



Arts and Culture CAPITAL Grant Application For "ESTABLISHED" Organizations

City of Mississauga – Culture Division
301 Burnhamthorpe Road West, 4th Floor
MISSISSAUGA ON L5B 3Y3
Phone: 905-615-3200, ext. 4067
www.mississauga.ca

Personal information on this form is collected under the authority of Section 207 (28) of the Municipal Act, R.S.O. 1990, cM45. The information will be used for the administration of the City of Mississauga Arts and Culture programs and will also be used for business you may conduct with the City relating to obtaining park/licenses and the rental of City facilities. Questions about this collection should be directed to: City of Mississauga, Manager, Arts and Culture Programs, Central Library, 301 Burnhamthorpe Rd West, 4th Floor, Mississauga, ON, L5B 3Y3. Tel: 905-615-3200 ext. 4067.

APPLICATION PREPARATION:

Be sure to review the **Guidelines for the Arts and Culture Grant Program** before completing your application.
"Established" organizations can apply for Operating, EITHER Project OR Capital, and Technical Assistance Grants.
"New and Emerging" organizations can apply for Operating, Project and Technical Assistance Grants.

APPLICATION SUBMISSION:

The deadline for receipt of applications by the City of Mississauga's Culture Division is Thursday, October 15, 2009 at 4 p.m.
Incomplete or late applications will not be considered. Applications should be submitted to the Culture Division, Central Library, 301 Burnhamthorpe Rd West, 4th Floor, Mississauga, ON, L5B 3Y3, or may be hand delivered to the Customer Service Desk on the first floor of the Civic Centre.

Section A - APPLICATION OVERVIEW

Is your organization:			
1. operating on a not-for-profit basis and governed by volunteers?		Yes ___	No ___
2. legally incorporated as a not-for-profit organization in the province of Ontario?		Yes ___	No ___
3. operating with a specific mandate to provide and support arts, culture or heritage activities?		Yes ___	No ___
4. operating year-round?		Yes ___	No ___
5. based and active in Mississauga?		Yes ___	No ___
6. providing programs and services that are open to the public and publicized city-wide?		Yes ___	No ___
7. In its 4 th year or more since establishment?		Yes ___	No ___
If you answered "No" to any of these questions, please contact the City of Mississauga's Culture Division to discuss your eligibility for this Grant Program.			
"Established" organizations can apply for Operating, EITHER Project OR Capital, and Technical Assistance Grants.			
Are you applying for an Operating Grant?*		Yes ___	No ___
Are you applying for a Project Grant?*		Yes ___	No ___
Are you applying for a Capital Grant?		Yes ___	No ___
Are you applying for a Technical Assistance Grant?*		Yes ___	No ___
**This is a CAPITAL Grant Application. Please fill out the appropriate Applications for Operating, Project or Technical Assistance Grants.			
Business Number (if applicable) _____			
Charitable Status Registration Number (if applicable) _____			
Name of organization:			
Mailing address of organization:			
Organizational name that cheque should be made payable to: (Please note that cheques will be mailed to the mailing address of the organization)			
Describe the capital items to be purchased:			
2010 Capital Grant Request	\$	Grant request is not more than 1/3 of total cost of capital item	(admin purposes)
Amount of Capital Grant Previously Received from the City of Mississauga	\$	Year Received	(admin purposes)

Section B – GRANT OBJECTIVES FOR CAPITAL FUNDS

On a separate sheet explain how this Capital Purchase will enhance your ability to provide services to the community and/or help you to develop new audiences. Answer should be no more than one page.

Section C – DETAILS OF CAPITAL EXPENDITURE, OPERATING BUDGET FORM and FINANCIAL STATEMENT

Capital Purchase Details

Please **attach** three (3) quotes for the capital items you intend to purchase and indicate which is your preferred quote and why. Provide details about the items to be purchased, including their expected life span, and why they are needed.

Operating Budget Form

Complete the enclosed Operating Budget Form (Section C), on the next 3 pages. Be sure 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 attach 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 C - OPERATING BUDGET

Use this form for Arts and Culture OPERATING, PROJECT AND CAPITAL Grant Applications. This form only needs to be filled out ONLY ONCE and should be copied and attached to each application.

REVENUE

Name of Organization:		Last Year Actuals	Original Budget	Projected Actuals year end (fiscal)	Budget	**Grant Funds Requested	Budget
**All figures should represent your fiscal year (see guidelines for definition)		(fiscal) 2008/2009	(fiscal) 2009/2010	2009/2010	(fiscal) 2010/2011		(fiscal) 2011/2012
** Indicate the amount of your request in the appropriate shaded areas.							
Earned Revenue:							
1	Subscriptions/admissions/box office/exhibition rec.						
2	Membership Fees						
3	Advertising						
4	Fees for Service						
5	Other (Interest, etc.)						
6	TOTAL EARNED REVENUE						
Private Sector Grants / Revenue:							
7	Corporate Donations						
8	Individual Donations						
9	Corporate Sponsorships						
10	Ontario Trillium Foundation						
11	Community Foundation						
12	Other Foundations (specify)						
13	Special Fundraising Events						
14	Other Private Sector Revenue						
15	TOTAL PRIVATE SECTOR GRANTS/REVENUE						
Government Grants / Revenue:							
Federal							
16	Canada Council						
17	Dept. of Canadian Heritage						
18	Other Federal						
Provincial							
19	Ontario Arts Council						
20	Annual						
21	Project						
22	Ontario Ministry of Culture						
23	Other Provincial (specify)						
Regional							
24	Region of Peel						
Municipal							
25	City of Mississauga OPERATING REQUEST						
26	City of Mississauga PROJECT REQUEST						
27	City of Mississauga CAPITAL REQUEST						
28	Other Public Sector Support						
29	TOTAL GOVERNMENT GRANTS / REVENUE						
GIFTS-IN-KIND (see guidelines for definition):							
30	Rent						
31	Services (e.g. Legal/Accounting)						
32	Other * (specify)						
33	TOTAL GIFTS-IN-KIND						
34	TOTAL REVENUES (Add lines 6+15+29+33)						

Section C - OPERATING BUDGET

EXPENSES

Name of Organization:

**Indicate exactly where grant money will be spent in the shaded column should your application be successful.		Last Year Actuals	Original Budget	Projected Actuals year end	Budget	**How grant funds will be spent	Budget (fiscal)
		(fiscal) 2008/2009	(fiscal) 2009/2010	(fiscal) 2009/2010	(fiscal) 2010/2011		2011/2012
OPERATING EXPENSES							
35	Artistic Fees						
36	Artistic / Technical Salaries						
37	Performing / Exhibition / Rehearsal Space						
38	Production Expenses						
39	Administrative Salaries / Fees						
40	Marketing / Promotion						
41	Administrative / Office Expenses						
42	Travel Costs						
43	Accounting / Audit / Legal						
44	Office Rent						
45	Minor Capital Expense						
46	Fundraising Expenses						
47	Special Fundraising Events (gross)						
48	Other Fundraising						
49	Liability Insurance						
50	Gifts-In-Kind Expenditures						
51	Other Operating Expenditures (explain)						
52	Other Operating Expenditures (explain)						
53	Other Operating Expenditures (explain)						
54 Total Operating Expenditures							
55 Operating Grant Request Percentage of Total Expenditures % (line 25 ÷ line 54)							
PROJECT EXPENSES (List and explain)							
56	Artistic Fees						
57	Technical / Production Expenses						
58	Marketing						
59	Performing / Exhibition / Rehearsal Space						
60	Other:						
61	Other:						
62	Other:						
63	Other:						
64 Total Project Expenditures							
CAPITAL EXPENSE							
65	Capital Expense (Use the figures of your preferred quote)						
66 TOTAL EXPENDITURES (Add lines 54+64+65)							
NET POSITION							
67	Total Revenue (line 34)						
68	Total Expenditures (line 66)						
69	Net Surplus / (Deficit) (line 67 subtract line 68)						
70	Accumulated Surplus / (Deficit)						

Section C - OPERATING BUDGET

CHART 1: Statement of Financial Position		Last Year Actuals (fiscal) 2008/2009	Current Year To-date Actuals (fiscal) 2009/2010	Budget (fiscal) 2010/2011
ASSETS:				
71	Cash in Bank			
72	Investments			
73	Accounts Receivable			
74	Other Assets, Including Tangible Capital Assets (please specify)			
75	TOTAL ASSETS (add lines 71+72+73+74)			
LIABILITIES:				
76	Accounts Payable			
77	Loans			
78	Other Liabilities (please specify)			
79	TOTAL LIABILITIES (add lines 76+77+78)			
RESERVES AND ACCUMULATED SURPLUS /				
80	Reserve funds (please specify)			
81	Accumulated surplus / (deficit)			
82	Total Reserves and Accumulated Surplus / (Deficit) (add lines 80+81)			
83	Total Liabilities, Reserves & Accumulated Surplus / (Deficit) (lines 79+82) should equal line 75			

CHART 2: OTHER SUPPORT		Value
List all other grants that you have applied for or that you are going to apply for and any relevant details		
84		
85		
86		
87		
88		

CHART 3: GIFTS-IN-KIND (see guidelines for definition)		Value
List details of donors and items (continue on separate page if necessary):		
89		
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Section D – GOVERNANCE

Contact Information:

(President) Name:	Address:
Phone:	Email:
(Treasurer) Name:	Address:
Phone:	Email:
(Recorder/Secretary) Name:	Address:
Phone:	Email:

TERMS AND CONDITIONS AND CERTIFICATION:

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. 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 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, 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 which 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.

We accept the Terms and Conditions that relate to the receipt of a grant from the City of Mississauga detailed above, and certify that to the best of our knowledge, the financial and descriptive information provided is complete and is endorsed by the organization we represent.

President: _____

Date: _____

Treasurer: _____

Date: _____

Secretary: _____

Date: _____

Section E – CHECKLIST

ATTACH THIS SHEET TO THE FIRST PAGE OF YOUR COMPLETED GRANT APPLICATION.

Name of Organization _____
Name of Primary Contact _____ Phone _____
Email _____

- Sections A to D are complete. Section B is no longer than one page.
- Section C – Three (3) capital purchase quotes have been **attached** to this application.
 - All financial information has been filled out correctly on the Operating Budget Form enclosed (Section C, 3 pages). Complete the Operating Budget Form in Section C **ONLY ONCE**. If you are applying for more than one grant, attach a copy of this budget form with each application.
 - A copy of your most recent financial statements has been **attached** to this application (signed by two authorized signing officers of the organization or reviewed and signed by an independent accounting firm).
- Section D – Contact information has been completed and members understand the Terms and Conditions of the grant if it is awarded.
- Section E – This checklist has been completed and is the **first page** of the application.
- Submit the original application UNBOUND (Sections A to E including all required financial documentation) as well as SEVEN (7) UNBOUND PHOTO COPIES of same.
- Include any promotional materials you may have (only one copy of each). Note: these will not be returned.
- Articles of Incorporation and Bylaws **attached**. Articles of Incorporation and Bylaws previously submitted (**2008 or later**) – sign below.

I, _____ (signing officer) verify that our Articles of Incorporation and Bylaws have been submitted to the Culture Division since 2008 and have not changed since that submission.

_____ (Signature) _____ (Date)

PROGRAM CALENDAR:

List all proposed/tentative activities and events you are planning for the grant application year. These activities will be made available on our website at <http://www.mississauga.ca/portal/discover/culturalplanningcalendar> to assist all organizations in planning and co-ordinating future programming. List on another page if necessary. If you are applying for more than one grant, this section only needs to be filled out once.

What it is:	Date and Time:	Where: