Community Canvas Mural Grant Program Application Form

Please read the **Community Mural Grant Program Guidelines** and the **Application Form** carefully before submitting your application.

Applications accepted and reviewed as received until November 30, 2026 4:00 p.m. or available funding is expended (whichever is first). *Successful applicants will have up to 18 months to complete their murals.*

Instructions

Complete the following application form and send it along with the required attachments outlined in Part 6 to the Public Art Coordinator at brenda.weatherston@saanich.ca. Email or call 250 475-5557 for questions.

Part 1: Applicant Information

Applicants for this grant must be a registered non-profit, registered charity, Saanich community association, or local First Nation, in good standing with the District. Please ensure you meet eligibility criteria before applying.

Applicant Organization Name

Organization Mailing Address, City, Postal Code

Organization email (optional)

Lead Contact Full Name **Lead Contact Phone**

Lead Contact Email

Alternate Organization Contact Person and Contact Information (optional)

Additional Project Partners

List additional project partners or collaborators and briefly summarize their involvement or contributions to the project. (50 words max.)

Equity, Diversity and Inclusion
Saanich is dedicated to supporting equity, diversity, and inclusion in our programs and services. To assist us in the consideration of equity-deserving applicants and proposals, you are invited to share voluntarily your application's connections or commitments to supporting equity, diversity, and inclusion. Sharing this is voluntary, and your information will be used only for purposes of assessing applications. (50 words max.)

Proposed Location Information

Address for proposed mural (address and postal code)

Size of proposed mural area length, width, and square feet (= length x width)

Is the Applicant Organization also the legal property owner? The legal property owner must provide written consent/permission for a mural to be installed and maintained on their property. You must submit a signed copy of the Property Owner Consent Form with your application.

☐ Yes

☐ No If no, you MUST complete the following Property Owner Information.

Property Owner Name & Full Mailing Address, Owner Telephone & Email (if not applicant)

Part 2: Artist and Project Information

Artist Selection
Summarize the process you used to select the mural artist. (75 words max)

Artist Name

Artist Mailing Address, City, Postal Code

Artist Email

Artist Phone

Artist Website/Social Media (optional)

Artist Biography
Include the artist's previous experience with outdoor murals. Max 100 words. You may in addition submit an artist resume/c.v. with your application (optional).

Additional Artists Information (optional)
If more than one artist is involved with the project, provide the names and a brief summary. 50 words max.

Part 3: Mural Details

Describe your proposed mural project
Include vision and intentions, content and themes, and intended impact and benefits for the community. (400 words max.) If you require additional space, attach a document.

Community Engagement
Outline the community engagement or collaboration that your organization will be undertaking as part of your proposed mural project development. Describe any opportunities for community participation, if applicable. (150 words max.)

Community support
Provide a summary of who you reached out to for input and support and what you heard. (75 words max.)

What is the minimum maintenance period agreed upon between the applicant, artist, and property owner? Recommended minimum is 3 to 5 years. (See Mural Program Guidelines for more information)

Part 4: Funding Request, Project Budget, and Timeline

Funding Request
Please indicate your requested funding amount. *Must not exceed 75% of total project cost, or $10,000 ($7500 for road mural projects) -- whichever is less.

Project Timeline
Provide an outline of the estimated timeline for your mural project from development, through installation, to completion. (Max 75 words.)

Part 5: Additional Information

Provide any additional information you feel is necessary for your application (optional

Part 6: Required Attachments

You are required to submit several attachments (documents, images) as part of your application. You will find a Required Documents Checklist with links to the documents in Part 6 of the Application form below. Links to the required templates and forms are found on the website.

Attachments: Acceptable formats include: .JPG, .JPEG, .PDF, .DOC, .DOCX, .TIF, .PNG, Support materials requiring specialized software, plug-ins, or extensions will not be reviewed.

The document and image files you submit with your application must include your Applicant Organization's name in the file name (i.e., OrganizationName_WallPhoto)

Prepare the following supporting documents and images to submit by email with your application:

✓	REQUIRED ATTACHMENTS	Related Application Section
☐	**Signed Property Owner Consent Form**	Part 1
☐	**Recent photograph of proposed wall** (File formats: .JPG .JPEG or .PDF files not exceeding 3 MB each)	Part 1
☐	**Artist CV / Resume *(optional)*** Artist resume/C.V. outlines artistic background, education, artistic achievements, and relevant experience. While encouraged, it is not mandatory to submit with your application.	Part 2
☐	**Drawing or conceptual sketch of the proposed mural design** (File formats: .JPG .JPEG or .PDF files not exceeding 3 MB each)	Part 3

☐	**Artwork rendering/mockup superimposed on the wall with mural dimensions** (File formats: .JPG .JPEG or .PDF files not exceeding 3 MB each)	Part 3
☐	**Letters of Community Support for proposed mural project** Provide evidence of support by submitting letters or emails (e.g., from local community associations, neighbours, building tenants, community groups, etc.)	Part 3
☐	**Mural Maintenance Plan** *(template provided or use own)* Submit your plan to ensure the mural's optimal longevity. Include information on preparations, ongoing maintenance approaches (i.e. vandalism removal, minor repairs, and roles and responsibilities.) Consult resources provided in the Mural Grant Program Guidelines.	Part 3
☐	**Proposed Project Budget** *(template provided or use own)* Use the provided template form or your own project budget document that includes the same requested information.	Part 4

Please ensure:

- ☑ You have a draft of your application form content prepared and ready to enter into the form before proceeding. Save as you go to avoid losing data. Save a copy of your completed form for reference.
- ☑ all attached files do not exceed 3 MB each

Final Submission & Certification

- ☐ I certify that the information contained in this application is accurate and complete to the best of my knowledge.
- ☐ I certify that the organization applying is in good standing and not in arrears with the District of Saanich.
- ☐ I certify that I have read and agree to comply with the Saanich Community Canvas Mural Grant Program Guidelines.
- ☐ I certify that I understand that successful grant applicants are required to sign a Letter of Agreement with the District of Saanich and adhere to the Terms and Conditions included therein, including, but not limited to, requirements for permits and insurance.
- ☐ I certify that I understand that it is recommended that the mural applicant, property owner, and mural artist prepare and sign a Letter of Agreement that outlines the terms and conditions of the mural project.
- ☐ I certify that in applying for a mural grant and to install a mural in Saanich, applicants and artists acknowledge and agree that if the application is accepted the District of Saanich may release their names and photograph/film/otherwise reproduce the final mural in communications and non-commercial promotional activities.

The District of Saanich is not responsible for submission delays, including those caused by technological or network issues on either end. Failure to follow the submission guidelines may result in your application being declined.

We recommend you submit your application prior to the final deadline date to ensure that your application has been received and is complete. Incomplete applications will not be accepted. You will receive a confirmation email after your application is received.

You will be notified by email whether your application was successful or not (and the amount received) following the evaluation of applications.

Thank you for your application.

_____ _____

Date (yyyy/mm/dd) Signature

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria, BC, V8X 2W7, phone: 250-475-1775, email: foi@saanich.ca.