

**Grant Funding Year: 2027**

**Application Deadline: Thursday, September 10, 2026 at 4:30 pm**

ORGANIZATION Name	
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	Choose Jurisdiction
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 this application	
Position on Board	
Authorizing Signature (Electronic signature accepted)	

SAMPLE

A signed digital copy of the complete application must be received by the CRD Arts 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 & 15 Questions
    - Part B** – Budget
    - Part C** – Statistics & Activity Lists
  - Staff list
  - Board of Directors list
  - Financial Statements - as specified for annual budget size (see program Guidelines)
  - Communications Form
  - Images

- How to submit:**
1. Complete all materials listed in 'What to Submit'.
  2. Save a copy of Parts A, B & C to your computer.
  3. Email 'What to Submit' documents by the deadline to **ApplytoArts@crd.bc.ca**

**Suggestions for completing the application:**

Be sure to respond to the questions in a focused and direct way. Be clear and concise, limiting your answers to 300 words - use bullets if appropriate. Even if more words fit in the allotted space, no more than 300 words will be accepted per answer.

**Provide the organization's mandate: (100 words max.)**

**Artistic Contribution and Significance**

1. **Ensure your Last Completed Year programming in the Activity List (Part C) is complete. Describe how your past program reflects your artistic and organizational mandate. Highlight any successes, innovations, or creative risk-taking, as well as obstacles, failures, or other learnings.**

**SAMPLE**

2. **Ensure your Current and Projected years' programming in the Activity Lists (Part C) are complete. Describe how the current and projected programs support and reflect your mandate and any strategies designed to help you achieve it.**

**SAMPLE**

3. **What is the role or niche of your organization in the region's artistic community? What makes it different from similar organizations? In what ways does it contribute to the development of artists and the art form?**

(Question 3 continued)

4. Do your artistic and technical staff currently have the necessary qualifications? Briefly summarize the training and experience of key members of the creative team. For example, qualifications may include formal education and previous projects as well as lived experience and informal mentoring arrangements.

**SAMPLE**

5. Describe your organization’s approach to developing greater diversity and inclusion in your artistic programming regarding the participation of equity-seeking individuals and groups with detailed examples and specific actions. This includes, but is not limited to, Indigenous people, people who are racialized, LGBTQ2+ people, Deaf people, and/or people with disabilities.

For example, your organization’s approach may involve the selection of content, themes, artists, or other creative personnel or may involve processes, such as relationship-building and partnerships that made selections possible. You may also wish to comment on the length of time your organization has been developing and using these strategies.

**SAMPLE**

**Organizational Capacity and Governance**

6. To what extent have Board and Management roles been formally defined (e.g. ad hoc, fully documented)? Do Board members have an arms-length relationship (ie. independent, unrelated)?

(Question 6 continued)

# SAMPLE

7. Describe your organization’s approach to developing and retaining greater diversity and inclusion in your governance, operations and administration regarding safe and respectful workplaces, accessibility, and the participation of equity-seeking individuals and groups with detailed examples and specific actions. This includes, but is not limited to, Indigenous people, people who are racialized, LGBTQ2+ people, Deaf people, and/or people with disabilities.

For example, this could involve policies or initiatives focused on board development, community shared governance models, staff and contractor recruitment, mentoring and/or succession.

(Question 7 continued)

**SAMPLE**

8. a) Understanding organizations have varying access to financial resources, describe your organization's approach to staff compensation (referring to Part B: Operating Expenses (budget lines related to Salaries for staff). Where applicable, include information on your organization's approach to compensation for consultants, contractors, interns, and community members acting in advisory roles.

(Question 8a continued)

**b) Describe your organization's approach to artist compensation, referring to Part B: Operating Expenses (budget line related to Artists). Where applicable, include information on your organization's approach to compensation or honoraria for Indigenous Elders or Cultural Carriers involved in arts events.**

**SAMPLE**

(Question 8b continued)

9. Comment on any special issues affecting expenses and revenues in your projected year. If requesting an increase from CRD Operating Grant funding, provide a rationale.

**SAMPLE**

10. Are there any particular issues related to your financial stability or ability to carry out your projected program?

**SAMPLE**

**Community Impact and Involvement**

11. What are the size and characteristics of your principal audience? Are there any trends you've noticed in the past three years?

(Question 11 continued)

12. Explain how you will consider accessibility and safe and respectful environments for 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**

13. Briefly summarize any outreach programs or strategies within the past two years, for the purpose of audience development or community building, including collaborations or partnerships. If any of these outreach initiatives focused on engagement of equity-seeking groups such as, but not limited to Indigenous people, people who are racialized, LGBTQ2+ people, Deaf people, and/or people with disabilities, please describe the engagement with detailed examples and specific actions. Include whether or not this is a new initiative and any relationship or partnership development.

**SAMPLE**

14. Are there any highlights or issues related to community support and/or community input to inform programming (e.g. sponsorships, fundraising, in-kind support, volunteer participation etc.)?

(Question 14 continued)

15. Please use this space to provide any other important information not captured in questions 1 - 14.

**SAMPLE**

<b>ORGANIZATION:</b>				
<b>PERFORMING ARTS: OPERATING EXPENSES</b>			<i>(Round to nearest dollar.)</i>	
<i>Actual refers to your previous fiscal years; Current refers to your current year; Projected refers to your next fiscal year. If your fiscal years differ, please update column labels.</i>				
<b>Actual</b> 2024/2025	<b>Actual</b> 2025/26	<i>Subtotals and totals cells are protected, and have automatic formulas.</i>	<b>Current</b> 2026/27	<b>Projected</b> 2027/28
<b>Production Expenses</b>				
		Salaries: Artistic/Executive Director		
		Salaries: Technical/Support Staff		
		Instructors' Fees (e.g., conductors)		
		Salaries: Benefits		
		Salaries: Contract/Honoraria		
		Salaries: Artists' Fees		
		Artists' Travel and Per Diem		
		Sets, Props, Costumes, etc.		
		Scripts, Music, Royalties, etc.		
		Sound, Lighting, etc.		
		Theatre Operations/Rental		
		Touring Expenses		
		Training/Workshop Expenses		
		Front of House		
		Concessions Expense		
		Other (Specify)		
		Other (Specify)		
0		<b>(A) Total Production Expenses (Cash)</b>	0	0
<b>Administrative Expenses</b>				
		Salaries: General Manager/Administrator		
		Salaries: Support Staff		
		Salaries: Benefits		
		Office Rent/Storage/Mortgage Payments		
		Office Expenses		
		Equipment/Maintenance		
		Internet/Web Costs		
		Bank Charges and Legal Fees		
		Accounting and Audit Fees		
		Travel (Administration only)		
		Subscriptions		
		Promotional Materials		
		Advertising		
		Fundraising		
		Insurance		
		Volunteers		
		Other (Specify)		
		Other (Specify)		
0	0	<b>(B) Total Administrative Expenses (Cash)</b>	0	0
0	0	<b>TOTAL (A)+(B) EXPENSES (CASH)</b>	0	0

SAMPLE

<b>PERFORMING ARTS: OPERATING REVENUES</b>			<i>(Round to nearest dollar)</i>	
<i>Actual refers to your previous fiscal years; Current refers to your current year; Projected refers to your next fiscal year. If your fiscal years differ, please update column labels.</i>				
<b>Actual</b> 2024/25	<b>Actual</b> 2025/26	<i>Subtotals and totals cells are protected, and have automatic formulas.</i>	<b>Current</b> 2026/2027	<b>Projected</b> 2027/2028
<b>Earned Revenues</b>				
		Subscription Tickets		
		Single Tickets		
		Guarantees		
		Concessions		
		Royalties		
		Program Advertising		
		Tuition/Workshop Fees		
		Other (Specify)		
		Other (Specify)		
0	0	<b>(A) Total Earned Revenues (Cash)</b>	0	0
<b>Private Sector Revenues</b>				
		Fundraising: Corporate donations		
		Fundraising: Corporate Sponsorship (not in-kind)		
		Fundraising: Individual Donations		
		Foundations		
		Endowment Income		
		Bank Interest		
		Special Events		
		Other (Specify)		
		Other (Specify)		
0	0	<b>(B) Total Private Sector Revenues (Cash)</b>	0	0
<b>Grant Revenues</b>				
		BC Arts Council: Operating		
		BC Arts Council: Project		
		Government of BC: Other (Specify)		
		Gaming Revenues		
		Canada Council: Operating		
		Canada Council: Project		
		Canada Council: Other (Specify)		
		Federal Employment Programs		
		Federal: Other (Specify)		
		CRD Operating		
		Municipal: Other (Specify)		
		Other (Specify)		
		Other (Specify)		
0	0	<b>(C) Total Grant Revenues (Cash)</b>	0	0
0	0	<b>TOTAL (A)+(B)+(C) REVENUES (CASH)</b>	0	0
<b>Summary of Operations</b>				
0	0	<b>TOTAL (A)+(B)+(C) REVENUES (CASH)</b>	0	0
0	0	<b>TOTAL (A)+(B) EXPENSES (CASH)</b>	0	0
0	0	<b>EXCESS OF REVENUE OVER EXPENSE</b>	0	0

SAMPLE



<b>ORGANIZATION:</b>				
<b>STATISTICS: Programming</b>				
<i>Actual refers to your previous fiscal years; Current refers to your current year; Projected refers to your next fiscal year. If your fiscal years differ, please update column labels.</i>				
Actual 2024/25	Actual 2025/26		Current 2026/27	Projected 2027/28
<b>Programming</b>				
		# Productions <sup>1</sup>		
		# Performances <sup>2</sup>		
		# Exhibitions <sup>3</sup>		
		# Screenings <sup>4</sup>		
		# Outreach/Education/Workshops <sup>5</sup>		
		# Other activity types (Specify)		
		# Other activity types (Specify)		
<b>Alternative Programming</b>				
		# Online live streaming activities <sup>6</sup>		
		# Podcast or other audio activities		
		# Other (Specify)		
<b>Members</b>				
		# of society members		
		# of active volunteers		
<b>Marketing</b>				
		# Newsletter (electronic or print)		
		# Instagram		
		# Facebook followers		
		# Twitter followers		
<b>Marketing - Other (specify)</b>				

SAMPLE

1. Productions: shows or festivals created by an organization.
2. Performances: includes each event in a show or festival, self-produced or presented by an organization. (ie. one show may have 4 performances or one festival may have 20 performances. Provide details in the
3. Exhibitions: a visual arts, media arts, or interdisciplinary display that is curated & coordinated by an organization. This can include both in-house or touring exhibitions. Provide details in the Activity List.
4. Screenings: film events or other media arts presentations at fixed times.
5. Outreach, Education or Workshops: Count each activity. This could include school tours, artist talks, etc.
6. Online live streaming: hybrid shows that involve both in-person and streaming audiences can be counted here and also in the programming section.

<b>STATISTICS: Paid Staff/ Artists</b>									
<i>Actual</i> refers to your previous fiscal years; <i>Current</i> refers to your current year; <i>Projected</i> refers to your next fiscal year. If your fiscal years differ, please update column labels.									
Actual 2024/25		Actual 2025/26		Current 2026/27		Projected 2027/28			
<b>Students</b>									
Total # students (if training/educational institution)									
FT	PT	FT	PT	<b>Paid Staff / Employees</b>		FT	PT	FT	PT
				# Paid Office/Admin Staff: Regular					
				Contract					
				# Paid Technical Staff: Regular					
				Contract					
				# Paid Instructors: Regular					
				Contract					
				# Other Paid Employees ( <i>Specify</i> )					
0	0	0	0	<b># TOTAL PAID STAFF</b>		0	0	0	0
FT	PT	FT	PT	<b>Paid Artists</b> (musicians, actors, dancers, writers, etc.)		FT	PT	FT	PT
				BC: Regular					
				Contract					
				Other Canadian: Regular					
				Contract					
				International: Regular					
				Contract					
0	0	0	0	<b># TOTAL PAID ARTISTS</b>		0	0	0	0

SAMPLE

<b>ACTIVITY LIST</b>					
<b>LAST ACTUAL: 2025/26*</b>		<b>Actual</b>			
Date(s)	List all programming (performance, exhibition, screening, outreach, education, workshop, other) in chronological order.	Venue/Platform	# of Presentations	Attendance in person	Attendance online
<h1>SAMPLE</h1>					
<b>TOTALS:</b>			0	0	0



