

1. IDENTIFICATION OF APPLICANT:

Organization name:

Mailing Address:

Contact Person:

Telephone:

Email Address:

2. ORGANIZATION INFORMATION:

Are you registered under the *Societies Act*? Yes No

Are you a registered charity? Yes No

Society or Charity Registration Number:

Did your organization receive a local grant from the Township last year? Yes No

Has a final report been submitted? Yes No

This collection of personal information is authorized under Section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions about the collection or use of this information can be directed to the Township's Corporate Officer at corporate.services@esquimalt.ca, 250-414-7135, or 1229 Esquimalt Road, Esquimalt, BC, V9A 3P1.

ORGANIZATIONAL CAPACITY (20%)

3. Please attach your most recent financial statements.
4. Please outline your administrative and Board/Committee structures. Do staff have the necessary qualifications and experience to lead and execute the program or event? Please provide details.

The Victoria Shakespeare Society is a society who delivers the Greater Victoria Shakespeare Festival (GVSF) including "Bard Across the Bridge" situated in Esquimalt and the education series. The society has a board that meets all requirements under the BC Societies Act and the festival has been operational since 1991. There is a small staff that meet the operational needs.

5. What is your organization's history of providing benefit to the residents of Esquimalt?

Since 2017, GVSF has extended production and made it mobile to Esquimalt. GVSF is free to everyone 12 and under and to anyone for whom cost is a barrier. In 2024 hundreds saw our production at Lampson School with an increase in youth attendance and free tickets to residents. 2024 Esquimalt initiatives include: a fundraising performance at the Saxe Point Pub and performing at Esquimalt Storyfest.

6. What is your organization's role or niche in the community? What makes it different from other similar organizations?

Local actors and young actors work with professional mentor actors to create theatre that has been highly reviewed and enjoyed by thousands each season. Educational offerings continue throughout the year appealing to both youth and adults.

7. How is your organization moving towards financial self-sufficiency?

GVSF has been in operation since 1991. While mostly self sufficient, the costs of mobilizing the production for Bard Across the Bridge are not yet offset by ticket sales. We will continue building the Esquimalt audience through increased presence.

PROGRAM, PROJECT or EVENT DESCRIPTION (25%)

8. Please provide a description of the program, project or event and why a local grant is required.

Include details such as:

- who is your target audience?
- what are the key goals and objectives?
- what are the anticipated outcomes?
- a detailed work plan with project timelines

-GVSF aims to bring Shakespeare performances and education to all - with quality and accessibility as it's focus ensuring that 12 and under are always free and that cost not be a barrier for anyone to attend.
-The 2025 season will bring Romeo and Juliet to the stage in June/July. Bard Across the Bridge will focus many of these dates in an Esquimalt park.
-The education series including the podcast and close works projects are free to all and available year round ensuring classic works are easily enjoyed by all ages.
-The focus for 2025 is to continue to build our audience in Esquimalt and across Victoria to increase ticket sales and revenue.
-The goal for 2026 and beyond is to return to a two show festival as it was pre-COVID.

9. How will your organization measure whether the program or event was a success?

GVSF would like to see audience attendance in Esquimalt grow by 10% in 2025.

10. What is the minimum level of funding required for the program, project or event to occur? What would be the impacts if you received less than your full request?

We are requesting \$6,855 which is 6.4% of the preliminary 2025 budget. If we receive less, we'd have to reconsider the festival's ability to mobilize to Esquimalt in 2026 and onwards.

BUDGETARY DETAILS (25%)

11. Please attach your program or event budget. This should include all revenue classified as either secured or speculative. Ensure that expenditures do not exceed revenues.

12. Are there any special issues affecting expenses or revenue in the projected year? If yes, please explain.

Grants that were previously given to Arts groups to support recovery from COVID have ended.

13. Please describe any attempts made to secure funding from other sources. Provide details about funding that has been secured from other municipalities or levels of government.

Grants have been acquired from CRD and BC Gaming.

14. What are the plans to cover any potential revenue shortfall?

Continued fundraising and seeking sponsorship. The GVSF wishes to avoid raising ticket prices and commits to continued accessibility.

15. If your request is higher than previous years, please provide an explanation.

N/A

16. Are any funds being used to provide grants to other individuals or organizations?

No

COMMUNITY IMPACTS AND INVOLVEMENT (30%)

17. How many people participate in or take advantage of the program, project or event for which you are seeking funding? How many of those people are Township residents?

In 2024 over a thousand people attended the festival. Similar numbers engaged in our education series. 50% of performances took place in Esquimalt but data is not available for residence.

18. What environmental and sustainability initiatives will form part of the planning and execution of your program or event?

The GVSF and it's cast, crew and volunteers are committed to ensuring that their live theatre production leaves no trace. The production mobilizes fully and the site is unharmed and clean.

19. How many volunteer staff do you utilize and what are the total volunteer hours?

The festival runs best on 3 volunteers per performance. The actors and crew are paid. There were more than 300 volunteer hours last year.

20. Could the program, project or event occur without volunteer support? Why or why not?

Volunteers act as ushers and guides for people at the event itself. While we have paid staff, the volunteers increase the ease in which people find their seats and find their way around the festival.

21. Please describe any significant established partnerships with other community groups

Esquimalt's TCAC encouraged GVSF to expand to Esquimalt in 2017 as "Bard Across the Bridge." They provide no financial support. In years past they have provided some of the volunteers.

22. PUBLIC ACKNOWLEDGEMENT:

All recipients of Township of Esquimalt local grants are required to publicly acknowledge the grant. How does your organization plan on publicly acknowledging the grant?

GVSF would publicly acknowledge the grant in all media, posters and in the front of house speech. There will be a return to a paper program this year and it will include mention of the grant.

DECLARATION:

I am an authorized signing officer of the organization and I certify that the information given in this application is correct. I agree to the following terms:

- The organization will be in compliance with all applicable municipal policies and bylaws.
- The organization will publicly acknowledge the local grant awarded by the Township.
- The organization is in good standing with either: (i) the Province of BC as a registered Society or (ii) the Canada Revenue Agency as a registered Charity.
- The grant application meets all the eligibility requirements of the Township’s Local Grant Policy.

The information in this application will be reviewed and assessed by the Local Grant Committee to determine potential grant allocations. The Committee will evaluate all applications based on: Organizational Capacity, Program/Event Description, Budgetary Details, and Community Impacts and Involvement.

Grace Martin Digitally signed by Grace Martin
Date: 2024.12.30 16:36:31
-08'00'

Signature

Board Member At Large

Position

Grace Martin

Name (please print)

2024-12-30

Date

2025 R and J Budget

expenses

	Budget
<u>production</u>	
Costumes	2,500.00
lighting sound rental	3,000.00
Performance Site rental (include. Auditions & rehearsals)	3,000.00
Props/Sets	600.00
infrastructure	250.00
ED program cost	3,500.00
	12,850.00

salaries, honorariums

mentor actor(s)	4,500.00	requesting 10%
core actors	9,000.00	requesting 10%
company actors	1,000.00	requesting 10%
Costumer	2,500.00	
Costume team/assistant	1,000.00	
Production design/props	1,000.00	
Director(s)	4,000.00	requesting 10%
Assistant directors	0.00	
Artistic Director	0.00	
Artistic Producer	25,000.00	
Front of House Mng/Vol Coord	1,750.00	requesting 10%
Box Office lead	0.00	
Assistant Producer	6,000.00	
Production coordinator	0.00	
Stage Manager(s)	4,000.00	requesting 10%
ASM(s)	2,500.00	requesting 10%
Technical lead/intern	0.00	
Production Assistant	0.00	
Production intern(s)	0.00	
misc artist fees	1,500.00	
Voice/text coach	0.00	
pre-show entertainment	250.00	
anti-racism consult	3,000.00	
Misc honorariums	1,000.00	
CAEA Fees	500.00	
WCB	400.00	
source deductions	0.00	
	68,900.00	

Bard Across Bridge

Concession Supplies	0.00
FoH Supplies	300.00
FoH signage	200.00
Storage onsite	1,000.00
Bard Across Bridge- portapotti	1,000.00
Off Site Storage	1,680.00
	4,180.00

promotion

fliers	50.00
programs	300.00
tickets	0.00
posters	200.00
merchandise purchase	0.00
press/production photography	400.00
promotional costumes	0.00
website fees (Squarespace & d	300.00
hosting fees (JustHost)	0.00
website/graphic designer	1,000.00
	2,250.00

advertising

print ads	1,200.00
social media boost	100.00
	1,300.00

business fees and licensing

Annual Report Registry Fees	40.00
Dues/Memberships	200.00
	240.00

Bank fees

VanCity	20.00
cheques	0.00
	20.00

Insurance 2,000.00

administration

Office rental	0.00
cell phone	50.00
post office box	180.00
Accounting Fee	4,000.00
Office Supplies	600.00
misc.	100.00
	4,930.00

opening night party	250.00
closing party hall rental	
closing party insurance/liquor license	
closing party entertainment	
closing party food & drink	
closing party	400.00
Meals & entertainment	150.00
	800.00

in-kind

fundraising	300.00
Slegg sponsorship	7,500.00
press photography	400.00
	7,900.00

misc.

Fundraising Expenses	100.00
Travel (mileage, parking, misc)	500.00
contingency	500.00
Professional development	100.00
Board of directors	100.00
	1,300.00

totals **106,670.00**



Financial Statements (Unaudited)

Victoria Shakespeare Society

September 30, 2024

NOTICE TO READER

I have compiled the balance sheet of Victoria Shakespeare Society as at September 30, 2024 and the statements of income for the 2024 fiscal year end. These statements have not been audited or reviewed by a Certified Public Accountant. Readers are cautioned that these statements may not be appropriate for their purposes.

Lori Fisher
Bookkeeper
December 15, 2024

Victoria Shakespeare Society
Balance Sheet
As at September 30, 2023

Assets

Cash	\$	25,867
Accounts Receivable		-
Equipment		-
Accum Amort - Equip		-
Total Assets	\$	25,867

Liability

Accounts Payable		-
Deferred Revenue		3,000
Total Liability	\$	3,000

EQUITY

Retained Earnings	\$	22,867
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LIABILITIES AND EQUITY	\$	25,867
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Victoria Shakespeare Society
Income Statement
As of September 30, 2024

	2024	2023
Revenue		
Box Office	\$ 35,643	\$ 28,354
Other Performance Revenue	0	0
Government Funding	42,998	42,894
Private/Corporate Funding	6,712	2,072
Other Revenue	0	7,706
Total Revenue	<u>\$ 85,353</u>	<u>\$ 81,026</u>
Expenses		
Production Expenses	3,459	5,472
Compensation Expense	86,740	56,818
Front of House/Box Office	2,206	2,831
Promotion Expense	1,775	1,572
Advertising	1,648	1,134
Audience Development Expense	1,789	5,206
Business Fees and Licensing	246	225
Banking Fees	20	13
Administration Fees	6,498	9,039
Hospitality	950	925
Misc Expense	278	2,011
Amortization Expense	0	136
Total Expenses	<u>\$ 105,607</u>	<u>\$ 85,381</u>
Net Loss	<u><u>-\$ 20,254</u></u>	<u><u>-\$ 4,356</u></u>

\$ 7,289 Similar
\$ -
\$ 105 Increase to gaming
\$ 4,640 new donor
-\$ 7,706 Similar
\$ 4,327 5%
\$ -
\$ -
-\$ 2,013 Similar
\$ 29,922 karen would know more
-\$ 625
\$ 203
\$ 514
-\$ 3,418 increase to wages
\$ 21
\$ 7
-\$ 2,542 Anti-racism consultant
\$ 25
-\$ 1,733 travel for visiting director
-\$ 136
\$ 20,226 24%
\$ -
-\$ 15,898