

Due Date: Thursday, October 11th, 2012 by 4:00pm



2013 Guidelines

Arts and Culture Grant Program

Operating ♦ Project ♦ Capital ♦ Technical Assistance

Grant applications are due THURSDAY, OCTOBER 11, 2012 by 4 PM
(See page 14 for more details)

Culture Division Office
City of Mississauga
Central Library, 4th floor
301 Burnhamthorpe Rd. W.
Mississauga, ON L5B 3Y3

www.mississauga.ca/grants

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SECTION 1

PURPOSE

The Municipal Act enables the Corporation of the City of Mississauga (the “City”) to award grants. The Arts and Culture Grant Program (the “Program”) demonstrates City Council’s commitment to the long-term growth and sustainability of cultural groups which advance the City’s vision and goals and contribute to the City’s cultural, social and economic quality of life. 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 aligns with the vision of Mississauga’s Culture Master Plan, by supporting a range of activities reflecting the City’s many cultural traditions and practices.

QUALIFYING ORGANIZATIONS

The City will consider grant application from one of the following non-profit organizations:

Performing Arts Organizations:

- non-profit organizations producing and presenting programming, activities and services to the public primarily in the disciplines of dance, theatre and music;
- non-profit organizations contributing to public participation, community involvement in performing arts and arts education.

Visual Arts Organizations:

- non-profit organizations which preserve, interpret and present works of art and hold art collections in trust;
- non-profit organizations creating a context in which artists and their works are viewed in relationship to the visual arts to culture and to the community at large

Arts and Culture Service Organizations:

- non-profit membership-based organizations, providing services and programming in support of advancing individual or organizational development capacity, and promoting an awareness of the arts in Mississauga;
- non-profit organizations contributing to community participation, arts education and public involvement in the arts in Mississauga

Heritage Organizations:

- non-profit organizations whose principle focus is celebrating Mississauga’s heritage and history, and increasing public appreciation and awareness of historical events, people and places through creative and innovative collaboration between historians, archivists, artists and the Mississauga community

PROGRAM STREAMS

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

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

TYPES OF FUNDING AVAILABLE

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

ELIGIBILITY

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

INELIGIBILITY

Grants are **not available** for:

- X Government agencies
- X For-profit organizations
- X Organizations aligned with any political party, or to support programs or services thereof
- X Individuals/individual artists
- X Collectives – (for definition see page 26 of Guidelines)
- X Educational institutions – (for definition see page 26 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, or fees associated with conventions, 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 11th 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 – 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) sorted sets altogether. See definition of “unbound” page 26 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 11th, 2012 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 grant applicants must enter their financial data online to CADAC (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 form.
7. If your organization is legally incorporated, **attach** a copy of your Articles of Incorporation and Bylaws.
8. Applicants are encouraged to submit their organization's information and/or update any existing information, add photos and submit 2013 event information on the Mississauga on the Map web portal. Detailed instructions are outlined in each of the application forms.

OPERATING grant requests must be completed on the fillable PDF *2013 Arts and Culture OPERATING Grant Application* form. Same form to be used by "Established" or "New and Emerging" organizations.
Please note: Operating grant applicants must enter their financial data online to CADAC (www.thecadac.ca) and enclose printed copies of the forms with their City of Mississauga application.

PROJECT grant requests must be completed on the fillable PDF *2013 Arts and Culture PROJECT Grant Application* form. Same form to be used by "Established" or "New and Emerging" organizations – applying for a project that occurs in fiscal **2013/2014**.
Please note: there is a separate financial form to be completed by organizations applying for project grants.

CAPITAL grant requests must be completed on the fillable PDF *2013 Arts and Culture CAPITAL Grant Application* form. Capital Grants are ONLY available to "Established" organizations.

TECHNICAL grant requests must be submitted on the fillable PDF *2013 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 *2013 Arts and Culture Grant* applications is **Thursday, October 11, 2012 by 4 p.m.** The grant applications will be reviewed by staff for completeness and eligibility. All eligible applications are then forwarded to the Volunteer Community Assessment Committee for evaluation. The Committee consists of practising arts and culture professionals, residents and City staff members who are not directly involved with the City's granting programs.

The Assessment Committee's final recommendations will be forwarded to City Council and considered at a meeting of its General Committee in early 2013. All applicants will be notified of the final recommendation regarding their application prior to the General Committee meeting. Applicants may request to make a deputation to General Committee regarding grant recommendations. The staff liaison will assist with arrangements. Lastly, General Committee's recommendations are then forwarded to Council for final 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

In some circumstances, the Assessment Committee may identify concerns about an organization's long term viability, and may recommend placing the organization on "concerned status". Concerned Status is not a punitive measure; it is designed to offer a level of assistance to the organization. Concerned Status may occur if the organization:

- has a major deficit (10 percent or more of its annual operating budget), and/or
- shows evidence of not being financially viable, and/or
- is not attracting audiences 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 placed on concerned status will be required to meet quarterly with Culture Division Staff in order to review the following documentation:

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

The goal is to move organizations through the process and have them graduate from Concerned Status. 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 and Technical Assistance Application Forms**

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; if your organization (the "Recipient") receives a grant, the following conditions will apply.

1. Pursuant to the current terms and conditions, the Corporation of the City of Mississauga (the "City") may demand the repayment of the financial assistance provided if:

- a. the Recipient makes misrepresentations in its application for financial assistance or if the funds are not used for the project or programs as described in the application;
- b. the programs, services or projects proposed in the Recipient's application are not commenced in a timely manner, or not completed within the fiscal year for which the funding was intended for and there remain City funds on hand, or completed without requiring the total grant award allocated;
- c. the Recipient ceases operating or dissolves;
- d. the Recipient ceases to operate as a non-profit organization;
- e. the Recipient merges or amalgamates with any other party;
- f. the Recipient breaches any of the terms and conditions of the grant assistance; or,
- g. the Recipient breaches and of the provisions of the Ontario Human rights code, or any other applicable legislation, regulations, or by-laws in its operations.

2. It is the responsibility of the Recipient to notify the City of Mississauga's Culture Division of the occurrence of any of the grounds for which the City may demand repayment of the financial assistance provided (listed in Term #1 above) and/or if there are any changes in the funding of the project from that contemplated in the application.

3. That the Recipient will make or continue to make attempts to secure funding from other sources as indicated in its application.

4. That the Recipient will keep and make available proper books of account and records of the financial management of the funds provided by the City in accordance with generally accepted business and accounting practices.

5. That the Recipient authorizes the City and its agents to inspect any and all records, invoices, and documents in the custody or control of the recipient which relate to the grant at all reasonable times.

6. The Recipient is required to submit a final report on the operational, project, capital and/or technical assistance activities as outlined by the City. Funds may not be made available to organizations that fail to meet reporting requirements for any approved grants.

7. That the program, services or project not be represented as a City program, service or project, and that the grant Recipient does not have the authority to hold itself out as an agent of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Recipient.

8. The Recipient shall not hold the City liable for any damages, injury or any loss of profit, whether direct or incidental, arising out of or in any way related to the grant assistance received.

9. The Recipient shall acknowledge the support of the City of Mississauga in all advertising, publicity, programs, signage and plaques relating to the project for with funds are granted. The recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the project.

10. That should the grant Recipient receive grant funding and subsequently disband, the Recipient must dispose of their assets in a responsible manner.

11. The Recipient acknowledges and agrees that any action taken by or on behalf of the Municipality shall be unconditionally subject to the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, and any other applicable law governing the City of Mississauga or its agents (collectively the "Applicable Law") and the City shall not be required to take any action in respect of the Arts and Culture Grant Program, or otherwise, if such action would be, or would be reasonably likely to be, in violation of any such Applicable Law or ultra vires the powers of the City.

12. The Recipient acknowledges that City Staff will accept tickets to events and performances, in accordance with the City of Mississauga's Conflict of Interest Policy, respecting the Acceptance of Gifts, Benefits, or Favours Section of the Policy and that the City of Mississauga and the Recipient shall at all times adhere to rules set forth therein.

13. The City reserves the right to verify membership lists and amend or impose additional terms and conditions on a grant as is deemed necessary by the City.

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

PAYMENT

Operating Grants	
Organizations receiving Operating Grants of less than \$20,000	<ul style="list-style-type: none"> ➤ A cheque for the total amount awarded is mailed out approximately 2 – 4 weeks following Council’s final approval.
For Operating Grants of \$20,000 or more	<ul style="list-style-type: none"> ➤ Seventy-five per cent (75%) of the total grant awarded will be mailed out approximately 2 - 4 weeks following Council’s final approval. ➤ Twenty-five per cent (25%) will be held back until the organization has provided most recent year-end audited and/or updated financial statements, depending on the organization’s fiscal year-end. <p>NOTE: The Recipient will have until June 28th, 2013 to submit year-end/updated financial statements and any other documentation required by the City, and final payment will be made by August 2013, contingent on the acceptance of the year-end/updated financial statements by the Culture Division.</p>
Project Grants	<ul style="list-style-type: none"> ➤ A cheque for the total amount awarded is mailed out approximately 2 – 4 weeks following Council’s final approval.
Capital Grants	<ul style="list-style-type: none"> ➤ A cheque for the total amount awarded is mailed out approximately 2 – 4 weeks following Council’s final approval.
Technical Assistance Grants	<ul style="list-style-type: none"> ➤ Seventy-five per cent (75%) of the total grant awarded will be mailed out approximately 2 - 4 weeks following Council’s final approval. ➤ Twenty-five per cent (25%) will be held back until the the completion of the training and acceptance of the required final report by the Culture Division.
<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>	

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 **Thursday, November 14th, 2013**. Reporting guidelines are made available to successful applicants and online at www.mississauga.ca/grants

Funds may not be made available to organizations that have failed to meet reporting requirements for any approved grants.

Due Date: Thursday, October 11th, 2012 by 4 pm

GRANT PROGRAM INFORMATION SESSION

Those interested in finding out more information about how to apply are invited to attend one of two information sessions scheduled for Thursday, September 6th, 2012. Applicants are strongly encouraged to attend, or have a representative(s) of the organization attend on their behalf. Details are as follows:

Thursday, September 6th, 2012 – 9:00 a.m. to 11:00 a.m.
(Civic Centre, *Committee Rm. E* – 300 City Centre Drive, 2nd floor)

OR

Thursday, September 6th, 2012 – 6:00 p.m. to 8:00 p.m.
(Civic Centre, *Committee Rm. E* – 300 City Centre Drive, 2nd floor)

For up-to-date details contact: grantsinfo@mississauga.ca / 905-615-3200 ext. 5476.

PEER ASSESSMENT NOMINATION

The Peer Assessor Nomination and Consent form assists Staff in the Culture Division with establishing a comprehensive list of potential peer assessors for the Volunteer Community Assessment Committee to evaluate 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; practising arts and culture professionals respected within the artistic and/or scholarly community, particularly familiar with Mississauga and may not be directly involved with the City's granting programs.

The application form can be found on the Culture Division website at:

www.mississauga.ca/grants

Interested parties should submit nomination forms to the
Culture Division by **October 29th, 2012.**

Due Date: Thursday, October 11th, 2012 by 4 pm

**2013 Arts & Culture Grant Applications are due
THURSDAY, OCTOBER 11th, 2012 by 4 p.m.**

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., 4th Floor
Mississauga, ON L5B 3Y3

E-MAIL: grantsinfo@mississauga.ca

PHONE: 905-615-3200 ext. 5476

WEBSITE: <http://www.mississauga.ca/grants>

Completed applications and attachments may be hand delivered OR mailed to the Culture Division Office to be received by **4 p.m. on Thursday, October 11th, 2012.**

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 may apply for up to 80% of their total operating budget. “New and Emerging” and “Established” Organizations can apply for Operating Grants.

The following provides an instructional overview for those interested in applying for and Operating Grant.

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 at grantsinfo@mississauga.ca or 905.615.3200 ext. 5476.

Use the checklist to ensure you are submitting a complete application. Failure to submit each item outlined in the checklist will result in your application being considered incomplete and ineligible for funding.

SECTION B – OBJECTIVES, DESCRIPTION, ORGANIZATIONAL PROFILE

All eligible applications will be evaluated in a comparative context, using the following 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 completely. Your responses to each of the questions should not exceed the spaces provided and should reflect the evaluation criteria. Do not change the order of the application.

1. Organizational Effectiveness (valued at 15 points)

Answers to questions B1, B2, B3, and B4 on the Application Form, as well as the content submitted in your CADAC Statistical Form, will be used to assess your Organizational Effectiveness, based on the following criteria:

- Evidence of a clear arts, culture and/or heritage 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 (valued at 15 points)

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, as well as the content submitted on your CADAC Statistical 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 (valued at 15 points)

Answers to questions B7, B8 and B9 on the Application Form, as well as the content submitted on your CADAC Statistical 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 collaboration 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, as well as the content submitted on your CADAC Financial 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 an Operating Grant from the City of Mississauga are required to 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 printed copies must be included with the City of Mississauga application. **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

Applicants must attach their Financial Statements for their most recently completed Fiscal Year directly to CADAC and hard copies must be included with this grant 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.

Requested Amount	Documentation Requirements
OPERATING funding requests of \$20,000 or more.	Audited financial statements. Note: if your organization's fiscal year end falls on or before June 28 th , you <u>must</u> submit a signed and audited financial statement. If your organization's fiscal year falls after July 1 st , 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 than 4 months after your most recent fiscal year end.
OPERATING 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 (2011/2012), current year (2012/2013), and project data for the request year (2013/2014).

Please complete the 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 3 - PROJECT GRANT APPLICANTS

PURPOSE / OVERVIEW

Project Grants are intended to support a specific event or activity taking place within a defined period (2013/2014). Projects should have a clearly defined objective and a distinct budget. “Established” and “New and Emerging” Organizations are eligible to apply for Project funding, however “Established” Organizations can apply for **EITHER** a Project Grant **OR** a Capital Grant in any given year. 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 their total project budget or \$5,000, whichever is less.

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 at grantsinfo@mississauga.ca or 905.615.3200 ext. 5476.

Use the checklist to ensure you are submitting a complete application. Failure to submit each item outlined in the checklist will result in your application being considered incomplete and ineligible for funding.

SECTION B – PROJECT DESCRIPTION AND OBJECTIVES

Please ensure you answer all the required questions in the *Project Grant Application Form*. Your answers to these questions will be used to evaluate your eligibility. Do not change the order of the application.

In total, your response to questions B1 to B8 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.

SECTION C – FINANCIAL SITUATION, OPERATING BUDGET and FINANCIAL STATEMENT

Financial Situation

Applicants applying for project grants are required to enter their financial data directly into the excel spreadsheet (“*2013 Financial Summary Form*”) and provide printed copies with the *Project Grant Application*. Please provide brief explanatory notes of any significant budget changes / shifts between fiscal years, or more detailed explanations of line items as they pertain to the excel financial form.

Organizations applying for project grants must attach their Financial Statements (signed by two signing officers of the organization) for its most recently completed Fiscal Year 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

Please complete the 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. Enter data for your last completed year (2011/2012), current year (2012/2013), and data for the request year (2013/2014).

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 4 - CAPITAL GRANT APPLICANTS

PURPOSE / OVERVIEW

Capital Grants are intended to support “Established” Organizations with minor capital items, such as program or office equipment. “Established” Organizations can only apply for **EITHER** a Capital Grant **OR** a Project Grant in any given year.

“New and Emerging” Organizations are not eligible to apply for Capital 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 at grantsinfo@mississauga.ca or 905.615.3200 ext. 5476.

Use the checklist to ensure you are submitting a complete application. Failure to submit each item outlined in the checklist will result in your application being considered incomplete and ineligible for funding.

SECTION B – GRANT OBJECTIVES FOR CAPITAL FUNDS

Please ensure you answer all the required questions in the *Capital Grant Application Form*. Your answers to these questions will be used to evaluate your eligibility. Do not change the order of the application. Your response to question B1 should not exceed the space provided. Please attach all supplementary information with your application and clearly indicate which question number each attachment corresponds with.

SECTION C – DETAILS OF CAPITAL EXPENDITURE

Applicants applying for a Capital Grant are required to attach three (3) quotes for the capital items which the organization intends to purchase. Grant requests may not exceed one-third (1/3) of the total cost of the equipment intended for purchase. Please indicate which is your preferred quote and why.

Capital Grant applicants must also provide hard copies of their Year-End Financial Statements (signed by two signing officers) 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 complete the 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. Enter data for your last completed year (2011/2012), current year (2012/2013), and data for the request year (2013/2014).

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 5 - TECHNICAL ASSISTANCE GRANT APPLICANTS

PURPOSE / OVERVIEW

Technical Assistance Grants are provided to support “Established” and “New and Emerging” Organizations within Mississauga, develop specialized technical skills for improving their administrative and management capabilities. Technical Assistance Grants enable organizations to work with experienced resource professionals to enhance organizational effectiveness.

Organizations can apply for up to 80% of the total Training Budget or \$8,000, whichever is less.

What specific activities are funded?

Technical Assistance Grants, are intended to support the development of specific administrative or management skills, 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 need clarification on any of these items, please contact the Culture Division at grantsinfo@mississauga.ca or 905.615.3200 ext. 5476.

Use the checklist to ensure you are submitting a complete application. Failure to submit each item outlined in the checklist will result in your application being considered incomplete and ineligible for funding.

SECTION B – TECHNICAL ASSISTANCE TRAINING DESCRIPTION AND OBJECTIVES

Please ensure you answer all the questions in the *Technical Assistance Grant Application Form* completely. Your answers to these questions will be used to evaluate your eligibility. Please use the space provided for each of your answers. Do not change the order of the application.

Applications will be evaluated by the Assessment Committee on the basis of the information contained in the application form and attachments. The assessors will consider 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 an 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 (page 9 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 organization.

FINANCIAL STATEMENT - Attach to your application

Applicants must also provide hard copies of their Year-End Financial Statements (signed by two signing officers) 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 complete the 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. Enter data for your last completed year (2011/2012), current year (2012/2013), and data for the request year (2013/2014).

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 D includes the Terms and Conditions that apply should your organization receive a grant.

GLOSSARY

Board of Directors	A board of directors is a body of elected or appointed members who jointly oversee the activities of a company or organization.
Business Number	The Business Number is a number you are assigned when you register to do any business with the Canada Revenue Agency (CRA), such as registering for the GST/HST or filing corporate income tax. This single Business Number replaces the numbers that Canadian businesses previously needed to deal with the federal government. If you had accounts with the Canada Revenue Agency before the Business Number came into effect, your GST/HST number became your Business Number.
Charitable Status Registration Number	Organizations that are charities and that meet other requirements of the <i>Income Tax Act</i> can become registered charities with the Canada Revenue Agency (CRA). A registered charity receives a registration number and is entitled to issue tax receipts. For more information visit: www.cra-arc.gc.ca/E/pub/tg/t4063/
Collectives	An artist collective is an initiative that is the result of a group of artists working together in a professional manner, usually under their own management, towards shared aims.
Educational Institutes	Arts and Culture organizations whose mandate is primarily educational and/or their educational activities come under the jurisdiction of another level of government (e.g. Board of Education) are not eligible for funding. Arts and culture organizations that deliver educational programs or training that is tuition based or curriculum based are not eligible for funding.
Established Organizations	Operating in its 4 th year or more since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.
Fiscal Year	A 12-month period over which an organization budgets its spending. A fiscal year does not always begin in January and end in December; it may run over any period of 12 months. The fiscal year is referred to by the date in which it ends.
In-Kind Donations	Gifts-in-kind are gifts of property other than cash that could include gifts of supplies in the case of Arts and Culture Grant applicants. For gifts-in-kind to be eligible for a tax receipt, the gift must have value to the charity; and be recorded at fair market value of the gift. The following gifts-in-kind DO NOT qualify as charitable donations under the Income Tax Act: (1) gifts of personal services of an individual (2) gifts by a company of its principal product or service. Such gifts are considered promotional rather than donations.
New and Emerging Organizations	Operating in its 3 rd year or less since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.
Non-profit (non-for-profit)	A non-profit organization is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. No part of the organization's income can be payable to or available for the personal benefit of any proprietor, member, or shareholder.
Unbound	Without a cover, dividers or any kind of binding (including spiral binding, staples, duo tangs and binders). Butterfly clips, paperclips and elastics are acceptable.