![CRD - Making a difference...together]

Capital Regional District Arts & Culture Support Service
IDEA (Innovate, Develop, Experiment, Access) **GRANT**
Application – Part A
Read the IDEA Grant Guidelines before completing this application.

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 Document (required)	
Municipality or electoral area in which organization is located	Choose an item.
Postal code	
Telephone	
Website	
Mailing address if different from physical address	
Date of application (month, day, year)	
Amount of this **GRANT** request $	
CONTACT person for this application	
Position in organization	
Telephone	
Email	
Name of Board Member authorizing this application	
Position in organization	
Signature of person authorizing this application (Electronic signature accepted)	
Name or title of **PROJECT**	
Date(s) of project	
Venue/location	
Municipality or electoral area in which venue is located	Choose an item.
Have you applied before? (yes or no)	
If yes, did you receive a grant? (yes or no)	
If yes, did you file a Final Report? (yes or no)	

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

A digital copy of the complete application must be received by 4:30 pm on the deadline. No late applications will be accepted.

What to submit:
☐ A scan of page 1, Part A, with signature
☐ Completed Part A (applicant info & answers to questions) and Part B (budget pages).
☐ Financial Statements as per the IDEA Grant Guidelines
☐ List of Current Board of Directors with addresses, contact information, occupations and Board positions
☐ 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** by the published deadline.

CRD Arts & Culture Support Service – IDEA Grant Application – Part A

Begin typing in the shaded area following each question; the text boxes will limit your responses to approximately 250-300 words per answer. Do not use additional attachments.

Be concise and use plain language. Avoid jargon. Write as if you're describing your organization and project to someone who doesn't know anything about you.

I.   1. What is your organization's mandate (e.g. from your constitution)?

[   ]

2. Were you aware of other Arts & Culture Support Service programs before applying to IDEA Grants?
☐ Yes ☐ No

If not, how did you hear about the program? [   ]

II.   Questions

1. Describe the project for which you are requesting support. How did you determine the need for the activities described in your proposal?

[   ]

2. Who are the key personnel and what are their qualifications? What are the key activities related to this project? Note highlights or anticipated issues.

[   ]

3. How does your project fulfill one (or more) of the purposes of the IDEA program (Innovate, Develop, Experiment or Access)?

[   ]

4. 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.

.[   ]

5. Community benefits
a) What benefits and/or impacts will the activity have for the art form and/or for the broader community in the Capital Region?

[   ]

b) If your project engages equity-seeking groups, rural areas, or underrepresented arts and cultural practices, describe who will benefit and how.*

[   ]

*Keep in mind: if your project involves equity-seeking groups, cultures, or cultural practices outside of your own community or culture, demonstrate 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 at 250-360-3215 or e-mail **artsdevelopment@crd.bc.ca.**

	Capital Regional District Arts & Culture Support Service
CRD Making a difference...together	**Grant Application Budget - Part B**

Organization:

	Expenses	Amount	Allocation of CRD grant request (1)	In-kind (2)	X if confirmed	Specify (provide details if applicable)
1	Artist Fees					
2	Staffing and personnel					
3	Honoraria for Elders, cultural carriers, cultural protocols					
4	Materials, supplies, rentals					
5	Access costs (e.g. Childcare, ASL, other)					
6	Rental (workspace or venue)					
7	Publicity/Marketing					
8	Other Expenses (specify)					
9	Other Expenses (specify)					
10	Sub-total Expenses:	0		0		
11	CRD Grant Allocation		0			
12	Total Cash & in-kind Expenses:	0				
	Revenues	**Amount**		**In-kind (2)**		
13	Admissions/ticket sales					
14	Concessions/merchandise					
15	Donations from individuals					
16	Donations from businesses					
17	Other Government grants (specify)					
18	Other revenues (specify)					
19	**CRD Grant request (1)**					
20	Sub-total Revenues	0		0		
21	Total cash & in-kind Revenues:	0				
22	Surplus or Deficit	0				(Should be 0)