



Arts and Culture OPERATING Grant Application For "NEW AND EMERGING" 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

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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. 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 ____		
6. in its 3rd year or less since first established?	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.			
7. legally incorporated as a not-for-profit organization in the province of Ontario?	Yes ____ 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?	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 an Operating Grant Application. Please fill out the appropriate Applications for Project, Capital 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.)

Briefly describe what funding will be used for:

2010 Operating Grant Request	\$	Total Operating Budget (line 53 of Budget Form)	% of Operating Budget (line 54 of Budget Form)
	(Maximum 80% of Operating Budget)		
Amount of Previous Grant Received	\$	Year Received	(admin purposes)

Section B – OBJECTIVES, DESCRIPTION, ORGANIZATIONAL PROFILE FOR OPERATING GRANT

Please review the Guidelines for the Arts & Culture Grant Program. Answer the following questions using point form or full sentences. Please indicate the question number (e.g. B1, B2) for each of your answers. In total, your response to questions B1 to B10 should not exceed 4 pages.

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.

B2. History

Give a brief history of the organization. Include the year it was founded and the reason it was created. Provide a brief list of the organization's most significant events / milestones, with dates. Name the past key leaders who have contributed to the organization's profile and describe their contribution.

B3. Organizational Structure and Leadership

Briefly describe the composition of your governing body (board and committee structure). Attach bios of key members (e.g. Artistic Director) if appropriate. Describe the committee/staff/volunteer structures that support your organization's vision and activities. (Attachments are over and above the 4 page maximum).

B4. Operations

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

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.

B6. Review of Program for the Most Recent/Current Fiscal Year

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

Describe your current audience, in terms of both composition 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

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

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

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?

Section C – FINANCIAL SITUATION, OPERATING BUDGET and FINANCIAL STATEMENT

Financial Situation

Describe your organization's financial situation. If there have been major changes that have affected your organization's financial stability in the last two or three years, please explain what has happened. Describe how your programming and organizational goals are being hampered or furthered by your financial situation.

Operating Budget

Complete the enclosed Operating Budget Form (Section C), on the next 3 pages. Be sure that your budget reflects the text of your application. For example, if your application states that you will hire staff to implement your project, make sure that staff salaries are included in your budget.

Please explain how you have arrived at your financial projections, and explain any notable figures. If your organization has an accumulated surplus, please explain the intended use of those funds and any cash flow requirements. If your organization has an accumulated deficit, please detail your deficit reduction plans. Please detail any funds you have in reserves, the purpose of, and the administration of these funds.

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.

Requested Amount	Requirements
Funding requests of more than \$20,000	Audited financial statement
Funding requests of \$20,000 or less	financial statement signed by two authorized signing officers of the organization or a statement 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)	(fiscal)	(fiscal)	(fiscal)		(fiscal)
** Indicate the amount of your request in the appropriate shaded areas.		2008/2009	2009/2010	2009/2010	2010/2011		2011/2012
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:		Last Year Actuals (fiscal) 2008/2009	Original Budget (fiscal) 2009/2010	Projected Actuals year end (fiscal) 2009/2010	Budget (fiscal) 2010/2011	**How grant funds will be spent	Budget (fiscal) 2011/2012
**Indicate exactly where grant money will be spent in the shaded column should your application be successful.							
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)						

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 / (DEFICIT):				
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				
90				
91				
92				
93				
94				
95				
96				
97				
98				

Section D – STATISTICAL INFORMATION

Based on most recent / current fiscal year information

	Name of Organization:		
		RESPONSE	Not Applicable (please check)
1.	Date organization was established		
2.	Year of Incorporation		
3.	Registered Incorporation Number		
4.	Registered Charitable Number		
5.	Total number of Board Members		
6.	How often does the Board meet per year?		
7.	How often does membership meet per year?		
8.	Date of last Annual General Meeting		
9.	When is your fiscal year end?		

Performance Measurement Statistics

	Measure	Fiscal 2006 (actual)	Fiscal 2007 (actual)	Fiscal 2008 (actual)	Fiscal 2009 (actual)	Fiscal 2010 (projected)
10.	Annual Budget (\$)					
11.	Accumulated Surplus (\$)					
12.	Accumulated Deficit (\$)					
13.	Total amount received from the City of Mississauga					
14.	Total amount received from external granting sources					
15.	Total number of performances, exhibitions, events, etc					
16.	Total number of Event/Program attendees					
17.	Total number of Volunteers (non board members)					
18.	Total hours worked by all Volunteers					
19.	Total number of Staff who are paid					
20.	Total number of Artists (not Staff) who are paid					
21.	Total number of Single Ticket Sales					
22.	Total number of Individual Membership					
23.	Total number of members* in your organization.					
24.	Total number of members* in your organization who are Mississauga residents.					
25.	How many major events do you have per year?					

(* paying members who are also eligible to vote at AGM)

(please ensure all the figures in this section match with your application)

	Organization/Grantor	Fiscal 2006	Fiscal 2007	Fiscal 2008	Fiscal 2009	Fiscal 2010
Please list all grants received from sources other than from the City of Mississauga in the past five years (maximum of five major grantors).	1					
	2					
	3					
	4					
	5					

Section E - 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: _____

Arts and Culture OPERATING Grant Application

For "NEW AND EMERGING" Organizations

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 E are complete. Section B is no longer than 8 pages.
- ☐ ☐ Section C - All financial information has been filled out correctly on the Operating Budget Form enclosed (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 (EITHER signed by two authorized signing officers of the organization OR audited, 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 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. Complete on separate page if necessary.

What it is:	Date and Time:	Where: