

Cultural Infrastructure Grant – Offline Form

Use this document to share with your colleagues and plan your application. Once ready, submit online at www.victoria.ca/cig please note you cannot save your online form.

Organization Information

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

☐ Individual Organization Application ☐ Group Application

For Group applications, include names of all the organizations/groups collaborating on this Group Application

2. Legal Name of Organization: (Lead Applicant) *

3. Mailing Address *

4. Main Contact Person (Please include Full Name) *

5. Contact Title *

6. Phone Number *

7. Email Address *

8. Organization Type *

- ☐ Federally Registered Charity
- ☐ Registered Non-Profit Society in B.C.
- ☐ Registered Community Service Co-op in B.C.
- ☐ Songhees Nation or Xwsepsum Nation Council
- ☐ Registered Urban Indigenous Non-profit Society

9. Incorporation or Society Number *

10. Date of Incorporation *

11. Is your organization in good standing with BC Registry Service? *

☐ Yes ☐ No

12. Is your organization in “Good Standing” with the City of Victoria, fulfilling all terms and conditions of all previous grant funding from the City? *

☐ Yes ☐ No

13. Please select the primary artistic discipline of your organization *

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

14. Briefly describe your organization’s mission and mandate, and how it aligns with arts and culture. *

Please enter at most 2,100 characters. Group Applications: Please provide information for all organizations that are a part of the project.

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

Please enter at most 1,700 characters. Required: Attach a copy of your organization's most recent annual financial statement signed by a board chair.

16. List all grant funding received during the past 12 months from the City of Victoria or the Capital Regional District (CRD). *

Please enter at most 1,700 characters. Group Applications: Please provide requested information for all organizations that are a part of the project. Include the grant program name, amount of funding received and date.

About Your Arts and Culture Facility

17. Describe your arts and culture facility. *

Please enter at most 1,700 characters. Include venue address, area in square feet, physical accessibility conditions and 2025–2026 statistics, including number and types of events held and visitor/audience statistics.

18. Space Tenure *

☐ Own ☐ Rent

Required Attachment: 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.

19. If renting, when does your current lease expire?

20. For Multi-use Spaces Only (Community centres, event halls, faith-based spaces, etc.)

Please enter at most 2,100 characters. Please provide usage statistics for the space, demonstrating 50 per cent or more of activities held in a year at your facility are for arts and cultural purposes.

About Your Project

21. Project Name *

22. Project Type (select one) *

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

23. Describe your project and why you are requesting funding assistance. *

Please enter at most 2,500 characters.

24. Describe how your project, once completed, will improve conditions and the quality of your space for artistic and cultural creation, production or presentation. *

Please enter at most 2,900 characters. Provide specific details about who will benefit from the project (e.g., artists, audiences) and explain how it aligns with the grant program's objectives. Include how it will address one or more of the following issues: affordability, accessibility, suitability or availability of space.

25. Describe how your project will improve accessibility and inclusion and/or increase attendance from diverse communities, including Indigenous and/or equity-seeking groups. *

Please enter at most 1,700 characters.

26. Describe your project timeline and key milestones, including start and end dates. Include details for any permits and regulatory approvals required *

Please enter at most 2,500 characters.

27. Describe the capacity to achieve the project within your organization or with support from external consultants/contractors, listing the key people involved and their roles. *

*Please enter at most 1,700 characters. **Required Attachment:** Attach a list of project members, including staff, board directors and consultants, with brief details on their relevant expertise or background.*

28. Additional Benefits

Please enter at most 1,700 characters. Please provide any other relevant information that will support your application.

Project Budget

29. Total Project Budget Amount *

\$ _____

30. Grant Request Amount *

\$ _____

31. Budget Notes *

Please enter at most 1,700 characters. Please include any additional details or explanations related to your project budget below.

Documents and Submission

32. 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 files below and include them as email attachments with your application.

33. Document Checklist - Mandatory Items *

- ☐ Project Budget – in the Financial Report Template form provided
- ☐ Annual Financial Statement (for the most recent financial year)
- ☐ Quotes - *Under \$25,000: one quote per expense. Over \$25,000: two quotes per expense.*
- ☐ Proof of Tenure – lease agreement or property title certificate
- ☐ Project Team Information – 100 word biography of each team member

34. Where applicable, Document Checklist - Secondary

- ☐ Letter of Intent / MOU (Mandatory for Group Applications)
- ☐ Permits
- ☐ Drawings / proposal
- ☐ Letters of support
- ☐ Site photos
- ☐ Other: _____