

Due Date: Thursday, October 15th at 4:00pm



2010 Guidelines Arts and Culture Grant Program Operating ♦ Project ♦ Capital ♦ Technical Assistance

Grant applications are due THURSDAY, OCTOBER 15, 2009, 4 PM
(See page 12 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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SECTION 1

PURPOSE

The Arts and Culture 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. Specifically, the Program assists “New and Emerging” and “Established” not-for-profit arts, culture, and heritage Organizations by providing Operating, Project, Capital and Technical Assistance grants to:

- help eligible organizations develop exemplary programs and services for arts, culture and heritage; and
- advance knowledge, understanding and the appreciation of arts, culture, and heritage for the citizens of Mississauga.

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.

PROGRAM STREAMS

The Arts and Culture Grant Program provides funding to organizations in two streams, with the following criteria:

New and Emerging Organizations	<ul style="list-style-type: none">➤ Operating in 3rd year or less since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.➤ Can apply for: Operating, Project and Technical Assistance Grants.
Established Organizations	<ul style="list-style-type: none">➤ Operating in 4th year or more since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.➤ Can apply for: Operating, EITHER Project OR Capital, and Technical Assistance Grants.

TYPES OF FUNDING AVAILABLE

Type of Grant	What does it fund?	Who is Eligible?	How much can be applied for?	Application Form #
Operating Grants	Operating grants assist in the costs of general operations and program delivery.	<ul style="list-style-type: none"> Established Organizations AND <ul style="list-style-type: none"> New and Emerging Organizations 	Up to 80% of an organization's total operating budget.	<ul style="list-style-type: none"> Use Form #2439 – Operating Application Established Organizations Use Form #2489 – Operating Application New and Emerging Organizations
Project Grants	Project grants are intended to support a specific event or activity taking place within a limited period. Projects should have a clearly defined objective and a distinct budget. For established organizations funds are to support new or pilot initiatives outside the normal range of activity.	<ul style="list-style-type: none"> Established Organizations AND <ul style="list-style-type: none"> New and Emerging Organizations 	Up to 50% of total project budget or \$5,000, whichever is less.	<ul style="list-style-type: none"> Use Form #2490 – Project Application (same form for Established and New and Emerging Organizations)
Capital Grants	Capital grants are only intended for minor capital items, such as program or office equipment. Three quotes are required for each piece of equipment being requested.	<ul style="list-style-type: none"> Established Organizations 	Grants may not exceed one-third of the total capital cost of the equipment.	<ul style="list-style-type: none"> Use Form #2491 – Capital Application (for Established Organizations ONLY)
Technical Assistance Grants	Technical Assistance grants are intended to help develop specialized technical skills to improve administrative and management capabilities by enabling organizations to work with an experienced resource person to develop such skills as: promotional techniques, contract management, fundraising techniques, or other specialized skills directly related to an organization's mandate.	<ul style="list-style-type: none"> Established Organizations AND <ul style="list-style-type: none"> New and Emerging Organizations 	Up to 80% of total training budget or \$8,000, whichever is less.	<ul style="list-style-type: none"> Use Form #2492 – Technical Assistance Application (same form for Established and New and Emerging Organizations)

ELIGIBILITY

	GRANT FUNDING			
New & Emerging Organizations (Operating in 3rd year or less)	Operating	Project	Capital	Technical Assistance
Required to be eligible:				
➤ Operating on a not-for-profit basis and governed by volunteers	Yes	Yes	New & Emerging NOT ELIGIBLE For CAPITAL Grants	Yes
➤ Legally incorporated as a not-for-profit organization in the province of Ontario	No	No		No
➤ Operating with a specific mandate to provide and support arts, culture or heritage activities	Yes	Yes		Yes
➤ Operating year-round	Yes	Yes		Yes
➤ Based and active in Mississauga	Yes	Yes		Yes
➤ Providing programs and services that are open to the public and publicized city-wide	Yes	Yes		Yes
Established Organizations (Operating in 4th year or more)				
Established Organizations (Operating in 4th year or more)	Operating	Project*	Capital*	Technical Assistance
Required to be eligible:				
➤ Operating on a not-for-profit basis and governed by volunteers	Yes	Yes	Yes	Yes
➤ Legally incorporated as a not-for-profit organization in the province of Ontario	Yes	Yes	Yes	No
➤ Operating with a specific mandate to provide and support arts, culture or heritage activities	Yes	Yes	Yes	Yes
➤ Operating year-round	Yes	Yes	Yes	Yes
➤ Based and active in Mississauga	Yes	Yes	Yes	Yes
➤ Providing programs and services that are open to the public and publicized city-wide	Yes	Yes	Yes	Yes
		*Established Organizations can apply for EITHER a Project Grant OR a Capital Grant in a given year		

INELIGIBILITY

Grants are **not available** for:

- X Government agencies
- X For-profit organizations
- X Organizations aligned with any political party, or to support programs or services thereof
- X Individuals
- X Collectives
- X Educational institutions – (See definition page 24 of Guidelines)
- X Commercial ventures
- X Donations to charitable causes
- X Fundraising projects and initiatives
- X Deficit reduction funding
- X Major capital expenditures (such as the purchase of land, buildings, building renovations, machinery and vehicles)
- X Projects where participation is conditional upon partaking in the religious activities of the organization
- X Travel and accommodation
- X Attendance at conferences, workshops, or seminars
- X Banquets, trophies, or awards presentations
- X Competitions and travel to competitions
- X In the case of project proposals, when the activity begins before the application deadline

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.*

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).

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4. Please indicate the Section and Question Number for each of your answers. Do not change the order of the application form.
5. Complete the Operating Budget Form (Section C) **ONLY ONCE**. If you are applying for more than one grant, attach a photocopy of this form with each submitted grant application.
6. **Attach** a hard copy of your most recent financial statements as required and outlined in each of the application forms.
7. If your organization is legally incorporated, **attach** a copy of your Articles of Incorporation and Bylaws. If you have previously applied for an Arts and Culture 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 all application forms. The Culture Division publishes a calendar to assist all organizations in planning and coordinating future programming.

Operating Grant requests must be submitted on a completed “Arts and Culture OPERATING Grant Application Form” for EITHER “Established” or “New and Emerging” organizations. Separate forms. (See pg. 3 for definitions).

Project Grant requests must be submitted on a completed “Arts and Culture PROJECT Grant Application Form”. Same form to be used by “Established” or “New and Emerging” organizations. Applying for project that occurs in 2010.

Capital Grant requests must be submitted on a completed “Arts and Culture CAPITAL Grant Application Form”. Capital Grants are only available to “Established” organizations.

Technical Grant requests must be submitted on a completed “Arts and Culture TECHNICAL ASSISTANCE Grant Application Form”. Same form to be used by “Established” or “New and Emerging” organizations.

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 Arts and Culture Grant applications is **Thursday, October 15th, 2009 at 4 pm**. 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.

The assessment committee's 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 grant recommendations. The staff liaison will assist with arrangements. General Committee's recommendations are then forwarded to Council for approval. Organizations are notified of the amount approved following Council approval. Under normal circumstances applicants are notified four months after the application deadline.

CONCERNED STATUS

When the assessment committee has concerns about the viability of an organization that is receiving operational 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 artistic concerns, such as artistic/editorial direction, declining quality of activity, failure to achieve activity 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 a specified period of time, may be denied grant funding in future years.

GOVERNANCE

Section E of Operating Grant Application Form

Section D of Project, Capital and Technical Assistance Grant Application Form

Please provide your Board of Directors' details (President, Treasurer and Recorder / Secretary) and include signatures showing acceptance of the Terms and Conditions that apply should your organization receive grant funding.

TERMS AND CONDITIONS OF GRANT ASSISTANCE

Please note that if your organization receives a grant, the following conditions will apply.

1. The Organization confirms that the representations contained in the 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, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the City.
2. If there are any changes in the funding of the project from that contemplated in the application, the City will be notified of such changes through the City of Mississauga's 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 books of accounts of all receipts and expenditures, relating to the program, services or project.
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 programs, services or projects proposed in the Organization's application are not commenced in a timely manner, or are not completed and there remain City funds on hand, or are completed without requiring the full use of the City funds, such City funds will be returned to the City.
7. That the program, services or project not be represented as a City program, service or project, and that the Organization does not have the authority to hold itself out 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. The applicant shall acknowledge the support of the City of Mississauga in all advertising, publicity, programs, signage and plaques relating to the project for with funds are granted. The

recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the project.

9. That should the Organization receive grant funding and subsequently disbands, the Organization must dispose of their assets in a responsible manner that meets with the prior approval of the City.

Please note that receipt of a grant in one year does not guarantee funding in the following fiscal year.

PAYMENT

Operating Grants	
Organizations receiving Operating Grants of less than \$20,000	➤ A cheque for the total amount awarded is mailed out approximately 2 – 4 weeks following final approval of grant request.
For Operating Grants of \$20,000 or more	<ul style="list-style-type: none"> ➤ Seventy-five per cent of the total grant awarded will be mailed out approximately 2 - 4 weeks following final approval of grant request. ➤ Twenty-five per cent will be held back until the organization has provided most recent year-end audited and/or updated financial statements, depending on the organization's fiscal year-end. <p>Note: Organizations will have until June 30th, 2010 to submit year-end/updated financial statements and any other documentation required by the City, and final payment will be made by August 15th, 2010, contingent on the acceptance of the year-end/updated financial statements by the Culture Division.</p>
Project Grants	➤ A cheque for the total amount awarded is mailed out approximately 2 – 4 weeks following final approval of grant request.
Capital	➤ A cheque for the total amount awarded is mailed out approximately 2 – 4 weeks following final approval of grant request.
Technical Assistance Grants	<ul style="list-style-type: none"> ➤ Seventy-five per cent of the total grant awarded will be mailed out approximately 2 - 4 weeks following final approval of grant request. ➤ Twenty-five per cent will be held back until the the completion of the training and acceptance of the required final report by the Culture Division.
Please Note: The City reserves the right to adjust the final payment, in the event that unexpected budget cuts are required, subsequent to approval.	

REPORTING REQUIREMENTS

All Arts and Culture Grant recipients are required to submit a report on their operational, project, capital and technical assistance activities, by **November 13th, 2010**. 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** at 6 pm. 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 Arts and Culture 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**.

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**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.

SECTION 2 - OPERATING GRANT APPLICANTS

PURPOSE / OVERVIEW

Operating grants assist in the cost of general operations and program delivery. Organizations can apply for up to 80% of their total operating budget. “New and Emerging” and “Established” Organizations can apply for Operating Grants. Please use the correct application form for “Operating - New and Emerging” and “Operating – Established”.

SECTION A – APPLICATION OVERVIEW

Use this section to pre-qualify your organization for eligibility. If you answer “No” to any of the questions 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, 2. Program Merit, 3. Community Impact and 4. Need for Funding. 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.

The following outlines the criteria against which the answers for **Established** Organizations will be evaluated for each area of measure. For **New and Emerging** Organizations, only relevant criteria will be used in assessing the applications.

1. Organizational Effectiveness

Answers to questions B1, B2, B3, and B4 on the Application Form will be used to assess your Organizational Effectiveness, based on the following criteria:

- Evidence of a clear mandate.
- A clear history of past successes / achievements that directly support the mandate.
- Proof of competent administration, focussed and active board and an effective administrative and governance structure ensuring financial stability and accountability and evidence of effective short and long term planning.
- Effective asset management abilities.

2. Program Merit

Program Merit will be assessed within the specific context of the organization's own stated priorities and values, and within the general context and standards of community-based and professional practices in the respective fields of arts, culture and heritage.

Answers to questions B5 and B6 on the Application Form will be used to assess Program Merit, based on the following criteria:

- Degree to which the organization's artistic, cultural or heritage programming reflects and fulfills its mandate and artistic objectives.
- Artistic merit of an arts or cultural organization's research, acquisition or commissioning, creation, production, presentation or exhibition, and dissemination activity **OR** program merit of a heritage organization's research, presentation, and dissemination activity.
- Expertise in identifying, designing and delivering programs and/or services, and evaluating their impact upon targeted and broader communities.
- Evidence of ongoing self-assessment that has helped invigorate and enhance the quality and innovativeness of artistic, cultural or heritage activity of the organization.
- Distinctiveness of the organization's activities in the context of comparable activities in Mississauga, and its ability to initiate unique opportunities for: artists, heritage and cultural practitioners; other arts, culture and heritage organizations; and the public.

3. Community Impact

Answers to questions B7, B8 and B9 on the Application Form will be used to assess Community Impact, based on the following criteria:

- Ability to respond to changing needs of the community based on appropriate research, audience development and marketing strategies and to evaluate their impact upon the organization.
- Public access to the organization's work, including access by Mississauga's diverse communities.
- Level of engagement with other arts, culture and heritage organizations, artists and community groups, including diverse communities.
- The collaborative process and the effectiveness of the work in expressing community interests and issues.

4. Need for Funding

Your answer to question B10 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 of programs / services to further organizational goals.
- 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

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 C, 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.

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.

SECTION 3 - PROJECT GRANT APPLICANTS

PURPOSE / OVERVIEW

Project Grants are intended to support a specific event or activity taking place within a limited period. Projects should have a clearly defined objective and a distinct budget. For Established Organizations, funds are to support new or pilot initiatives outside the normal range of activity. Organizations can apply for up to 50% of total project budget or \$5,000 whichever is less. “New and Emerging” Organizations can apply for a Project Grant. “Established” Organizations can apply for **EITHER** a Project Grant **OR** a Capital Grant in any given year.

SECTION A – APPLICATION OVERVIEW

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

SECTION B – PROJECT DESCRIPTION AND OBJECTIVES

Please ensure you answer all the questions in the Grant Application Form (Section B) completely. Your answers to these questions will be used to evaluate your eligibility to receive an Arts & Culture Project Grant. Please indicate the section and question number for each of your answers. Do not change the order of the application.

In total, your response to questions B1 to B7 should not exceed 4 pages. Any required attachments are over and above the 4 page maximum.

If you are a “New and Emerging” organization and have not previously applied to the City of Mississauga’s Arts and Culture Grant Program, please provide additional information encompassing Mandate, Mission and Vision as outlined on the application form.

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 C, 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

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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.

Financial statements must be signed by two authorized signing officers of the organization
or
Reviewed and signed by an independent accounting firm

SECTION D – 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.

SECTION E – CHECKLIST

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

SECTION 4 - CAPITAL GRANT APPLICANTS

PURPOSE / OVERVIEW

Capital Grants are only intended for minor capital items, such as program or office equipment. Three quotes are required for each piece of equipment being purchased. Grants may not exceed one-third (1/3) of the total cost of the equipment to be purchased. Only “Established” Organizations are eligible to apply for Capital Grants. “Established” Organizations can apply for **EITHER** a Capital Grant **OR** a Project Grant in any given year.

SECTION A – APPLICATION OVERVIEW

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

SECTION B – GRANT OBJECTIVES FOR CAPITAL FUNDS

Attach to your application, 1 page, that explains how your intended Capital purchase will enhance your ability to provide services to the community and / or help you to develop new audiences.

SECTION C – DETAILS OF CAPITAL EXPENDITURE

Please **attach** 3 quotes for the items you intend to purchase and indicate which is your preferred quote and why.

Attach to your application, 1 more page, that provides details about the items to be purchased, including their expected life span, and why they are needed.

SECTION C – OPERATING BUDGET FORM

Complete the Operating Budget Form (Section C, 3 pages) included in the Application Form. Make sure that your Operating Budget reflects your preferred capital purchase quote. If you are applying for any additional Arts and Culture Grants, you only need to provide a copy of your already completed Section C – Operating Budget Form.

FINANCIAL STATEMENT - Attach to your application

Organizations must send in the **Year-End Financial Statement** for its most recently

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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.

Financial statements must be signed by two authorized signing officers of the organization
or
Reviewed and signed by an independent accounting firm

SECTION D – 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.

SECTION E – CHECKLIST

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

SECTION 5 - TECHNICAL ASSISTANCE GRANT APPLICANTS

PURPOSE / OVERVIEW

The Culture Division is providing Technical Assistance Grants in 2010 to not-for-profit arts, culture, and heritage organizations in Mississauga to help them develop specialized technical skills to improve their administrative and management capabilities. Technical Assistance Grants enable organizations to work with an experienced resource person to enhance organizational effectiveness by developing specific administrative and management skills.

Organizations can apply for up to 80% of the total Training Budget or \$8,000 whichever is less. "Established" and "New and Emerging" Organizations are eligible for Technical Assistance Grants.

What specific activities are funded?

Technical Assistance Grants, are intended to support the development of specific administrative or management skills in arts, culture, and heritage organizations in Mississauga such as:

- promotional techniques
- contract management
- fundraising techniques
- other specialized skills directly related to an organization's mandate

Priority will be given to organizations that have identified their development priorities through completion of an organizational assessment or a strategic plan, using an outside consultant, within the last three years. We strongly encourage organizations to conduct an organizational assessment prior to embarking on planning of any kind.

What activities are NOT eligible for Technical Assistance Grant funding?

- Ongoing operational costs
- Implementation activities arising from obtaining skills
- Programming/artistic activities
- Mentoring individual artists
- Capital projects
- Facility planning projects
- Retroactive requests
- Strategic or business planning

SECTION A – APPLICATION OVERVIEW

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

SECTION B – TECHNICAL ASSISTANCE TRAINING DESCRIPTION AND OBJECTIVES

Please ensure you answer all the questions in the Grant Application Form (Section B) completely. Your answers to these questions will be used to evaluate your eligibility to receive an Arts & Culture Project Grant. Please indicate the section and question number for each of your answers. Do not change the order of the application.

In total, your response to questions B1 to B5 should not exceed 4 pages. Any required attachments are over and above the 4 page maximum.

Applications will be assessed by the Culture Division on the basis of the information contained in the application form and attachments. The assessors will look in particular for the following in their assessment of each application:

- A clear and compelling expression of the organization’s need to acquire the skills covered by the requested funding.
- Clarity of objectives for the project.
- Appropriateness of the proposed training to the organization’s situation and stage of development.
- A good understanding of how the project’s expected outcomes will serve to strengthen the organization.
- Indication that a comprehensive selection process has been or will be used to select the project resource person whose expertise is appropriate for the needs of the organization.
- A budget that is appropriate for the project’s size and scope.

In the case where a choice must be made between two equally qualified organizations, preference may be given to the organization that would be unable to engage in training activities without the support of the Technical Assistance Grant.

SECTION C – TECHNICAL ASSISTANCE TRAINING BUDGET and FINANCIAL STATEMENT

Training Budget

Itemize the Technical Assistance training expenditures and revenue on the chart on page 3 of the application form. Include your organization’s contribution, but do not include

in-kind donations. The amount contributed by your organization should be commensurate with its resources.

Please note: Technical Assistance Grant funding can only be directed towards professional fees of a resource person, including their out-of-town travel costs, and costs for meeting with the Board of Directors and staff. No other expenses are eligible.

Resource assistance cannot come from a person with an existing or previous (within the last two years) formal relationship with the applicant. This includes being an employee or board member of the applicant. Assistance with selecting a resource person can be provided by the grant program staff on request.

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.

Financial statements must be signed by two authorized signing officers of the organization
or
Reviewed and signed by an independent accounting firm

SECTION D – 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.

SECTION E – CHECKLIST

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

Glossary

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/
Educational Institutes	Arts and Culture organizations whose mandate is primarily educational and/or their educational activities come under the jurisdiction of another level of government (e.g. Board of Education) are not eligible for funding. Arts and culture organizations that deliver educational programs or training that is tuition based or curriculum based are not eligible for funding.
Established Organizations	Operating in its 4 th year or more since established, on a not-for-profit basis and governed by volunteer, with a record of sustained activity since inception.
Fiscal Year	A 12-month period over which a company or organization budgets its spending. A fiscal year does not always begin in January and end in 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 Organizations	Operating in its 3 rd year or less since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.
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.