



7030 Trans-Canada Highway
 Duncan, BC V9L 6A1 Canada
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GRANT APPLICATION

(PLEASE PRINT)

Name of Organization	Cowichan Valley Arts Council
Address of Organization	2687 James Street, North Cowichan BC V9L 2X5
Full Mailing Address	2687 James Street, North Cowichan BC V9L 2X5
Telephone Number & Email	250.746.1633 manager@cowichanvalleyartscouncil.ca
Contact Person/Title	Elizabeth Croft

Primary purpose of organization: Enhance our community through the lense of arts & culture

Category under which greatest portion of services fall:

Social Service Sports Cultural Economic Development Other _____

Services available to all members of community: Yes No

If *no*, please list criteria for receiving your service: _____

Total Number of people that used your service within the Municipality last year: 13,196

Approximate number of your clients that reside in North Cowichan: 7000

(Please note that North Cowichan includes the communities of Chemainus, Crofton, Maple Bay, and the Duncan area north of the Cowichan River, and outside the one square mile Duncan core.)

Amount of grant requested: \$2000

Describe how the grant will be used: *(e.g. special projects, operations, maintenance, etc.)*

The Cowichan Valley Arts Council is seeking funding for the Youth Arts Showcase, an art exhibition that runs all of March in 2026 in our Main Gallery. The Showcase exhibits the artwork of youth, mostly secondary school students. We work with art teachers at secondary schools, and private art teachers, to gather registrations in any and all mediums. (In 2025 we suspended an 6 foot, paper mache basking shark). Teachers incorporate preparing for, & exhibiting at, the show in the arts curriculum. About 1500 guests will visit the gallery during the exhibition. We anticipant 85 youth artists will exhibit a total of 90 individual artworks. We also recognize excellence via awards. Complete details are attached.

In order to be considered for a Municipal grant, please ensure that you enclose the following: **most recent financial statement and the proposed operating budget.**

Other Information: Have you obtained a previous grant from the Municipality? Yes No
 Have you applied to another local government for funding? Yes No

If yes, please list: _____

Applicant's signature: _____ **Date:** _____

In order to be eligible for consideration for a 2026 grant-in-aid, this application and all requested supporting materials must be received no later than October 15th, 2025.

Please submit in person at 7030 Trans Canada Hwy or email to finance@northcowichan.ca

Print Form



Table of Contents

1. Grant In Aid Application for Youth Arts Showcase 2026
2. Youth Arts Showcase 2026 Budget
3. Letter support from the Cowichan Valley School District
4. Report for Support Received in 2025
5. CVAC Financial Statements 2024 – 2025

Submitted by email to finance@northcowichan.ca on Oct. 15/25, 12:30 pm
By Elizabeth Croft
manager@cowichanvalleyartscouncil.ca

1. Grant In Aid Application for Youth Arts Showcase

PROGRAM/PROJECT, QUALITY & MERIT: *Evidence of financial need, & need for the activity, project or proposal; Alignment with municipal objectives; Complements or extends municipal services, addresses barriers to services for people with disabilities, Amount of funding requested related to number of residents, Clear articulation of the degree to which the activity, project, or proposal supports the mandate & objective of the organization.*

CVAC is requesting \$2000 to host the Youth Arts Showcase 2026. This is a month-long exhibition in CVAC's Main Gallery that we provide for free to Cowichan youth aged 13 - 21. About 75 youth artists display their art - filling the gallery with youthful imagination & talent. We welcome about 1500 visitors during the show. The show sells up to \$1000 worth of art. The investment delivers both opportunity & recognition for youth & quality programming for the community.

CVAC has relied on stable operational funding from the BC Arts Council since 2022. However, funding has fallen to \$17,000 annually to \$30,000. At previous levels, we could offer some programming & exhibitions for free - like the Youth Fine Arts Show. We'd like to continue to do so, thus we are reaching out to the Municipality of North Cowichan for a Grant in Aid.

CVAC wants to honour youth talent & recognize student voice. To that end, we conduct a draw to determine which local secondary school creates a theme for the show. This year's theme is from the students at The Grove. The Grove is the Cowichan Valley School District's program supporting home-schooled students.

The 2026 theme is: "Connection to Land". The Grove students state, "We hope this encourages exploration of the many ways we can be connected to the earth beneath our feet. Some of the directions we hope this could go are exploring: youth's ancestral land roots; love of & connection to nature; as well as traditional stewardship & relationships on both this local land & around the globe."

The Youth Arts Showcase aligns with the municipal objectives of Engagement (from Strategic Plan), while CVAC's broader activities align with both economic development & engagement. In addition, this high calibre exhibition, let's youth know they are a valued part of North Cowichan's vital community.

According to the 2023 BC Adolescent Health Survey, the top two activities youth feel they are good at are sports & art. The Showcase is an opportunity to "exercise" artistic skill, & be recognized for doing so in a more formal setting & with a broader audience. In addition, the Youth Arts Showcase is one of our best attended shows - 40% above the monthly average - signalling significant interest & engagement. Youth participation has increased 48% since the first Showcase in 2021.

Economic Activity: In 2024-2026, the Cowichan Valley Arts Council contributed about **\$126,000** to the local arts economy.

- Approximately \$40,000 in annual art sales, supporting local artists.
- Paid \$25,000 in fees to art instructors & facilitators
- Accessed federal & provincial grants, returning \$61,000 in tax dollars to our community.

ORGANIZATIONAL EFFECTIVENESS & CAPACITY: *Clear mandate & competent administration; Financial stability & accountability as demonstrated by prior financial performance; Realistic, balanced budgets & timelines; Diversified sources of revenue; Demonstrated track record of community service; Ongoing organizational capacity & proven ability to carry out the proposal*

CVAC's mandate is to, "Enhance our community through the lens of arts & culture". The benefits & opportunities of the Youth Arts Showcase align as follows:

- Participating in the Showcase is free, removing financial barriers & making it broadly accessible
- Art teachers include the Showcase in their curriculum - making this both an educational & community activity. Students are supported by teachers & mentors as they prepare their art for the show.
- Demonstrates youth talent to about 1500 guests who come to the show
- Students see a broad selection of works, ideas & techniques by their contemporaries
- CVAC recognizes exemplary artwork with awards
- Students see their work beautifully installed in a professional-grade gallery - evidence that the community appreciates & values their work

CVAC was founded in 1971 & is a registered charity. Our finances are reviewed annually by a certified financial accountant & the Financial Statements (attached) are reviewed & accepted by the membership at the Annual General Meeting.

Revenue streams are increasing & we have already reached our fundraising goal halfway through this 2025-2026 fiscal year.

CVAC revenue streams are: program fees (workshops & classes); registration fees (exhibitions & annual Outdoor Art Market); donations (Donor Wall, donation box, 100 Women); sponsorships; art sales commission; & federal, provincial, regional & local grants. Details in Financial Statements.

More details about economic activity are above in "**PROGRAM/PROJECT, QUALITY & MERIT**".

Timelines:

2024

December: Conducted draw and pulled The Grove to provide theme.

2025

May – Sept.: Remind Grove to provide theme & blurb (rationale)

Aug. & Sept.: Email teachers confirming dates for the Showcase, provide theme.

Nov./Dec.: Email reminders to teachers, advising that the Call opens in January, & to save the date for the Art Opening on Mar. 7/26.

2026

Jan.: Open Call for Artists/Submissions – email teachers & previous participants. Repeat during lead up to the deadline. Advise re: Art Opening date/time. Newsletter, social media & website marketing.

Feb. 2026: Close call, confirm inventory, book drop off team, finalize inventory, advise teachers & participants, reminder/invitations to Art Opening. Newsletter, social media & website marketing.

March: Paid ads in Valley Voice & Cowichan Valley Citizen, Facebook. Ongoing marketing newsletter, website

Mar. 4: Art Drop-Off – receive & confirm inventory for up to 90 individual pieces of art
Mar. 5 & 6: Installation in Main Gallery
Mar. 7/: Art Opening
Mar. 9, 12, 25, 27 & 29: Email reminder that Art Pick up is Mar. 30.
Mar. 30: Show closes, Art Pick Up
Apr. 10: Purchasers notified to pick up art
Apr. 30: Reconciliation & artists payments completed.

Capacity: In addition to volunteers, CVAC has 1 full time & 2 part time staff (for a total full-time equivalency of 2.4 staff). Every year, staff delivers 30 arts exhibitions, processes about 1600 individual pieces of art, programs classes & workshops that serve about 500 learners of all ages & skill levels. Every exhibition follows a rigorous process for the best experience for artists & the community.

COMMUNITY ENGAGEMENT & IMPACT: *Level of public access & participation within the municipality, Number of volunteers, Growing interest & attendance, Level of engagement & cooperation with other community groups, Demonstrated support from the community as evidenced by collaborations, partnerships & in-kind support*

CVAC enhances our community through the lens of art. We are open 6 days a week, 48 weeks of the year. Admission is free. Our exhibitions & education programs promote engagement - giving thousands of guests the opportunity to connect with the work of local artists – accomplished and novice, consider new perspectives & to meet artists through artist talks, presentations & celebrations. Our shows share the perspectives of equity seeking groups & support community conversations about matters of the day.

CVAC has 53 active volunteers who contribute 3,000 hours annually. The Showcase is directly supported by 21 volunteers: 3 from the Events & Drop-Off Committees to receive the art and implement the Art Opening, 8 volunteers install the show and 11 volunteers are docents/ hosts in the gallery during the exhibition.

2026 will be the fifth year for the Youth Arts Showcase. In 2021 there were 54 entries. Attendance was only 500 due to COVID, but reached in 1126 in 2022. Registration climbed to 75 entries for the 2025 show alongside increased attendance that reached 1,492. We anticipate the growth pattern will hold & we'll receive 85 entries in 2026, with 1500 in attendance.

Upcoming exhibitions include: “Many Hands - Working Together” by Tlithl'Kawi (Rupert Scow) & colleagues in February 2026 & Pride Cowichan in June 2026. We've also welcomed & supported the following shows/activities:

- Lake Cowichan River & Stewardship Society & University of Victoria - “Project 84,000” Ecological Grieving;
- Cowichan Women's Health Collective - “Period Poverty” shared the art & first-person narrative of unhoused women. Part of a research/advocacy project.
- Cowichan Climate Gathering 2024 & 2025 (in planning) - Interactive art activities regarding Environmental Grieving & Climate Complacency
- “We All Belong” Exhibition - in partnership with North Cowichan residents to draw attention to the international refugee crisis. Supported by a North Cowichan Grant in Aid. (Report below)

- Clements Centre for Families exhibition, showing the work of clients in programming for adults with Developmental Disabilities & celebrating Developmental Disabilities Month.

The Our Cowichan Community Health Care Network recognized our work in art & wellness via a grant for “Art & Chill Cafes” programmed for secondary school students on Professional Development Days 2025/26.

Later in October 2025, we are partnering with Cowichan Housing to pilot an art workshop for residents of Sq’umul’ Shelh Lelum & The Village.

We welcomed the Clements Centre for Families exhibition, showing the work of clients in the programming for adults with Developmental Disabilities & celebrating Developmental Disabilities Month.

Accessibility: Located in the Cowichan Community Centre, facilities are wheelchair accessible (no stairs), on major bus routes, with ample, level parking.

Affordability: Commission on sales is 25% or about half of the going rate at commercial galleries. We have a bursary for seniors to cover art classes & other activities. Registration for children & youth arts shows is free. As is gallery admission.

2. Youth Arts Showcase 2026 Budget

REVENUE		
Source	Amount	Notes
BC Community Gaming	\$ 500.00	Confirmed
BC Arts Council	\$ 200.00	Confirmed
Cowichan Valley Arts Council	\$ 4,524.58	Staff Time In Kind. Confirmed.
Volunteer Time	\$ 1,820.00	91 hours volunteer time. Confirmed
North Cowichan Grant in Aid	\$ 2,000.00	Pending
Commission	NA	No commissions charged on art sales for Youth
Rental	NA	Usual Rental is \$1800
Registration	NA	No registration charged for Youth Arts Showcase. Standard registration is \$35 per artwork. 85 Registrations valued at \$35 X 85 = \$2,975
Total	\$ 9,044.58	
EXPENSES		
Items	Amount	Notes
Staff Time	\$ 4,524.58	Ave. cost for CVAC hosted exhibition
Volunteer Time - Drop Off & Events Committee	\$ 240.00	12 hours, 3 volunteers, Art Opening preparation & implementation. Valued at \$20 per hours as per BC Gaming
Volunteer Time Installation	\$ 1,600.00	8 volunteers, installing 100+ artworks, multiple mediums @ 10 hours each, valued at \$20 per hours as per BC Gaming
Advertising		
Citizen - 1X 800	\$ 800.00	
Valley Voice	\$ 150.00	
Facebook	\$ 75.00	
Volunteer Recognition	\$220	Lunches for Installation, Drop-Off & Events Teams
Hospitality - Art Opening	\$255	Light buffet for 50
Subtotal	\$ 7,864.85	
Administration & Overhead 15%	\$ 1,179.73	
Total	\$ 9,044.58	
Revenue less expenses	\$ 0.00	

3. Letter of Support from the Cowichan Valley School District

FROM THE BOARD OF EDUCATION



October 14, 2025

To Whom It May Concern,

I am writing on behalf of the Board of Education in support of the Cowichan Valley Arts Council (CVAC) Grant In Aid application for their Youth Arts Showcase.

Art teachers through the Cowichan Valley School District include the Showcase in their curriculum every year. The exhibition is an opportunity for students to share their work with the broader community, exhibit it in a professional-grade gallery, sell their pieces and be recognized for their talent and creativity.

CVAC waives registration fees and commission, making participation free and widely accessible to all students.

The Youth Arts Showcase is a rare and valuable opportunity for District students. We fully endorse CVAC's funding application.

Yours truly,

FIPPA s. 22(1)

Cathy Schmidt
Board Chair
Cowichan Valley School District

cc: Trustees
Tim Davie, Superintendent

4. Report for Support Received in 2025

North Cowichan generously supported CVAC in two ways in 2025:

A). Grant in Aid for the We All Belong Exhibition & B). Loaned traffic barriers for Outdoor Art Market

A. We All Belong Exhibition - July 5 - August 5, 2025

A small group of North Cowichan residents approached the Cowichan Valley Arts Council seeking support for an exhibition to bring attention to the international refugee crisis. This required significant in-kind support from CVAC & reducing or waiving the usual fees charged to renters & registrants. The group committed to gathering donations & CVAC reached out to the Municipality of North Cowichan for a Grant in Aid. We were grateful to receive \$1000.

We invited art submissions from those with first-hand refugee experience through a partnership with the Cowichan Intercultural Society. They promoted the opportunity in their newsletter & personally suggested it to their clients & networks. We lowered the registration fee to \$10 (from \$35) to remove a possible financial barrier to entry. Submissions were also welcomed from artists throughout Cowichan, Vancouver Island & Gibsons BC.

Thirty-nine artists exhibited 69 artworks. There were sculptures in ceramic & metal, pencil sketches, paper maché, hand-pulled prints, paintings in oils, water colours, acrylics & more. The value of total art sold was \$1300.

Exhibition attendance was 862 ... an increase over the same month in 2024. There was also a significant show of support at the Art Opening with 83 individuals in attendance - the third highest attendance at a CVAC event for the year. The North Cowichan grant made it possible to advertise in the Cowichan Valley Citizen, the Valley Voice & on Facebook.

We were also able to print large format, first-person accounts of refugee experiences which guests found extremely compelling.

Comments from gallery guest clearly indicated the exhibition's impact:

- *Wow - this exhibit has so much in it - a real body-blow to my feelings.*
- *Thank you to all who contributed to the collection & to those who put it together.*
- *Sadness fills my heart as I move from piece to piece.*
- *Very moving! The visual art & the words are extremely powerful, thank you.*
- *"Taking flight" - whatever we can imagine became possible.*
- *Thank you for the wonderful experience! I really enjoyed the art & the atmosphere of the gallery. A truly inspiring collection – every piece uniquely spoke to the soul. Thank you so much for speaking about Syria, & for the space you have created to showcase both art & important stories.*

B. Traffic Barrier Loan for Outdoor Art Market - July 26/25

The Art Market requires blocking segments of two streets in downtown Duncan - thus the need for barriers. The team from North Cowichan Operations Department kindly loaned us 12 traffic barriers for our Outdoor Art Market. Twenty artists had a successful day selling their art - more than 90% had a positive experience overall.

CVAC also engaged with the public by doing “Puppy Portraits” by donation. We received almost \$300 in donations & inestimable goodwill!

We are deeply grateful to the Municipality of North Cowichan for making the We All Belong exhibition & its deep meaning available to the community. The operations team at North Cowichan seemed to make loaning the traffic barriers a small thing ... but it's huge to CVAC! Renting is both expensive & logistically challenging.

Thank you for supporting the arts!

5. CVAC Financial Statements 2024 – 2025

COWICHAN VALLEY ARTS COUNCIL

FINANCIAL INFORMATION

(Unaudited)

31 MARCH 2025

COWICHAN VALLEY ARTS COUNCIL

31 MARCH 2025

CONTENTS

COMPILATION ENGAGEMENT	<u>Page</u>
Compilation Report	1
Balance Sheet	2
Statement of Income and Retained Earnings	3
Notes to Financial Statements	6

COMPILATION ENGAGEMENT REPORT

To the Management of Cowichan Valley Arts Council

On the basis of information provided by management, we have compiled the balance sheet of Cowichan Valley Arts Council as at 31 March 2025 the statement of income and retained earnings for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.



Duncan, British Columbia

August 15, 2025

MCPHEE TAX & ACCOUNTING INC.

Chartered Professional Accountant

COWICHAN VALLEY ARTS COUNCIL

STATEMENT OF FINANCIAL POSITION (Unaudited)

AS AT 31 MARCH 2025

ASSETS

	2025	2024
CURRENT		
Cash and short term deposits	\$ 107,218	\$ 75,502
Term deposits	-	30,000
Accounts Receivable	5,763	5,915
Interest Receivable	2,196	1,575
Prepaid expenses and deferred charges	1,523	2,377
GST Rebate Receivable	161	402
	116,861	115,771
TOTAL ASSETS	\$ 116,861	\$ 115,771

LIABILITIES

CURRENT		
Accounts payable and accrued liabilities	\$ 4,412	\$ 4,310
Wages Payable	4,230	4,869
Payroll Deductions Payable	5,622	177
Deferred contributions(Note 4)	35,000	36,000
Unearned revenues(Note 5)	27,127	19,093
	76,391	64,449
TOTAL LIABILITIES	76,391	64,449

NET ASSETS

UNRESTRICTED FUNDS	40,470	51,322
TOTAL LIABILITIES & EQUITY	\$ 116,861	\$ 115,771

APPROVED BEHALF OF THE BOARD:

<div style="display: flex; align-items: center;"> <div style="background-color: #cccccc; padding: 2px; font-size: 8px; margin-right: 5px;">FIPPA s. 22(1)</div> <div style="font-size: 8px; margin-right: 5px;">2025-03-27 11:41 PM</div> </div>	Director
<div style="display: flex; align-items: center;"> <div style="background-color: #cccccc; padding: 2px; font-size: 8px; margin-right: 5px;">FIPPA s. 22(1)</div> <div style="font-size: 8px; margin-right: 5px;">PM</div> </div>	Director

Unaudited: See Compilation Report

COWICHAN VALLEY ARTS COUNCIL

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS (Unaudited)

FOR THE YEAR ENDED 31 MARCH 2025

	2025	%	2024	%
REVENUE				
BC Arts Council	\$ 17,000	\$ -	\$ 33,691	\$ -
BC Gaming Grant	22,000	-	22,000	-
City of Duncan	-	-	1,000	-
CVRD	19,000	-	19,000	-
Summer Student	16,175	-	4,985	-
Council for Busine:	-	-	2,500	-
Island Health	-	-	10,100	-
Artist Entrance	16,728	-	17,265	-
Gallery Rentals	14,223	-	10,065	-
Workshop Fees	59,143	-	45,790	-
Donations	3,383	-	11,178	-
Memberships	9,613	-	10,509	-
Fundraising	3,449	-	5,989	-
Other Revenue	8,928	-	5,389	-
	189,642	-	199,461	-
EXPENSES				
Advertising	6,432	-	11,938	-
Bank charges	3,203	-	3,329	-
Child & youth programming	2,367	-	1,940	-
Equipment lease	1,627	-	988	-
Exhibit expenses	479	-	284	-
Facility improvements	478	-	559	-
Facility rentals & refreshments	6,286	-	7,620	-
Fundraising	380	-	1,742	-
Furniture & Equipment	213	-	537	-
Honoraria	512	-	450	-
Insurance	964	-	958	-
Licenses, dues and fees	280	-	512	-
Office & miscellaneous	4,643	-	6,370	-
Outreach/Volunteers	1,036	-	1,721	-
Professional development	-	-	333	-
Professional fees	8,137	-	2,300	-
Program leaders	17,979	-	11,546	-
Property taxes	246	-	230	-
Staff travel & board meetings	312	-	541	-
Telephone & internet	2,365	-	2,219	-
Wages & benefits (NOTE 3)	132,852	-	140,767	-
Website	3,699	-	4,890	-
Workshops	6,004	-	7,455	-

Unaudited: See Compilation Report

COWICHAN VALLEY ARTS COUNCIL

	200,494	-	209,229	-
(LOSS) INCOME FROM OPERATIONS	(10,852)		(9,768)	
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(10,852)		(9,768)	
NET ASSETS beginning of year	51,322		61,090	
NET ASSETS end of year	\$ 40,470		\$ 51,322	

Unaudited: See Compilation Report

COWICHAN VALLEY ARTS COUNCIL

1. SUMMARY OF THE BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the addition of:

- Grants receivable
- Goods and services tax recoverable
- Prepaid expenses
- Accounts payable and accrued liabilities
- Wages and payroll deductions payable
- Deferred contributions
- Unearned revenue

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

REVENUE RECOGNITION

The Society uses the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

TANGIBLE CAPITAL ASSETS

The Society expenses all tangible capital assets when acquired.

CONTRIBUTED SERVICES

Volunteers contribute many hours per year to assist the Society in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

3. HOURS IN LIEU

As at March 31, 2025, employees had accrued \$4,230 in overtime, recorded as hours in lieu of cash payment. This amount has been recognized as both a wage expense and a payroll liability in the financial statements, representing the obligation to employees. It is anticipated that the liability will be settled primarily through time off rather than cash payment.

COWICHAN VALLEY ARTS COUNCIL

4. DEFERRED CONTRIBUTIONS

	2025	2024
CVRD	\$19,000	\$19,000
BC Gaming	\$15,000	\$0
City of Duncan	\$1,000	\$0
BC Arts Council	\$0	\$17,000
	-----	-----
	\$35,000	\$36,000

5. UNEARNED REVENUE

	2025	2024
Memberships	\$2,999	\$3,483
Rental deposits	\$12,465	\$7,855
Workshop fees	\$6,382	\$2,850
Entrance fees	\$5,280	\$4,905
	-----	-----
	\$27,126	\$19,093