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Capital Regional District (CRD) Arts & Culture Support Service **Equity Grants** support arts initiatives by applicants from equity-seeking communities that face barriers to accessing funding or are at risk of exclusion for systemic reasons.

This form identifies the lead applicant for an Equity Grant whether a collective or a not-for-profit society, and their community affiliation. The information in this form is confidential and will only be used:

- to establish eligibility through self-identification for Equity Grants;
- to contact applicants for purposes related to this or other CRD programs;
- to help the CRD Arts & Culture Support Service gather statistics about how we are reaching equity-seeking communities.

Select one: Applicant is a not-for-profit society from an eligible community   Applicant is a collective from an eligible community without not-for-profit status
Contact Person:
Name of not-for-profit or arts collective:
Address:
City, Province, Postal Code:
Phone: Email:

SAMPLE

Please indicate the communities your collective/or non-profit organization focuses on representing:

Indigenous

Racialized or Persons of Colour – please specify:

Deaf or Hard of Hearing

LGBTQ2+

Those living with the challenges related to a physical disability

Those living with the challenges related to mental illness or disability

Other – please specify:

Is this your first time applying to a CRD Arts Granting program?   Yes   No

    If yes, where did you hear about the program:

Are you a past recipient of CRD Arts grant?   Yes   No

    If yes, what program and year?

I have signed below to confirm that I agree to the following:
- The information I have provided is true and complete.
- The personal information on this form will be used only for the purposes stated in this form and that the CRD Arts Service requires my written consent before they can use my information for any other purpose.

Signature: Date:

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We are a not-for-profit society from an eligible community (see Guidelines and Self-ID form); **OR**

We are a not-for-profit society SPONSORING an arts collective from an eligible community without not-for-profit status (see Guidelines)

APPLICANT ORGANIZATION (name of not-for-profit Society)	
BC Society Registration #	
Date Society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Full physical address, as on BC NFP registration	
Jurisdiction of physical address	
Full mailing address, if different from physical address	
Website	
Date you are submitting this Application	
Amount of this **GRANT** request $	
CONTACT person for the applicant organization	
Telephone number	
Email address	
IN CASE OF SPONSORSHIP: Contact person for the arts collective, and name of collective	
Telephone number	
Email address	
Name of Board member authorizing this application	
Position in applicant organization	
Signature of person authorizing this application	
COMMUNITY affiliation from Self-Identification form	
Name or title of **PROJECT**	
Start and end dates of project	
Venue(s)	
Jurisdiction(s) of venue	
Have you applied before?	Yes No
If so, what year (most recent)?	
If yes, did you receive a grant?	Yes No
If yes, did you file a Final Report?	Yes No

SAMPLE

Jurisdictions that participate in the Arts Service: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, and the Southern Gulf Islands Electoral Area.

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

What to submit:

Completed Self-Identification Form

Completed Part A (applicant info and answers to questions) in pdf

Completed and Part B (budget & activity pages) in excel

List of current Board of Directors with names, residential addresses, and Board positions

Financial Statements per the Equity Grant guidelines

Copy of the organization's BC non-profit Society Certificate if not previously submitted

For Sponsor Society applicants, an MOU with payment schedule to the project lead.

How to submit:

1. **Complete** all materials listed in "What to Submit"
2. **Save** materials to your computer
3. **Email** "what to Submit" documents as attachments to applytoarts@crd.bc.ca by the published deadline.

The following questions should be answered by the Project Lead.

Begin typing in the area following each question; the text boxes will limit your responses to approximately 300 words per answer. In addition to required written responses, you have the option to provide photos or diagrams embedded in a separate Word document (include reference to the question number in a caption on the image).

Be concise and use plain language. Write as if you are describing your organization and project to someone who does not know anything about you.

1. **Were you aware of any Arts & Culture Support Service programs before applying to Equity Grants?**

   Yes   No

2. **Provide a brief description of who is leading the project (e.g. key personnel, and the identified community that is involved).**

SAMPLE

Continue if necessary:

3. **Describe the arts project and the main activities for which you are requesting support (What, Where, and When).**

SAMPLE

4. **What benefits and/or impacts will the project have for your identified community and/or for the broader community of the capital region?**

Continue if necessary:

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

SAMPLE

6. **Please describe your approach to paying artists in this project. Also, describe your approach to honoraria for Indigenous Elders or Cultural Carriers if they are involved in your arts events (refer to your project budget where appropriate).**

SAMPLE

7. **Who is the expected audience or participant group(s) and what is the projected attendance? How will they benefit or be impacted?**

Continue if necessary:

8. **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 space, affordability, or other forms of assistance for those who require it.**

SAMPLE

9. **Note any partnerships or collaborations between groups of people, organizations or across communities.**

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

Capital Regional District Arts & Culture Support Service

Grant Application Budget - Part B

CRD — Making a difference...together

	Organization:				

	Expenses	Amount	Allocation of CRD grant request (1)	In-kind (2)	Specify (provide details if applicable)
1	Artist Fees				
2	Staffing and personnel				
3	Honoraria for Elders, cultural carriers, cultural protocols				
4	Materials, supplies, rentals				
5	Access costs (e.g. Childcare, ASL, other)				
6	Rental (workspace or venue)				
7	Publicity/Marketing				
8	Other Expenses (specify)				
9	Other Expenses (specify)				
10	Sub-total Expenses:				
11	CRD Grant Allocation		0		
12	Total Cash & in-kind Expenses	0			
	Revenues	**Amount**		**In-kind (2)**	
13	Admissions/ticket sales				
14	Concessions/merchandise				
15	Donations from individuals				
16	Donations from businesses				
17	Other Government grants (specify)				
18	Other revenues (specify)				
19	**CRD Grant request (1)**				
20	Sub-total Revenues	0		0	
21	Total cash & in-kind Revenues:	0			
22	Surplus or Deficit	0			(Should be 0)

SAMPLE

1. Total allocation of CRD grant (Expenses, line 11) must equal CRD grant request (Revenue, Line 19).
2. In-kind items are goods/services normally paid in cash, but which have been donated. Ensure the cash budget and the in-kind budget each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.