

GRANT TYPE:	Projects <input type="checkbox"/> IDEA <input type="checkbox"/> Equity <input type="checkbox"/> Grow Forward <input type="checkbox"/>
Grant application deadline (month & year)	
Grant amount received	
Applicant ORGANIZATION	
Contact person	
Tel #	
Email	
Name or title of project	
Project start and end dates	
Venue	
**Municipality or electoral area in which organization is based	Choose an item.
**Municipality or electoral area in which project took place	Choose an item.
Name of person authorizing this report	
SIGNATURE of person authorizing this report	

**Participating Municipalities: Saanich, Victoria, Oak Bay, Esquimalt, View Royal, Highlands, Metchosin, Sooke, and Southern Gulf Islands EA.

What to Submit:

- Completed Part A (answers to questions 1 – 11)
- Part B (budget pages)
- One to six print-quality, digital photos of the project
- Communications Form

Sample

Please use the attached Communications Form for artistic and photo credits and quotes. Images will be used in the CRD Impact Report and 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.

How to Submit:

Email a signed copy of the report and photo(s) to **CRD Arts & Culture** at: artsdevelopment@crd.bc.ca

If you have any questions, please contact staff at 250-360-3215 or artsdevelopment@crd.bc.ca

Provide your answers directly in this document. Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250 words per answer. Do not use additional attachments.

Project Outcomes

1. Briefly describe the completed project, noting any changes from the original proposal.

2. Describe the beneficial outcomes resulting from funded activities, such as:
 - development of organizational capacity and/or knowledge
 - skill development
 - creation of partnerships
 - impact on your art form or for communities in the capital region
 - CRD funding
 - other (explain)

**CRD Arts & Culture Support Service
Final Report – Part A**

3. Briefly describe any challenges in completing this project.

4. Did this project provide any free, participatory activities for the public? If so, what were they?

5. The project was: (check all that apply)
 - a creation or presentation of new work
 - a completely new event (might do again)
 - a one-time event that will not be repeated
 - a recurring event with new content
 - a series of events
 - extended programming
 - a capacity-building project
 - other (explain)

Statistics

6. Provide numbers for the following:

# of events /performances	# total in-person audience	# total online audience
# paid staff	# paid artists/ performers	
# volunteers	# volunteer artists/performers	

Community Impact

7. Often the impact of funding is better conveyed through narratives and stories that speak to the qualitative aspects and benefits of a successful project. A mix of the qualitative and quantitative (as collected in #6) help us convey the impact of funding to policy and decision makers. Please include a brief story related to your project.

Program Evaluation

8. Were the Guidelines easy to understand? (check one box)
 - Yes
 - Not bad, could be better (describe)
 - Needed explanation (describe)

9. Was the Application form easy to understand? (check one box)
 - Yes
 - Easy to fill in but had technical problems
 - Easy to fill in but not sure why some information was required (describe below)
 - Other (please explain)

**CRD Arts & Culture Support Service
Final Report – Part A**

10. How would you rate the CRD Arts & Culture Service's application process?

- Easy
- Somewhat Easy
- Straightforward
- Somewhat difficult
- Very Difficult

Stay Connected

11. What is your preferred way of receiving information about CRD Arts & Culture?

- In-person
- Webinar
- Email
- E- Newsletter
- Other (explain below)

CRD Arts & Culture information is available through our e-newsletter. Sign up here: www.crd.bc.ca/arts

Sample

Communications Form

IMAGE CREDITS (required)

I authorize the CRD Arts & Culture Support Service to use the images listed below in their reporting and communications, including through CRD Progress Reports, the CRD website, social media, presentations, and other communications documents, representing arts activities developed with support from CRD funding.

Where necessary, I have confirmed permission for use of the images.

Organization:	
Name of Authorized Representative:	
Signature and Date:	

Please list the images provided. Images should be provided as attachments as jpeg, TIFF or png files, of a high enough quality to be suitable for printing (300 dpi at 8.5 inches wide):

Name of file	Date (dd/mm/yyyy)	Artistic and photographic credits	Title of Work/Description/Details

Sample

**CRD Arts & Culture Support Service
Final Report – Part A**

STORY & QUOTES (optional but recommended)

I understand the CRD may use the information provided below for communications and reporting, including in the CRD Arts & Culture Impact Report and social media. Where necessary, I have confirmed permission for the use of the information provided.

Organization:	
Name of Authorized Representative:	
Signature and Date:	

The qualitative impact of funding can sometimes be most effectively conveyed through storytelling and quotes. See the [CRD Arts & Culture 2023 Impact Report](#) for recent examples.

STORY

Please provide a brief story reflecting the impact of your activities.

Sample

QUOTES:

Please provide up to 3 quotes, from either participants or staff, demonstrating the impact of programming.



Making a difference...together

Capital Regional District Arts & Culture Service

Grant Final Report - Part B

Organization:					
	Projected (in original application)		Actual (upon completion)		Details
	Cash	In-kind	Cash	In-kind	
Expenses					
Artist Fees					
Staffing and personnel					
Honoraria for Elders, cultural carriers & protocols					
Materials, supplies, rentals					
Access costs (eg Childcare, ASL, other)					
Rental (workspace or venue)					
Publicity/Marketing					
Other Expenses					
Other Expenses					
Sub-total expenses:	0	0	0	0	
Total cash & in-kind Expenses:		0		0	
Revenue					
Admissions/ticket sales					
Concessions/merchandise					
Donations from individuals					
Donations from businesses					
Other Government grants					
Other revenues					
CRD Grant					
Sub-total revenues:	0	0	0	0	
Total cash & in-kind Revenues:		0		0	
Surplus or Deficit		0		0	

Sample