

Due Date: Thursday, October 13<sup>th</sup>, 2011 by 4:00pm



## **2012 Guidelines**

### **Arts and Culture Grant Program**

**Operating ♦ Project ♦ Capital ♦ Technical Assistance**

**Grant applications are due THURSDAY, OCTOBER 13, 2011 by 4 PM**  
(See page 12 for more details)

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

## TABLE OF CONTENTS

<b>SECTION 1 (ALL APPLICANTS):</b>	<b>Program Purpose .....</b>	<b>3</b>
	<b>Program Streams .....</b>	<b>3</b>
	<b>Types of Funding Available .....</b>	<b>4</b>
	<b>Eligibility .....</b>	<b>5</b>
	<b>Ineligibility .....</b>	<b>6</b>
	<b>Application Requirements .....</b>	<b>6 – 7</b>
	<b>Application Process .....</b>	<b>8</b>
	<b>Concerned Status .....</b>	<b>8</b>
	<b>Governance .....</b>	<b>9</b>
	<b>Terms and Conditions of Grant Assistance .....</b>	<b>9 - 10</b>
	<b>Payment .....</b>	<b>10</b>
	<b>Reporting Requirements .....</b>	<b>11</b>
	<b>Grant Program Information Session .....</b>	<b>11</b>
	<b>Peer Assessment Nomination .....</b>	<b>11</b>
	<b>Grant Application Deadline .....</b>	<b>12</b>
<b>SECTION 2:</b>	<b>OPERATING Grant Applicants .....</b>	<b>13 – 16</b>
<b>SECTION 3:</b>	<b>PROJECT Grant Applicants .....</b>	<b>17 – 18</b>
<b>SECTION 4:</b>	<b>CAPITAL Grant Applicants .....</b>	<b>19 – 20</b>
<b>SECTION 5:</b>	<b>TECHNICAL ASSISTANCE Grant Applicants .....</b>	<b>21 – 23</b>
<b>SECTION 6:</b>	<b>Glossary .....</b>	<b>24</b>

**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:

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

**TYPES OF FUNDING AVAILABLE**

<b>Type of Grant</b>	<b>What does it fund?</b>	<b>Who is Eligible?</b>	<b>How much can be applied for?</b>
<b>Operating Grants</b>	Operating grants assist in the costs of general operations and program delivery.	<ul style="list-style-type: none"> <li>• Established Organizations</li> </ul> AND <ul style="list-style-type: none"> <li>• New and Emerging Organizations</li> </ul>	Up to 80% of an organization's total operating budget.
<b>Project Grants</b>	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"> <li>• Established Organizations</li> </ul> AND <ul style="list-style-type: none"> <li>• New and Emerging Organizations</li> </ul>	Up to 50% of total project budget or \$5,000, whichever is less.
<b>Capital Grants</b>	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"> <li>• Established Organizations</li> </ul>	Grants may not exceed one-third of the total capital cost of the equipment.
<b>Technical Assistance Grants</b>	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"> <li>• Established Organizations</li> </ul> AND <ul style="list-style-type: none"> <li>• New and Emerging Organizations</li> </ul>	Up to 80% of total training budget or \$8,000, whichever is less.

**ELIGIBILITY**

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

## **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 13<sup>th</sup> by 4 p.m.** Incomplete or late applications will not be considered. Applications can not be submitted by e-mail or fax.
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 NINE (9) UNBOUND COPIES of same. A total of TEN (10) altogether. See definition of “unbound” page 24 of Guidelines.
4. Please use the space provided to complete each of your answers in Section B. Do not change the order of the application form.

**Due Date: Thursday, October 13<sup>th</sup>, 2011 by 4 pm**

5. Complete and attach the required documents for Section C. If you are applying for more than one grant, attach photocopies with each submitted grant application.  
**NOTE:** Operating and Project grant applicants must enter their financial data online to CADAC ([www.thecadac.ca](http://www.thecadac.ca)) and enclose printed copies of the forms with their City of Mississauga 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 (2010 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 completed on the fillable PDF “2012 Arts and Culture Grant Application” form. Same form to be used by “Established” or “New and Emerging” organizations.

**Project Grant requests** must be completed on the fillable PDF “2012 Arts and Culture Grant Application” form. Same form to be used by “Established” or “New and Emerging” organizations – applying for a project that occurs in **2012**.

**Capital Grant requests** must be completed on the fillable PDF “2012 Arts and Culture Grant Application” form. Capital Grants are **ONLY** available to “Established” organizations.

**Technical Grant requests** must be submitted on the fillable PDF “2012 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.**

**Applications can not be submitted by e-mail or fax.**

*Notice: Application forms and guidelines are subject to change.*

## **APPLICATION PROCESS**

The deadline for 2012 Arts and Culture Grant applications is **Thursday, October 13, 2011 by 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 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 2012. 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 will be required to submit the following documentation to the Culture Division on a monthly basis:

- Profit & Loss Statement
- Balance Sheet
- Year-to-Date Budget
- Bank Reconciliation (only if requested specifically)

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/Project/Capital Grants Application Form** **Section D of 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.

**Due Date: Thursday, October 13<sup>th</sup>, 2011 by 4 pm**

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.

10. City of Mississauga reserves the right to verify membership lists.

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

## **PAYMENT**

<b>Operating Grants</b>	
<b>Organizations receiving Operating Grants of less than \$20,000</b>	➤ A cheque for the <b>total</b> amount awarded is mailed out approximately 2 – 4 weeks following final approval of grant request.
<b>For Operating Grants of \$20,000 or more</b>	➤ <b>Seventy-five per cent</b> of the total grant awarded will be mailed out approximately 2 - 4 weeks following final approval of grant request. ➤ <b>Twenty-five per cent</b> 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. <b>Note:</b> Organizations will have until <b>June 30<sup>th</sup>, 2012</b> to submit year-end/updated financial statements and any other documentation required by the City, and <b>final payment</b> will be made by <b>August 2012</b> , contingent on the acceptance of the year-end/updated financial statements by the Culture Division.
<b>Project Grants</b>	➤ A cheque for the <b>total</b> amount awarded is mailed out approximately 2 – 4 weeks following final approval of grant request.
<b>Capital</b>	➤ A cheque for the <b>total</b> amount awarded is mailed out approximately 2 – 4 weeks following final approval of grant request.
<b>Technical Assistance Grants</b>	➤ <b>Seventy-five per cent</b> of the total grant awarded will be mailed out approximately 2 - 4 weeks following final approval of grant request. ➤ <b>Twenty-five per cent</b> will be held back until the the completion of the training and acceptance of the required final report by the Culture Division.
<b><i>Please Note: The City reserves the right to adjust the final payment, in the event that unexpected budget cuts are required, subsequent to approval.</i></b>	

**Due Date: Thursday, October 13<sup>th</sup>, 2011 by 4 pm**

## **REPORTING REQUIREMENTS**

All Arts and Culture Grant recipients are required to submit a final report on their operational, project, capital and technical assistance activities, by **November 11<sup>th</sup>, 2012**. Reporting guidelines are made available to successful applicants and on-line at [www.mississauga.ca/portal/discover/grantinformation](http://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 on **Thursday, September 15<sup>th</sup>, 2011** in the Noel Ryan Auditorium, Central Library – Ground Floor, 301 Burnhamthorpe Rd. W. Call 905-615-3200 ext. 5476 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/portal/discover/grantinformation>

Interested parties should submit nomination forms to the Culture Division by **October 24<sup>th</sup>, 2011**.

**Due Date: Thursday, October 13<sup>th</sup>, 2011 by 4 pm**

**2012 Arts & Culture Grant Applications are due  
THURSDAY, OCTOBER 13<sup>th</sup>, 2011 by 4 pm.**

More information and application forms are available from the City of Mississauga, Culture Division. All 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., 4<sup>th</sup> Floor  
Mississauga, ON L5B 3Y3

**EMAIL:** [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca)  
**PHONE:** 905-615-3200 ext. 5476  
<http://www.mississauga.ca/culture>

Completed applications and attachments may be hand delivered OR mailed to the Culture Division Office to be received by **4 pm on Thursday, October 13<sup>th</sup>, 2011.**

Your submission will be time and date stamped upon delivery.  
Applications can not be submitted by e-mail or fax.

***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.

### **SECTION A – APPLICATION OVERVIEW**

Use this section to pre-qualify your organization for eligibility. If you need clarification on any of these items, 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. Your responses to each of the questions should not exceed the spaces provided. 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 of 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 and FINANCIAL STATEMENTS

#### Financial Situation

Applicants applying for **OPERATING** grants will enter their Financial and Statistical data online at CADAC (Canadian Arts Database/ Données sur les arts au Canada) [www.thecadac.ca](http://www.thecadac.ca) and enclose printed copies of the forms with their application. Financial statements must also be submitted to CADAC and a copy must be included with the City of Mississauga application. If you are applying for an Operating AND Project grant, you need to submit your financial information to CADAC only once. **Applicants are encouraged to register their organization with CADAC as early as possible to ensure a sufficient amount of time to assemble the required information.**

#### Financial Statements – Submit to CADAC and provide copies with your application

Organizations applying for **OPERATING** grants must attach their Financial Statements for its most recently completed Fiscal Year directly to CADAC and a hard copy must be included with the application. 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 signed by two signing officers of the organization.

**Due Date: Thursday, October 13<sup>th</sup>, 2011 by 4 pm**

<b>Requested Amount</b>	<b>Documentation Requirements</b>
<b>OPERATING</b> funding requests of \$20,000 or more.	Audited financial statements.  <b>Note:</b> if your organization's fiscal year end falls on or before June 30 <sup>th</sup> , you <u>must</u> submit a signed and audited financial statement. If your organization's fiscal year falls after July 1 <sup>st</sup> , AND you do not have your most recent audited financial statement you <u>must</u> include a Year-to-Date Financial Statement signed by two signing officers of the organization and provide the Culture Division with the Audited Financial Statement no more then 4 months after your most recent fiscal year end.
<b>OPERATING</b> funding requests less than \$20,000.	Year-End Financial statement signed by two authorized signing officers of the organization.

## **SECTION D - STATISTICAL INFORMATION**

Statistical data must be entered in CADAC (Canadian Arts Database/Données sur les arts au Canada) and you are required to include with your application printed copies of the Excel form that can be downloaded from CADAC. Enter/update statistical data for your last completed year, current year, and project data for the request year.

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 numbers 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 need clarification on any of these items, 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 required questions in the Grant Application Form (Section B – B10 to B16 ONLY) completely. Your answers to these questions will be used to evaluate your eligibility to receive an Arts & Culture Project Grant. Do not change the order of the application.

In total, your response to questions B10 to B16 should not exceed the spaces provided for each question. Please attach all supplementary information with your application and clearly indicate which question number each attachment corresponds with.

If you are a “New and Emerging” organization and have not previously applied to the City of Mississauga’s Arts and Culture Grant Program, you are strongly encouraged to contact the Culture Division Grants Officer.

### **SECTION C – FINANCIAL SITUATION, OPERATING BUDGET and FINANCIAL STATEMENT**

#### **Financial Situation**

Applicants applying for **PROJECT** grants will enter their Financial and Statistical data online at CADAC (Canadian Arts Database/ Données sur les arts au Canada) [www.thecadac.ca](http://www.thecadac.ca) and enclose printed copies of the forms with their application. Financial statements must also be submitted to CADAC and a copy must be included with the City of Mississauga application. If you are applying for an Operating AND Project grant, you need to submit your financial information to CADAC only once. **Applicants are encouraged to register their organization with CADAC as early as possible to ensure a sufficient amount of time to assemble the required information.**

**Financial Statements – Submit to CADAC and provide copies with your application**

Organizations applying for **PROJECT** grants must attach their Financial Statements for its most recently completed Fiscal Year directly to CADAC and a hard copy must be included with the application. 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 signed by two signing officers of the organization.

**SECTION D - STATISTICAL INFORMATION**

Statistical data must be entered in CADAC (Canadian Arts Database/Données sur les arts au Canada) and you are required to include with your City of Mississauga application printed copies of the Excel form that can be downloaded from CADAC. Enter/update statistical data for your last completed year, current year, and project data for the request year.

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 numbers 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**

Please ensure you only answer question **B17** in Section B. Your response should not exceed the space provided. Your answer to this question will be used to evaluate your eligibility to receive an Arts & Culture Capital Grant. Do not change the order of the application.

### **SECTION C – DETAILS OF CAPITAL EXPENDITURE**

Applicants applying for a CAPITAL grant need to attach three (3) quotes for the capital items which the organization intends to purchase. Please indicate which is your preferred quote and why. Provide brief details about the items to be purchased, including their expected life span, and why they are needed.

CAPITAL grant applicants must also attach the Year-End Financial Statement for the organization’s 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, signed by two signing officers of the organization.

### **SECTION D – STATISTICAL INFORMATION**

Please note, CAPITAL grant applicants do not need to complete Section D.

**Due Date: Thursday, October 13<sup>th</sup>, 2011 by 4 pm**

## **SECTION E – GOVERNANCE**

Please ensure you fill out the name, address, email and phone numbers 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 2012 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 – B1 to B5) completely. Your answers to these questions will be used to evaluate your eligibility to receive an Arts & Culture Technical Assistance Grant. Please use the space provided for each of your answers. Do not change the order of the application.

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 projects’ 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.

## SECTION D – GOVERNANCE

Please ensure you fill out the name, address, email and phone numbers for your organization's president, treasurer and recorder/secretary. Section D 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**

<b>Board of Directors</b>	A board of directors is a body of elected or appointed members who jointly oversee the activities of a company or organization.
<b>Business Number</b>	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.
<b>Charitable Status Registration Number</b>	Organizations that are charities and that meet other requirements of the <i>Income Tax Act</i> can become <b>registered</b> 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: <a href="http://www.cra-arc.gc.ca/E/pub/tq/t4063/">www.cra-arc.gc.ca/E/pub/tq/t4063/</a>
<b>Educational Institutes</b>	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.
<b>Established Organizations</b>	Operating in its 4 <sup>th</sup> year or more since established, on a not-for-profit basis and governed by volunteer, with a record of sustained activity since inception.
<b>Fiscal Year</b>	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.
<b>In-Kind Donations</b>	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.
<b>New and Emerging Organizations</b>	Operating in its 3 <sup>rd</sup> year or less since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.
<b>Unbound</b>	Without a cover, dividers or any kind of binding (including spiral binding, staples, duo tangs and binders). Butterfly clips, paperclips and elastics are acceptable.