



Making a difference...together

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.

Form with fields for ORGANIZATION Name, BC Society Registration #, Date Society registered, Date of last Society filing, Fiscal year end, Full physical address, Jurisdiction of physical address, Full mailing address, 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, PROJECT name or title, Date(s) of Project, Venue(s), Jurisdiction(s) of venue, Have you applied before?, If so, what year (most recent)?, If yes, did you receive a grant?, If yes, did you file a Final Report?

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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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.

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.**

- 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.



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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.)?

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 send an email to artsdevelopment@crd.bc.ca**



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PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT

Application BUDGET - Part B - 2026

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.



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Capital Regional District Arts & Culture Support Service
PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Application Budget - Part B - 2026

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	
<p>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.</p>				

SAMPLE