



Arts and Culture

TECHNICAL ASSISTANCE Grant Application

For “ESTABLISHED” and “NEW AND EMERGING” Organizations

City of Mississauga – Culture Division
 301 Burnhamthorpe Road West, 4th Floor
 MISSISSAUGA ON L5B 3Y3
 Phone: 905-615-3200, ext. 5476
 www.mississauga.ca/culture

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. 4064.

PURPOSE:

Technical Assistance grants are intended to help develop specialized technical skills to improve an organization’s administrative and management capabilities. Technical Assistance grants enable organizations to work with an experienced resource person to enhance organizational effectiveness by developing such skills as: promotional techniques, contract management, fundraising techniques, and other specialized skills directly related to the organization’s mandate.

APPLICATION PREPARATION:

Be sure to review the **Guidelines for the 2012 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 13, 2011 by 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.

Section A - APPLICATION OVERVIEW

Is your organization:			
1. Operating on a not-for-profit basis and governed by volunteers?		Yes	No
2. Operating with a specific mandate to provide and support arts, culture or heritage activities?		Yes	No
3. Operating year-round?		Yes	No
4. Based and active in Mississauga?		Yes	No
5. Providing programs and services that are open to the public and publicized city-wide?		Yes	No
If you answered “No” to any of the above questions, please contact the City of Mississauga’s Culture Division to discuss your eligibility for this Grant Program.		Yes	No
6. Legally incorporated as a not-for-profit organization in the province of Ontario?			
“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.		Yes	No
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 TECHNICAL ASSISTANCE Grant Application.			
Business Number (if applicable) _____			
Charitable Status Registration Number (if applicable) _____			
Name and mailing address of organization:			
Briefly describe the technical assistance funding will be used for:			
2012 Technical Assistance Grant Request 	\$	Up to 80% of total Training Budget or \$8000 (whichever is less)	(admin purposes)
Amount of previous City of Mississauga Technical Assistance Grant Received	\$	Year Received:	(admin purposes)

Section B – TECHNICAL ASSISTANCE TRAINING DESCRIPTION AND OBJECTIVES

Answer the appropriate questions using point form or full sentences. Your responses should not exceed the space provided for each question. Please attach all supplementary information with your application and clearly indicate which question number each attachment corresponds with.

B1. Mandate, Mission and Vision

State the organization's mandate at the date of its founding, and detail any significant changes since that time. State its current mission and/or vision and the date that this mission and/or vision was adopted by your governing body. Provide a brief list of the organization's most significant events or milestones, with dates.

B2. Training Description and Objectives

Tell us what you plan to do. Describe what specific administrative or management skills needs/issues of the organization the training is intended to address. Please be specific about training details, participants, timelines and key dates, and any other relevant details. Provide brief background information on the organization's key individuals involved. Provide the details of the recruitment process and timeframe, desired qualifications and a list of likely resource candidates. If a resource person has already been recruited, please attach appropriate resumes.

B3. Organizational Effectiveness

What do you hope to accomplish through this training? Explain how will it further the vision and/or mission of your organization in both the short term and long term? Who will benefit from it? How will it be incorporated into ongoing operations? How will you measure its success?

B4. Prior Organizational Assessment or Planning

If your organization has recently completed an organizational assessment or strategic plan, please attach copies of the resulting documentation. If you have not completed an organizational assessment or prior planning process, please explain why.

B5. Need for Funding from the City of Mississauga

Explain and demonstrate how funding from the City of Mississauga will further your goals and add value to your organization. What will happen if funds are not approved?

Section C – TECHNICAL ASSISTANCE TRAINING BUDGET and FINANCIAL STATEMENT

Training Budget

Itemize the Technical Assistance training expenditures and revenue. 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.

EXPENDITURES	
A. Resource Specialist’s fees	
B. Resource Specialist’s travel/accommodation (out-of-town resource specialists only)	
C. Meeting Costs (specify)	
TOTAL:	
REVENUE	
A. Technical Assistance Grant (Resource Specialist fees and expenses only)	
B. Own organization	
C. Other (specify sources)	
TOTAL:	

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 signed by two signing officers of the organization.

Financial statements must be signed by two authorized signing officers of the organization.

Section D - GOVERNANCE

Contact Information:

(President) Name:	Address:
Phone: Alternate Number:	Email:
(Treasurer) Name:	Address:
Phone: Alternate Number:	Email:
(Recorder/Secretary) Name:	Address:
Phone: Alternate Number:	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. 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 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 activities 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 activities not be represented as City activities 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, and signage 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.
10. City of Mississauga reserves the right to verify membership lists.

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: _____

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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 E have been completed.
- Section C – A copy of your most recent financial statements has been **attached** to this application (signed by two authorized signing officers of the organization)
- The Training Budget has been completed on page 6 (in Section C).
- 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 **NINE (9) UNBOUND 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 (**2010 or later**) – sign below.

I, _____ (signing officer) verify that our Articles of Incorporation and Bylaws have been submitted to the Culture Division since 2010 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. Continue on separate 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: