



2026 Guidelines

# **Culture Projects Grant Program**

Grant applications are due  
Friday, October 10, 2025 by 4:30pm



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## Land Acknowledgment

We acknowledge the lands which constitute the present-day City of Mississauga as being part of the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation, The Haudenosaunee Confederacy, the Huron-Wendat and Wyandot Nations. We recognize these peoples and their ancestors as peoples who inhabited these lands since time immemorial. The City of Mississauga is home to many global Indigenous Peoples.

## Overview

Themed “**Art and the Environment**”, the Culture Projects Grant Program supports artistic projects from organizations, collectives and BIAs that explore, interpret, or respond to environmental themes. The grant encourages applications for artistic projects that engage Mississauga residents in dialogue about environmental issues, including climate change, environmental sustainability, and the circular economy and/or build community awareness or action on these issues.

Applicants can work in any artistic medium (i.e. theatre, dance, music, visual arts, digital arts, Indigenous arts, etc.). Projects that utilize sustainable methods, practices, and materials – including strategically re-using or re-purposing materials – in production and presentation, where possible, will receive priority.

Applicants can apply for up to \$5000, or 50% of the project cost, whichever is less.

Projects must be arts-based and demonstrate a clear connection to environmental themes and/or practices. Examples of projects relevant to the theme include, but are not limited to:

- Installations on private, non-residential property that highlight local environmental concerns.
- Community-engaged art that invites residents to explore or act on environmental issues.
- Performance, media, or digital art that creatively interprets topics of environmental justice.
- Collaborative projects between arts organizations and local environmental organizations.
- The re-exhibition/re-mounting of previously created visual art or creative re-use of its materials for a new space or context.
- Projects that explore the relationship between environmental issues and diverse/under-represented communities in Mississauga
- Indigenous-led projects that centre land, ecology, and stewardship.

Indigenous-led means a project which involves the consent to use teachings, knowledge, concepts, ideas and/or styles derived from Indigenous Peoples of Turtle Island with their full consent, support and direction. Indigenous-led project must prove that they have received consent and provide information about the consultation process.

The City is committed to the long-term growth and sustainability of culture organizations to ensure the delivery of quality programs and services to Mississauga residents. The Culture Project Grant aligns with the vision of Mississauga’s [Culture Master Plan](#) by supporting activities that reflect the City’s many cultural traditions and artistic practices. Applicants are encouraged to consider how their programs and services incorporate histories, traditions, interests and art forms from the cultures’ representative of the lands and peoples of Mississauga.

By supporting projects that focus on environmental issues, the grant also aligns with the City's "[Green Strategic Pillar](#)", including its goal to lead a change in behaviours to support a more responsible and sustainable approach to the environment. It also aligns with the City's [Climate Change Action Plan](#), which envisions Mississauga as a low carbon and resilient community, as well as its related strategies (e.g., [Urban Agriculture Strategy](#), [Peel Zero Emission Vehicle Strategy](#)).

### **Application deadline**

All applications must be complete and submitted online through the City's [Grants Portal](#) no later than **Friday, October 10, 2025 by 4:30 p.m. EST**. Late or incomplete applications, including applications not submitted correctly through the grants portal, will not be accepted.

For questions or application support, please contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca).

### **Equity statement**

The City of Mississauga is committed to [equity, diversity and inclusion](#). The City welcomes and encourages applications from all eligible organizations that represent and serve Mississauga residents. Groups are encouraged to contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) with any questions about your eligibility and for guidance to prepare your application.

The City continuously seeks to improve access to grant programs and ensure it receives grant applications from diverse and under-represented Mississauga communities. The City welcomes feedback on how this grant program can better meet the needs of Mississauga residents.

### **Eligibility**

To be eligible for a Culture Projects Grant, organizations must:

- Be located and active in Mississauga year round
- Be governed by volunteers on a not-for-profit basis or be a Business Improvement Area (BIA)
- Have a demonstrated history of delivering arts projects
- Propose projects open and accessible to all Mississauga residents
- Propose projects directly connected to the theme "Art and the Environment".
- Propose projects that are arts, culture or heritage focused
- Be in good standing with the City, including:
  - No outstanding debts
  - Reports from previous grants have been submitted; and
  - Adhere to the terms and conditions of previous funding agreements

## Ineligibility

Grants are **not** available for:

- ✗ Attendance at, or fees associated with, conventions, conferences, workshops or seminars
- ✗ Banquets, trophies or awards presentations
- ✗ Bursaries or granting programs
- ✗ Commercial ventures
- ✗ Competitions or travel fees associated with competitions
- ✗ Deficit reduction funding
- ✗ Donations to charities and/or charitable causes
- ✗ Educational institutions
- ✗ Expenses accruing before the current granting cycle
- ✗ For-profit organizations
- ✗ Fundraising projects and initiatives
- ✗ Government agencies
- ✗ Individual artists.
- ✗ Major capital expenditures, such as the purchase of land, buildings, renovations, machinery and vehicles
- ✗ Organizations aligned with any political party or to support their programs or services
- ✗ Organizations or activities that the City deems may promote discrimination, contempt or hatred for any individual or entity, as defined by the [Ontario Human Rights Code](#)
- ✗ Permanent exhibitions and installations
- ✗ Project proposals beginning before the start of the calendar year
- ✗ Projects receiving support by other City grants or initiatives
- ✗ Projects where participation is conditional upon partaking in the religious activities of the organization
- ✗ Travel and accommodation

## Application considerations

For more information or support with questions, please contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) to discuss your grant proposal.

- Consult your community to identify the need you wish to address and discuss the application with your board members/staff/volunteers to contribute to the grant proposal, as needed.
- Assign a lead to prepare the application and confirm two authorized signing officers to provide signatures prior to submission of the grant application.
- Read the City's Culture Plan as part of [Future Directions](#):
  - Review the executive summary and strategic priorities section (page 6); this will help provide an overview when crafting your grant proposal.
- The City encourages interested applicants to attend an information session to learn more about the grant, with helpful tips on how to complete your application. See page 11 for dates and times of these webinars or receive a copy of a recorded version if you're unable to attend.

- Applicants can apply for up to \$5000, or 50% of the project cost, whichever is less. This amount is not intended to cover the entire cost of a project, so it is important the applicant considers the full scope of resources they will require to accomplish the project prior to applying.

## Application process

All grant applications must be submitted through the online [Grants Portal](#) no later than **Friday, October 10, 2025 by 4:30 p.m. EST**. The City will not consider incomplete or late applications. Applicants cannot submit applications and/or additional documentation by email, fax, paper copy or any other format outside of the grants portal.

If you have already created an account, you can use the login information you created to apply for funding in 2025.

## Returning applicants

Sign-in to the online [Grants Portal](#) by entering the email address and password associated with your account. If you have lost or forgotten your password, request a new password by selecting “forgot your password?”, located next to the sign-in button.

## First-time applicants

To set up an account, follow these steps:

1. Click the “register” button located at the top right corner of the log-in screen.
2. Select “register as an individual”.
3. Enter your name and email address.
4. Create a password.
5. Click “create account.”
6. Verify your account by clicking “send verification” link. This will send an email to the address you provided.
7. Open the email and click on the link to verify the account. Be sure to check your junk/spam folder.
8. From here, you will be able to access the Grants Portal.
9. Click “view programs” and continue the application process.

Once you have created your account, you will be able to access the Grants Portal during each cycle.

**Note:** only click the “apply” button once. Multiple clicks will duplicate your application.

The City of Mississauga’s Grants Portal is used by the Community Services department for all grant programs. Please ensure you have selected the correct grant program.

**Tip:** Consider using a generic email account accessible to any individuals wishing to overview and/or be involved in the application process. If using a generic email, consider sharing your organization’s login information with at least two people to ensure your access to the site will not be restricted if the individual who originally registered is not available.

## Preparing your application

Once you have signed into your account on the Grants Portal, be sure to complete the tasks in the chart below when submitting your application. Please allow sufficient time to complete the application accurately. Consider having a third party proofread your application prior to submission to ensure clarity and accuracy.

Task	Description
<b>1. Section A: contact information</b>	<ul style="list-style-type: none"> <li>• Provide your project's main contact and mailing address. The City will use this information for all correspondence and payments if approved for funding.</li> <li>• Indicate the amount of funding you are applying for.</li> <li>• Include the location of your project in Mississauga.</li> </ul>
<b>2. Section B: organization details</b>	<ul style="list-style-type: none"> <li>• Answer each question on the application form; do not leave any questions blank. Review the assessment criteria on pages 7-8 of the guidelines to ensure you capture the required information.</li> <li>• Information is reviewed by the peer assessment committee (for details see page 7) and designed to provide them with information to help make a recommendation based on the following four categories: <ul style="list-style-type: none"> <li>○ Resident need, engagement and inclusivity</li> <li>○ Strengthening culture in Mississauga</li> <li>○ Governance</li> <li>○ Resources</li> </ul> </li> <li>• If you would like to view and prepare the application outside of the grants portal, you may request a copy of the full PDF application by emailing <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a>. Please note that the application will still need to be submitted on the grants portal, as this is the only acceptable method.</li> </ul>
<b>3. Section C- resources</b>	<ul style="list-style-type: none"> <li>• Fill out the Financial Reporting Form provided in the application.</li> <li>• Upload a detailed project budget, signed by two project members.</li> </ul>
<b>4. Section D- governance</b>	<ul style="list-style-type: none"> <li>• Attach a chart that includes the names of all participants involved with the project, each person's contact information, and their roles/responsibilities in the project.</li> <li>• Attach drafts/mock ups/examples of past projects that display your ability to complete the project you propose.</li> <li>• Include links to any websites, social media, or other online resources that are relevant to the participants in the project.</li> </ul>
<b>5. Upload constitution and bylaws (optional)</b>	<ul style="list-style-type: none"> <li>• Upload your organization's up-to-date constitution and by-laws.</li> <li>• Please be sure the document is in either PDF or Word format.</li> </ul>

Task	Description
<b>6. Read and sign the terms and conditions</b>	<ul style="list-style-type: none"> <li>Please read the terms and conditions and have two signing officers sign them.</li> <li>These terms become a legally-binding grant agreement between the applicant and the City, should the application be approved for funding. Please ensure you have read them thoroughly.</li> </ul>
<b>7. Submit</b>	<ul style="list-style-type: none"> <li>Once you click “submit”, a no-reply confirmation email will be sent to your inbox.</li> <li>Be sure to check any junk mail folders if you do not receive an email within 24 hours of completion.</li> <li>If you do not receive a confirmation email, please email <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a>.</li> <li>The grants portal will close promptly at <b>4:30 p.m. EST on October 10, 2025</b>. Late applications will not be accepted.</li> </ul>

## Assessment review process

Funding is determined based on the eligibility of the applicant at the time of submission. City staff will review grants to confirm accuracy, completeness and eligibility.

Grant recommendations and funding amounts for each of the City’s grant programs, are determined by the City’s **Peer Assessment Committee** (approved by Council for a four-year term). This group consists of practicing professionals who are not directly involved with any organization applying for funding. The committee will assess each application based on the assessment criteria below.

## Assessment criteria

Applications are scored out of 30 points to help determine funding amounts.

Assessment Category	Score	Assessment Criteria
<b>Resident need, engagement &amp; inclusivity</b>	10	<ul style="list-style-type: none"> <li>Provides description of the organization mandate, programs/services and who the organization serves.</li> <li>Shows clear evidence of demand for their project and evidence of responsible implementation with diverse communities.</li> <li>Provides specific examples of promoting equity, diversity and inclusion in their initiative.</li> <li>Describes strategies in place to ensure programs and services are accessible to all residents regardless of race, religion, ethnicity, ability,</li> </ul>



Assessment Category	Score	Assessment Criteria
		gender, sexual orientation, and other qualities and attributes of identity.
<b>Strengthening cultural products in Mississauga</b>	10	<ul style="list-style-type: none"> <li>Effectively describes how the project's meaning is connected to the theme of the grant.</li> <li>Provides clear descriptions of the opportunities they are creating for artists and cultural producers in Mississauga, including the number of paid opportunities for Mississauga artists.</li> <li>Explains how they are fostering a sense of community with their work.</li> <li>Effectively explains the impact that their live and digital initiatives have on Mississauga's arts and culture sector.</li> </ul>
<b>Governance</b>	5	<ul style="list-style-type: none"> <li>Demonstrates capacity and success in delivering similar activities related to the funding requested, including links to websites, social media, or other online resources that show previous works of the organization/collective.</li> <li>Demonstrates the ability to achieve objectives and show a return on investment on previous funding awarded by the City and other funders.</li> <li>Effectively describes the roles and responsibilities within the organization, including their staff's skills to accomplish the organization's goals.</li> <li>Details a plan for acquiring collaborators with the skills the project requires.</li> </ul>
<b>Resources</b>	5	<ul style="list-style-type: none"> <li>Location of project is identified.</li> <li>Provides a clear and feasible project budget.</li> <li>Shows evidence of other partners in place to financially assist with the project.</li> <li>The project overall seems achievable within the parameters of the location.</li> <li>Project can be accomplished within the available time (2026) and with their available resources.</li> </ul>

## Scoring Scale

<b>Low Score: 0%-49%</b>	<b>Medium Score: 50%-79%</b>	<b>High Score: 80%-100%</b>
Applicant does not meet criteria and/or provides minimal detail that does not align with the grant's purpose.	Applicant meets some of the criteria and provides moderate/general detail that aligns with the grant's purpose.	Applicant demonstrates excellent alignment with strategic priorities, provides an extensive level of detail and clearly explains how funding request achieves the grant's purpose.

All applicants will receive a written evaluation summary. If an applicant is not recommended for funding, they may submit a request for feedback to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca). Feedback will only be provided for applicants that request it and does not guarantee a commitment of future funding.

## Timelines

<b>Date</b>	<b>Description</b>
August 25, 2025	Grant application period opens and runs until October 10, 2025.  Consult with your community to identify the need you wish to address. The City encourages applicants to attend an information session. You can also discuss your ideas with Community Development staff to know if you are on the right track.
September 11 and 25, 2025	Arts and Culture/Culture Projects Grant Information Webinars take place (See links for webinar on page 11).
<b>October 10, 2025</b>	<b>Grant applications due by 4:30 p.m. EST.</b>
October to December 2025	Grants under review.
January 2026	Applicants are notified of the funding recommendation to be provided to Council for approval.
February 4, 2026	Recommendations to be presented to General Committee.

February 11, 2026	Council approval of funding decision.
February 2026	Applicants are notified of the results, following Council approval.
February 2026	Applicants can request further feedback on their applications following Council approval.
March 2026	Grant payment.
November 27, 2026	Final reports due to the grants team at <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a>

## Support with conditions

It may be recommended for a group to receive “support with conditions” in cases where there are concerns about a group's financial or organizational sustainability. Groups on support with conditions will receive coaching and guidance from staff and may be asked to provide interim information during the grant period or have additional requirements attached to the release of grant funds.

## Payment

All grant payments are issued via electronic funds transfer (EFT). To receive funding, new grant recipients must complete a vendor request and EFT form.

Grant recipients will receive both documents via email upon recommendation of the grant and must email the completed forms to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca). Grant recipients must have a bank account under the organization's name on the application form.

The City will not distribute grants to personal bank accounts or bank accounts of other organizations. Existing grant recipients who have not completed an EFT form must also complete and submit one. Existing grant recipients with any changes to their contact information must also submit an updated vendor request form with contact information that matches their 2026 application. Please note: applications may be approved for less than the maximum grant amount and less than requested.

**Please Note:** All funding is contingent on Council approval. The City reserves the right to adjust payments after approval if changes to the budget are required.

**Please Note:** The City does not fund retroactively. If groups choose to commit funds before the approval of a grant application, the City of Mississauga is under no obligation to provide funding.

## Reporting

All grant recipients are required to submit a final report for their project **no later than November 27, 2026**. The final report must include copies of project receipts to verify project spending matches the proposed budget and grant allocation. Reporting guidelines will be provided to successful applicants.

Organizations that have failed to meet reporting requirements for any approved grants may not be eligible for future funding.

## Resources and support

Whether you are a first-time or returning applicant, our grants team is available to help navigate the application process and provide the clarity you need. We can provide personalized assistance to ensure you understand the eligibility requirements, offer technical support, and/or individual coaching to your organization.

## Webinar

All grant applicants are strongly encouraged to attend one of the information sessions listed below to learn more about the process, requirements, tips for success and opportunity to ask questions. Please click on the link(s) below to register. If you are unable to attend a session, a video recording is available upon request – contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) for more information.

Arts and Culture/Culture Projects Webinar	Cultural Festivals and Celebrations Webinar
<b>Session 1:</b> Thursday, September 11, 2025 9 to 10 a.m. <a href="#">Registration link</a>	<b>Session 1:</b> Thursday, September 11, 2025 6 to 7 p.m. <a href="#">Registration link</a>
<b>Session 2:</b> Thursday, September 25, 2025 6 to 7 p.m. <a href="#">Registration link</a>	<b>Session 2:</b> Thursday, September 25, 2025 9 to 10 a.m. <a href="#">Registration link</a>

## Contact information

If you have any questions regarding the grant or your application, please contact us.

### City of Mississauga – Community Development Office

[grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca)

905-615-3200, ext. 5476

Grants portal: [mississauga.ca/grants](https://mississauga.ca/grants)

## About the Community Group Registry Program (CGRP)

The CGRP supports not-for-profit community groups governed by volunteers that deliver programs and services within Mississauga that benefit residents. Grants are only one way that the City assists community groups.

Becoming a registered group gives you access to:

- Discounts to rent space at City facilities
- Permission to place promotional mobile signs next to City roads
- General liability insurance through the City's affiliate insurance program, if eligible
- Community grants and funding

Groups can apply at any time by completing a [Statement of Interest](#) to begin the application process and staff will contact you regarding next steps. The benefits can be accessed year-round. For more information, please consult the Community Group Registry Program [webpage](#) or contact [community.group@mississauga.ca](mailto:community.group@mississauga.ca).

## Additional resources

Additional resources and useful information to assist in crafting your proposal:

- City of Mississauga [Community Group Registry Program](#)
- City of Mississauga [2024 Future Directions Plans](#)
- Region of Peel [Neighbourhood Information Tool](#)
- City of Mississauga [Open Data Catalogue](#)
  - City of Mississauga data: [Environment](#)

## Appendix A: Terms and conditions

Please note; if your organization (the “Recipient”) receives the financial assistance (the “Grant”) from The Corporation of the City of Mississauga (the “City”) under the Culture Project Grant Program (the “Program”), the following conditions will apply:

1. Pursuant to the current terms and conditions, the City may terminate the Grant and demand a partial or full repayment of the Grant, provided if:
  - a) the Recipient makes misrepresentations in its application for the Grant;
  - b) the Grant is not used for the purpose of the services/programs or project as described in the application;
  - c) the services/programs or project proposed in the application is not commenced in a timely manner as described in its application;
  - d) the services/programs or project is not completed within the fiscal year for which the Grant was intended for, except otherwise approved by the City;
  - e) the services/programs or project is completed without requiring the total amount of the Grant;
  - f) the Recipient ceases operating or dissolves;
  - g) the Recipient ceases to operate as a non-profit organization;
  - h) the Recipient merges or amalgamates with any other party;
  - i) the Recipient breaches any of the terms and conditions of the grant assistance;
  - j) the Recipient breaches and of the provisions of the Ontario Human rights code, as amended, or any other applicable law, regulations, the City’s corporate policies, by-laws or Program guidelines in its operations.
2. It is the responsibility of the Recipient to notify the City’s Recreation & Culture Division immediately of the occurrence of any of the grounds for which the City may demand repayment of the Grant provided (listed in Term #1 above) and/or if there are any changes in the funding of the project from that considered in the application.
3. The Grant shall only be used for the purposes outlined in the application subject to City approval. Any change to the purpose of the Grant is prohibited, except otherwise approved in writing by the City.
4. The Recipient will make or continue to make attempts to secure funding from other sources as indicated in its application. If the Recipient fails to secure sufficient funding for the services/programs or project, as indicated in its application; the City, at its sole discretion, may demand a partial or full repayment of the Grant.

5. The Recipient shall 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, the Recipient authorizes the City or its agents to inspect any 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 and/or capital activities as required by the City. The Grant may not be made available to organizations that fail to meet reporting requirements for any approved Grant.
7. The Recipient represents and warrants that the services/programs or project shall not be represented as City services/programs or City project, and that the Recipient does not have the authority to hold itself out as an agent of the City in any way. The Recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the services/programs or project.
8. The Recipient shall acknowledge the support of the City in all advertising, publicity, programs, signage and plaques relating to the services/programs or project for which funds are granted.
9. In the circumstance the Recipient disbands, the Recipient must notify the City immediately and dispose of their assets in a responsible manner. Any unused portion of the Grant remains the property of the City and shall be returned to the City upon request.
10. The Recipient shall not transfer or assign the Grant or any part thereof to another person.
11. The Recipient acknowledges and agrees that any action taken by or on behalf of the City shall be unconditionally subject to the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, as amended, and any other applicable law or regulations governing the City or its agents, including the City's By-laws and Policies (collectively the "Applicable Law") and the City shall not be required to take any action in respect of the 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 and agrees that City Staff may accept tickets to events and performances, in accordance with the City's Conflict of Interest Policy, respecting the Acceptance of Gifts, Benefits, or Favours Section of the Policy and that the City and the Recipient shall at all times adhere to rules set forth therein.
13. The Recipient, including its subcontractors, employees, workers, volunteers and agents, shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors (the "Indemnified Person"), from and against any loss, cost and expense incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, howsoever and whatsoever incurred, suffered or sustained by the Recipient, including its subcontractors, employees, workers, volunteers and agents, or by a person other than the Recipient arising out of or in any way related to the Grant received or any

obligation of the Recipient under this Program, or by anyone for whom in law the Recipient is responsible.

14. The Recipient, including its subcontractors, employees, workers, volunteers and agents, agrees that it shall absolutely and irrevocably release the City and its Indemnified Person from any liability, loss, damages, costs, expense or claims suffered or incurred by the Recipient, including its subcontractors, employees, workers, volunteers and agents, whether arising in contract, tort, negligence, common law, equity or otherwise, in any connection with the Grant received or any obligation of the Recipient under this Program.
15. The City reserves the right to verify the membership lists provided to the City, and amend or impose additional terms and conditions on a grant as is deemed necessary by the City.
16. The Recipient agrees to receive information on the Program or other related information, news, events, promotions, offers and contests from the City.
17. The Recipient understands and agrees that the receipt of a Grant in one year does not guarantee funding in the following fiscal year.
18. The Recipient shall comply with all of the provisions of the Program guidelines.
19. Pursuant and in addition to the City's application requirements, receipt of funding and compliance with this Agreement shall be conditional on the recipient, or any recipient staff member acting in their job capacity, not directly or indirectly engaging in any political activity, including not publicly endorsing, supporting, opposing, or aligning itself with any political organization, party, campaign, elected representative, or candidate. Recipients shall be required to comply at all times with *the Income Tax Act*, *the Canada Elections Act*, *the Elections Act of Ontario*, *the Lobbying Act*, and all other applicable laws respecting same. For greater clarity, no funding shall be permitted to be used, either directly or indirectly, for any political purposes, including towards any elected representatives, political candidate, campaign, party, or organization.
20. The Recipient acknowledges that general liability insurance may be required and agrees to obtain, at its sole cost and expense, and maintain insurance that is satisfactory to the City of Mississauga with a financially sound and reputable insurance company licensed to underwrite insurance in the Province of Ontario. A certificate of insurance may be required to the inclusive limit of Two Million (\$2,000,000.00) OR Five Million (\$5,000,000.00) Dollars per occurrence, adding the City as an additional insured, based on the City's assessment of risk based on the activities, facility rental(s), and/or provision of goods/services provided through the grant received.

The City reserves its rights to amend or impose additional terms and conditions as is deemed necessary by the City.



## Appendix B: Appeals process

The City of Mississauga offers a fair and transparent appeals process for applicants seeking reconsideration of funding decisions. All funding decisions are based on criteria and available budget. The City will only accept appeals if there is evidence of procedural errors in the review process, not for reassessment of the application's quality or merit. A procedural error is a deviation from the established review process that governs the eligibility, evaluation, and/or recommendation of grants.

### Step 1: Submit Appeal

- Submit an appeal within 5 business days of receiving the funding decision via email to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca).
- The appeal must be no more than one page, single-spaced, 12-point font.
- Include details of the procedural error(s) and supporting evidence.
- There may be no new supporting materials introduced.

### Step 2: Review

- Staff will confirm receipt of the appeal within five business days.
- City staff will review the appeal's validity based on the policy, guidelines, review procedures and evidence.
- If it is determined that the appeal is invalid, the original decision stands. If valid, staff may request additional information or a meeting.
- The review of appeals is based only on the original application materials.
- Upon review, decisions may include:
  - **Ineligible:** Appeal does not meet the eligibility criteria for appeals.
  - **Upheld Decision:** No change to the original funding recommendation.
  - **Successful Appeal:** Funding decision revised based on procedural errors.
  - **Decision Reversal:** Reduced or reversed funding allocations may occur if serious concerns arise.

### Step 3: Final Decision

- The Commissioner of Community Services will approve the final decision, and City staff will communicate it in writing.
- A presentation of the decision may occur at a Council meeting, in certain cases.
- All decisions are final, with no further appeals permitted.

# GRANTS



## **Recreation & Culture Division**

City of Mississauga  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
[mississauga.ca/grants](http://mississauga.ca/grants)



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