

**CVRD Arts and Culture Grant Application: Step 1**

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

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

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

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

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

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

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

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

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

Please indicate if your request is for Operational \_\_\_\_\_ or Project \_\_\_\_\_ funding.

**Please answer the following questions. Be concise. (2000 characters maximum)**

**Part A: Organizational Stability**

1. How long has your organization been in operation? \_\_\_\_\_
2. Is your organization in good standing with the BC Registrar of Societies?
3. Please describe the management model for your organization, including the titles of management/governance positions and indicate whether they are paid or volunteers:

4. Please briefly describe the successes and challenges of last year's programming:

5. Please list any community partners you work with:

**Part B: Community Impact**

6. Describe how your organization or project encourages or contributes to the development of local artists:

7. Describe how your programming or project responds to community needs:

8. Describe how your programming or project includes community participation or involvement:

9. Describe what positive impact your organization’s annual programming or special project will have on your community:

10. Describe how your organization or project benefits artists directly. If not, explain why:

11. Describe how your organization economically benefits the region (e.g. tourism, jobs, shopping)

12. Describe how your programming is financially and/or physically accessible to the greater community:

13. How many people attended your programming in the last year, either in person or virtually?

**Part C: Organizational/Project Planning**

14. Provide your organization's mandate and/or mission statement:

15. Describe how your programming meets your organization's mandate:

16. If applying for project funding, how does the project fit within your organization's mandate:

17. Briefly summarize promotional, marketing and distribution strategies (if relevant), as well as, educational activities that encourage audience participation and public engagement:

**Part D: Financials**

18. Please demonstrate how your organization actively seeks funding from other sources:

Please list whether funding has been received or not (Informational only):

19. Describe the impact to your organization and to the overall community if funding is not approved?

20. Does your organization maintain a deficit? What are your plans to alleviate the deficit if you have one?

21. Please complete the enclosed budget form and attach the most recent financial statement, statement of directors from BC Registrar of Societies. Optional attachments: marketing sample, business/strategic plan, and cover letter.