

Statement of Purpose

The Grow Forward Program provides funding to arts organizations for capacity-building, planning, mentorships, sectoral initiatives, and the process of investigating, identifying, planning and executing significant and strategic adaptations in their operations.

While these adaptations will likely influence the development and delivery of both existing and future programs, this program does not support artistic programming directly.

Organizations can access funds to engage external expertise and develop strategies to guide them in navigating the questions, challenges and opportunities they face.

This work may include projects such as the following examples:

- Developing mentorships for arts leaders internally or between organizations.
- Making shifts to business models and organizational structures.
- Forming strategic partnerships with other organizations, including resource sharing.
- Sectoral initiatives that benefit multiple arts organizations in the Capital Region.
- Cross-sectoral initiatives that create collaborations between arts and other sectors or industries.
- Planning for leadership succession from founding and longstanding leaders.
- Addressing organizational life cycle questions, including potential mergers and closures.

When planning their projects, organizations are expected to consider how equity, diversity, inclusion and accessibility are integrated into all aspects of their operations.

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

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

Eligibility

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia.
2. have arts as their primary mandate and purpose.
3. have an active Board of Directors.
4. be based in one of the jurisdictions that contributes to the Arts & Culture Support Service, as indicated by the organization's registered, physical address on its BC not-for-profit registration document.
5. conduct all the activities involved in the proposed initiative in jurisdictions that contribute to the Arts & Culture Support Service.
6. not have received a CRD Arts Operating Grant in the previous year.
7. offer a potential impact within the Capital Region.

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

Ineligible Activities

- Development, Delivery, or Touring of artistic programming
- Fundraising activities, contests and competitions
- Scholarships
- Mentorships for individual artists
- Capital expenditures
- Elimination or reduction of accumulated deficits
- Expenses for events or activities that have already taken place

Evaluation

Consideration will be given to activities that result in:

- facilitation of knowledge-sharing between arts leaders in the Capital Region.
- creation of new collaborations and partnerships.
- development of organizational capacity within the funded organization.
- skill development in staff.
- creation of new sectoral or cross-sectoral initiatives.
- organizational transformation that advances arts development of the sector.

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

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

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

How to Apply

If your organization is interested in applying, start by having a conversation with CRD Arts staff. During this discussion, we can determine if your organization qualifies and talk about your goals and planned activities for the proposed project. If your proposal is eligible, staff will send you an application form.

General

- Guidelines and samples of the application are available online. Contact the Arts & Culture Support Service to confirm eligibility and to request a full application package.
- Organizations that receive a Projects or Equity grant in the current year may also receive a Grow Forward grant. Operating Grant clients may not apply to Grow Forward in this pilot year. All organizations may also apply as a Sponsor Society in Equity Grants.
- Start your application process early. To assist in the success of your application please feel free to contact us at any time during the application process.
- The maximum grant available through the Grow Forward Pilot Program is \$5,000.
- Be brief, concise and use plain language. Write as if you are describing your organization and project to someone who doesn't know anything about you. Do not use additional attachments.
- Ensure your project starts no earlier than June 1, 2025, and ends no later than June 1, 2026.
- Ensure the cash budget and the in-kind budget* each balance to zero, resulting in an overall balanced budget where "Surplus or Deficit" is zero.

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

Assessment

- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to approval by the CRD Arts Commission.
- The CRD Arts and Culture Support Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Notification of awards may take up to 10 weeks following submission.
- Applicants are notified of the results of their application by email after the CRD Arts Commission has reviewed recommendations.
- Eligibility and acceptance of your application does not guarantee funding just as receipt of funding does not guarantee future support.

Funding decisions are made by the Arts Advisory Council through an adjudication process.

Commitment to Equity

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

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

Process Support

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

Grant recipients who need to develop their Final Report verbally or in Sign language or need other supports can request this through CRD Arts & Culture. The requirement for this support must be

directly related to being Deaf or having a disability. This support is a contribution towards the costs of transcription services or Sign language interpretation to enable the recipients to submit their report in written English.

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

Conditions of Funding

- Acknowledge support of the CRD Arts & Culture Support Service by including the CRD logo on print and digital promotional material related to the activity, tag @crdartsculture on Facebook, X, and Instagram, and, whenever possible, acknowledge CRD Arts & Culture verbally. Further guidance for how to acknowledge funding is on our website at www.crd.bc.ca/service/arts-funding/acknowledge-crd-funding or call 250.360.3007.
- Grow Forward Grants must be used for the project for which they were requested.
- Projects must be completed within 12 months of receipt of funding.
- A Grow Forward Grant Final Report must be submitted using the provided form within two months of completion of the project, and prior to submitting a new application to the Grow Forward program.
- Grant recipients may submit one or more high-quality digital photos of the event to artsdevelopment@crd.bc.ca. Images **may** be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.

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

Deadline

There is one application intake each year. Please check the website for current information.

Submitting an Application

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

Application Checklist

What to submit:

- ☐ completed Part A (applicant info & answers to questions), signed
- ☐ completed Part B (budget)
- ☐ a list of current Board of Directors with full names, residential addresses and Board positions
- ☐ annual Financial Statements (see Financial Statement requirements)
- ☐ a copy of your BC not-for-profit Society registration certificate (if not previously submitted)

How to submit:

1. **Complete** the documents listed in 'What to Submit'.
2. **Save** a copy of all documents for your own records.
3. **Email** 'What to Submit' documents to: Applytoarts@crd.bc.ca

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

Telephone

250.360.3215

Email

artsdevelopment@crd.bc.ca

Website

www.crd.bc.ca/service/arts-funding