

Capital Regional District Arts & Culture Support Service
Annual Operating Grant Application – Fall 2024

Grant funding year: 2025

Application Deadline: September 12, 2024 at 4:30 pm.

ORGANIZATION name	
BC Society Registration #	
Date society registered (month, day, year)	
Date of last Society filing	
Fiscal year end (month)	
Physical address, as on BC NFP Registration	
Mailing address if different from above	
Postal code	
Telephone	
Website	
Jurisdiction in which organization is based	Choose an item.
Date of application	
2025 GRANT request \$	
CONTACT person for this application	
Position in organization	
Telephone	
Email	
Board Member authorizing this application	
Position on Board	
Authorizing Signature (electronic acceptable)	

Sample

A signed, digital copy of the complete application must be received by the CRD Arts & Culture 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 in your answers, limiting to approx. 300 words at most - use bullets if appropriate.

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 that have taken place, as well as obstacles, failures, or other learnings.

█
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.

█
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?

█
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.

█
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.

█

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, unpaid)?

█

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.

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.

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.

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

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?

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.

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.

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.)?



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



Sample

ORGANIZATION:				
PERFORMING ARTS: OPERATING EXPENSES			(Round to nearest dollar.)	
<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 2022/23	Actual 2023/24	Subtotals and totals cells are protected, and have automatic formulas.	Current 2024/25	Projected 2025/26
Production Expenses				
		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		(A) Total Production Expenses (Cash)	0	0
Administrative Expenses				
		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) Total Administrative Expenses (Cash)	0	0
0	0	TOTAL (A)+(B) EXPENSES (CASH)	0	0

Sample

PERFORMING ARTS: OPERATING REVENUES			<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>				
Actual 2022/23	Actual 2023/24	<i>Subtotals and totals cells are protected, and have automatic formulas.</i>	Current 2024/25	Projected 2025/26
Earned Revenues				
		Subscription Tickets		
		Single Tickets		
		Guarantees		
		Concessions		
		Royalties		
		Program Advertising		
		Tuition/Workshop Fees		
		Other (Specify)		
		Other (Specify)		
0	0	(A) Total Earned Revenues (Cash)	0	0
Private Sector Revenues				
		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) Total Private Sector Revenues (Cash)	0	0
Grant Revenues				
		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	(C) Total Grant Revenues (Cash)	0	0
0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
Summary of Operations				
0	0	TOTAL (A)+(B)+(C) REVENUES (CASH)	0	0
0	0	TOTAL (A)+(B) EXPENSES (CASH)	0	0
0	0	EXCESS OF REVENUE OVER EXPENSE	0	0

Sample

ORGANIZATION:				
STATISTICS: Programming				
<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 2022/23	Actual 2023/24		Current 2024/25	Projected 2025/26
Programming				
		# Productions ¹		
		# Performances ²		
		# Exhibitions ³		
		# Screenings ⁴		
		# Outreach/Education/Workshops ⁵		
		# Other activity types (Specify)		
		# Other activity types (Specify)		
Alternative Programming				
		# Online live streaming activities ⁶		
		# Podcast or other audio activities		
		# Other (Specify)		
Members				
		# of society members		
		# of active volunteers		
Marketing				
		# Newsletters (electronic or print)		
		# Instagram		
		# Facebook or website		
		# Twitter followers		
Marketing - Other (specify)				

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 Activity List.)
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.

STATISTICS: Paid Staff/ Artists								
<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 2022/23		Actual 2023/24			Current 2024/25	Projected 2025/26		
Students								
Total # students (if training/educational institution)								
FT	PT	FT	PT	Paid Staff / Employees	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	# TOTAL PAID STAFF	0	0	0	0
FT	PT	FT	PT	Paid Artists (musicians, actors, dancers, writers, etc.)	FT	PT	FT	PT
				BC: Regular				
				Contract				
				Other Canadian: Regular				
				Contract				
				International: Regular				
0	0	0	0	# TOTAL PAID ARTISTS	0	0	0	0

Sample

