



## 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 the application form ( Step 1) and budget template (Step 2). Attach the most recent financial statement & statement of directors from BC Registrar of Societies; optional to include a marketing sample, business/strategic plan, and cover letter.
2. **Deadline: Friday, January 31st 2025.** All grant applications must be received by this date in order to be considered for funding.
3. **Submit completed grant applications by email to [arts@cverd.bc.ca](mailto:arts@cverd.bc.ca)**
4. For all questions please email [arts@cverd.bc.ca](mailto:arts@cverd.bc.ca) or call 250.746.3428
5. Applications received or post marked after January 31, 2025 will not be considered for funding in the current year's budget.
6. Applications are adjudicated by the Arts & Culture Grant Committee.

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

1. Applicants will be advised in writing as to whether or not they have been awarded an Arts & Culture Grant by March 31st.
2. Organizations awarded an Arts & Culture Grant will receive their funds by May 1st of the grant year.
3. Organizations awarded a 2025 Arts & Culture Grant must submit a final report before January 31, 2026 in order to be eligible for the 2026 grants. A late report will result in an ineligible status for that year. However, submitting a report after deadline will restore eligibility for subsequent funding years.
4. 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 in nature

Individual artists are not eligible for the Arts & Culture Grants. However, they may partner with an eligible non-profit arts organization and submit a joint application.

### **Conditions of Assistance**

- Grants may be used for either 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.
- Grant recipients are to acknowledge CVRD support by including CVRD logo on any sponsor recognition marketing materials, where applicable.
- 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 by deadline. If they do not submit a final report, the organization will be ineligible to receive Arts & Culture grant funding for the subsequent year.