



Making a difference...together

Capital Regional District Arts & Culture Support Service  
IDEA (Innovate, Develop, Experiment, Access)

**GRANT Application – Part A - 2026**

Read the IDEA Grant Guidelines before completing this application.

ORGANIZATION Name		
BC Society Registration #		
Date Society registered		
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		
Telephone number		
Website		
Date you are submitting this Application		
GRANT amount requested		
CONTACT person for this application		
Position in organization		
Telephone number		
Email address		
Name of Board member authorizing the application		
Position on Board		
Authorizing Signature (Electronic signature accepted)		
PROJECT name or title		
Date(s) 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 Part A (applicant info and answers to questions) and Part B (budget pages)

Financial Statements per the Project Grant guidelines

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

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

**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](mailto:applytoarts@crd.bc.ca) by the published deadline.

**Note: do not submit additional documents/ make reference to secondary information in your answers**

Begin typing in the area following each question; the text boxes will limit your responses to approximately 300 words per answer. Do not use links or additional attachments. Be concise and use plain language. Avoid jargon. Write as if you are describing your organization and project to someone who does not know anything about you.

- I. **1. What is your organization’s mandate (from your constitution)?**

**SAMPLE**

- 2. Were you aware of other Arts & Culture Support Service programs before applying? If not, how did you hear about IDEA grants?**

- II. **1. Describe the project for which you are requesting support. How did you determine the need for the activities described in your proposal?**

**SAMPLE**

- 2. Who are the key personnel and what are their qualifications? What are the key activities related to this project? Note highlights or anticipated issues.**



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**Continue if necessary:**

**3. How does your project fulfill one (or more) of the purposes of the IDEA program (Innovate, Develop, Experiment or Access)?**

**SAMPLE**

**4. 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.**

**SAMPLE**

**5. Community benefits**

**a) What benefits and/or impacts will the activity have for the art form and/or for the broader community in the Capital Region?**

**Continue if necessary:**

**b) If your project engages equity-seeking groups, rural areas, or underrepresented arts and cultural practices, describe who will benefit and how.\***

**SAMPLE**

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

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



Capital Regional District Arts & Culture Support Service

Grant Application Budget - Part B

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	<b>Sub-total Expenses:</b>				
11	<b>CRD Grant Allocation:</b>	0			
12	<b>Total Cash &amp; in-kind Expenses:</b>	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	<b>CRD Grant request (1)</b>				
20	<b>Sub-total Revenues</b>	0		0	
21	<b>Total cash &amp; in-kind Revenues:</b>	0			
22	<b>Surplus or Deficit</b>	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.