

Grant funding year: 2025

Application Deadline: March 13, 2025 at 4:30 pm.

ORGANIZATION name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Physical address, as on BC NFP Registration	
Mailing address if different from above	
Postal code	
Telephone	
Website	
Jurisdiction in which organization is based	Choose an item.
Date of application	
2025 GRANT request \$	
CONTACT person for this application	
Position in organization	
Telephone	
Email	
Board Member authorizing this application	
Position on Board	
Authorizing Signature (electronic acceptable)	
Name or Title of Project	
Date(s) of project	
Jurisdiction in which activities take place	Choose an item.

A signed, digital copy of the complete application must be received by the CRD Arts & Culture office, by 4:30 pm on the deadline. Absolutely no late applications will be accepted.

What to submit:

- Annual Operating Grant Application:
 - Part A** – Applicant Info & Questions
 - Part B** – Budget
- Staff list
- Board of Directors list
- Financial Statements - as specified for annual budget size (see program Guidelines)
- If you are partnering with another organization, please include a letter of intent or support
- If you are engaging external expertise, please include quote from consultant/contractor

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 by the deadline to ApplytoArts@crd.bc.ca

Questions? Call CRD Arts & Culture at 250-360-3215 at least two weeks prior to the deadline to ask process questions or arrange to speak with the Arts Manager

Suggestions for completing the application:

Be sure to respond to the questions in a focused and direct way.

Be clear and concise in your answers, limiting to approx. 300 words at most - use bullets if appropriate.

Part I

1. What is your organization's mandate (i.e. from your constitution)?

2. How is your organization governed? Who is involved in its day-to-day operations?

Part II

3. What is the focus of this funding request?

4. Describe the factors or events that have led your organization to undertake this project. Highlight any past activities, decisions, or conditions that influenced this approach. Explain how this project differs from previous practices and why it is significant to your organization.

5. What is the primary question or key challenge your organization aims to answer or address through this project?

6. Project Plan: please outline your plan for this work, including start and completion dates, provide details on the proposed activities that you are planning to undertake. What will the next steps be?

7. What is the ideal outcome that you would like to achieve through this project? How will this project transform your organization or the arts sector in the Capital Region?

8. Describe how you are ensuring that this work considers and embeds equity, diversity, inclusion, and accessibility in its planning, implementation and community context.

9. Please use this space to provide any other important information not captured in questions 1 - 7.

Sample



Making a difference...together

Capital Regional District Arts & Culture Support Service

Grow Forward Grant Application Budget - Part B

Organization:

	Expenses	Amount	Allocation of CRD grant request (1)	In-kind (2)	X if confirmed	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:	0				
11	CRD Grant Allocation (1)		0			
12	Total Cash & in-kind Expenses:	0				
	Revenues	Amount	Allocation of CRD grant request (1)	In-kind (2)	X if confirmed	Specify (provide details if applicable)
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)