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Capital Regional District Arts & Culture Support Service
Projects, Series, and Extended Programming GRANT Application – Part A - 2026
Read the Project Grant Guidelines before completing this application.

ORGANIZATION Name	
BC Society Registration #	
Date Society registered	
Date of last Society filing	
Fiscal year end	
Full physical address, as on BC NFP registration	
Jurisdiction of physical address	Choose One
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)	
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

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Projects, Series, and Extended Programming GRANT Application – Part A - 2026
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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 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. This application is for (please check one of the following):

(●) A one-time project ( ) A short series of events ( ) Extended programming

PLEASE NOTE: if you checked Short Series or Extended Programming, list all proposed events and dates in Part B on the programming tab.

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Projects, Series, and Extended Programming GRANT Application – Part A - 2026
Read the Project Grant Guidelines before completing this application.

II. 1. Describe the project that you are requesting support for (What, Where, and When).

SAMPLE

2. How does your project contribute to the development of the arts in the CRD?

Continue if necessary:

3. Please describe your approach to paying artists in this project. Also describe your approach to honoraria for Indigenous Elders or Cultural Carriers if they are involved in your arts events (refer to your project budget where appropriate).

SAMPLE

4. Briefly describe your organization's history of previous programming.

SAMPLE

5. Identify technical, artistic, administrative, or other key personnel for this project (provide names, not just roles). Note any particular skills and experience or any obstacles influencing the success of this project.

Continue if necessary:

6. Who is the anticipated audience and what is the projected attendance?

SAMPLE

7. 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

8. Community benefits:

a) What benefits will your project have in the region (e.g. social economic, artistic, etc.)?

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Continue if necessary:

b) If your project engages equity-seeking groups, rural areas, underrepresented arts and cultural practices, and/or arts experiences by and for youth artists and audiences (13-29 years old), 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 send an email to artsdevelopment@crd.bc.ca

Capital Regional District Arts Development Service

PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Application BUDGET - Part B - 2027
For a Series or Extended Programming, complete the **Programming tab Pg 3** (see below).

	Organization:				
	EXPENSES				
	Production	**Cash Amount**	**Allocation of CRD grant request (1)**	**Specify** (provide detail if applicable)	
1	Artistic Director/Producer Fees				
2	Fees paid to Artists				
3	Technical/curatorial Fees				
4	Honoraria for Elders, cultural carriers and protocols				
5	Facility/Venue rental				
6	Access costs (ie Childcare, ASL)				
7	Equipment rental				
8	Travel / Accommodation				
9	Other costs (specify)				
10	**Sub-total Production Expenses**	**0**	**0**		
	Administration				
11	Coordinator				
12	Support staff				
13	Other staffing costs (specify)				
14	Office expenses				
15	Advertising				
16	Special events				
17	Other (specify)				
18	Fundraising costs				
19	Other Expenses (specify)				
20	**Sub-total Administration Expenses**	**0**	**0**		
21	**Total Allocation of CRD grant**		**0**		
	Total All Cash Expenses	**0**			
	In-Kind (2)				
22	Goods (specify)				
23	Services (specify)				
24	Other (specify)				
25	**Sub-total In-Kind Expenses**	**0**			
26	**Total Cash and In-Kind Expenses**	**0**			

SAMPLE

1. Total Allocation of CRD grant (Expenses, line 21) must equal CRD grant current request (Revenues, line 40).
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.

Capital Regional District Arts Development Service
PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Application Budget - Part B - 2027

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	Organization:				
	REVENUES				
	Earned/Self-generated	**Cash Amount**		Specify (provide detail if applicable)	**X** if confirmed
27	Box office/admissions				
28	Fees				
29	Concessions				
30	Programme advertising				
31	Other (specify)				
32	Other (specify)				
33	**Sub-total Earned Revenues**	**0**			
	Private Sector				
34	Sponsorships/Corporate donations				
35	Individual donations				
36	Special events				
37	Other (specify)				
38	Other (specify)				
39	**Sub-total Private Sector Revenues**	**0**			
	Grants				
40	**CRD (current request)** (1)			**Amount should be equal to request on Page 1 of Part A**	
41	Other Municipal (specify)				
42	BC Arts Council				
43	Other Provincial Government (specify)				
44	Canada Council				
45	Other Federal Government				
46	Foundations				
47	Other (specify)				
	Sub-total Grant Revenues	**0**			
	Total Cash Revenues	**0**			
	In-Kind (2)				
48	Goods (specify)				
49	Services (specify)				
50	Other (specify)				
51	**Sub-total In-Kind Revenues**	**0**			
52	**Total Cash & In-Kind Revenues**	**0**			
	Budget Summary				
	Cash only				
53	Cash Revenues	0			
54	Cash Expenses	0			
55	Surplus/Deficit	0		**This should equal 0**	
	Cash & in-kind				
56	Cash & In-kind Revenues	0			
57	Cash & In-kind Expenses	0			
58	Surplus/Deficit	0		**This should equal 0**	

SAMPLE

1. Total allocation of CRD grant (Expenses, line 21) must equal CRD grant current request (Revenues, Line 40).
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.

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PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT

Application PROGRAMMING - Part B - 2027

ORGANIZATION:

List of events for a Series or Extended Programming

Dates:	Event:	Venue:	# of Performances	Projected Attendance
		Totals:	0	0

SAMPLE