



## **ARTS & CULTURE GRANTS**

### **Background**

The CVRD Arts & Culture Division is distributing annual operating and special project grants for eligible non-profit arts organizations located in the Cowichan region. Arts & Culture organizations must meet the criteria listed in the Arts & Culture Disbursement Policy (see below) and will be adjudicated by the CVRD Board appointed Arts & Culture Grant Committee.

The goals of the Arts & Culture Grant Program are to:

- Assist community groups within the geographical boundaries of the CVRD to provide artistic programs for residents;
- Build community and organizational capacity to deliver artistic programs; and
- Promote partnerships and financial cost sharing among the CVRD, other funders and organizations.

The Arts and Culture Grant Committee will consider the disbursement of funds on an annual basis in accordance with the CVRD Board approved Arts & Culture Grant Disbursement Policy.

### **Application Process**

1. Complete part A and B. Attach answers and other documents separately.
2. **Deadline: January 31, 2019.** All grant applications must be received or postmarked by January 31, 2019 in order to be considered for funding. Submit completed grant applications by mail or in person to the CVRD Arts and Culture Division, 2687 James Street, Duncan, V9L 2X5. No email applications accepted. Questions can be directed to Kirsten Schrader, Manager, Arts & Culture Division, by email [kschrader@cvr.bc.ca](mailto:kschrader@cvr.bc.ca) or by calling 250.746.3425.
3. Applications received or post marked after January 31, 2019 will not be considered for funding in the current year's budget.
4. Applications are adjudicated by the Arts & Culture Grant Committee.

### **Release of Arts & Culture Grants**

1. In March of each year, applicants will be advised in writing as to whether or not they have been awarded an Arts & Culture Grant.
2. Organizations awarded an Arts & Culture Grant will receive their funds by May 1 of the year.
3. Organizations awarded an Arts & Culture Grant must submit a final report before January 31, 2019. The report must include how the funds were used, how the community benefited, and a final budget with actual figures.



## **ARTS & CULTURE DISBURSEMENT POLICY**

### **General Eligibility Requirements**

- Applicants must have programming in the arts as their primary mandate and purpose.
- Applicants must be non-profit societies, with a Board of Directors, and have been registered in British Columbia for at least six (6) months immediately preceding the application deadline.
- Applicants must have their administration and programming based within the CVRD geographic boundaries.
- Applicants must provide financial statements and demonstrate a need for public funding.

### **Assessment Criteria**

The CVRD Arts & Culture Grant Committee will adjudicate all grant applications in the areas of artistic merit, administrative capacity, and community impact.

### **Ineligible Organizations and Activities**

- Service clubs
- Organizations whose primary mandate involves religious, sports, or educational activities
- Civic departments or branches (including libraries or community centres)
- Training and educational organizations
- Commercial recitals
- Capital projects
- Start-up costs
- Tourism promotion
- Individual scholarships or bursaries
- Activities or events happening outside the CVRD boundaries
- Fundraisers
- Deficit reduction
- Activity that is not artistic or cultural

Individual artists are not eligible for the Arts & Culture Grants however they may partner with an eligible non-profit arts organization.

### **Conditions of Assistance**

- Grants may be used for operating assistance or special projects.
- Grants may not be used to reduce deficits.
- Grant funds must apply to the proposed purpose only and may not be used for completed projects.
- If the funds are not used for the activities for which they were received, they must be repaid in full.
- Any unused portion of the grant must be repaid to the CVRD.
- Organizations who receive a grant must submit a final report. If they do not submit a final report, the organization will be ineligible to receive future Arts & Culture Grants.



## CVRD ARTS & CULTURE GRANT APPLICATION

### **Part A**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

Application Contact: \_\_\_\_\_

Position Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Total Grant Funds Requested: \_\_\_\_\_

Fiscal Year End Date: \_\_\_\_\_

---

### **Part B**

Please answer the questions on a separate attachment. Be clear and concise.

1. Provide your organization's mandate and/or mission statement.
2. Please check the box below to indicate whether you are applying for operational or special project funding. Please write the funding amount requested on the lines below.

---

---

☐ Operational Funding   - OR -   ☐ Special Project Funding

3. If you are applying for operational funding, please provide a plan for the upcoming year of programming. Please describe how the operational programming meets your organization's mandate. Please include timeline for completion and a report of last year's programming plans.
4. Please provide an annual budget and demonstrate other sources of funding, if relevant.
5. If applying for special project funding, please provide a project plan and describe how the project serves your organization's mandate and fits into the overall operational plans for 2019. Please include a timeline for completion.
6. Please provide a budget to demonstrate how the special project fits into the organization's total annual budget.



7. Where is your organization based? What is the role or niche of your organization within the artistic community? Is your organization's programming regional or focused in one community within the CVRD?
8. In what ways does your organization contribute to the development of artists and an art form?
9. Please describe the operation of your organization. How long has your organization been operating? Do you have paid staff, volunteers, or both? Please list titles of positions and indicate whether they are paid or volunteers.
10. To what extent have Board and Management roles been formally defined (e.g. ad hoc or fully documented)? Please provide a list of Board Directors. Are Board members free from conflicts? How often does your Board meet?
11. Does Management maintain (please check):
  - ☐ Financial Statements – Please provide
  - ☐ Budgets – Please provide
  - ☐ Meeting Minutes
  - ☐ Business Plan – Please provide
  - ☐ Insurance – Operational and Director Liability
12. Are there any highlights or issues from the past calendar year in the operation of your organization (e.g. financial, operational, programming, attendance etc.)? Do you experience any issues in recruiting sufficient volunteers?
13. Describe how your organization is funded. Are there any particular issues related to financial stability that might jeopardize your organization's ability to carry out the special project or operational programming? Please list other sources of funding for this project, if relevant.
14. Unused funds from the Arts & Culture Grant are to be returned to the CVRD. However if your organization has an operating deficit already, please explain how you will resolve it.
15. Describe what positive impact your organization's annual programming or special project will have on your community and who your community partners are.
16. Briefly summarize promotional, marketing and distribution strategies (if relevant), as well as, educational activities that encourage audience participation and public engagement.