project Grants are due April 21, 2022 at 4:30pm
More info: <https://www.crd.bc.ca/service/arts-funding>

Not sure which grant to apply for?
Try our Grant Guide (PDF):
<https://www.crd.bc.ca/.../crdartsculturegrantfinder.pdf>
or get in touch: 250.360.3215 | artsdevelopment@crd.bc.ca

Applications Open

- Equity Grants
- Incubator Grants
- IDEA Grants

due March 17

- Project Grants

due April 21

CRD

169 People reached 10 Engagements – Distribution score [Boost post](#)

Twitter

CRD Arts & Culture @CRDArtsCulture · Feb 18

Applications are open for grants!

Equity Grants, Incubator Grants and IDEA Grants are all due March 17, 2022 at 4:30pm

Project Grants are due April 21, 2022 at 4:30pm

Learn more> [crd.bc.ca/service/arts-f...](https://www.crd.bc.ca/service/arts-f...)

...

- 138 impressions
- 6 engagements
- 1 like



Applications Open

- Equity Grants
- Incubator Grants
- IDEA Grants

due March 17

- Project Grants

due April 21

CRD



CRD Arts & Culture
@CRDArtsCulture

...

Not sure which grant to apply for? Check out our grant comparison chart (PDF): [crd.bc.ca/docs/default-s...](https://www.crd.bc.ca/docs/default-s...)
Then get in touch to confirm, ask questions and get an application form! [#crdarts](#) [#yyjarts](#)

10:54 AM · Feb 18, 2022 · Twitter Web App

- 197 impressions
- 2 engagements
- 1 retweet

Print advertising placed in

- Black Press, Gulf Islands Driftwood, (Feb 23, 2022)
- Pender Post and Saturna Scribbler (Mar 2, 2022)



Capital Regional District **CRD**

Arts & Culture
Spring Grant Deadlines

Applications are open for CRD art grants:

- ▶ Equity Grants: For arts initiatives by those from communities at risk of exclusion or who have difficulty accessing support for systemic reasons
- ▶ IDEA Grants: For arts projects and events by non-arts mandated organizations
- ▶ Incubator Grants: To assist the acceleration of arts organizations and projects by funding capacity building needs
- ▶ Project Grants: To support arts organizations with projects, including short series of events and extended programming over a year

Equity Grant, IDEA Grant and Incubator Grant applications are due March 17, 2022 at 4:30 pm.

Project Grant applications are due April 21, 2022 at 4:30 pm.

Learn more and sign up for an online info session:
www.crd.bc.ca/arts

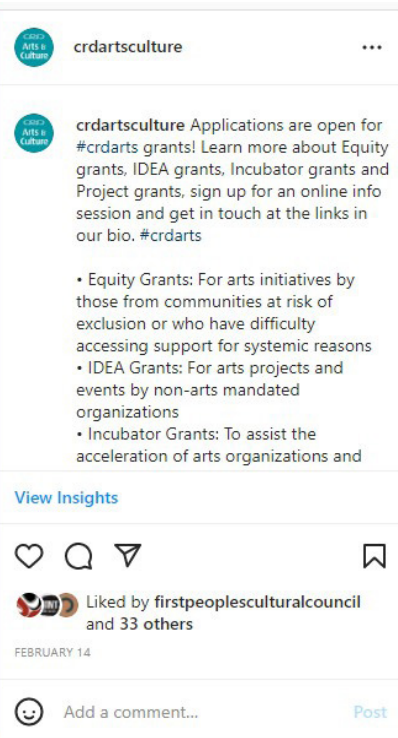
CRD Arts & Culture
250.360.3215 | artsdevelopment@crd.bc.ca

This Instagram post received

- 520 impressions reaching 402 accounts
- 34 likes
- 39 shares
- & 21 profile visits

Instagram

Which CRD grant should you apply for?



Project Grants

due April 21 2022 at 4:30pm

Support arts organizations with projects, including short series of events and extended programming over a year



Incubator Grants

due March 17 2022 at 4:30pm

To assist the acceleration of arts organizations and projects by funding capacity building needs



IDEA Grants



due March 17 2022 at 4:30pm

For arts projects and events by non-arts mandated organizations

Equity Grants

due March 17 2022 at 4:30pm

For arts initiatives by people from communities at risk of exclusion or who have difficulty accessing support for systemic reasons



Learn more & get in touch

crd.bc.ca/arts



Blog

BLOG

WHAT'S ON
NEWS HEADLINES
ALLIANCE MAIL
IN FOCUS

LATEST POSTS

Survey: Building Relationships with Indigenous Communities
Apr 21, 2022

Vancouver Civic Theatres (VCT) Grant Program Now Open for Applications
Apr 21, 2022

Three Port Coquitlam events to showcase grant opportunities, benefits for emerging artists
Apr 21, 2022

Two Day Workshop on Emergency Response and Collections Salvage in Prince George
Apr 14, 2022

Applications now open for ARC, a career building program for B.C. based musicians
Apr 13, 2022



Named #9 in the Best 50 Culture Blogs on the Web by Feedspot



BC Alliance for Arts + Culture @AllianceArts · Feb 11

...

.@CRDArtsCulture is currently accepting applications for its Project, IDEA, Equity and Incubator grants, with deadlines this Spring.



allianceforarts.com

CRD Arts & Culture Grants Open for Applications ...
CRD (Capital Regional District) Arts & Culture is currently accepting applications for its Project, ...

CRD Arts & Culture Grants Open for Applications

February 11, 2022

CRD (Capital Regional District) Arts & Culture is currently accepting applications for its **Project, IDEA, Equity** and **Incubator** grants, with deadlines this Spring.

Projects, Series and Extended Programming Grants support arts organizations in producing or presenting one-time, recurring, unique or developmental projects, including short series of events or extended programming within a year. There are two intakes each year, with deadlines in January and April. The deadline is April 1, 2022, at 4:30 p.m. PST.

IDEA (Innovate, Develop, Experiment, Access) Grants encourage new, innovative or developmental arts projects and events by non-arts mandated organizations. The deadline is March 19, 2022, at 4:30 p.m. PST.

Equity Grants support arts initiatives by applicants from communities at risk of exclusion or that have difficulty accessing support for systemic reasons. Supported activities include, but are not limited to, support of artistic growth, development, production and dissemination. Apply by March 15, 2022, at 4:30 p.m. PST.

Incubator Grants enhance sustainability and resiliency in the arts by funding short term staffing, mentoring, workspace, training or other resources that assist in the acceleration of organizational development or in the development of new arts projects.

In particular, the program is aimed at emerging organizations that are engaged in innovative, experimental or new artistic practices, or that have difficulty accessing startup funding or specialized expertise that will help to advance their practice. Apply by March 17, 2022 at 4:30pm

For more information, **visit the arts funding section of the CRD website**. Determine eligibility with this **Grant chart (PDF)** and get in touch to ask questions, confirm eligibility and receive an application.

Email: artsdevelopment@crd.bc.ca

Phone: 250.360.3215

LEARN ABOUT CRD GRANTS AT AN UPCOMING ONLINE INFO SESSION:

Equity, Incubator & IDEA Grants: Wed Mar 2, 12pm (noon) - 1pm (**Register**).

Project Grants: Wed Apr 6, 12pm (noon) - 1pm (**Register**).

■ Funding, Opportunities

■ Metro Victoria

Information Session Promotion

Facebook events (with paid promotion aimed at participating municipalities)

THU, JAN 6
CRD Arts & Culture: Project Grant Info Session
4 Went · 36 Interested

60 People reached 19 Engagements Boost unavailable

Boosted on December 21, 2021
By Art Dev Completed

People reached **2.8K** Event Responses **28**

View results

Join us for an online session to learn about accessibility for arts & culture project planners, presented by writer, event planner and community organizer, Leah Horlick!

From 2013 to 2017, Leah and her dear friend Estlin McPhee co-ran REVERB, a queer and anti-oppressive literary reading series in Vancouver that centered physical, financial, and other forms of accessibility while on a grassroots budget. This presentation provides ideas on integrating what they learned into your artistic spaces and programs.



FRI, APR 8
CRD Arts & Culture: Accessibility for Arts & Culture Planners

Twitter

Considering apply for a CRD Arts Incubator, IDEA or Equity Grant? Learn more at our online info session Wed Mar 2 at 12pm noon crd.bc.ca/about/events/e... [#crdarts](#) [#yyjarts](#)

EVENT crd.bc.ca
Arts & Culture Info Session: Equity, Incubator and IDEA Gra...
Mar 02, 2022, 12pm-1pm

Analytics:

- 224 impressions
- 4 engagements
- 1 retweet

WED, MAR 2
CRD Arts & Culture Info Session: Equity, Incubator & IDEA Grants
7 Went · 37 Interested

60 People reached 14 Engagements Boost unavailable

Boosted on February 25
By Art Dev Completed

People reached **3.6K** Event Responses **35**

View results

WED, APR 6
CRD Arts & Culture Info Session: Project Grants
6 Went · 41 Interested

62 People reached 6 Engagements Boost unavailable

Boosted on March 22
By Art Dev Completed

People reached **1.9K** Event Responses **35**

View results

Facebook event sample showing details

CRD Arts & Culture Info Session: Project Grants

Online event

Event Ended

Insights

About Discussion

Invite Edit ...

CRD Arts & Culture

Details

47 people responded

Event by CRD Arts and Culture

Restricted Audience · This event is only available in certain locations.

Project Grants provide funding for non-profit arts organizations in participating jurisdictions* to develop or present one-time, recurring, unique or developmental projects, including short series of events or extended programming within a year.

Learn about applying for Project Grants in advance of the April 21 deadline.

Get tips, learn about changes to the application, and have your questions answered. ASL interpretation and automatic closed captioning will be available.

Register for session:
<https://us06web.zoom.us/j/7tZAocu2urzgtHd0hqfeqVrHNDTUu...>

Learn more about CRD Arts grants and find out about eligibility:
www.crd.bc.ca/arts

*participating jurisdictions are Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands

See less

Insights

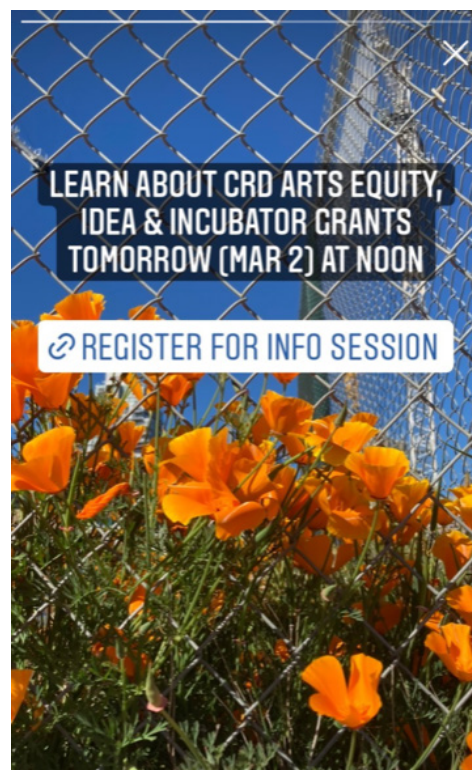
Last 7 Days: Apr 14 - Apr 21

<p>People Reached</p> <p>3,555</p> <p>+2 last 7 days</p>	<p>Responses</p> <p>47</p> <p>+0 last 7 days</p>
---	---

Instagram stories

Reach:

- Accessibility event: 77 accounts
- Equity, IDEA & Incubator event: 90 accounts



Reminders

Twitter



CRD Arts & Culture @CRDArtsCulture · Mar 7

Did you miss our information session on Equity, IDEA & Incubator grants? View a recording of the presentation: youtu.be/8P9iCqXW11w #crdarts #yyjarts



youtube.com

2022 Art & Culture Info Session: Equity, Incubator... Learn about CRD Arts & Culture, with a focus on Equity, Incubator and IDEA grants. This ...

- 138 impressions
- 3 engagements



One week reminder! CRD Arts & Culture Project Grant applications are due Thursday, April 21 at 4:30pm! crd.bc.ca/service/arts-f... #crdarts #yyjarts

3:46 PM · Apr 14, 2022 · Twitter Web App

- 165 impressions
- 1 engagements

Deadline reminder: applications for CRD Equity, IDEA and Incubator Grants are due next week- Thursday March 17 by 4:30pm. #crdarts #yyjarts

3:39 PM · Mar 11, 2022 · Twitter Web App

- 58 impressions
- 2 engagements

Facebook



CRD Arts and Culture

Published by Art Dev · March 9 ·



Did you miss our Equity, IDEA and Incubator Grant session last week?

You can view a recording of the presentation, which includes information about these 3 grant types, changes to this year's process and a few tips on completing your application.

<https://youtu.be/8P9iCqXW11w> #crdarts #yyjarts

- 49 impressions



CRD Arts and Culture

Published by Art Dev · April 14 at 12:51 PM ·



Reminder: Project Grant applications are due in one week! ⌚ Thursday, April 21 at 4:30pm

<https://www.crd.bc.ca/.../applying-for-a-project-grant>

Watch last week's Project Grant information session (with ASL interpretation and closed captions) and get in touch to confirm your organization's eligibility and get an application form.

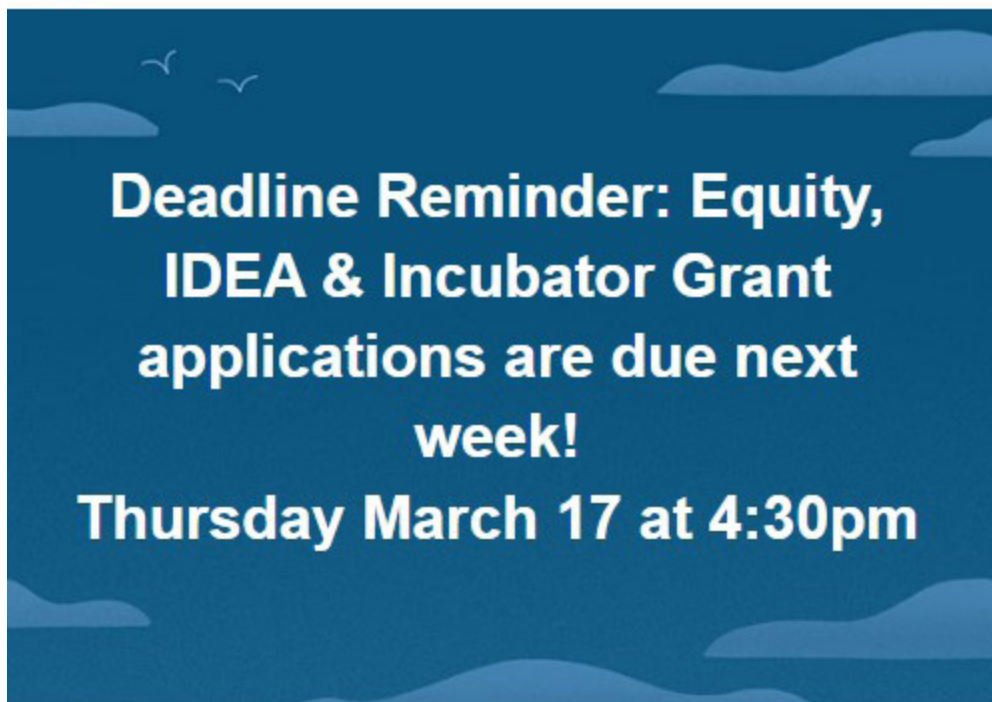
#crdarts #yyjarts

- 55 impressions
- 3 engagements

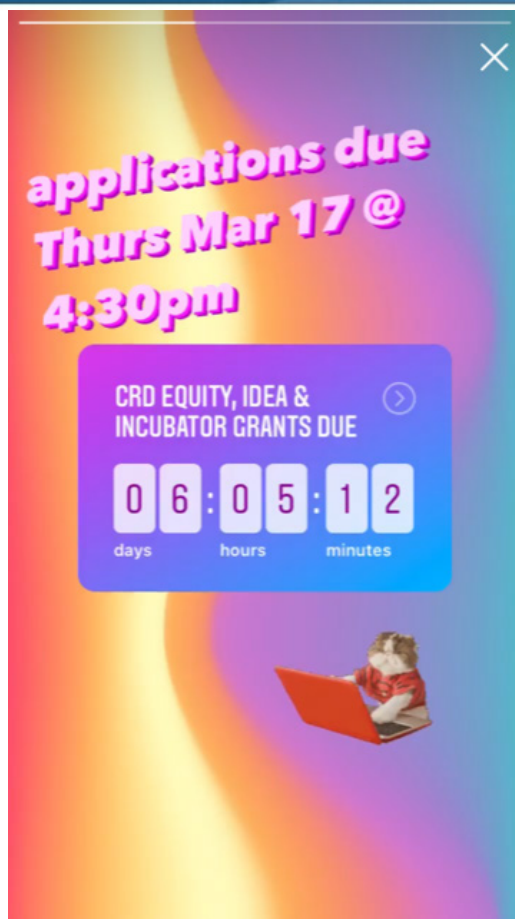


CRD Arts and Culture

Published by Art Dev · March 11 ·



• 53 impressions




Reach:

• 55 accounts

Arts & Culture Grant Guide

Find the right grant for your organization.

 checkmark indicates applicable requirements for each grant program

Your organization must be in good standing with the Societies Registrar and not be in arrears with any authority or under court supervision.

Eligibility Requirements	Equity Grant	IDEA Grant	Incubator Grant	Projects Grant	Operating Grant
Be a registered not-for-profit organization	✓ some exceptions	✓	✓	✓	✓
Be based in a participating jurisdiction.*	✓	✓	✓	✓	✓
Activities occur in a participating jurisdiction*	✓	✓	✓	✓	✓
Activities benefit communities	✓	✓	✓	✓	✓
Have an arts mandate	not required	not required	✓	✓	✓
Present or produce an arts project, event, program, series	✓	✓	not required	✓	✓
Have been active as a society for a certain amount of time	not required	not required	not required	✓ six months	✓ two years
Focus on innovative, experimental or new artistic practices	not required	not required	✓	not required	not required
Have received at least one CRD Project Grant	not required	not required	not required	not required	✓
Have operated for 3 years with annual minimum budget of \$90K	not required	not required	not required	not required	✓

*2021 participating jurisdictions: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.

Get in touch to confirm your choice & request an application: 250.360.3215 | artsdevelopment@crd.bc.ca

Appendix D

Equity, Incubator & IDEA Grants

INFORMATION SESSION

March 2, 2022 | 12 pm - 1 pm

CRD
Arts &
Culture

Chris Gilpin
Manager

**Vimala
Jeevanandam**
Community
Outreach
Coordinator



By Qwustenuxun Williams

Image



Killerwhale

By Shar Wilson, Gitksan Artist

Image



Shee-aysh Te Doe workin g with cedar bark

By Linda Bristol

Image



My Father Who Art in He aven

By Mike Alexander

Image



ARROWS overhead-2

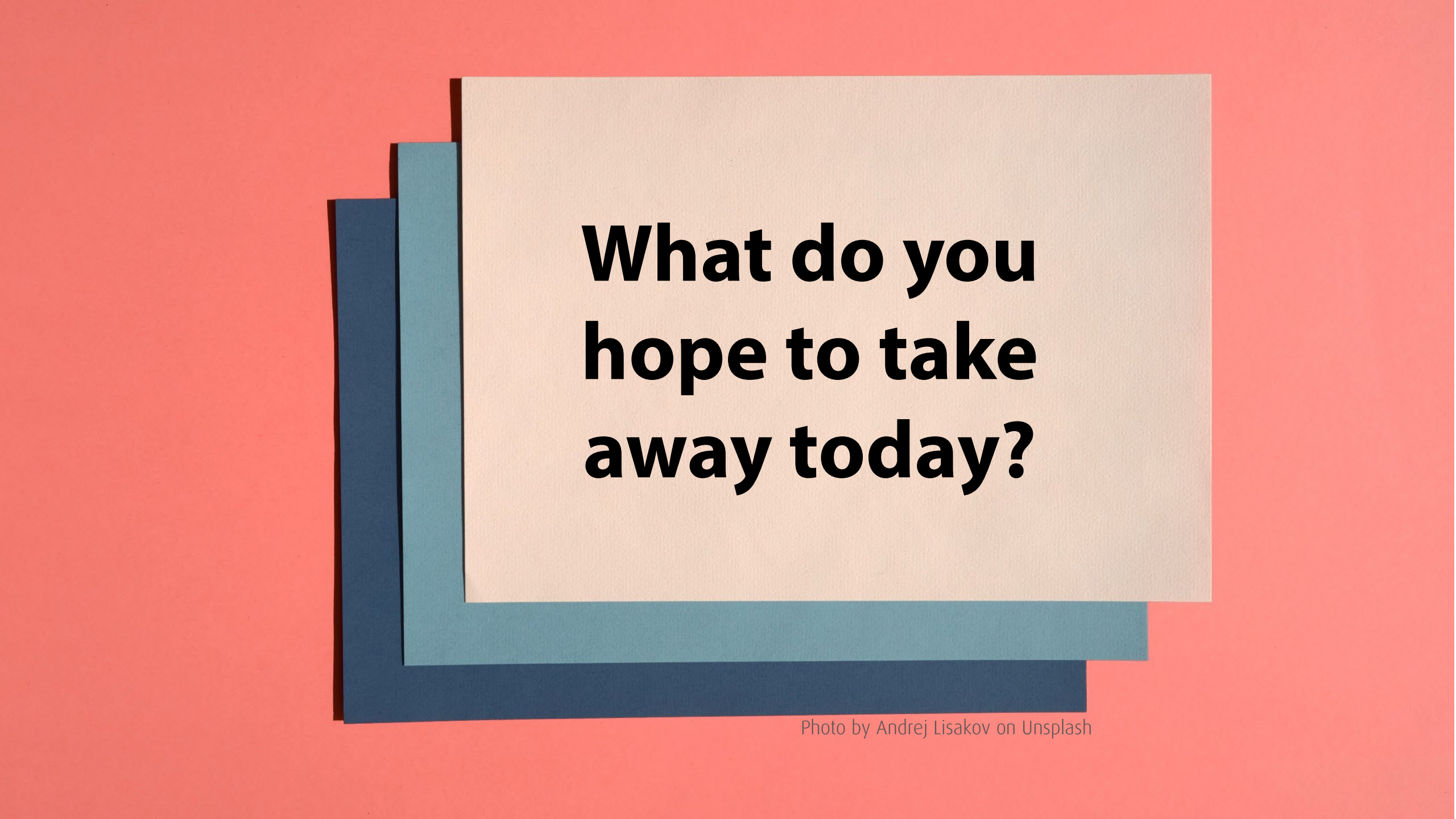
By Cathi Charles Wherry

Image



Agenda

- What is CRD Arts & Culture?
- Grants overview
- Highlight: Equity, IDEA and Incubator Grants
- 2022 Changes to Applications
- Grant process and application tips
- Questions



**What do you
hope to take
away today?**

Photo by Andrej Lisakov on Unsplash

What is CRD Arts & Culture?

- a sub-regional partnership supported by 9 participating jurisdictions: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands
- provides grants to non-profit organizations for the development of arts programming for the benefit of the region

Mission: to support, promote & celebrate the arts

Your organization must be in good standing with the Societies Registrar and not be in arrears with any authority or under court supervision.

Eligibility Requirements	Equity Grant	IDEA Grant	Incubator Grant	Projects Grant	Operating Grant
Be a registered not-for-profit arts organization	✓ some exceptions	✓	✓	✓	✓
Be based in a participating jurisdiction.*	✓	✓	✓	✓	✓
Activities occur in a participating jurisdiction*	✓	✓	✓	✓	✓
Activities benefit communities	✓	✓	✓	✓	✓
Have an arts mandate	not required	not required	✓	✓	✓
Present or produce an arts project, event, program, series	✓	✓	not required	✓	✓
Have been active as a society for a certain amount of time	not required	not required	not required	✓ six months	✓ two years
Focus on innovative, experimental or new artistic practices	not required	not required	✓	not required	not required
Have received at least one CRD Project Grant	not required	not required	not required	not required	✓
Have operated for 3 years with annual minimum budget of \$90K	not required	not required	not required	not required	✓

Basic Eligibility:

- Based in and presenting in a participating jurisdiction:
Saanich • Victoria • Oak Bay • Esquimalt
View Royal • Highlands • Metchosin • Sooke
Southern Gulf Islands
- **Registered non-profit society registered in BC** (Sponsor Society for Equity Grants)

Equity Grants support arts initiatives by applicants from communities that are at risk of exclusion or have difficulty accessing support for systemic reasons.

Victoria Disability
Resource Centre



Equity Grants

- \$5000 maximum
- Activities can include:
 - Support for artistic growth/artistic creation
 - Development of an art project/event

Sponsor Society:

- Arts mandate not required
- Can partner with Project Lead
- Sponsor Societies still eligible for other CRD grant programs.



tender textiles
with Victoria Tool
Library

A photograph of a dancer, Kayla Henry, in a light blue leotard, captured in a dynamic, mid-air pose. She is leaning back with her arms extended upwards and outwards, and her legs are bent in a powerful, expressive manner. The background is a dark, textured grey. A white rectangular box is overlaid on the left side of the image, containing text.


Incubator Grants support
emerging arts organizations
engaged in innovative artistic
practices or that have difficulty
accessing startup funding or
expertise.

Incubator Grants

- \$5000 maximum
- Arts mandate required
- Activities can include:
 - Shared staff resources
 - Special training
 - Access to specific expertise such as mentoring
 - Access to workspace



Space Blanket Society, Throwing Light mobile media fest

An outdoor movie screening at dusk. A large screen, supported by a metal scaffolding structure, displays a film showing two men in a close-up shot. The screen is illuminated with a greenish light. In the foreground, several cars are parked in a lot, including a dark SUV on the left and a white sedan in the center. The background features silhouettes of trees and a street lamp against a twilight sky.

IDEA Grants (Innovate, Develop, Experiment, Access) encourages arts programming by non-arts mandated organizations.

Victoria International Jewish Film Festival

IDEA Grants

- \$3000 maximum
- Arts mandate not required
- Activities can include:
 - Production or creation of program using the arts



Ineligible expenses

- Expenses for events or activities that have already taken place
- Contests and competitions
- Scholarships
- Capital expenditures
- Touring, travel expenses, and tourism promotion
- Accumulated deficits
- Conferences, workshops and other training-
*allowed for Incubator Grants
- Food, beverages and other hospitality-
*allowed for Equity Grants



2022 Changes to Applications

- Ensuring assessment panels reflect the diversity of the region and grant applicants
- Reduced overall length of application
- New highlighted eligible expenses
- For Equity Grants only:
 - Operating Grant recipients can now apply to be Sponsor Societies
 - Sponsor Societies must submit an MOU of payment schedule
- Two new questions

2022 Changes

New Question #1

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.

2022 Changes

New Question #2

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

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

Application tips

- 1) Read the Statement of Purpose in the Grant Guidelines
- 2) Be sure to answer the questions that are asked and answer all questions
- 3) Write for someone who knows nothing about your organization or project

Women's Transition House



Application review

- Staff review applications for eligibility and completeness
- Applications are reviewed by the Arts Advisory Council, a team of volunteer adjudicators
- They give recommendations to the Arts Commission
- Arts Commission approves recommendations
- **You receive notification 10 weeks after the grant deadline**

Application Deadline	Notification to recipients
March 17, 2022	June 2022

Upcoming Deadline

Applications due for Equity, IDEA & Incubator Grants

Thursday March 17, 2022 at 4:30pm

Next Steps

Contact us!

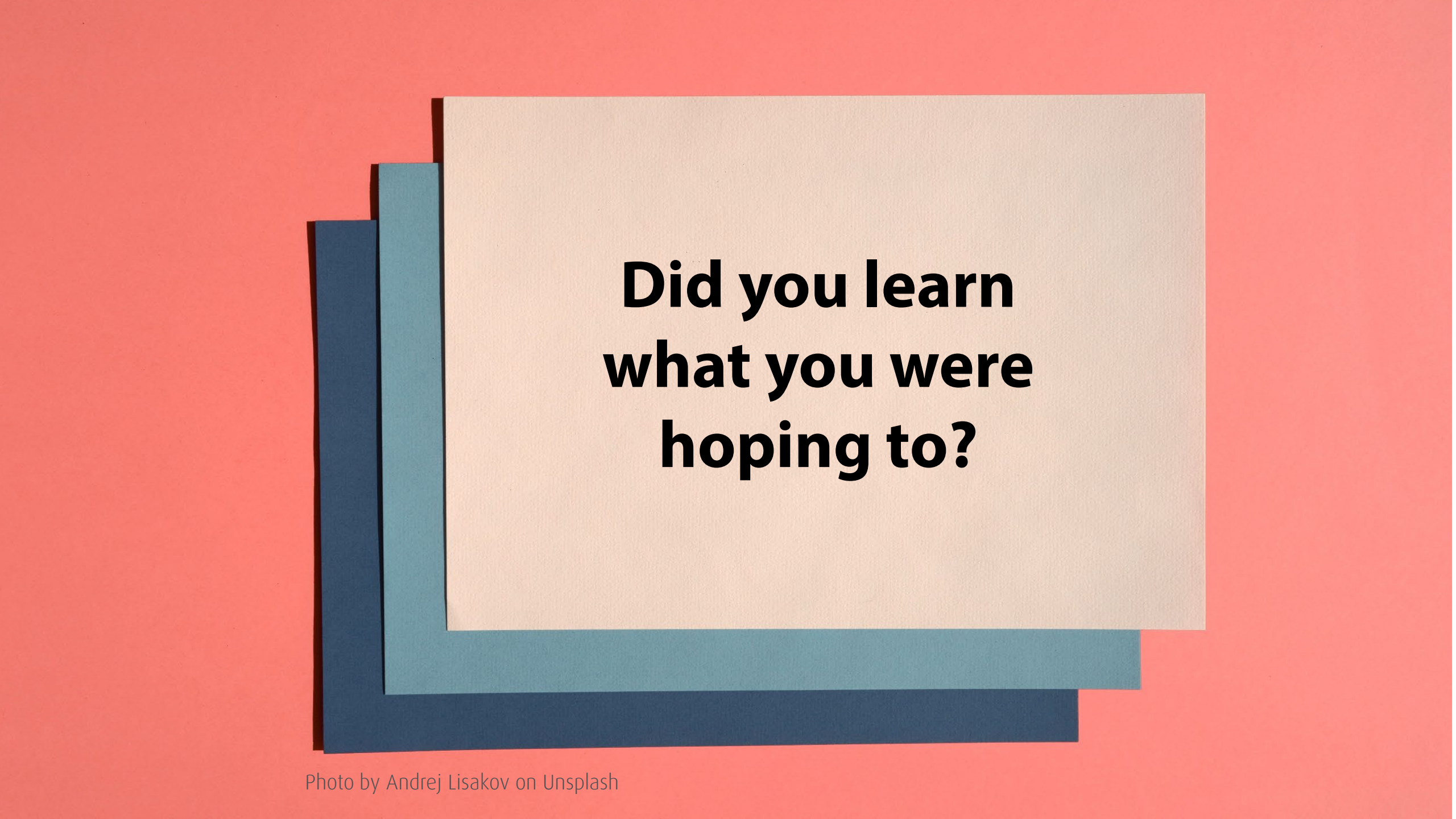
Confirm eligibility, ask questions & request an application form – Heather Heywood

250.360.3215 | artsdevelopment@crd.bc.ca

Visit our website

- Includes guidelines, FAQs & previous recipients

www.crd.bc.ca/arts



**Did you learn
what you were
hoping to?**

**Any last
questions?**

Let's stay connected!

crd.bc.ca/arts

250.360.3215 | artsdevelopment@crd.bc.ca



[@FeedtheArtsYYJ](https://twitter.com/FeedtheArtsYYJ)



[@crdartsdev](https://www.instagram.com/crdartsdev)

Appendix E



Project Grants

INFORMATION SESSION

April 6, 2022 | 12 pm - 1 pm

Chris Gilpin

Manager

**Vimala
Jeevanandam**

Community
Outreach
Coordinator



By Qwasterluxun Williams

Image



Killerwhale

By Shar Wilson, Gitksan Artist

Image



Shee-aysh Te Doe working with cedar bark

By Linda Bristol

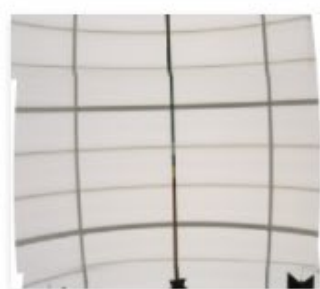
Image



My Father Who Art in Heaven

By Mike Alexander

Image



ARROWS overhead-2

By Cathi Charles Wherry

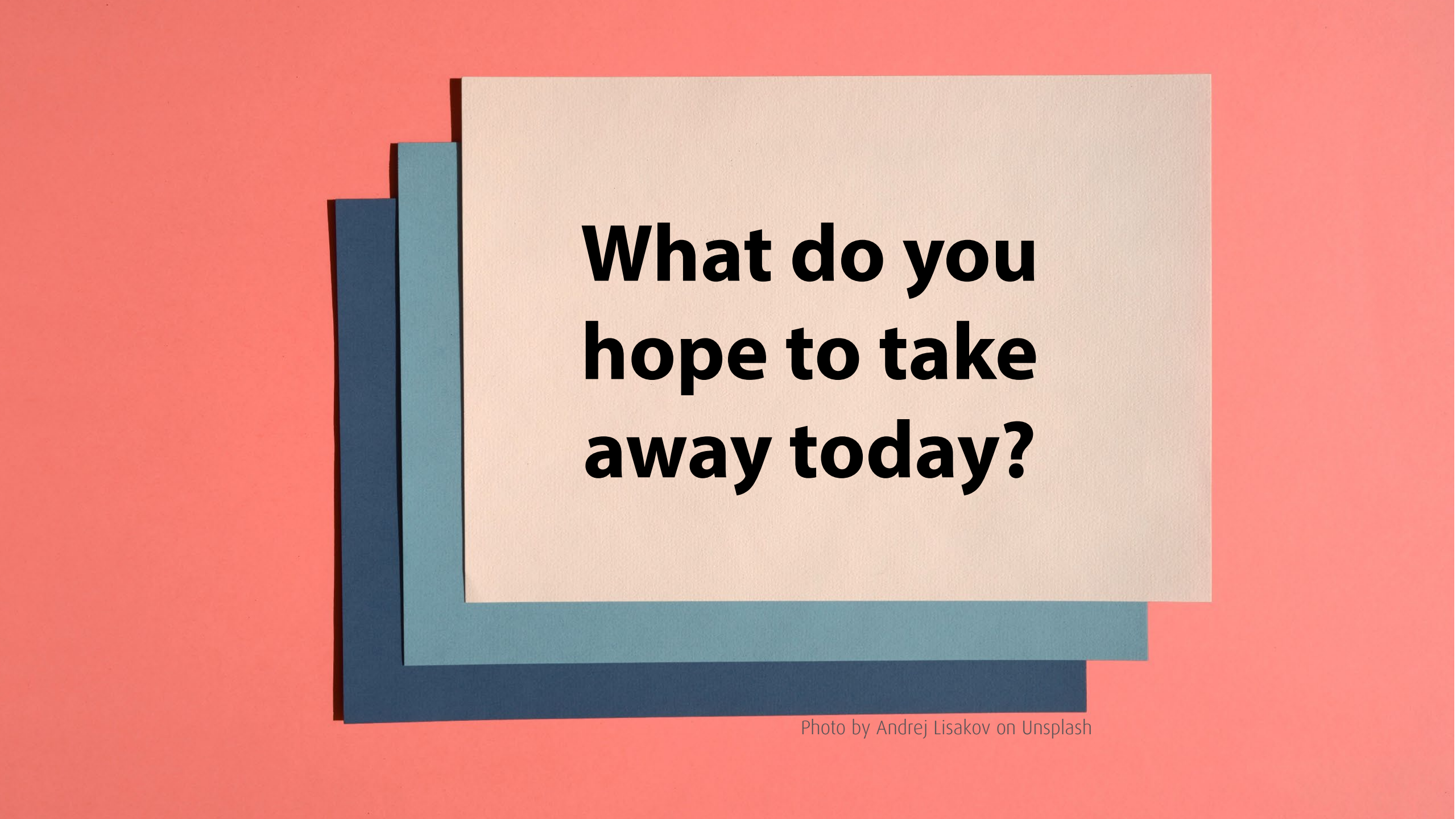
Image



maps.fpcc.ca

Today's Agenda

- 1 Introduction to CRD Arts & Culture
- 2 Project Grants
- 3 Grant assessment
- 4 Application tips and next steps
- 5 Your Questions



**What do you
hope to take
away today?**

Photo by Andrej Lisakov on Unsplash

Mission
To support,
promote &
celebrate
the arts

Southern Gulf
Islands

What is CRD Arts & Culture?

- A partnership supported by 9 cities and electoral areas
- We give grants to non-profit organizations to develop and present arts programming

Highlands

Saanich

Saanich

View
Royal

Sooke

Oak Bay

Esquimalt

Victoria

Metchosin

Project, Series & Extended Programming Grants

support new and recurring
activities by established and
emerging arts organizations



William Head on Stage

Eligibility Requirements

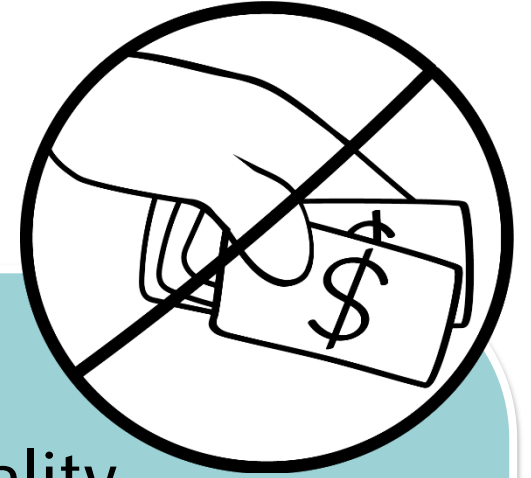
- ✓ **Based in and presenting in** a participating jurisdiction:

Saanich • Victoria • Oak Bay • Esquimalt
View Royal • Highlands • Metchosin • Sooke
Southern Gulf Islands

- ✓ **Non-profit society registered in BC**

- ✓ **Active for at least 6 months before the deadline**

Ineligible expenses



- Expenses for past projects
- Contests and competitions
- Conferences, workshops and training
- Scholarships
- Capital expenditures
- Food, beverages and other hospitality
- Touring, travel expenses, and tourism promotion
- Accumulated deficits

2022 Application Changes

- Shorter application
- New eligible expenses highlighted
- Two new questions



New Question #1

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.

New Question #2

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

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

Learning
session
this
Friday!

Accessibility for Project Planners with Leah Horlick

Friday April 8 at 12pm via zoom



How much should we request?

There's no maximum set **but:**

- **Past grants:** \$1,000 - \$20,000
- **Most grants:** \$5,000 and \$10,000
- Smaller requests are more likely to be funded

You can request 100% of your budget, but showing other revenue sources will support your application.



Photo by Fabian Blank on Unsplash



Your grant application's journey

Staff review
applications for
eligibility and
completeness



Arts Advisory Council,
(volunteer adjudicators)
reviews applications
and gives their
recommendation to the
Arts Commission



Arts Commission
(elected
representatives)
approves the
recommendation



You receive
notification
10 weeks after
the grant
deadline

Application
Deadline
April 21
2022
4:30pm



July
2022

Application advice: **the basics**

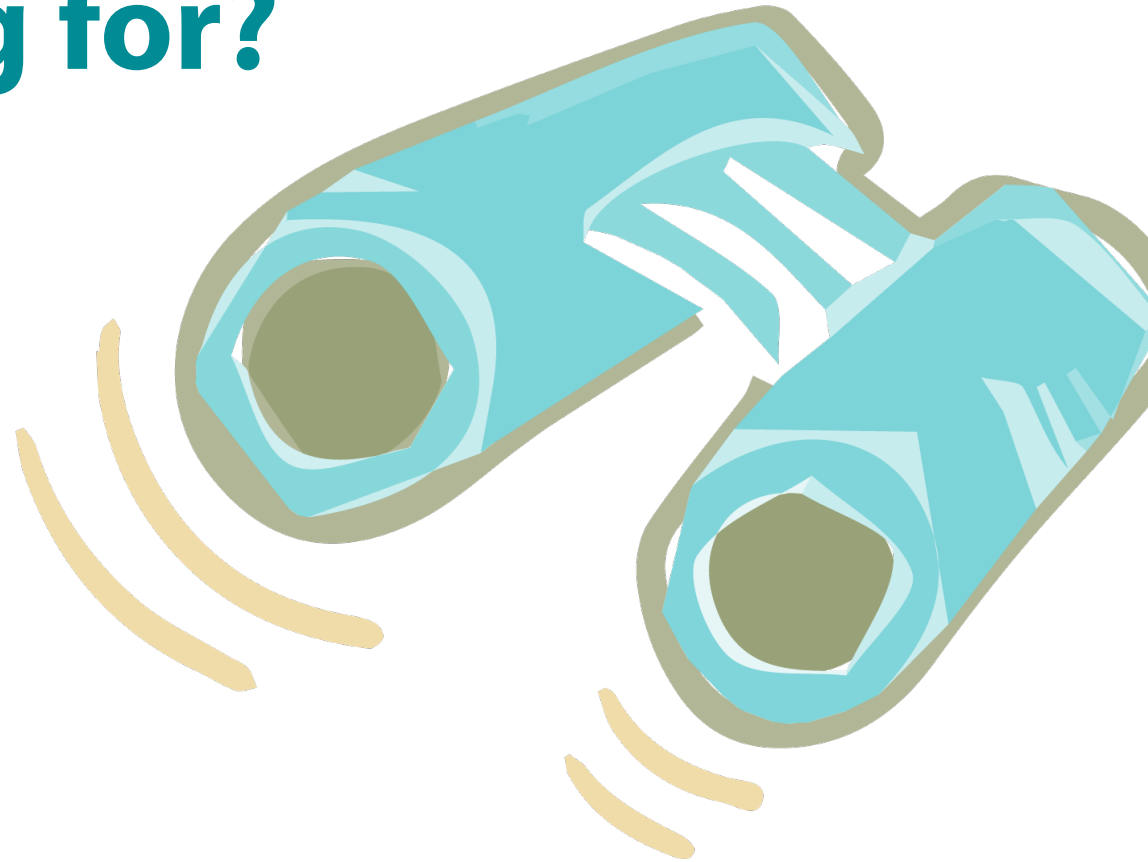
1 Read the
Grant Guidelines
'Statement of
Purpose'

2 Answer the
questions that are
asked and answer
all questions

3 Write for
someone who
knows nothing
about your
organization or
project

What are grant adjudicators looking for?

- ☑ Clarity and focus- Who, What, Where, When & Why
- ☑ Community benefit
- ☑ Financial realism





Upcoming Deadline

Applications due for Project Grants

Thursday April 21, 2022 at 4:30pm

Next Steps

Contact Us!

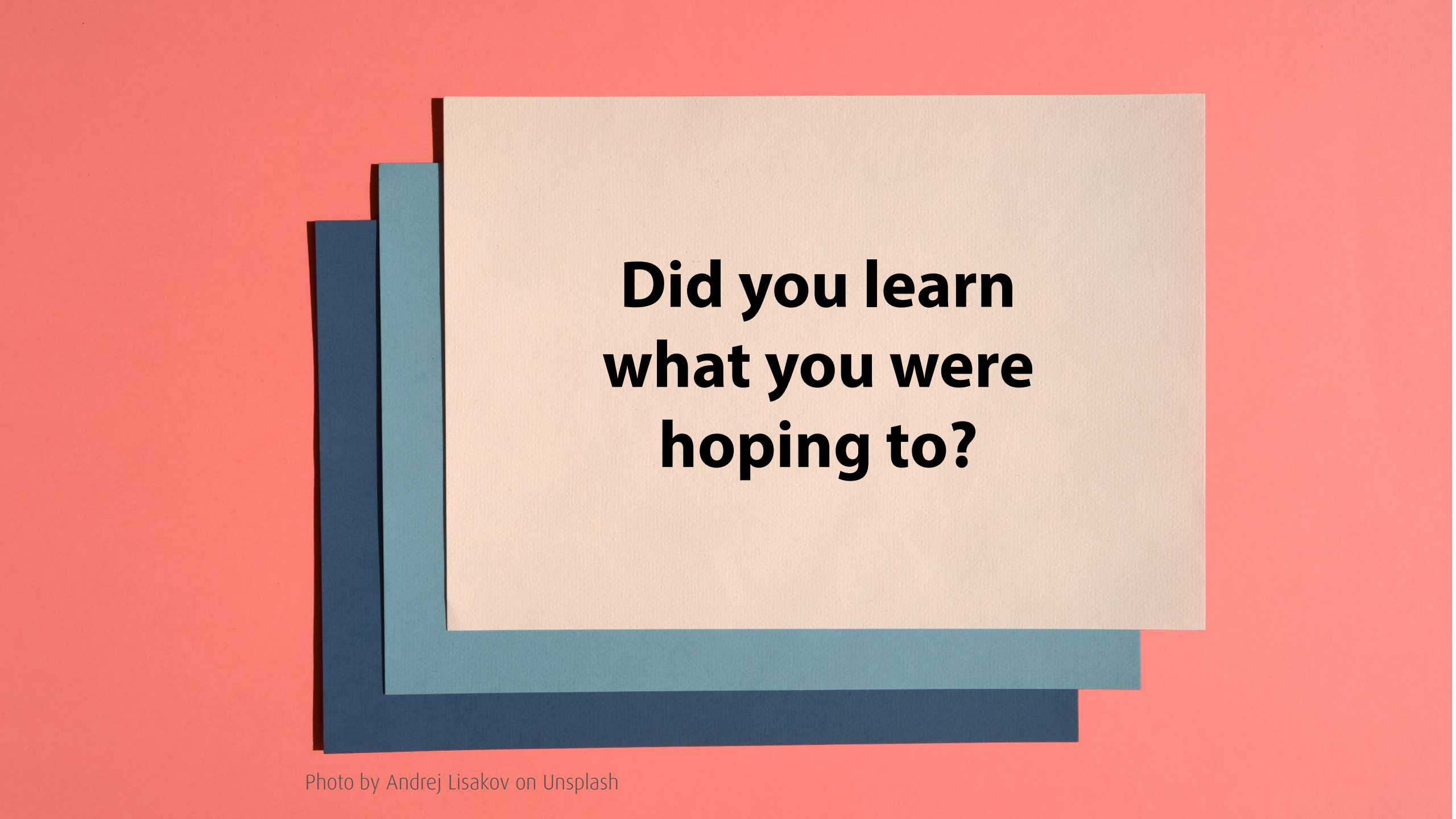
Heather Heywood

250.360.3215

artsdevelopment@crd.bc.ca

Visit our website
crd.bc.ca/arts





**Did you learn
what you were
hoping to?**

**Any last
questions?**

Let's stay connected!

crd.bc.ca/arts

250.360.3215 | artsdevelopment@crd.bc.ca



@crdartsculture

Appendix F: Correspondence with Information Session Registrants- sample

Registration confirmation email:

From: [Vimala Jeevanandam](#)
To: [ApplytoArts](#)
Subject: Info Session: Project Grants Confirmation
Date:

Hello Vimala Jeevanandam,

Thank you for registering for Info Session: Project Grants. You can find information about this meeting below.

Info Session: Project Grants

Date & Time Apr 6, 2022 12:00 PM Vancouver

Meeting ID 845 5461 3779

We're looking forward to meeting you!

In advance of this session, you may want to ensure that your organization meets a few key eligibility requirements.

To be eligible for a CRD Project Grant:

- Your organization must be a non-profit organization registered in BC with arts & culture as part of your mandate. We are not able to fund individual artists.
- Your organization must be based in and presenting in a participating municipality: These municipalities are Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.
- If you have previously received a grant through us, you must submit your final report before applying for a Project Grant.

Learn more about eligibility requirements with a Grant Comparison Chart:

<https://www.crd.bc.ca/docs/default-source/arts-pdf/crdartsculturegrantfinder.pdf>

If you have any questions about eligibility, please contact us 250.360.3215 or artsdevelopment@crd.bc.ca.

Thanks for taking part in this session- we look forward to meeting you!

Vimala Jeevanandam (she/her) | Community Outreach Coordinator
Arts & Culture | Capital Regional District
<http://www.crd.bc.ca/arts>

Please submit any questions to: vjeevanandam@crd.bc.ca.

You can cancel your registration at any time.

WAYS TO JOIN ZOOM

1. Join from PC, Mac, iPad, or Android

[Join Meeting](#)

If the button above does not work, paste this into your browser:

[https://us06web.zoom.us/j/84554613779?
pwd=QzF3VWgwdG8wS0V2NFJ0ZmVsMWZDQT09](https://us06web.zoom.us/j/84554613779?pwd=QzF3VWgwdG8wS0V2NFJ0ZmVsMWZDQT09)

To keep this meeting secure, do not share this link publicly.

[Add to Calendar\(.ics\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

2. Join via audio

One tap mobile: Canada: [+14388097799](tel:+14388097799)..[84554613779#](tel:+14388097799) or
 [+15873281099](tel:+15873281099)..[84554613779#](tel:+15873281099)

Or dial: For higher quality, dial a number based on your current location.
 Canada: +1 438 809 7799 or +1 587 328 1099 or +1 647 374 4685 or +1
 647 558 0588 or +1 778 907 2071 or +1 780 666 0144 or +1 204 272
 7920 or 855 703 8985 (Toll Free)

Meeting ID: 845 5461 3779

[International numbers](#)

Thank you!

Email sent the day before information session:

From: [Vimala Jeevanandam](#)
To:
Bcc:
Subject: CRD Project Grant Session- eligibility
Date: Tuesday, April 05, 2022 12:01:00 PM

Hello,

Thank you for registering for tomorrow's *Project Grants Info Session*. We're looking forward to meeting you via zoom on Wednesday, April 6 at noon.

In advance of the session, I wanted to give you some information to ensure that your organization meets a few key eligibility requirements.

To be eligible for a [CRD Project Grant](#):

- **Your organization must be a non-profit organization registered in BC with arts & culture as part of your mandate.** We are not able to fund individual artists.
- **Your organization must be based in and presenting in a participating municipality.** These municipalities are Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.
- **If you have previously received a grant through us, you must submit your final report** before applying for a Project Grant.

If you have any questions about eligibility, contact us 250.360.3215 or artsdevelopment@crd.bc.ca. You can also use this [Grant Guide](#) (PDF) with eligibility requirements for all of our grants. If you have any questions about the session itself or anything else, feel free to reply to this email or call me at 250-360-3007.

Thanks for taking part in this session- we look forward to meeting you!

Vimala Jeevanandam (she/her) | Community Outreach Coordinator
Arts & Culture | Capital Regional District
625 Fisgard Street, Victoria, BC, V8W 1R7
t: 250.360.3007 | crd.bc.ca/arts | [Facebook](#) | [Twitter](#) | [Instagram](#)

Follow-up email after Information Session:

From: [Vimala Jeevanandam](#)
To:
Bcc:
Subject: Follow-up from CRD Project Grant Session- recording and grant handbook
Date: Tuesday, April 12, 2022 4:31:00 PM

Hello,

Thank you for your interest in [CRD Arts & Culture Project Grants](#)! If you were able to attend last week's information session, we hope you found it helpful! One request: if you haven't done so already we'd appreciate if you could complete this short (2 minute) [feedback survey](#) on the session.

You can now [watch a recording of last week's presentation \(YouTube\)](#). Also, here is a [Greater Victoria Community Funders' Network Grant Writing Handbook](#) (PDF) that may be helpful in preparing your grant application.

Once you are ready to confirm eligibility and get an application form, get in touch at artsdevelopment@crd.bc.ca or 250.360.3215. And to get news on our grants and other arts sector news, [subscribe to the CRD Arts & Culture email newsletter](#).

Thanks so much – we look forward to seeing your Project Grant applications (deadline: Thursday April 21 at 4:30pm)!

Best,
Vimala

Vimala Jeevanandam (she/her) | Community Outreach Coordinator
Arts & Culture | Capital Regional District
625 Fisgard Street, Victoria, BC, V8W 1R7
t: 250.360.3007 | [crd.bc.ca/arts](https://www.crd.bc.ca/arts) | [Facebook](#) | [Twitter](#) | [Instagram](#)

Appendix G



sent Feb 16, 2022 to 809 subscribers
-462 (57.11%) opens
-78 (9.64%) click-throughs

Applications are open!

Open CRD grant programs

Equity Grants

[Guidelines](#) | [Sample Application Form](#)

For arts initiatives by those from communities at risk of exclusion or who have difficulty accessing support for systemic reasons.

Deadline: March 17 2022 at 4:30pm

IDEA Grants

[Guidelines](#) | [Sample Application Form](#)

For arts projects and events by non-arts mandated organizations.

Deadline: March 17 2022 at 4:30pm

Incubator Grants

[Guidelines](#) | [Sample Application Form](#)

To assist the acceleration of arts organizations and projects by funding short-term needs.

Deadline: March 17 2022 at 4:30pm

Project Grants

[Guidelines](#) | [Sample Application Form](#)

To support arts organizations with projects, including short series of events and extended programming over a year.

Deadline: April 21 2022 at 4:30pm

[Grant eligibility chart \(PDF\)](#)

Online Info Sessions

Learn about grants and changes, get application tips, and have your questions answered.

Equity, Incubator & IDEA Grants

Wed Mar 2
12pm (noon) - 1pm
[Register](#)

Project Grants

Wed Apr 6
12pm (noon) - 1pm
[Register](#)

ASL interpretation and automatic closed captioning will be available.

[Contact us](#) to confirm eligibility, ask questions and request an application form.

Changes to Grant Applications

In support of furthering equity, diversity and inclusion in the region's arts, you'll notice some changes in Equity, Incubator, IDEA and Project Grants applications.

New Questions

Equity, Incubator, IDEA and Project Grant applicants will now be asked:

- "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."

Incubator, IDEA and Project Grants applicants will now be asked:

- "If your project engages equity-seeking groups or underrepresented arts and cultural practices, describe who will benefit and how." **Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, demonstrate how you are approaching the subject matter with cultural integrity and addressing any necessary cultural protocols.*"

Other Notable Changes

- Reduced overall length of application.
- CRD will ensure that assessment panels reflect both the diversity of the region and grant applicants.
- Expansion of the [Glossary of Grant Terms](#)
- Highlighted eligible expenses include:
 - Honoraria for First Nations, Inuit and Métis Elders, cultural carriers and cultural protocol
 - Access costs (e.g. childcare and ASL interpreters)
- For Equity Grants only:
 - Operating Grant recipients can now apply to be Sponsor Societies
 - Sponsor Societies must submit an MOU of payment schedule

To learn about other changes and the EDI Implementation Framework, refer to passed recommendation 6.3 in the [January 26, 2022 Arts Commission Agenda Package](#) (PDF).

For questions on changes get in touch
artsdevelopment@crd.bc.ca | 250.360.3215

The CRD Arts & Culture Support Service gratefully acknowledges we work on the Traditional Territory of the Lək̓ʷəŋən peoples. We recognize the First Nations governments across this region — Lək̓ʷəŋən (Songhees) and Xwsepsum (Esquimalt) Nations in the core area, the W̱SÁNEĆ Nations {W̱JOŁŁP (Tsartlip), BOKÉĆEN (Pauquachin), S̱ÁUTW (Tsawout), W̱SIKEM (Tseycum) on Saanich Peninsula and Gulf Islands, to the west Sc'ianew (Beecher Bay), T'Sou-ke, and Pacheedaht, and MÁLEXEŁ (Malahat), and Pune'laxutth' (Penelekut) Nations.



[CRD Arts & Culture](#) | Supporting, promoting & celebrating arts and culture in the Capital Region

Providing support to arts organizations on behalf of: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke & Southern Gulf Islands.



[Change your communication preferences](#) or [unsubscribe](#).

625 Fisgard Street, Victoria, BC, Canada, V8W1R7



sent Mar 30, 2022 to 806
subscribers
-438 (54.34%) opens
-62 (7.69%) click-throughs

We are **offering free online sessions** in support of the arts sector and open to the public. These sessions are intended to support the needs of the region's arts organizers and planners in embedding equity, diversity and inclusion practices into their processes and projects, as well as furthering our understanding of better practices. We hope you can join us for our first session!

Upcoming Learning Session

Accessibility for Arts & Culture Project Planners

Friday April 8, 12pm (noon) - 1pm via zoom

Calling arts and culture project and event planners! Learn about accessibility with writer, event planner and community organizer Leah Horlick. From 2013 to 2017, Leah and her dear friend Estlin McPhee co-ran [REVERB](#), a queer and anti-oppressive literary reading series in Vancouver that centered physical, financial, and other forms of accessibility while on a grassroots budget. This presentation provides ideas on integrating what they learned into your artistic spaces and programs.



ASL interpretation and closed captioning will be available. A corrected transcript and recording will be provided to registrants following the event. Registration is required.

[Register for Accessibility for Project Planners](#)

Upcoming Project Grant Deadline

Applications are due Thursday April 21 at 4:30pm.

[Project Grants](#) support non-profit arts organizations with one-time, recurring, unique or developmental projects, including short series of events and extended programming over a year. This is the second and final Project Grant intake for this year. [Guidelines](#) | [Sample Application](#)

To confirm your organization's eligibility, ask questions and to request an application form, get in touch: artsdevelopment@crd.bc.ca | 250.360.3215

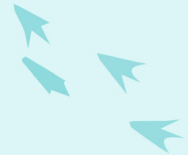
First time applicant? Need a refresher? Looking for application tips?

Join us for a Project Grant information session

Wednesday April 6, 12pm (noon) - 1pm

Learn about Project Grants through a online information session. The session starts with a short presentation by CRD Arts & Culture staff, followed by a question and answer period. ASL interpretation and closed captioning will be available at the event, and a recording will be available a few days after the event.

[Register for Project Grants Information Session](#)



Other learning and networking opportunities

From March 28-30, **Mass Culture** and the **Association for Opera in Canada** are co-hosting a [datathon to collect resources related to measuring arts impact](#).

BC Alliance for the Arts is hosting a series of [paid online workshops](#) this spring, including Wellness at the Workplace (March 29), Everything you wanted to know about Justice, Equity, Diversity and Inclusion (April 7) and What does touring look like now? (April 14).

The [2022 Arts BC Conference](#) for creatives and cultural workers will be hosted in Richmond, BC from October 13-15.

The Performing Association of Canadian Theatres continues to host [online workshops and networking opportunities](#) through Town Halls, focused roundtables and Peer to Peer learning sessions.

CRD Arts & Culture Support Service acknowledges we work on the Traditional Territory of the Lkwungen peoples. We recognize and respect the First Nations governments across this region, including Songhees, x̱w̱seps̱əm (Esquimalt), BO̱KÉĆEN (Pauquachin), W̱JO̱ŁELP, S̱TÁUTW̱ (Tsawout), W̱SIKEM (Tseycum), Sc'ianew (Beecher Bay), T'Sou-ke, Pacheedaht, and MÁLEXEL (Malahat), and Pune'laxutth' (Penelekut) Nations, all of whom have a longstanding relationship with the land and waters from time immemorial that continues to this day.



[CRD Arts & Culture](#) | Supporting, promoting & celebrating arts and culture in the Capital Region

Providing support to arts organizations on behalf of: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke
& Southern Gulf Islands.



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