

**Special Collections and University Archives
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AR010

Bastion Theatre Company

Acc. No: 1991-069

28 Boxes, ca. 200 photographs

SERIES 7. FUNDRAISING RECORDS. -- 1965-1989. -- 66 files.

Series consists of nine sub-series:

- 7.1 Canada Council Grants (Boxes 12 & 16)
- 7.2 British Columbia Grants (Box 16)
- 7.3 Municipal Grants (Box 16)
- 7.4 Foundations (Box 16)
- 7.5 Donors and Members (Box 16)
- 7.6 Corporate Sponsors (Boxes 16 & 17)
- 7.7 Special Events (Box 17)
- 7.8 Debentures and Endowments (Box 17)
- 7.9 Fundraising Committee (Box 17)

BOX 12 & 16:

7.1 Canada Council Grants. -- 1973-1988. -- 20 files.

Subseries consists of federal grant applications for annual operating grants, correspondence, progress reports, applications for the Canada Council Development Fund, and the Canada Council Communications Fund, the latter facilitating travel and exchange by management. The application for a capital grant from the federal Secretary of State (file 7.1.6) pertains only peripherally to the Canada Council. The operating grant applications provide the most organized documentation for the researcher of BTC's annual operation and projected season.

7.1.1 Letters incoming and outgoing, 1973-1978, regarding Communications Fund claims, 1 cm; also, mimeographed biography of Edwin Stephenson, 1 p. ts.

7.1.2 Correspondence, incoming and outgoing, 1974-1978.

7.1.3 Progress reports, 1975-76, 1976-77, 2 cm.

7.1.4 Operating grant application, 1975-76.

7.1.5 Operating grant application, 1976-77.

7.1.6 Capital works grants applications to the Secretary of State Department

(Canada), 1977-78.

7.1.7 Operating grant application, 1977-78.

7.1.8 Operating grant application, 1978-79.

7.1.9 Operating grant application, 1979-80.

7.1.10 Operating grant application, 1980-81; and a working copy, with pencilled hol.

7.1.11 Operating grant application, 1981-82.

7.1.12 Operating grant applicaLiuli, 1982-83.

7.1.13 Operating grant application, 1983-84.

7.1.14 Operating grant application, 1984-85.

7.1.15 Item is an operating grant application, 1985-86, with hol. rev. and deficit reduction plan attached.

7.1.16 Operating grant application, 1986-87; also, a copy of an earlier unsubmitted version.

7.1.17 Correspondence incoming and outgoing, 1986-1988, 2 cm.

7.1.18 Operating grant application, 1987-88.

7.1.19 Correspondence and a budget for a Canada Council Development Fund application, 1987-88.

7.1.20 Operating grant application, 1988-89.

BOX 13-15:

6.4.13 Computer printouts of general ledgers.

Box 16

7.2 British Columbia Grants. -- 1974-1988. -- 16 files.

Subseries consists of grant applications and correspondence with the British Columbia Cultural Programme, Department of the Provincial Secretary, and with the Cultural Services Branch.

7.2.1 Grant applications and correspondence for the British Columbia Cultural

Programme Grant, 1974-1977, replete with factual reports on BTC's goals, objectives and operation.

7.2.2 Operating grant application, 1976-77.

7.2.3 Operating grant application, 1977-78.

7.2.4 Operating grant applications and correspondence, 1977-78 and 1978-79.

7.2.5 Operating grant applications and correspondence, 1979-1981, 3 cm.

7.2.6 Correspondence, 1980, mainly with the Provincial Secretary lobbying for matching deficit reduction funding.

7.2.7 Correspondence, 1981-1982, regarding the Arts Challenge Grant.

7.2.8 Correspondence and program information, 1981-1982, regarding the federal Department of Communications deficit reduction grant under its Special Program of Cultural Initiatives, which matched the provincial contribution.

7.2.9-13 Operating grant applications, 1981 to 1986.

7.2.14 Correspondence, 1986, re Arts Challenge Grant.

7.2.15 Correspondence and applications for operating grants, 1986-1988.

7.2.16 Special Project Grant application, 1987-88.

7.3 Municipal Grants. -- 1969, 1972-1988. -- 10 files.

Subseries consists of early correspondence with the City of Victoria, who made annual operating grants to BTC to partly offset the cost of renting the McPherson Playhouse, which the City had handed over to a foundation. Applications for annual grants from the Greater Victoria Intermunicipal Committee appear from 1979 onwards with 1981/82 missing; in addition, there is correspondence and financial tables pertaining to City's involvement in the Arts Challenge Program to reduce the accumulated deficit, 1986-1987.

7.3.1 Correspondence with the City of Victoria regarding their annual grant to BTC to offset the rental costs of the McPherson Theatre, 1972-1978; also, a letter from P. Mannering to Ed Gilbert re Robert Price and the Victoria Chamber of Commerce, 1 September 1969, photocopied ts. 1 p.

7.3.2 Grant application to the Intermunicipal Committee and associated correspondence,

1979-80.

7.3.3 Grant application to the Intermunicipal Committee, 1980-81.

7.3.4 Proclamations of "Bastion Theatre Week" from the Corporation of the District of Saanich and the City of Victoria, 15 & 16 March 1981, respectively, with stamped seals.

7.3.5 Grant application to the Intermunicipal Committee, 1982-83.

7.3.6 Grant application to the Intermunicipal Committee, 1983-84.

7.3.7 Grant application to the Intermunicipal Committee, 1984-85.

7.3.8 Correspondence, 1986-1988, re the Arts Challenge Program for deficit reduction, 1 cm.

7.3.9 Draft arts policy paper later submitted to the City from BTC, 1988; and correspondence, notably a letter, 4 February 1987, outlining the Intermunicipal Committee's reduction in funding in 1986.

7.3.10 Correspondence, 1988, notably a letter by B. MacGregor and W. Gray, 13 June 1988, outlining the debt crisis.

7.4 Foundations. -- 1975-1986.-- 8 files.

Subseries consists of correspondence and grant applications pertaining to eight foundations.

7.4.1 Grant application to the Vancouver Foundation, 1980, and correspondence, 1975-1982, with this foundation.

7.4.2 Letters and a grant application to the Endeavour for the Benefit of the Arts, Science and Health, 1978.

7.4.3 Letters and grant applications to the Koerner Foundation, 1980-1981.

7.4.4 Letters from BTC, 1980 and 1982, one to The Eaton Foundation, another to the Richard and Edith Strauss Canada Foundation.

7.4.5 Letters and a grant application to the Du Maurier Council for the Performing Arts, 1980-1982.

7.4.6 Letters and grant applications re the H. R. MacMillan Estate Charitable Trust, 1980, 1981, 1985.

7.4.7 Correspondence and a submission to The Winspear Foundation, 1982-1984.

7.4.8 Correspondence with The Victoria Foundation, 1985-1986.

7.5 Donors and Members. -- 1965-1973, 1977-1988. -- 16 files.

Subseries consists of donor correspondence, receipt books, promotional prospectuses, donor lists, charts, membership program proposals and fund drive literature.

7.5.1 Correspondence with individual donors, 1965-1973, mainly carbon tss., 3 cm.

7.5.2 Donor campaign form letter, 1967; also, a letter from the Department of National Revenue re BTC's forthcoming registration as a charitable organization.

7.5.3 Donation receipt book, April 1977-March 1978.

7.5.4 Correspondence for the Green Room Club, 1979.

7.5.5 Donor fund drive promotional leaflet, ca. 1979.

7.5.6 Letters re donor pledges, 1980, carbon tss.

7.5.7 Donor fund drive correspondence, 1980.

7.5.8 Donor prospectus, and chart of donors, 1980-81.

7.5.9 Donor correspondence, 1981-1988, mainly outgoing.

7.5.10 Donor correspondence, incoming, 1982-1985.

7.5.11 Financial tables re donations from H. & M. Henderson, 1984-1985.

7.5.12 Legal correspondence re donations by H. & M. Henderson, 1985-86.

7.5.13 Membership program proposals, 1985-1986.

7.5.14 Membership, sponsor and donor lists or charts, 1986-1988.

7.5.15 Lapsed donor and sponsor summaries, 1988, computer printouts.

7.5.16 Donor and member printouts, August 1989.

BOX16 & 17

7.6 Corporate Sponsors. -- 1969, 1973, 1978-1988. -- 16 files. Subseries consists of sponsor campaign prospectuses, correspondence, sponsors lists, corporate reports and proposals to individual companies.

7.6.1 Correspondence, mainly incoming from the Victoria Chamber of Commerce, re marketing efforts to procure corporate sponsorship, 1969.

7.6.2 BTC brochure prospectus, 1973; a sponsorship program, 1981-82; a sponsorship contract, 1978; fact sheets and other campaign literature.

7.6.3 Retrospective lists of corporate sponsors, 1977-1988.

7.6.4 Correspondence with corporate sponsors, 1979-1980.

7.6.5 Sponsor's report for Shell Canada, December 1980.

7.6.6 Correspondence and proposals with IBM, 1980-1988.

7.6.7 Correspondence with Imperial Oil, 1980-1988.

7.6.8 Campaign correspondence with various corporations, 1981-1984.

7.6.9 Correspondence with Royal Trust, 1981-1988,; a sponsor activity report, and a Directors' guest list of donors, 1988.

7.6.10 Correspondence with the Mutual Life Assurance Company of Canada, October 1982.

7.6.11 Correspondence with British Airways, 1985.

7.6.12 Sponsor campaign folio, 1985-86.

7.6.13 Correspondence with Petro Canada Ltd., 1985-1988.

7.6.14 Letters re the corporate Artist Sponsorship Programme, 1986.

7.6.15 Report to the BTC fundraising committee re the corporate program, 1986-1987.

7.6.16 Sponsor activities proposal and sample campaign folio, 1988-89.

BOX 17:

7.7 Special Events. -- 1980-1988. -- 24 files.

Subseries consists of government licenses, club tickets, auction programs, announcements, event literature and correspondence.

7.7.1 Program and notes re a fun feast, April 1980.

7.7.2 Application form and correspondence re a lottery, 1980-1981.

7.7.3 Books of tickets for the BTC dinners club, 1980-1982.

7.7.4 Lottery license applications and correspondence re a casino project, 1980-1983.

7.7.5 Auction programs and correspondence re several "Super Live Affair" auctions, 1981-1986.

7.7.6 Program for a spring garden tour, 1983.

7.7.7 Car lottery proposal, 1984.

7.7.8 Literature re a garden tour, April 1984.

7.7.9 Benefit performance program, 9 November 1984.

7.7.10 Auction program, December 1984.

7.7.11 Press release re a box office board game, 1985, with hol.

7.7.12 News release re a christmas tree contest, 1985.

7.7.13 Notices re a chocolat festival, March 1985.

7.7.14 Notices re special event auction, November 1985.

7.7.15 License for bingo and correspondence, 1985-86.

7.7.16 Photograph and correspondence re the Joelle Rabu fundraising concert, January 1986.

7.7.17 Minutes and a memo re a travel raffle, July 1986.

7.7.18 Computer diskette, 5.5 " notices, and working papers re the "Australia Week" promotion, May 1987.

- 7.7.19 Correspondence and a lottery license for bingo, 1988.
- 7.7.20 Ticket lottery license and notice re a San Francisco weekend, April 1988.
- 7.7.21 Invitation by the Intrepid Theatre Company to a roast for Keith Kigby, 18 April 1988.
- 7.7.22 Correspondence and a program to Swiftsure Night, 28 May 1988.
- 7.7.23 License and statements re a cruise raffle, 19 July 1988.
- 7.7.24 Casino application, 26 October 1988.

7.8 Debentures and Endowments. -- 1980-1984 . -- 3 files.

Subseries consists of correspondence and information sheets re private legacy endowment, and detailed records of the 1984 Debenture Issue, including news releases, national articles, application forms, information papers and correspondence.

- 7.8.1 Correspondence and information sheets re legacy endowment, 1980-1984.
- 7.8.2 Literature for the Debenture Issue campaign, 1984, 3 cm.
- 7.8.3 Correspondence for the Debenture Issue campaign, 1984, 4 cm.
- 7.8.4 File consists of debenture account statements, 1984-88.
Restricted access / Restricted Box 29.

7.9 Fundraising Committee records. -- 1969-1970, 1972-1973, 1975-1988. -- 27 files.

Subseries consists of fund drive kits, drive notes, brochures, photographs, news releases, minutes and correspondence.

- 7.9.1 BTC cookbook, ca. 1975.
- 7.9.2 Chart of financial support, 1963-1972.
- 7.9.3 Chart of financial support, 1963-1975.
- 7.9.4 Correspondence and notes re drives for summer programs, 1969-1970.
- 7.9.5 Fund drive brochure, 1973.

- 7.9.6 List of suggestions for the committee meetings, 2 & 3 July 1975, 1 p. hol.
- 7.9.7 Member lists for the Bastion Theatre [Fundraising, and formerly Ladies' Committee, and correspondence, 1975-1980.
- 7.9.8 Photograph, and fund drive brochures, 1976.
- 7.9.9 Fund drive report, December 1977
- 7.9.10 Fund drive projection report, 1977-78.
- 7.9.11 Fund drive report with media release, March 1978.
- 7.9.12 Promotional photographs and negatives, 1978, 4 cm.
- 7.9.13 Fund drive report, 1978/79.
- 7.9.14 Committee minutes and literature, 1978-1981.
- 7.9.15 Allen Houghton report, October 1979.
- 7.9.16 Contract with Allen Houghton and a fundraising proposal, 1979-80.
- 7.9.17 Campaign literature, 1979-80.
- 7.9.18 Fund drive kits in open folios, 1979-80. 1984-85, 1985-86, 1986-87.
- 7.9.19 Committee notes and minutes, 1980.
- 7.9.20 Committee records, 1980-1981.
- 7.9.21 Minutes, and a timetable, 1981-82.
- 7.9.22 Committee records, 1982-83.
- 7.9.23 Minutes, organizational chart, and correspondence, 1982-1988, 3 cm.
- 7.9.24 Minutes, 21 November 1985.
- 7.9.25 Correspondence, 1986-1988.
- 7.9.26 Fundraising development outline, May 1988, hol.
- 7.9.27 Memo re marketing and fundraising events, 24 June 1988.