



Arts and Culture

2012 Arts and Culture Grant Application

Operating, Project and Capital

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.

APPLICATION PREPARATION:

Be sure to review the **Guidelines for the 2012 Arts and Culture Grant Program** before completing your application.

“New and Emerging” organizations can apply for Operating, Project and Technical Assistance Grants.

“Established” organizations can apply for Operating, EITHER Project OR Capital, 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.

Applications can not be submitted by e-mail or fax. It is the applicant’s responsibility to ensure the application is complete and on time.

Late or incomplete applications will not be considered, regardless of postmark date. 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? 2. Operating with a specific mandate to provide and support arts, culture or heritage activities? 3. Operating year-round? 4. Based and active in Mississauga? 5. Providing programs and services which are open to the public and publicized city-wide? 6. In its 4 th year or more of operations since first established? 7. Legally incorporated as a not-for-profit organization in the province of Ontario? 8. In its 3 rd year or less since first established?		Yes Yes Yes Yes Yes Yes Yes Yes	No No No No No No No No
“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.			
Are you applying for an OPERATING Grant? Are you applying for a PROJECT Grant? Are you applying for a CAPITAL Grant? Are you applying for a TECHNICAL ASSISTANCE Grant?**		Yes Yes Yes Yes	No No No No
** This is an application suitable for Operating, Project and Capital grants. If you are applying for a Technical Assistance Grant, please fill out the appropriate form.			
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)			
Briefly describe what funding will be used for:			
2012 City of Mississauga Grant Request		\$	Total Operating Budget: \$
Amount of Previous City of Mississauga Grant Received		\$	Year Received:
			CADAC ID Number:

Section B – OBJECTIVES, DESCRIPTION, ORGANIZATIONAL PROFILE

Please review the Guidelines for the 2012 Arts and Culture Grant Program before completing the following.

OPERATING applicants (Established Organizations) answer the following questions:

- **B1 to B10 ONLY**

OPERATING applicants (New & Emerging Organizations) answer the following questions:

- **B1, B2, B3.1, B4 to B10 ONLY**

PROJECT applicants answer the following questions:

- **B10 to B16 ONLY**

CAPITAL applicants answer the following questions:

- **B17 ONLY**

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 (OPERATING & PROJECT grants only)

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.

B2. History (OPERATING grants only)

Give a brief history of the organization. Provide a brief list of the organization's most significant events or milestones, with dates.

B3.1 Organizational Structure and Leadership (OPERATING grants only)

Briefly describe the composition of your governing body (board and committee structure). Attach an organizational chart and bios of key members (e.g. Artistic Director) with your application, if appropriate. Describe the committee/staff/volunteer structures that support your organization's vision and activities. *(Clearly mark your attachments with the question number it corresponds with – e.g. B3.1, B3.2)*

B3.2 Organization Structure and Leadership (Established OPERATING grants only)

Discuss any recent achievements or challenges in board or organizational development including short and long term planning, training or skill development, recruitment or succession planning, or other work taken to support the effectiveness of the board. Attach examples of planning documents, if applicable. *(Clearly mark your attachments with the question number it corresponds with – e.g. B3.1, B3.2)*

B4. Operations (OPERATING grants only)

Describe any tangible capital assets (buildings, vehicles, stage sets, musical equipment, office/production equipment, etc.), and your policies for their maintenance or replacement. Are there any aspects of your operations that have not been discussed thus far, such as artefact collections or facilities management?

B5. Program Plans for the Upcoming Fiscal Year (OPERATING grants only)

Describe the activities your organization has planned for the upcoming fiscal year/season, including dates, venues, and names of participating cultural practitioners, organizations, and partners. What opportunities and challenges do you anticipate? Please detail any new or innovative aspects of your program.

B6. Review of Program for the Most Recent/Current Fiscal Year (OPERATING grants only)

What were your organization's ongoing and new activities in its most recent/current fiscal year? Did everything occur as planned, or were there unanticipated changes? Please provide a critical self-assessment of these activities. How do you measure the impact and effectiveness of your program in achieving your vision/mission, and in serving the community (e.g. surveys, focus group discussions, participant observation etc.)?

B7. Audience Development (OPERATING grants only)

Describe your current audience, in terms of composition, demographics and size. Detail your promotional and/or outreach strategies to reach this audience. Are you working to develop new audiences? If so, how do you plan to do this?

B8. Operating in a Diverse Context (OPERATING grants only)

How does the changing nature of Mississauga's population impact your organization and its programming? Please detail any measures you are taking to engage all Mississauga residents in your programming and/or in your organization.

B9. Partnerships (OPERATING grants only)

Describe any current partnerships that you have developed with funders, participants, sponsors, etc. Detail how they are involved. What benefits will your partners gain from participating?

B10. Need for Funding from the City of Mississauga (OPERATING & PROJECT grants only)

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

B11. Project Description (PROJECT grants only)

Tell us what you plan to do. Please be specific about program details, participants, timelines, key dates, venue (indicate whether it is confirmed or not), and other project details. What opportunities and challenges do you anticipate? If there are similar activities in Mississauga, how does yours differ from them? How will you ensure the quality of your project? Define criteria. Describe the method of selection. For projects that serve an audience, attach an itinerary for the day(s) of the project that demonstrates how the audience will experience it.

B12. Project Objectives (PROJECT grants only)

What do you hope to accomplish with this project? How will it further the vision and/or mission of your organization? Who will benefit from it? Explain how this project differs from your regular organizational activities and why you are undertaking it.

B13. Community Impact (PROJECT grants only)

Describe the anticipated audience for this project, in terms of both composition and size. Detail your promotional and/or outreach strategies to reach these audiences. Are you seeking to engage audiences from diverse communities in Mississauga? If so, how do you plan to do this?

B14. Community Partnerships (PROJECT grants only)

Describe any partnerships that you have developed in order to deliver this project – funders, participants, sponsors, etc. Detail how they are involved in your project. What benefits will your partners gain from participating?

B15. Professional Impact (PROJECT grants only)

How will your project support local cultural practitioners? If your project will have an impact on your professional field, please describe it.

B16. Organizational Effectiveness (PROJECT grants only)

Tell us why your organization is the right one to complete this project. Please provide concrete evidence to support your organization's ability to complete this project successfully. How will you measure its success?

B17. Grant Objectives for Capital Funds (CAPITAL grants only)

Explain how this Capital Purchase will enhance your ability to provide services to the community and/or help you to develop new audiences.

Section C – FINANCIAL SITUATION and FINANCIAL STATEMENTS

Financial Situation

Applicants applying for **OPERATING** or **PROJECT** grants will enter their Financial and Statistical data online at CADAC (Canadian Arts Database/ Données sur les arts au Canada) 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 this 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.

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.

Financial Statements – Submit to CADAC and provide a copy with your application

Organizations applying for **OPERATING** or **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.

Organizations applying for **CAPITAL** grants need only to attach a signed hard copy of their Year-End Financial statements with the application.

REQUESTED AMOUNT:	DOCUMENTATION REQUIREMENTS:
OPERATING funding requests of \$20,000 or more.	<p>Audited financial statements.</p> <p>Note: if your organization's fiscal year end falls on or before June 30th, you <u>must</u> submit a signed and audited financial statement. If your organization's fiscal year falls after July 1st, 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.</p>
OPERATING funding requests less than \$20,000. & PROJECT & CAPITAL funding requests.	Year-End Financial statement signed by two authorized signing officers of the organization.

CADAC Instructions: (for OPERATING & PROJECT grant applicants ONLY)

CADAC (Canadian Arts Data/Données sur les arts au Canada) is a web-based application that provides arts organizations with a single point of data entry for financial and statistical information that will be used by one or multiple public funders, including the City of Mississauga, the Ontario Arts Council and the Canada Council for the Arts.

All organizations applying for a City of Mississauga **OPERATING** and/or **PROJECT** grant must enter their Financial and Statistical information online at CADAC (www.thecadac.ca). There are two options for entering data. You can download the financial and statistical forms as Microsoft Excel files, complete them on your desktop, print a copy to enclose with your City of Mississauga application and upload the form to CADAC. Or you can complete the forms online, download the completed forms as Microsoft Excel files and print copies to enclose with your City of Mississauga application.

New users of CADAC must first **register** their organization at www.thecadac.ca

- Registration must be approved, so register well in advance of the City of Mississauga application deadline to ensure you have time to complete the financial and statistical forms.
- When your registration is approved you will receive your organization **CADAC ID**. You are required to submit your CADAC ID with your City of Mississauga application form. Your application will not be accepted without a CADAC ID.

If you are already registered, follow these steps:

1. **Log in** to your organization's account at www.thecadac.ca
2. (a) **Download** the Financial form and Statistical form from CADAC if you want to complete the forms on your desktop. (*When selecting the form year, choose the current fiscal year from the drop-down list in order to download a form with the current Request Year*)

Upload the Financial form and Statistical form to CADAC when you have completed the forms.

(*Note, only forms downloaded from CADAC can be uploaded to CADAC.*)

Submit the forms to complete the process. (The uploaded form has been saved as a *Draft* version only.) Go to the *Financial or Statistical Form Edit* page and click **Submit** to submit the form.

OR

(b) **Enter** the Financial and Statistical data directly online. Click **Save** to save as a *Draft* version only. This allows you to return later to complete it. Click **Submit** to submit the form when the data entry is finished in order to complete the process.

3. **Attach** signed financial statements. When signed financial statements are available for a financial year that has been *Submitted*, you will scan the signed statements in a format such as Acrobat PDF that can be uploaded to CADAC. For step-by-step instructions, see *Add an Attachment* under *Forms* in the **Help** section of CADAC. When the financial statements are uploaded, the CADAC Financial Data Controller will reconcile the submitted form with the statements. If there are discrepancies, the FDC will request an explanation.

Tips for first-time CADAC users:

- CADAC will **timeout** after 60 minutes of "inactivity". Data entry does not register as activity. If you are entering data online, please click **Save** frequently to ensure you don't lose data!
- When you login, review the legend of icons on the *Forms* page and *Buttons and Icons* under *Forms* in the **Help** section of CADAC. Here you will find an explanation of *form status*, who can view your data and when you are able to edit your data, which will give you a better understanding of the overall CADAC process.
- When you click **Save**, data is saved in *Draft* mode only. You must click **Submit** to submit your form in order to complete the process. Forms that have been submitted can be viewed by the CADAC Financial Data Controller (FDC) and only by the funders that have your CADAC ID.
- **Help Desk** - In addition to online help, which includes video tutorials, CADAC staff are available to assist you Monday to Friday during business hours via a toll-free number (1-866-249-0296) or email.

Section D – STATISTICAL INFORMATION

Only applies to **OPERATING** and **PROJECT** grant requests. CAPITAL grant applicants, skip now to Section E.

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.

DO NOT INCLUDE THIS PAGE WHEN YOU SUBMIT APPLICATION

Section E - 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. 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.
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: _____

2012 Arts and Culture Grant Application

For OPERATING, PROJECT & CAPITAL funding requests

Section F – 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 F** are complete. Sections C & D are attached, as required.
- Section C** (Operating & Project grant applicants) - All financial information has been submitted correctly to CADAC and copies have been provided with this application.
- Section C** (Capital grant applicants) – 3 quotes have been submitted with you application, along with a copy of your most recent financial statements (as required).
- All details regarding income and expenses have been fully explained including all reserve funds and “Gifts-in-Kind” donations.
- Section E** – Contact information has been completed and members understand the Terms and Conditions of the grant if it is awarded.
- Section F** – This checklist has been completed and is attached as the **first page** of your application.
- Submit the original application **UNBOUND** (Sections A to F 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: