

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

Sample

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) | |

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)

Sample

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

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
<h1>Sample</h1>			

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.

Sample

STORY

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

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 Support Service
PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Final Report - Part B

Organization:

EXPENSES	Projected (from original application)	Actual (on completion)	Specify (provide details if applicable)
Production			
Artistic Director/Producer Fees			
Fees paid to Artists			
Technical/curatorial Fees			
Honoraria: Elders; cultural carriers; protocols			
Facility/venue rental			
Access costs (e.g. Childcare, ASL, Other)			
Equipment rental			
Other expense (specify)			
Sub-total Production Expenses	0	0	
Administration			
Coordinator			
Support staff			
Other staffing costs (specify)			
Office expenses			
Advertising			
Special events			
Other (specify)			
Fundraising costs			
Other Expenses (specify)			
Sub-total Administration Expenses	0	0	
Total all Cash Expenses	0	0	
In-Kind			
Goods (specify)			
Services (specify)			
Other (specify)			
Sub-total In-Kind Expenses	0	0	
Total Cash and In-Kind Expenses	0	0	

Sample



Making a difference...together

Capital Regional District Arts & Culture Support Service
PROJECTS, SERIES AND EXTENDED PROGRAMMING GRANT
Final Report - Part B

Organization:

	Projected (on original application)	Actual (upon completion)	Specify (provide details if applicable)
REVENUES			
Earned/Self-generated			
Box office/admissions			
Fees			
Concessions			
Programme advertising			
Other (specify)			
Other (specify)			
Sub-total Earned Revenues	0	0	
Private Sector			
Sponsorships/Corporate donations			
Individual donations			
Special events			
Other (specify)			
Other (specify)			
Sub-total Private Sector Revenues	0	0	
Grants			
CRD grant			
Other Municipal (specify)			
BC Arts Council			
Other Provincial Government (specify)			
Canada Council			
Other Federal Government (specify)			
Foundations			
Other (specify)			
Sub-total Grant Revenues	0	0	
Total all Cash Revenues	0	0	
In-Kind			
Goods (specify)			
Services (specify)			
Other (specify)			
Sub-total In-Kind Revenues	0	0	
Total Cash & In-Kind Revenues	0	0	
Budget Summary			
	Projected	Actual	
Cash only			
Revenues	0	0	
Expenses	0	0	
Surplus/Deficit	0	0	
Cash & in-kind			
Revenues	0	0	
Expenses	0	0	
Surplus/Deficit	0	0	

Sample