

STATEMENT OF PURPOSE

The Operating Grant program of the CRD Arts Development Service recognizes the contribution that arts organizations make to the quality of life in the Capital Regional District, and their role in providing a wide range of arts activities for the benefit of citizens and visitors.

Operating assistance acknowledges that, 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.

CRD operating funding provides support to arts organizations whose primary mandate is public programming in the arts. The purpose of Operating Grants is stable funding that will enable long-term planning by organizations with a proven track record of high-quality arts programming.

GENERAL ELIGIBILITY REQUIREMENTS

Applicant organizations must meet the following criteria:

- Have public programming in the arts as their primary mandate and purpose and have their administration and public programming based in eligible regions of the CRD.¹
- Be non-profit societies and have been registered in British Columbia for at least three (3) consecutive years immediately preceding the application deadline.
- Have actively presented public arts programming in the CRD for the three (3) consecutive years immediately preceding the application deadline.
- First-time applicants must have received three or more CRD Project Grant awards or Equity Grant awards within the six years prior to the application deadline.
- Have an active Board of Directors. Voting members of the Board may receive compensation for expenses directly related to Board duties (travel, childcare, etc) but not honoraria for participation or fees for services.
- Have operating budgets that average at least \$60,000 over the past three (3) years immediately preceding application, exclusive of capital projects or in-kind contributions. (Organizations with operating budgets of less than \$60,000 may be eligible for funding through the Project Grants program.)
- Can provide, with their applications, the appropriate financial statements as outlined in the "Financial Statement Requirements" section.
- Are in good financial health and are ineligible if in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind.

New applicants to the Annual Operating Grant program must:

Contact the CRD Arts Development Service (the Arts Service) office at least two weeks before the application deadline to arrange a pre-eligibility review discussion.

¹ As of June 2024, the municipalities that contribute to the Capital Regional District Arts Development Service are: Victoria, Saanich, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke and Southern Gulf Islands.

INELIGIBLE ORGANIZATIONS AND ACTIVITIES

Given budget limitations, some activities are beyond the scope of this grant program, regardless of their merit. Operating Grants are not available for programs of civic departments or branches (e.g., libraries or community centres), nor are they intended for the activities of clubs or for organizations whose primary mandate involves social service, religion, sports, or educational activities.

Training and educational organizations are not eligible unless they are determined to have public programming of regional significance. An organization will be determined to be primarily concerned with training or education if the majority of its earned revenue is derived from tuitions or other payments for educational or training services.

An arts training organization may be eligible for funding for its public programming that is not related to the fulfillment of prescribed curriculum requirements or other educational activities. Recitals, exhibitions, and other presentations intended to present or showcase the ongoing or final results of courses, classes, and workshops are ineligible for funding in this program.

In addition, the following activities **do not** qualify for Operating Grant funding:

- contests and competitions
- capital projects
- tourism promotion
- scholarships

COMMITMENT TO EQUITY

The Arts 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 continue 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 a Final Report verbally or in Sign language, or need other supports, can request this through the Arts Service. 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 the Arts Service. Please contact our office 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.

ASSESSMENT CRITERIA

The CRD Arts Advisory Council assesses Operating Grant application responses grouped into three assessment criteria categories. Organizations must demonstrate the following in their Operating Grant applications:

Artistic Contribution and Significance (33% of total score)

- An artistic program which reflects and fulfills the organization's mandate.
- A sound and clearly articulated artistic plan and a demonstrated ability to fulfill that plan.
- Overall contribution to the development of the art form, artists, other practitioners and broader artistic practice, in the context of a culturally diverse region.
- Activation of arts initiatives in underserved areas of the capital region.

Organizational Capacity and Governance (33% of total score)

- Evidence of a clear mandate, competent administration, sufficient organizational capacity, a functional Board and administrative and governance structures appropriate to the organization (e.g., planning, development, marketing, financial management, board development).
- Commitment to the development of B.C. artists and cultural practitioners, including the level of fees and other compensation to artists and cultural workers.
- Evidence of a diversified revenue base, including earned revenue, funding from other levels of government, and support from the private sector through fundraising, donations, sponsorships, or memberships.

Community Impact and Involvement (33% of total score)

- A contribution to communities that are being engaged which may include outreach, audience development, educational activities for the public, economic and social impact.
- The diversity, depth, and reciprocity of relationships with communities that are being engaged.
- Inclusion of cultural protocols and practices, where appropriate.
- Relationships and connections with underserved areas of the capital region.

FINANCIAL STATEMENT REQUIREMENTS

An organization requesting operating funding from the CRD must submit one of the following:

- a) **Audited Financial Statements** for the most recently completed fiscal year, where the previous year's grant from CRD Arts Development Service is \$250,000 or more.
- b) **Review Engagement Financial Statements** for the most recently completed fiscal year, where the previous year's grant from CRD Arts Development Service is \$50,001 - \$249,999.
- c) **Compilation Financial Statements with Notice to Reader (NTR)** for the most recently completed fiscal year, where the previous year's grant from CRD Arts Development Service is \$50,000 or less.

The Compilation Financial Statements may be prepared by a qualified person either internal or external to the organization, such as an accountant, a bookkeeper, or the Board Treasurer. 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.

It is your responsibility to ensure the appropriate financial statements are submitted. Applications without appropriate financial statements are considered incomplete. Contact Arts Service staff if you have questions.

COMMUNICATIONS – Images & Quotes

Attach 2 - 6 print-quality digital photos from last year's programming. Include artistic and photo credits for each image using the Communications Form. The images may be used in CRD Impact Reports and/or may be used on social media, on the CRD website, in presentations, and in other reporting and promotional materials, to represent arts activities developed with support from CRD funding. Please confirm necessary consent before submitting images. Please provide up to three quotes, from either participants or staff, demonstrating the impact of your activities.

ADJUDICATION PROCESS

Application Deadline:

A digital copy of the completed application and accompanying documents must be received by 4:30 pm on the published deadline. If a cover letter is included, it will be read by staff, but not included in the adjudication package. The deadline is firm and late applications will not be accepted. Please check the CRD website for current information.

Acceptance of an application to the Operating Grant program does not guarantee funding nor does previous funding guarantee subsequent funding under this program.

Review Process:

Arts Service staff review applications for completeness and may request further information or clarification as necessary.

Assessment and Notification:

The CRD Arts Advisory Council adjudicates all eligible applications and makes recommendations to the Arts Commission for approval. The Arts Commission's decision is final and cannot be appealed. Applicant organizations are informed of the results in January, following the deadline.

NOTICE OF SIGNIFICANT CONCERN

A Notice of Significant Concern (NOSC) will be issued to any organization assessed as having significant concerns in the areas of Artistic Contribution and Significance, Organizational Capacity and Governance, or Community Impact and Involvement. The NOSC will be included with an applicant's grant result and will clearly state the area(s) of concern that require remediation. Receipt of a NOSC requires the applicant to provide a separate report on all remediation activity (steps to resolve and the outcome) to be included with the following year's application. This report will be a maximum of two pages for all applicants with a NOSC including all supplementary materials. If the NOSC report exceeds two pages, only the first two pages of the report will be included in the adjudication package for the Arts Advisory Council. If an applicant does not adequately address the issues noted in their NOSC with their next Operating Grant application, funding may be reduced or withdrawn or conditions may be attached to future program eligibility.

Also, if at any time an applicant demonstrates less than exemplary behaviour in the public sphere, a meeting of the adjudication committee may be convened and the applicant's funding may be suspended or revoked.

PAYMENT OF GRANTS

All funding recommendations are conditional upon approval of the Arts Development Service's annual budget by the CRD Board. Upon budget approval, payments are made August 1st in the year following the deadline. In some cases, a partial early payment is possible in April. Contact Arts Service staff for details.

CHANGES TO FUNDING

All funding recommendations in this program are dependent upon the annual approval of the Arts Development Service budget by the CRD Board. Increases or decreases to the Arts Development Service budget will require a review of recommendations and may result in changes to grant payments.

Should an organization undergo any significant changes, fail to meet expectations, or fail to submit the required reports, the funding level may change.

CONDITIONS OF FUNDING

CRD funding support must be acknowledged in media, verbally at events, on websites and in print. Information describing how to acknowledge the CRD Arts Development Service, along with logos, will be provided with the grant award letter. This information can also be requested through the CRD Arts Community Outreach Coordinator at artsdevelopment@crd.bc.ca.

Grant funds must be applied to operating expenses, not used to reduce, or eliminate accumulated deficits. Activities cannot be funded retroactively.

INAPPROPRIATE BEHAVIOUR

In order to foster constructive communication and maintain a physically and psychologically safe workplace environment, inappropriate behaviour will not be tolerated. Specifically, CRD Arts does not tolerate any form of physical, verbal, or non-verbal abuse, harassment or intimidation of its staff, the Arts Advisory Council, or anyone working or volunteering with its department in any capacity. This includes all communication verbal and non-verbal by phone, by written word (including in grant applications), in person or online, of an abusive nature, including:

- Using language or a tone that is aggressive, antagonistic, and/or vulgar;
- Making direct or indirect threats;
- Making comments of a defamatory or derogatory nature; and
- Communicating with unreasonable or excessive frequency and/or at inappropriate times.

While rare, abusive, aggressive, threatening or vexatious conduct is unacceptable. In those instances, CRD staff may end or alter communication with any applicant.

Inappropriate behaviour could compromise the relationship of the applicant with CRD Arts and the chances of obtaining its support in the future.

SUBMITTING AN APPLICATION

No late applications accepted. Digital files of the full application must be received by 4:30 pm on the published deadline. You will receive confirmation of receipt of your application within two business days.

What to Submit:

- ☐ Completed Part A – Applicant info & answers to questions (Fillable pdf)
- ☐ Completed Part B – Budget (Excel not pdf)
- ☐ Completed Part C – Statistics & Activity Lists (Excel not pdf)
- ☐ List of current Board of Directors with Board positions, residential addresses, start dates, and term lengths
- ☐ List of current Staff with name and position
- ☐ Financial Statements (as per Financial Statement Requirements)
- ☐ Communications Form ☐ Images and Quotes (not for assessment, only reporting)
- ☐ Optional: up to 10 images with explanatory captions – no collages; 2 to 4 images per page in a pdf. This is only for use as supplementary application materials, and is separate from images sent with the communications form.

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 and submit by the published deadline to: **ApplytoArts@crd.bc.ca**

For more information:

Telephone: 250-360-3215

Email: artsdevelopment@crd.bc.ca

Note: The information provided in grant applications is subject to, and protected by, the Freedom of Information and Protection of Privacy Act.