Making a difference...together

Capital Regional District Arts Development Service

PROJECTS, SERIES & EXTENDED PROGRAMMING GRANT Guidelines 2027

Statement of Purpose

Projects, Series & Extended Programming Grants (Project Grants) provide support for emerging or established arts organizations to produce or present one-time projects, a short series of events, or extended programming, taking place over a period of time leading up to the next year's project grant deadlines. Project Grants are not available to organizations receiving assistance through the CRD Operating Grant program.

Project Grant assistance acknowledges that, in order 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.

Project Grants provide support to arts organizations of regional significance whose primary mandate is public programming in the arts. The CRD Arts Development Service is funded by the following jurisdictions: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, Southern Gulf Islands.

Eligibility

Applicants that have not previously received a Project Grant should contact the Arts Development Service office prior to application to confirm eligibility and discuss their proposal.

Applicant organizations must:

1. be a not-for-profit society registered in British Columbia, and in good standing with BC Societies for at least 12 months, have produced arts events in the past 2 years, and have financial statements for a 12-month period.
2. have programming in the arts as their primary mandate and purpose.
3. 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.
4. not have an outstanding final report due from a previously received Project Grant.
5. be based in one of the jurisdictions that contributes to the Arts Development Service, as indicated by the organization's registered physical office address on its BC NFP Society registration document.[1]
6. have a project that takes place within the contributing jurisdictions.

Ineligible Organizations

Some organizations or activities are beyond the scope of this grant program, regardless of their merit. Project Grants are not available for individual artists, 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, religious, sports or educational activities.

Organizations in arrears with any local authority, are bankrupt, seeking creditor protection, are insolvent, or under court supervision of any kind are also ineligible.

Organizations may only apply to one CRD granting program each year (ie Projects, Equity, or IDEA Grant) for their own programming, with the exception that organizations that apply to CRD Projects Grants at the January deadline and are not successful may apply again at the April deadline.

[1] Organizations and arts activities located in non-participating jurisdictions (Central Saanich, Colwood, Juan de Fuca Electoral Area, Langford, North Saanich, Salt Spring Island Electoral Area, and Sidney) are not eligible for support through this program.

Ineligible Activities

- Projects that do not have a strong focus on presentation to an audience/community
- Scholarships, contests and competitions
- Conferences, workshops and other forms of training
- Equipment purchases or other major capital expenditures
- Touring, or tourism promotion
- Elimination or reduction of accumulated deficits
- Expenses for events or activities that have already taken place

General

- Guidelines and samples of the application are available online. Contact the Arts Development Service to confirm eligibility and to request a full application package.
- Organizations that receive a Projects or Equity grant in the current year may also receive a Grow Forward grant. All non-profit organizations may also apply as a Sponsor Society in Equity Grants.
- Start your application process early. To assist in the success of your application please feel free to contact us at any time during the application process.
- Be brief, concise and use plain language. Write as if you are describing your organization and project to someone who doesn't know anything about you. Do not use additional attachments.
- Ensure your project starts no earlier than April 2027 and ends no later than April 2028.
- 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.

***Note:** In-kind contributions are goods and services that would otherwise be purchased with cash but have been donated to the project. Record the values of such donations under in-kind revenue. These donation values must also be recorded under in-kind expenses. The value of your in-kind revenues should equal your in-kind expenses.

Financial Statements required from the not-for-profit society making the application:

Where the previous year's grant from the CRD Arts Development Service was:	**Submit one of the following type of Financial Statements for the most recently completed financial year:**
>$250,000	Audited
$50,001 - $249,999	Review Engagement
$50,000 or less	Compilation Statements with a Notice to Reader **or** Internally Prepared Financial Statements Compilation or Internally Prepared Financial Statements may be prepared by any qualified person either internal or external to the organization, such as an accountant, a bookkeeper, Board Treasurer, etc. The Statements must include a balance sheet, statement of revenues and expenses, notes relating to the financial statements, 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.

The applicant group is responsible for ensuring that the appropriate financial statements are submitted. Applications without appropriate financial statements may be considered incomplete. Contact Arts Staff if you have questions.

Organizations having outstanding or incomplete CRD Project Grants may be eligible to apply at the discretion of the Manager of the Arts Development Service. Payment of any additional Project Grant awards will be conditional upon receipt of a satisfactory Final Report on the outstanding project.

Evaluation
Consideration will be given to:

- a demonstrated ability to carry out the project.
- the capacity of participants to achieve the artistic goals of the project.
- the appropriateness of the project budget. Applicants are encouraged to develop diverse sources of revenue such as ticket sales, donations, support from foundations, other levels of government, etc.
- the impact on the development of the arts in the capital region.
- the contribution to the artistic development of artists, the art form and to the organization itself.
- the needs of other applications received at the same deadline.

Assessment

- Applications are assessed on three equally weighted categories: Artistic Contribution and Significance (33%), Community Impact and Involvement (33%), and Feasibility (33%).
- Applications are assessed by the CRD Arts Advisory Council whose recommendations are subject to ratification by the CRD Arts Commission.
- The CRD Arts Development Service is committed to ensuring that the choice of assessors reflects both the diversity of the region and grant applicants and will compensate external assessors who are not part of the Arts Advisory Council, at established assessor compensation rates, to ensure a diversity of viewpoints on each assessment panel.
- Applicants are notified of the results of their applications by email following approval by the CRD Arts Commission.
- Notification can take at least ten weeks following the deadline. **Funding cannot support activities that have started or that have been completed before the approval of funds.** Please contact staff if in doubt.
- Eligibility and acceptance of your application or receipt of previous grants does not guarantee future or ongoing funding.

Commitment to Equity
The CRD Arts Development 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 are making changes 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 their Final Report verbally or in Sign language or need other supports can request this through CRD Arts. 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 CRD Arts. Please contact CRD Arts 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.

Conditions of Funding

- Acknowledge support of the CRD Arts Development Service by including the CRD logo on print and digital promotional material related to the activity, tag @crd.arts on Facebook, Instagram and Threads, and, whenever possible, acknowledge the CRD Arts Development Service verbally. Further guidance for how to acknowledge funding is on our website under "Application Information" at Apply for a Project Grant | Capital Regional District or contact our office 250.360.3007.

- Project Grants must be used for the project for which they were requested.

- Projects must be completed within 12 months of receipt of funding.

- A Project Grant Final Report must be submitted using the provided form within two months of completion of the project, and prior to submitting a new application to Project Grants. Contact the office to request updated report forms.

- Grant recipients may submit one or more high-quality digital photos of the event to artsdevelopment@crd.bc.ca. Images **may** be included in the CRD website, social media, presentations, and other promotional materials to represent arts activity in the CRD; provide photo credit if required.

Organizations should notify Arts Development Service staff if there are significant changes to the timing or nature of a funded project. In the event the project is not completed and/or a final report not submitted, the CRD may request the return of the grant and/or consider future applications to be ineligible.

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

Deadlines
There are two application intakes each year. Please check the website for current information.

Submitting an Application
A digital copy of the completed 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.
Applications received after the deadline will not be considered.

Application Checklist

What to submit:

- ☐ completed and signed Part A (applicant info & answers to questions) in fillable pdf format
- ☐ completed Part B (budget pages) in excel format
- ☐ a list of current Board of Directors with full names, residential addresses, Board positions
- ☐ a copy of annual Financial Statements per the Project Grant Guidelines (see p.2)
- ☐ a copy of the organization's BC non-profit Society registration certificate (if not previously submitted)

How to submit:

1. **Complete** all materials listed in 'What to Submit'
2. **Save** a copy of Parts A & B to your computer
3. **Email** 'What to Submit' documents to: Applytoarts@crd.bc.ca

If you have questions about the application or eligibility of your project, contact CRD Arts staff:

Telephone	Email	Website
250.360.3215	artsdevelopment@crd.bc.ca	Arts Funding | Capital Regional District