

Due Date: Thursday, October 15th at 4 pm



Guidelines

2010 Community Cultural Festivals and Celebrations Grant Program

Grant applications due THURSDAY, OCTOBER 15, 2009 by 4 p.m.
(See page 11 for more details)

Culture Division
City Of Mississauga
Central Library
301 Burnhamthorpe Rd. W., 4th Floor
Mississauga, ON L5B 3Y3

Completed applications and attachments may also be hand delivered to the Customer Service Desk on the First Floor of the Civic Centre.

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PURPOSE

The Community Cultural Festivals and Celebrations Grant Program demonstrates City Council's commitment to the long-term growth and sustainability of cultural groups that advance the vision and goals of the City of Mississauga and contribute to our cultural, social and economic quality of life.

Community-based cultural festivals and celebrations are reflections of the vibrant, distinct and diverse character of Mississauga and its residents and they contribute to Mississauga's social and economic vitality.

The Community Cultural Festivals and Celebrations grant program assists local organizations by providing funding for specific costs associated with the presentation of cultural festivals and celebrations to Mississauga residents and visitors.

The Program is designed to align with the vision of Mississauga's Culture Master Plan, by supporting a range of activities reflecting the City's many cultural traditions and practices.

ELIGIBILITY

Organizations or groups can apply that are:

- √ based and active in Mississauga and provide programming or services that are open to the public and publicized city-wide
- √ non-profit (if not incorporated as not-for-profit, organizations must meet federal/provincial requirements)

INELIGIBILITY

Grants are not available for:

- X festivals/celebrations held outside the City of Mississauga
- X festivals/celebrations already funded through other City programs
- X festivals/celebrations whose primary theme or focus is not cultural
- X sports and athletic events, runs, walks
- X religious rites and ceremonies
- X festivals/celebrations with a predominant commercial purpose
- X festivals/celebrations with a predominant fundraising purpose
- X contests and competitions
- X demonstrations, marches, rallies
- X trade shows and trade fairs
- X conferences, workshops, training and professional development
- X block parties, picnics, garden shows, street markets, carnivals
- X festivals/celebrations not open to the general public

- X retroactive expenses or accumulated deficits
- X capital projects

NOTE: The City does not fund retroactively. However, if you choose to start your project before you know the funding results, please be aware that the City of Mississauga is under no obligation to support the project and the activity is undertaken entirely at your own risk.

PROGRAM STREAMS

Community Cultural Festivals and Celebrations grants provide limited assistance for “New and Emerging” and “Established” festivals and celebrations. Major one-time events such as significant anniversaries will be considered as funds permit. The following funding is available:

FUNDING TYPE	ELIGIBLE TO APPLY	LEVEL OF FUNDING
New and Emerging Festivals and Celebrations <ul style="list-style-type: none"> • Operating in 3rd year or less since established 	Ad hoc groups or incorporated not-for-profit organizations	Up to \$5000 or 50% of festival/celebration budget, whichever is lower
Established Festivals and Celebrations <ul style="list-style-type: none"> • operating in 4th year or more since established 	Incorporated not-for-profit organizations	Up to \$40,000 or 10% of festival/celebration budget, whichever is lower
Major One-time Events	Ad hoc groups or incorporated not-for-profit organizations formed specifically for the purpose of the one-time event. Eligibility will be assessed on a case-by-case basis.	As municipal budget permits

ACTIVITIES FUNDED

This program supports arts, heritage and cultural festivals and celebrations - including activities such as festivals, special events and fairs that are:

- planned and delivered in Mississauga
- predominantly cultural in content
- open to the enjoyment of the general public
- publicized city-wide
- of limited duration, held for one or more consecutive days
- held indoors or outdoors in a municipal or non-municipal venue

Funds can be applied to one or more of the following:

- **Programming costs:** for example, performer and artist fees, technical staff fees, display and exhibit costs, equipment rental, sound, lighting, costume creation, venue rental or cleaning, site decoration and other pageantry elements.
- **Publicity and Marketing costs:** for example, development of marketing strategies, press kits, design and production of advertising for print, radio, television and web sites, purchase of advertising.
- **Staff and Administrative costs:** for example, salaries and wages, planning and co-ordination, accounting and audit fees, insurance, security, permits and license fees.

APPLICATION REQUIREMENTS

1. A fully completed application form must be submitted to the Culture Division by **Thursday, October 15th at 4 p.m.** Incomplete or late applications will not be considered.
2. To ensure your application is COMPLETE, use the “**checklist**” provided as the last page of each Grant Application Form. This page becomes the **first page** of your completed submission.
3. Submit the original application UNBOUND (all completed sections including any attachments) as well as SEVEN (7) UNBOUND COPIES of same. A total of EIGHT (8) altogether. (See definition of “unbound” page 24 of Guidelines).
4. Please indicate the Section and Question Number for each of your answers. Do not change the order of the application form.
5. **Attach** a hard copy of your most recent financial statements as required and outlined in the Application Form.

6. Complete the Operating Budget Form (Section C), 3 pages included in the Application Form. In cases where a deficit is indicated, please explain how your organization will make up the shortfall. Similarly, the intended use of any surplus must be explained. Attach explanations on a separate sheet. All amounts shown as in-kind revenue must be able to be proven with receipts if audited. When in-kind is included as revenue, it must be balanced off equally on the expense side of the budget.
7. If your organization is legally incorporated, **attach** a copy of your Articles of Incorporation and Bylaws. If you have previously applied for a Community Cultural Festivals and Celebrations grant and provided Articles of Incorporation and Bylaws (2008 or later), you are not required to submit them again providing they have not changed since your submission.
8. Please provide a list of all proposed/tentative program activities using the Program Calendar Chart on the last page of the Application Form. The Culture Division publishes a calendar to assist all organizations in planning and coordinating future programming.

Required attachments must be submitted with the application. Incomplete submissions will not be considered.

Notice: Application forms and guidelines are subject to change.

APPLICATION PROCESS

The deadline for Community Cultural Festivals and Celebrations grant applications is **Thursday, October 15, 2009 at 4 p.m.** The grant applications will be reviewed by staff for completeness and eligibility, and will then be reviewed by the Volunteer Community Assessment Committee, which consists of Mississauga residents who are practising arts and culture professionals, and City staff members who are not directly involved with the City's granting programs.

Final recommendations will be considered by City Council at a meeting of its General Committee in early 2010. All applicants are notified of the final recommendation regarding their application prior to the General Committee meeting. Applicants may make a deputation to General Committee regarding the staff recommendation. The staff liaison will assist with arrangements. General Committee's recommendations are then forwarded to Council for approval. Groups are notified of the amount approved following this Council meeting.

APPLICATION ASSESSMENT

All eligible applications will be evaluated in a comparative context, on the basis of the information contained in the application form and attachments, using the following criteria:

Organizational Effectiveness and Ability to Meet Goals (Answers to questions B1, B2, B3 and B4 on the Application Form)

- Appropriate staff and/or volunteer structure
- For established organizations, a track record of accountability, planning, financial stability
- Realistic and tangible measures of success and financial goals
- Demonstrated added value from and/or need for financial assistance from the City of Mississauga

Merit of Community Cultural Festival or Celebration (Answer to questions B5 on the Application Form)

- vision and direction for the festival/celebration that reflects and fulfills the mandate of the organization or group
- quality, diversity and innovativeness of program
- proven track record in program delivery (if applicable)
- support of Mississauga-based cultural practitioners (amateur and/or professional)

Community/Economic Impact and Involvement (Answer to questions B6 on the Application Form)

- extent to which event contributes to the social and cultural development of Mississauga
- extent of audience appeal and access
- appropriate audience development, outreach, and marketing strategies
- demonstrated quantifiable economic benefits and increased economic activity in the city
- extent of community support and volunteer opportunities
- extent of established partnership initiatives and efforts to form new alliances

Need for Funding

Your answer to **question B7 plus Section C** on the Application Form will be used to assess your organization's Need for Funding from the City of Mississauga, based on the following criteria:

- Ability to describe how grant funding will directly support the creation and/or expansion of Community Cultural Festivals and Celebrations grant program.
- Ability to create alternative strategies for accessing other funding resources.
- Demonstrated added value from and/or need for financial assistance from the City of Mississauga.

CONCERNED STATUS

When the assessment committee has concerns about the viability of an organization that is receiving grant assistance, it may advise the organization that it is on “concerned status”. This may occur if the organization:

- has a major deficit (10 percent or more of its annual operating budget), shows evidence of not being financially viable, and/or
- has a significantly reduced audience or sales base (if this differs from its own stated intentions), and/or
- does not demonstrate the ability to plan into the future, and/or
- does not address major program concerns, such as program direction, declining quality of program, failure to achieve program plan, and/or
- does not meet contractual obligations or minimum requirements outlined in the guidelines, and/or
- demonstrates management or governance (i.e. conflict of interest) practices which do not conform to generally acceptable practices in the sector.

An organization that is on concerned status may have conditions attached to the release of grant funds that address specific viability issues. Organizations that are not able to resolve viability issues over time may be denied grant funding in future years.

TERMS AND CONDITIONS OF GRANT ASSISTANCE

Any organization that receives a grant through this grant program is responsible for ensuring that its festival/celebration has received all necessary municipal approvals and has met any relevant regulatory requirements. The receipt of a grant does not guarantee funding in future years. Please note that if your organization receives a grant, the following conditions will apply.

1. The organization confirms that the representations contained within its application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, the full amount of the financial assistance will be payable to the City.
2. That if there are any significant changes in the funding of the project from that projected in the application, the City will be notified of such changes through the Culture Division.
3. That the organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
4. That the organization will keep proper accounts of all receipts and expenditures, relating to the festival/celebration.

5. That the organization will retain and make available for inspection by the City or its auditors all records and books of accounts of the organization upon request from the City which may be made within 2 years of the grant award.
6. That if the festival/celebration proposed in the organization's application does not proceed or is not completed in a reasonable time, the City reserves the right to recover funds.
7. That the festival/celebration be represented as the responsibility of the organization, and that the organization may not represent itself as an agency of the City in any way, the only relationship being that the City has approved and granted financial assistance to the organization.
8. That the organization shall acknowledge the support of the City of Mississauga in all advertising, publicity, programs, signage and plaques relating to the festival/celebration for which funds are granted, including the display of the City's logo as appropriate. The recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the festival/celebration.
9. That should the organization receive grant funding and subsequently disbands, the organization must dispose of its assets in a responsible manner that meets with the prior approval of the City.

PAYMENT

New and Emerging Festivals and Celebrations	A cheque for the total amount awarded is mailed out approximately 2 - 4 weeks following final approval of the grant request.
Established Festivals and Celebrations	<ul style="list-style-type: none"> • 75% of the total grant awarded will be mailed out approximately 2 - 4 weeks following final approval of grant request. • 25% will be held back until the completion of the event and the acceptance of the required reporting.
Major One-Time Events – Grants of \$5,000 or less	A cheque for the total amount awarded is mailed out approximately 2 - 4 weeks following final approval of the grant request.
Major One-Time Events – Grants of more than \$5,000	<ul style="list-style-type: none"> • 75% of the total grant awarded will be mailed out approximately 2 - 4 weeks following final approval of grant request. • 25% will be held back until the completion of the event and the acceptance of the required reporting.

REPORTING REQUIREMENTS

All Community Cultural Festivals and Celebrations Grant recipients are required to submit a report on their festival or celebration within 3 months of the conclusion of their event. Reporting guidelines are made available to successful applicants and on-line at www.mississauga.ca/portal/discover/grantinformation.

Funds may not be made available to organizations that have failed to meet reporting requirements for any approved grants.

GRANT PROGRAM INFORMATION SESSION

Those interested in finding out more information about how to apply are invited to attend an information session the evening of **Tuesday September 15th, 2009** in the Hearing Room, 2nd Floor, Civic Center, 300 City Centre Drive. Call 905-615-3200 ext. 4067 for up-to-date details.

PEER ASSESSMENT NOMINATION

The Peer Assessor Nomination and Consent form assists staff in the Culture Division in establishing a comprehensive list of potential peer assessors for the Volunteer Community Assessment Committee to review Community Cultural Festivals and Celebrations Grant Applications. We encourage all organizations to participate in this nomination process to ensure representation of Mississauga's cultural and artistic diversity. Nominees must be Mississauga residents who are practising arts and culture professionals and not directly involved with the City's granting programs. The application form can be found on our website at <http://www.mississauga.ca/artsandculture>. Interested parties should submit nomination forms to the Culture Division by **September 30th, 2009**.

Grant Application Deadline

2010 Grant Applications are due THURSDAY, OCTOBER 15th, 2009 at 4 pm.

More information and application forms are available from the City of Mississauga, Culture Division. First-time applicants to this program are strongly advised to discuss their applications with staff. Your questions and comments about this program are welcomed and appreciated.

Culture Office
City of Mississauga
Central Library
301 Burnhamthorpe Rd. W., 4th Floor
Mississauga, ON L5B 3Y3

EMAIL: martina.chaloupka@mississauga.ca

PHONE: 905-615-3200 ext. 4067

WEB: <http://www.mississauga.ca/artsandculture>

Completed applications and attachments may be hand delivered or mailed to the Culture Division Office to be received by **4 pm on Thursday, October 15th, 2009.**

Completed applications and attachments may also be hand delivered to the Customer Service Desk on the First Floor of the Civic Centre.

Your submission will be time and date stamped upon delivery.

Application and Guidelines are subject to change

GLOSSARY

Ad hoc Group	A group of two or more individuals working together under a group name, either on a single project or on an ongoing basis.
Board of Directors	A board of directors is a body of elected or appointed members who jointly oversee the activities of a company or organization.
Business Number	The Business Number is a number you are assigned when you register to do any business with the Canada Revenue Agency (CRA), such as registering for the GST/HST or filing corporate income tax. This single Business Number replaces the numbers that Canadian businesses previously needed to deal with the federal government. If you had accounts with the Canada Revenue Agency before the Business Number came into effect, your GST/HST number became your Business Number.
Charitable Status Registration Number	Organizations that are charities and that meet other requirements of the <i>Income Tax Act</i> can become registered charities with the Canada Revenue Agency (CRA). A registered charity receives a registration number and is entitled to issue tax receipts. For more information visit www.cra-arc.gc.ca/E/pub/tg/t4063/
Community Cultural Festival	A community driven, volunteer supported, not-for-profit event with a democratically elected Board of Directors or equivalent, that operates annually for one full day or a number of consecutive days for the purpose of enriching the quality of life for residents and is widely publicized, open to the public and has the potential to provide an economic benefit to the community, but requires significant investment of municipal time, and resources.
Community Cultural Celebration	An event, organized for the purpose of building and celebrating a sense of community in response to a desire that is best addressed through celebration, with programming that demonstrates cultural content, local involvement and community impact. Often these events mark a civic or national holiday, special day, or other noteworthy event.
Established Festivals and Celebrations	Community cultural festivals or celebrations that have been delivered for four or more consecutive years.
Fiscal Year	A 12-month period over which a company or organization budgets it's spending. A fiscal year does not always begin in January and end in

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	December; it may run over any period of 12 months. The fiscal year is referred to by the date in which it ends.
In-Kind Donations	Gifts-in-kind are gifts of property other than cash that could include gifts of supplies in the case of Arts and Culture Grant applicants. For gifts-in-kind to be eligible for a tax receipt, the gift must have value to the charity; and be recorded at fair market value of the gift. The following gifts-in-kind DO NOT qualify as charitable donations under the Income Tax Act: (1) gifts of personal services of an individual (2) gifts by a company of its principal product or service. Such gifts are considered promotional rather than donations.
New and Emerging Festivals and Celebrations	Community cultural festivals or celebrations that are in their first to third year of delivery.
Professional Artist	Someone who has developed skills through training and/or practice, and is recognized as such by artists working in the same artistic tradition, and has a history of public presentation or publication, and seeks payment for her or his work and actively practises his or her art. Short breaks in artistic work history are allowed.
Unbound	Without a cover, dividers or any kind of binding (including spiral binding, staples, duo tangs and binders). Butterfly clips, paperclips and elastics are acceptable.

SECTION 2 – COMPLETING THE GRANT APPLICATION

Community Cultural Festivals and Celebrations grants assist in the cost associated with the presentation of cultural festivals and celebrations to Mississauga residents and visitors. Please use the correct application form for **Community Cultural Festivals and Celebrations for “Established” and “New and Emerging” Groups/Organizations**. The sections below provide an explanation for each section of the application form.

SECTION A – APPLICATION OVERVIEW

Use this section to pre-qualify your organization for eligibility. If you answer “No” to any of questions #1 to #5/6 indicated in this section, please contact the Culture Division to discuss your eligibility for this Grant Program.

SECTION B – OBJECTIVES, DESCRIPTION, ORGANIZATIONAL PROFILE

All eligible applications will be evaluated in a comparative context, using 4 areas of measure: 1. Organizational Effectiveness (B1, B2, B3 and B4), 2. Program Merit (B5), 3. Community/Economy Impact (B6) and 4. Need for Funding (B7). Please ensure you answer all the questions in the Grant Application Form (Section B) completely. Please indicate the **section** and **question number** for each of your answers. Do not change the order of the application. See Community Cultural Festivals and Celebrations 2010 Guidelines page 7 for an outline of the evaluation criteria used for this section.

SECTION C – FINANCIAL SITUATION, OPERATING BUDGET and FINANCIAL STATEMENT

This section is used to describe your organization’s financial situation, any major changes that have affected your organization’s financial stability, and how programming and organizational goals are being hampered or furthered by your financial situation.

Complete the Operating Budget Form (Section D, 3 pages) included in the Application Form. Make sure that your budget reflects the text of your application. For example, if your application states that you will hire staff to implement your project, make sure that staff salaries are included in your budget.

Provide an explanation of how you have arrived at your financial projections, and explain any notable figures. If your organization has an accumulated surplus, please explain the intended use of those funds including cash flow requirements. If your organization has an accumulated deficit, please detail your deficit reduction plans. Please detail any funds you have in reserves, the purpose and the administration of these funds.

FINANCIAL STATEMENT - Attach to your application

Organizations must send in the **Year-End Financial Statement** for its most recently completed Fiscal Year. If the Year-End Financial Statement is **more than 6 months old**, please add a Year-to-Date Financial Statement that is no more than 2 months old.

Requested Amount	Requirements
Funding requests of more than \$20,000	Audited financial statement
Funding requests of \$20,000 or less	financial statement signed by two authorized signing officers of the organization or a statement reviewed and signed by an independent accounting firm

SECTION D - STATISTICAL INFORMATION

The statistical information section collects data relating to general and performance measurement statistics of your organization. General statistics describe your core information, or operational data, that is considered relatively static and not expected to change very much over a period of time.

In contrast, performance measurement statistics describe your dynamic information, or performance data, that can be measured over a period of time to understand the progress you have made under each question area.

Please complete this statistical information section in its entirety and disregard any question that you consider not relevant to your organization. If your omission rate is high for most of the data required, please provide an explanation on a separate sheet why you did not supply the required data.

SECTION E – GOVERNANCE

Please ensure you fill out the name, address, email and phone number for your organization's president, treasurer and recorder/secretary. Section E includes the Terms and Conditions that apply should your organization receive a grant. Please ensure this page is signed by the appropriate officers in your organization.

SECTION F – CHECKLIST

Use this checklist to ensure you are submitting a COMPLETE application. This checklist becomes the **first page** of your submitted grant application.