

Saanich Peninsula Arts and Culture Grant Program



The Saanich Peninsula Arts and Culture Grant (SPACG) program is a funding stream that has been established to support local individuals, groups, collectives, and organizations. Funding is available for initiatives (projects, programs, presentations, training) with an arts and cultural focus, that are designed to benefit the residents and communities of the Saanich Peninsula.

The SPACG program is administered by ArtSea Community Arts Council and supported by the municipalities of the Saanich Peninsula. Together we are pleased to support initiatives that enrich our communities and contributed to a vibrant arts and cultural landscape of our region.

SPACG Program Goals/objectives

- To encourage and support the creative capacity and cultural development of individuals, groups, and organizations located on the Saanich Peninsula.
- To support skills development, information sharing, presentations, exhibitions of work, etc.
- To strengthen and support the presence of arts and culture on the Saanich Peninsula, and to provide additional opportunities to engage in related activities.

Who can apply?

Applications for this funding stream will be accepted from:

- Individual artists, curators, writers, and all arts and cultural practitioners that reside on the Saanich Peninsula, including those that reside or provide services for the WSÁNEĆ First Nations communities.
- Arts and cultural groups, collectives, or organizations that are located on the Saanich Peninsula, have the majority of their membership on the Saanich Peninsula, or primarily serve the communities on the Saanich Peninsula (funding is not available for activities that take place outside of the Saanich Peninsula; however, funds may be available to support a portion of a larger project or program if this portion serves the Saanich Peninsula. For example. An organization that offers a series of concerts across Vancouver Island may apply for support to cover expenses related to performances that occur on the Saanich Peninsula).
- **Great news** – you do not need to be a registered charitable organization or non-profit organization to apply for funds through the SPACG program!
- Grant funds are not available for businesses.
- All applicants must hold a current ArtSea Membership (individual or group membership, as appropriate). To learn more about becoming an ArtSea Member visit artsea.ca.

Exciting Updates to the SPACG Program, beginning in 2024:

- Applications will be accepted throughout the year (there are no longer application deadlines). Please anticipate receiving notifications within 6 weeks of submitting a complete application.
- Applications are no longer limited to one submission per year. We will now accept and adjudicate applications for each initiative separately. For instance, organizations that host multiple performances throughout the year can submit separate applications for each program. 1

Eligible Activities

Activities that will be considered for funding include (but are not limited to):

- Community-based initiatives to engage citizens through artistic or cultural practices, including creation, production, performance, design, writing, programming, publication, artistic training, residencies, and collaborations.
- Arts and cultural exhibitions, public events or presentations involving cultural or artistic practices, concerts, festivals and showcase events (with health and safety protocols, and a contingency plan in place).
- Outreach activities or networking events that involve artistic or cultural practices.
- Preservation and/or sharing of traditional knowledge or skills through artistic or cultural practice.

Demonstrated Benefit to the Community

Initiatives must include a component that extends to the residents of the Saanich Peninsula; applicants must demonstrate how the project or programs will benefit the greater community.

Example: An individual applicant would like funding for an instructional course; the applicant will include a plan to share the information learned or the skill gained with the citizens or communities of the Saanich Peninsula through:

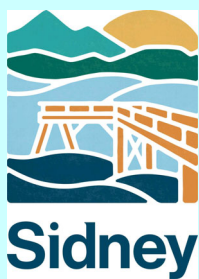
- A performance, demonstration, exhibition, course
- An online class, tutorial, or informative video to share ideas, processes, or information
- An article or report that outlines information or lessons learned, which is published or made available to citizens of the Saanich Peninsula

Expenses

Expenses must relate directly to the proposed arts and culture initiative. Examples may include:

- Training or workshop costs, if these relate to learning that will be shared with the community or are required to develop a skill needed to implement the proposed initiative.
- Materials and supplies (please provide a list of materials with the associated cost).
- Staff or contractor fees (this is appropriate for groups applications for which a portion of the program expense includes paid staff or contractors).
- Honoraria (this is appropriate for groups that offer a payment to special guest speakers or lecturer (that is not a part of their group) who do not charge a set fee for their services. Applicants cannot include an honorarium as a payment for their own services.

Funding for SPACG Grants and Bursaries
Provided by:



Funding to help support the administration
of the SPACG program provided by:



Supported by the Province of British Columbia

Ineligible Activities/Expenses

Funding will not be provided for initiatives or program components that:

- Receive or are planning to request funding directly from the municipalities of Central Saanich, North Saanich, or the Town of Sidney in the same year. ArtSea administers this funding stream as a service to support the residents of the Peninsula, with funding for SPACG grants and bursaries provided by the taxpayers of Sidney and North Saanich
- Do not benefit the citizens or communities on the Saanich Peninsula (funding may be available to support a portion of a larger project that benefits the residents of the Saanich Peninsula, but funding will not be extended for activities that do not serve this community).
- Do not have a core foundation in arts and culture.
- Involve third party content or performances that are not cleared for the proposed uses (e.g. music not created and owned by the applicant)
- Occur or Extend beyond the specified "Project Dates" for the intake (see Dates and Deadlines section)
- Are already complete (funding is not available for cost recovery or deficit reduction).
- SPACG Funding is not able to cover living expenses or for-profit business expenses.

Dates and Deadlines

NEW: beginning in 2024, applications will be accepted throughout the year.

Please anticipate receiving notifications within 6 weeks of submitting a complete application.

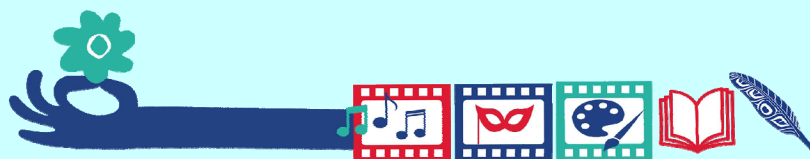
For initiatives funded prior to 2024, please note the SPACG Report deadlines:

<u>Deadline</u>	<u>Notification</u>	<u>Completion Date</u>	<u>SPACG Report</u>
Applications accepted until: February 15 th 2023	Applicants will be notified: March 15 th 2023	Projects must be completed: December 31 st 2023	Reports must be submitted: March 15 th 2024
July 31 st 2023	September 15 th 2023	December 31 st 2023	September 15 th 2024

Application limits

NEW: beginning in 2024, Applications are no longer limited to one submission per year. We will now accept and adjudicate applications for each initiative separately. Organizations that host multiple performances throughout the year can submit separate applications for each program.

Although there is no official limit to grant and bursary amounts that are requested through the Saanich Peninsula Arts and Culture Program, **amounts awarded will typically range between \$200 and \$5000.** SPACG grants are not intended to be the sole source of funding.



Please note: grant funding is not guaranteed, and amounts awarded are subject to availability of funds and the extent to which the initiative aligns with the program goals and requirements.

Application Process

1. Review information and guidelines

- Prior to submitting a funding application, read through the guidelines, FAQ, and the full application. There are separate applications for individual grants and bursaries and for group/organizations. Please ensure that you fill out the appropriate application.
- If you have questions prior to filling out the application, please send an email to grants@artsea.ca. ArtSea will respond as soon as possible; please allow for 2 to 5 business days.

2. Online application

There are separate applications for individual applicants and for group/organization applicants, but both applications include the following sections (the full application outline can be reviewed online at artsea.ca).

Section 1: Applicant Contact Information.

- Provide Individual or Group/Organization contact information. It is important to ensure that a valid email address is provided so that a member of the ArtSea Team can follow up. A Valid mailing address must also be provided - If the application is successful, a cheque for the grant or bursary will be mailed to this address.

Section 2: Project/Program Information.

- Applicants will provide details about the proposed initiative, including the project plan, timelines, and the potential impact and outcomes.
- Applicants will request a specific grant or bursary amount.
- Individual and Group applicants will indicate how the requested funds will be used, with a detailed list of expenses required for the initiative. For initiatives that will record revenue as part of their program, please also list sources and amounts of expected revenue.
- Groups/Organizations that have an annual budget beyond the proposed program will attach an electronic copy of the organizational budget for the current year, within the online application.

Section 3: Declaration.

- Applicants will agree to the terms and conditions of the SPACG program and confirm that all of the information provided is true and accurate.
- Applicants will agree to submit a report (using a provided template) within 12 months of receiving funding or upon completion of the initiative, if the application is successful.

Application support is available for those that require assistance filling out the application. Please contact grants@artsea.ca

3. Adjudication

All applications will be reviewed by the adjudication committee, according to the schedule provided in the *Dates and Deadlines* section of the Program Guidelines. See section, *Assessment Criteria and Adjudication Process* for more details.

4. Notification

All applicants will be notified by email according to the schedule provided in the *Dates and Deadlines* section of the Program Guidelines. Successful applicants will receive a cheque in the mail for the approved grant or bursary amount.

5. Reporting

If the funding application is successful, applicants will submit a report (using a provided template) within 12 months of receiving funding, or upon the completion of the initiative.

Assessment Criteria and Adjudication Process

Applications for the Saanich Peninsula Arts and Culture Grant will be reviewed by an adjudication committee and will be assessed according to the following standardized scoring assessment criteria to ensure that results are fair and equitable:

Relevance - Arts and Culture (30%)

- The project plan and goals of the initiative have clearly identified artistic and/or cultural focus and/or components.
- The organizational mandate and vision have a foundation in arts and culture (not applicable to individual applicants; however, individuals have the opportunity to provide details about their history and involvement with arts and culture on the Peninsula).

Impact – Saanich Peninsula Community (30%)

- The initiative advances artistic/cultural practices or enriches the cultural life of the greater Saanich Peninsula community.
- The initiative provides opportunities for citizens to engage: audience and number of citizens that will benefit from performances, exhibitions, screenings, readings, publications, networking events, articles, reports, etc.
- The project plan demonstrates an ability to gain support or interest from the wider community (public participation; and where appropriate, partnerships, volunteers, sponsorships or in-kind donations, and alternative/additional funding sources).
- The application includes effective outreach activities and/or marketing plans, and demonstrates the applicant's knowledge of their target audience/participants; does the initiative include indigenous content, or is it accessible to vulnerable populations?

Feasibility - Administrative and Financial Viability (40%)

- The applicant's capacity and experience to undertake the initiative, and the thoroughness of the project plan.
- The degree to which the initiative aligns with the SPACG program guidelines and expectations.
- A reasonable budget, efficient use of resources, and (if applicable) appropriate fees paid to project participants and other revenue sources.
- The plan will demonstrate appropriate allocation of human and financial resources to fulfil the organization's annual and long-term plans (not applicable to individual applicants).

Note: This funding stream is not appropriate for cost recovery (initiatives that are already complete, or deficit reduction).

Saanich Peninsula Arts and Culture Grant Program. Q&A

Q: Where do I find the application for the Peninsula Arts and Culture Grant Program?

A: The application can be filled out online: artsea.ca This webpage also includes information about the Peninsula Arts and Culture Grant, as well as application guidelines and requirements.

Q: Do I need to be a registered non-profit or charity to be eligible for this funding?

A: No! Charitable organizations and non-profits are welcome to apply, but it is not necessary for applicants to be a registered society. This funding stream is available for existing programs, as well as new and innovative initiatives that benefit the residents of the Saanich Peninsula.

Q: Can businesses and for-profit organizations apply?

A: No. This funding stream is for individuals, groups, and organizations that are not a part of a registered business. Please see the section: *Who can apply?*

Q: I am not a member of ArtSea. Can I still apply?

A: While you can apply, your application will not be considered until you become a member of ArtSea. If you are not a member by the submission intake deadline, your application will not be considered during the intake period. To learn more about becoming an ArtSea Member: artsea.ca

Q: Where does the funding for the SPACG Program come from?

A: ArtSea identified a need to provide a consistent and reliable funding source for arts and cultural initiatives on the Saanich Peninsula. To respond to this need, ArtSea developed the framework of the SPACG program in 2020 and proposed it to the municipalities on the Saanich Peninsula as a partnership program. In 2021, The Town of Sidney, The District of North Saanich, and the District of Central Saanich agreed to provide grant funding for a new community program that would be administered by ArtSea. ArtSea is thrilled to work together with our municipal partners to support arts and culture in our community.

Q: Can we apply for programs that have already started?

A: Yes, you can apply for funding for programs that are under way at the time of the application, but you cannot apply for programs that are already complete (funds are not available for cost-recovery or debt reduction).

Q: Can we apply more than once?

A: There are two scheduled application intakes each year; individuals or groups/organizations can apply once every 12 months. Please see the section: *Dates and Deadlines*.

Q: Can I apply for portion of a larger project?

A: Yes. Be sure to provide a budget for the portion that you would like funded, as well as project details and financials for the larger initiative.

Q: Can applications be submitted via email?

Yes. You can download a pdf copy of the application and submit the completed application (along with supporting documentation) via email. Please ensure that you have read all sections of the guidelines and requirements, and that all required sections are complete (required sections are clearly indicated on the application). Late applications will not be accepted after the intake deadline dates. See the section: *Dates and Deadlines*. Submit to: grants@artsea.ca

Q: If my grant or bursary funding is approved, am I required to submit a report for my program or initiative?

A: Yes. All SPACG funding recipients are required to submit a report upon completion of their program or initiative, or within one year (12 months) of receipt of the funding.

Q: If this is the first time to apply for funding, can I get assistance?

A: Yes. Should you require assistance with completing the application, email: grants@artsea.ca