

Cultural Infrastructure Grant Application Form



Before filing out the application please review the Program Guidelines to confirm eligibility and other details.

If you have questions or require assistance, contact: nstanbridge@victoria.ca

The deadline for receiving completed applications is Friday, April 24, 2023, before 4 p.m. PST.

Completed application packages (with application form and all required documents attached) must be emailed to nstanbridge@victoria.ca before the deadline. Please keep individual files to less than 3MB to ensure delivery. Acceptable file formats include PDF, Word doc, JPG, PNG, and Excel.

DOCUMENT CHECKLIST:

The following documents are required as part of a complete application:

- ☐ Completed and signed application form (this document)
- ☐ Completed project budget (as per the template provided)
- ☐ Quotes for items listed in project budget - – for applications under \$25,000 one quote is required, applications greater than \$25,000 two quotes are required.
- ☐ Proof of tenure: ownership title or lease agreement
- ☐ Financial statement for the most recent fiscal year
- ☐ Project team information: 50-word biography of each person
- ☐ Letter of Intent or Memorandum of Understanding (**for group applications only**)
- ☐ Additional information: photos and/or supporting documentation (**optional**)

Part 1: About Your Organization

1. Are you applying as an individual organization or as a group of organizations?

- ☐ Individual Organization ☐ Group Application

Group Applications: Please attach a Letter of Intent (LOI) or a Memorandum of Understanding (MOU) outlining details of the partnership or collaboration between all participating organizations.

2. Contact Information:

Group Applications: Provide information for the Designated Project Lead in questions 2 – 9 below

Organization Name:

First, Last Name:

Email:

Phone:

Organization Type:

- ☐ Federally Registered Charity
☐ Registered Not-for-Profit Society in B.C.
☐ Registered Community Service Co-op in B.C.
☐ Songhees or Esquimalt First Nation Council

3. Incorporation Number:

4. Date of incorporation: (DD/MM/YYYY)

5. Is your organization in “Good Standing” with BC Registry Service?

- ☐ Yes ☐ No

6. Artistic Discipline

Please select the PRIMARY artistic discipline of your organization:

- ☐ Visual & Applied Arts ☐ Literary ☐ Music ☐ Performing Arts ☐ Media Arts

☐ Heritage ☐ Other OR Multidisciplinary (please specify):

7. Describe your organization's history, mission, mandate, values and what audiences and communities you serve? 400 words max.

Group Applications: *please provide information for **all** organizations that are a part of the project.*

8. Describe your organization's financial position, addressing plans to eliminate deficits (if any) and/or explanations for surplus or reserve funds (if any). 250 words max

Required: Attach a copy of your organization's most recent annual financial statement.

9. Previous Grant Funding:

List all grant funding received during the past 12 months from the City of Victoria or the Capital Regional District (CRD). Include grant program name, amount of funding received and date - e.g. City of Victoria, Festival Investment Grant, \$3,400, January 2022; CRD, Operating Grant, \$4,500, March 2022.

Group Applications: Please provide requested information for **all** organizations that are a part of the project. 250 words max

Part 2: About Your Arts & Culture Space(s)

10. Describe your current arts and culture space(s). Include venue address, types of events and activities held, audience statistics (if applicable) and physical accessibility conditions. 250 words max.

11. Space Tenure:

- ☐ Ownership ☐ Rental – duration of lease in months: _____

Required:

Please provide proof of tenure – i.e. ownership title or lease agreement showing length of tenure.

Note on Eligibility - space needs to be secured for a minimum of 24 months tenancy from time of application. Exceptions will be considered on a case-by-case basis, but priority will be given to support longer-term spaces for the arts and culture sector.

- 12. For multi-use spaces ONLY (community centres, event halls, faith-based spaces, etc.):** Please provide usage statistics for the space demonstrating 50% or more of activities that occur in a year for arts and cultural purposes. 300 words max

Part 3: About Your Project

- 13.** Describe your project and why you are requesting funding assistance. Explain how it will enhance, and/or increase the provision of arts and culture space, and support your organization's mandate? 400 words max.

14. Project Type: Select one only

- ☐ Physical Upgrade(s) ☐ Specialized Equipment ☐ Accessibility Upgrade(s)
- ☐ Property Acquisition or Facility Expansion ☐ Planning or Feasibility Study

15. Describe how your project will improve conditions and the quality of space(s) for artistic and cultural creation, production, and/or presentation? Please include who the project will benefit (i.e. artists, audiences), and how it meets the objectives of the grant program including how it will address one or all of the following issues: affordability, accessibility, suitability and availability of space. 400 words max.

16. Access and Inclusion:

Describe how your project will improve access and inclusion and increase participation from diverse communities, including Indigenous and/or equity-seeking groups. 250 words max.

17. Work Plan & Timeline:

Describe your project timeline and key milestones, including start and end dates and any required permits or approvals. 250 words max.

18. Describe the capacity and personnel available to undertake and deliver the project, within your organization and/or through external consultants/contractors. 250 words max.

Required: Attach a list of project members, including staff, Board Directors, and consultants. Please include brief and relevant expertise/background.

19. Additional Benefits:

Please describe any other relevant information that will support your application. 250 words max.

20. Project Budget & Grant Request:

Total Project Budget Amount: \$_____ Grant Request Amount: \$_____

21. Project Budget: Complete and attach your project budget using the excel budget template file provided.

Required: Attach Budget Sheet and quotes

- Please review the list of eligible and ineligible expenditures in the Program Guidelines.
- Please attach quotes for all consultants, labour, services and/or equipment.
- For specialized equipment, please include a list of equipment (make and model info) and a brief description of its use and purpose
- All budget items must be project-related and must be incurred after April 25, 2023.
- Please indicate the status of other funding sources as confirmed or pending.
- In-kind contributions should be listed under both revenue and expenditure sections.

Budget Notes: Please add any details or provide explanations, as needed below. 250 words max.

22. Additional Documents & Photos:

Optional: If relevant, please include supporting documentation in PDF OR JPG formats. Supporting document examples can include project proposals, design drawings, letters of support, building and/or development permits, site photos, etc. Please list below provide by email with your application.

Part 4: Declarations & Authorizations

Declaration (Two Authorized Signatures Required)

- 1) On behalf of and with authority of the Society, I certify that the information submitted in this grant application and attachments are true, correct, and complete in every respect.
- 2) I/We understand and confirm that if this application is approved, the Society agrees to abide by the established grant terms and conditions.
- 3) I/We understand that the information provided in this grant application is subject to the Freedom of Information and Protection of Privacy Act. The City cannot guarantee that any of the information provided by you will be treated as confidential if a request for access is made under the Act.

Name of Board Chair or President (please print): _____

Signature: _____

Date: _____

Name of grant application writer (please print): _____

Signature: _____

Date: _____