



2026 Guidelines

# **Cultural Festivals & Celebrations Grant Program**

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



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## Land Acknowledgement

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

The Cultural Festivals and Celebrations (CFC) Grant provides funding for not-for-profit organizations and Business Improvement Associations (BIAs) to offset eligible expenses (page 4) associated with the presentation of arts, heritage and cultural festivals/celebrations geared towards Mississauga residents and visitors.

The City of Mississauga 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 CFC Grant program aligns with the vision of the City's [Culture Master Plan](#) by supporting activities that reflect Mississauga's many cultural traditions and artistic practices. Festivals are encouraged to consider how their cultural programs and services incorporate history, tradition and art forms representative of the lands and peoples of Mississauga.

Festivals that have not received funding from the City in the past four years are considered new and emerging and are eligible to apply for a maximum of 65% of their total operating budget or up to \$20,000, whichever is less.

Festivals that previously received a CFC Grant and are legally incorporated not-for-profits/charities operating for a minimum of four years are considered established and are eligible to apply for a maximum of 65% of their total operating budget or up to \$200,000, whichever is less.

Festivals applying for a multi-year CFC grant can apply for a maximum of 65% of their total operating budget or up to \$200,000, whichever is less. Please see multi-year eligibility (on page 3-4) to ensure you qualify prior to applying for a multi-year grant.

**New for 2026:** organizations may apply for funding for multiple festivals in one year. All festivals that have not received CFC funding from the City in the past four years are considered new and emerging festivals and are eligible to apply for a maximum of 65% of their total operating budget or up to \$20,000, whichever is less.

Separate grant applications must be submitted for each event that is requesting funding. Regardless of the number of applications submitted or festivals approved, the maximum annual funding an organization can receive is \$200,000 annually.

## 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 grant applications are received 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 CFC grant, not-for-profit organizations and BIAs are required to:

- Run an event that takes place in Mississauga for one full day or a few consecutive days.
- Provide programming or services that are open to the public and publicized city-wide.
- 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

Annual grants must be used towards 2026 calendar year eligible expenses. Multi-year grants must be used for eligible expenses in the 2026, 2027 and 2028 calendar years.

Organizations in operation for less than four years and/or have not received City funding are only eligible to apply as a new and emerging festival. Additional criteria for festivals applying as established or multi-year organizations, includes:

Type	Description
Established festivals and celebrations	<ul style="list-style-type: none"><li>• Legally incorporated as a not-for-profit organization.</li><li>• Operating for four years or more.</li><li>• Received funding through the CFC grant program in the past four years.</li><li>• Provides programming or services that are open to the public and publicized city-wide.</li></ul>
Multi-year funded festivals (three-year funding)	<ul style="list-style-type: none"><li>• Legally incorporated as a not-for-profit organization.</li><li>• Festival has received CFC grant funding for five years or more.</li></ul>

<i>Note: applications that do not receive a score of at least 80% will be considered for a one-year grant.</i>	<ul style="list-style-type: none"> <li>• Has no major deficits.</li> <li>• Not on support with conditions in 2025.</li> </ul>
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## Eligible expenses

Grants are available for:

Eligible	Ineligible
<ul style="list-style-type: none"> <li>✓ Fees and permits</li> <li>✓ Administration</li> <li>✓ Facility/room rentals on days of event</li> <li>✓ City permits</li> <li>✓ Vendor surcharge</li> <li>✓ Parking</li> <li>✓ Sign permit fee</li> <li>✓ Tent permit fee</li> <li>✓ Custodial services</li> <li>✓ During-event site cleaning</li> <li>✓ Mississauga Celebration Square City Staff onsite co-ordinator</li> <li>✓ Garbage bins/bags</li> <li>✓ Garbage disposal</li> <li>✓ Post-event sanitation</li> <li>✓ Technical equipment</li> <li>✓ Technical support</li> <li>✓ Tech supervisor/video board operator</li> <li>✓ Show hard drives</li> <li>✓ Generators</li> <li>✓ Sound equipment</li> <li>✓ Lighting - stage and ground</li> <li>✓ Video equipment</li> <li>✓ Facility support (electrician and mechanic)</li> <li>✓ Equipment</li> <li>✓ Picnic table set-up</li> <li>✓ Umbrella set-up</li> <li>✓ Barricade/fencing set-up</li> <li>✓ Tents</li> <li>✓ Tables and chairs</li> <li>✓ Portable toilets</li> <li>✓ Hand-washing stations</li> <li>✓ Drinking water stations</li> <li>✓ Walkie-talkies/communications equipment</li> <li>✓ Portable stage rentals</li> <li>✓ Shuttle bus rentals</li> <li>✓ Golf cart rentals</li> <li>✓ Peel Regional Police</li> <li>✓ Emergency services personnel</li> <li>✓ Private security</li> <li>✓ New: fireworks</li> <li>✓ New: drones</li> </ul>	<ul style="list-style-type: none"> <li>× Accounting and audit fees</li> <li>× Artist fees</li> <li>× Association membership fees</li> <li>× Capital office equipment</li> <li>× Catering</li> <li>× Fundraising expenses</li> <li>× Gifts and prizes</li> <li>× Honouraria</li> <li>× Inflatables</li> <li>× Insurance</li> <li>× Marketing and promotion</li> <li>× Merchandise</li> <li>× Performer fees</li> <li>× Printing costs</li> <li>× Promotional materials</li> <li>× Office space rentals</li> <li>× Rides</li> <li>× Staff salaries/payments</li> <li>× Travel costs</li> <li>× Meals</li> <li>× Stage manager</li> </ul>

## Ineligibility

Grants are **not available** for:

- Block parties, picnics, garden shows, street markets or carnivals
- Capital projects
- Conferences, workshops, training and professional development
- Contests and competitions
- Demonstrations, marches or rallies
- Festivals/celebrations that are:
  - already funded through other City programs
  - held outside of Mississauga
  - not open to the public
  - whose primary theme or focus is not arts, heritage or culture
  - have a predominant commercial and/or fundraising purpose
- 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](#).
- Religious rites and ceremonies
- Retroactive expenses or accumulated deficits
- Sports and athletic events, runs or walks
- Stand-alone parades
- Trade shows and trade fairs

## Application considerations

- Contact the Community Development Team by emailing [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) to discuss your grant proposal. We are happy to chat by phone or set up a meeting to assist you.
- Consult with your community to identify the need you wish to address and develop your organization's mandate and goals for 2026.
- Set up a profile in the grants portal (instructions below) to begin your application and gather the required information (see application checklist on page 7).
- Read the Culture [Future Directions plans](#), using the executive summary and strategic priorities section starting on page 6 to help provide an overview on the recommendations that follow and can be used to support in crafting your grant proposal.
- The City encourages interested festivals to attend an information session to find out more information about the grant and learn tips on completing the application. See page 15 for dates and times of the webinars or receive a copy of a recorded version.

## 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 previous funding.

### **Returning festival applicants**

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

### **First-time festival 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 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 organization'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. You will also need to indicate if you have received a City grant in a previous intake.</li> <li>• <b>Please note:</b> grant funds cannot be issued to personal bank accounts. The name of the organization on the application must match the associated bank account for the electronic transfer of grants.</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 9 to 12 of the guidelines to ensure you capture the required information.</li> <li>• Information is reviewed by the peer assessment committee (for details see page 9) and designed to provide them with the 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>○ Building artistic and economic impact in Mississauga.</li> <li>○ Governance</li> <li>○ Organizational sustainability</li> </ul> </li> </ul> <p>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.</p>
<b>3. Section C: finances</b>	<ul style="list-style-type: none"> <li>• Fill out the financial form provided in the application and upload a complete set of financial documents from the most recent fiscal year, signed by two signing officers of the organization. If an organization's fiscal year-end is more than three months prior to the grant deadline, year-to-date financial statements must also be provided.</li> <li>• Financial documents that must be submitted include: <ul style="list-style-type: none"> <li>○ A balance sheet</li> <li>○ A profit/loss statement</li> <li>○ A statement of cash flow</li> </ul> </li> <li>• Festivals must provide the City with financial statements as set out below: <ul style="list-style-type: none"> <li>○ For requests for \$50,001 or more must provide audited financial statements (performed by an independent financial professional not affiliated with the applicant).</li> </ul> </li> </ul>



Task	Description
	<ul style="list-style-type: none"> <li>○ Requests for \$20,001-\$50,000 must submit an approved engagement report that is compliant with CSRE 2400, performed by an independent financial professional not affiliated with the applicant.</li> <li>○ Requests up to \$20,000 must submit financial statements signed by two active board members.</li> </ul> <p>Note: the City reserves the right to audit any community-based group or artist prior to funding.</p>
<b>4. Section D: statistical reporting</b>	<ul style="list-style-type: none"> <li>• Please complete the statistical reporting section in its entirety, disregarding any questions that are not relevant to your organization.</li> </ul>
<b>5. Upload current list of Board of Directors</b>	<ul style="list-style-type: none"> <li>• Upload your current list of Board of Directors. Be sure the document contains each position and contact information (address, email address, phone number).</li> <li>• Please be sure the document is in either PDF or Word format.</li> </ul>
<b>6. Upload “Festival Schedule of Events”</b>	<ul style="list-style-type: none"> <li>• Upload a document detailing your 2026 event schedule.</li> <li>• Be sure to include all confirmed and projected performances/vendors/initiatives.</li> <li>• Please be sure the document is in either PDF or Word format.</li> </ul>
<b>7. Upload constitution and by-laws</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>
<b>8. Upload articles of incorporation/ proof of charitable status</b>  <b>*For established and multi-year applicants only</b>	<ul style="list-style-type: none"> <li>• If applying as an established festival or applying for a multi-year grant, please upload your articles of incorporation and/or proof of charitable status.</li> <li>• Please be sure the document is in either PDF or Word format.</li> </ul>
<b>9. Additional supporting documents (optional)</b>	<ul style="list-style-type: none"> <li>• This <b>optional</b> space is provided for organizations to upload any relevant documents to their application. This may include a business plan, strategic plan or other relevant information.</li> </ul>
<b>10. 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</li> </ul>

Task	Description
	be approved for funding. Please ensure you have read them thoroughly.
<b>11. 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> </ul> <p>The grants portal will close promptly at <b>4:30 p.m. EST on October 10, 2025</b>. Late applications will not be accepted.</p>

## 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.

The City’s Finance team will also review supporting documentation to determine their financial viability and/or identify any significant variances from prior annual statements of returning grant applicants, including:

- the organization’s liquidity and cash flow
- patterns of financial results year-over-year
- changes in net assets and reserve funds; and
- the sustainability of the organization’s funding base

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 and inclusivity</b>	10	<ul style="list-style-type: none"> <li>Effectively describes how they improve access to cultural opportunities for Mississauga residents.</li> <li>Shows clear evidence of need for their programs and evidence of responsible implementation with diverse communities.</li> <li>Provides specific examples of promoting equity, diversity and inclusion in their operations. This</li> </ul>

<b>Assessment Category</b>	<b>Score</b>	<b>Assessment Criteria</b>
		<p>can include organizational policies, training opportunities, specific initiatives, just to name a few.</p> <ul style="list-style-type: none"> <li>• Provides detailed plans for developing new audiences.</li> <li>• Describes strategies in place to ensure programs and services are accessible to all residents regardless of race, religion, ethnicity, ability, gender, sexual orientation, and other qualities and attributes of identity.</li> </ul>
<b>Building artistic and economic impact in Mississauga</b>	10	<ul style="list-style-type: none"> <li>• Effectively explains the impact their live and digital initiatives have on Mississauga's arts and culture sector.</li> <li>• Provides clear details on the opportunities it creates for artists and cultural producers in Mississauga.</li> <li>• Explains how it fosters a sense of place/community.</li> <li>• Clearly identifies how it supports local businesses and vendors.</li> <li>• Provides attendance figures from previous festivals and the methodologies used to determine attendance.</li> </ul>

<b>Assessment Category</b>	<b>Score</b>	<b>Assessment Criteria</b>
<b>Governance</b>	5	<ul style="list-style-type: none"> <li>Effectively describes the roles and responsibilities within the organization, including their staff's skills to accomplish the organization's goals.</li> <li>Provides an explanation of the skills their Board of Directors bring to the organization.</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>Details a plan for acquiring members with skills the organization requires.</li> <li>Provides a clear strategy for training, staffing, and volunteer recruitment to assist in accomplishing their goals.</li> <li>The organization lists clear strategic and succession planning activities.</li> </ul>
<b>Organizational sustainability</b>	5	<ul style="list-style-type: none"> <li>Describes the measures implemented to ensure the festival has enough funding to operate in 2026.</li> <li>Clearly lists the partnerships in place for the funding year (both financial and in-kind), including the roles and the benefits for both the festival and partners.</li> <li>Provides a plan for grants and sponsorship including the number of grants/sponsors and the amount of funding confirmed for the funding year(s).</li> <li>Describes how sponsorships enhance their offerings to residents.</li> <li>Outlines other sources of revenue it has, including earned revenue.</li> </ul>
<b>TOTAL SCORE</b>	/30	Application must meet a minimum of 50% (15 out of 30) to be approved for funding. To be eligible for a multi-year grant, the application must score 80% or above. Scores between 50-79% will be considered for an annual grant.

## Scoring Scale

<b>Low Score: 0%-49%</b>	<b>Medium Score: 50%-79%</b>	<b>High Score: 80%-100%</b>
Festival does not meet criteria and/or provides minimal detail that does not align with the grant's purpose.	Festival meets some of the criteria and provides moderate/general detail that aligns with the grant's purpose.	Festival demonstrates clear alignment with strategic priorities, provides an extensive level of relevant 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, you may submit a request for feedback to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca). Feedback will only be provided to applicants that request it. Feedback provided is not a guarantee or 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, 2025, September 25, 2025	CFC Grant information webinars take place (See links for webinar on page 15).
<b>October 10, 2025</b>	<b>Grant applications due by 4:30 p.m. EST.</b>
October-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 in writing following Council approval.

February 2026	Applicants can request further feedback on their applications following Council approval.
March 2026	First grant payment.
November 27, 2026	Final reports, invoices and receipts for eligible expenses due to the grants team at <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a> in order to issue second payment.

## 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 form and an Electronic Funds Transfer 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.

Successful applicants to the Cultural Festivals and Celebrations Grant program will receive their grant in two installments. 75% of the total grant will be issued following final approval by Council; the remaining 25% will be issued once all invoices and receipts, signed by two members of the organization with signing authority, are submitted to the City and verified as eligible operating expenses. In cases where a festival's eligible expenses are less than the approved grant amount, the City will subtract the difference from the second payment of the year. Multi-year funded festivals will receive payment as outlined in the table below:

## Grants for multi-year organizations

Year	Description
<b>2026 (Year one)</b>	<ul style="list-style-type: none"> <li>➤ <b>75%</b> of the first year's funding will be provided once the festival has been approved by Council and signed the funding agreement.</li> <li>➤ <b>25%</b> will be held back until the festival provides their most recent year-end audited and/or updated financial statements and received City staff approval, as outlined in the funding agreement.</li> </ul>
<b>2027 (Year two)</b>	<ul style="list-style-type: none"> <li>➤ <b>75%</b> will be provided once the festival's yearly report is approved by City staff and the grant budget has been approved by Council.</li> <li>➤ <b>25%</b> will be held back until the festival provides their most recent year-end audited and/or updated financial statements and received City staff approval, as outlined in the funding agreement.</li> </ul>
<b>2028 (Year three)</b>	<ul style="list-style-type: none"> <li>➤ <b>75%</b> will be provided once the festival's yearly report is approved by City staff and the grant budget has been approved by Council.</li> <li>➤ <b>25%</b> will be held back until the festival has provided the most recent year-end audited and/or updated financial statements and received City staff approval, as outlined in the funding agreement.</li> </ul>

**Note:** all funding is contingent upon Council's approval. The City reserves the right to adjust payments after approval is received, if changes to the budget are requested.

Additionally, the City does not fund retroactively. If groups choose to commit funds before the approval of a grant application, the City is under no obligation to provide funding.

## Reporting

CFC grant recipients are required to submit a final report on their festival or celebration by **Friday, November 27, 2026**. Invoices and receipts for eligible expenses can be submitted prior to the final report deadline. If invoices and receipts are not received prior to the deadline, they must be submitted with the final report. Reporting guidelines will be made available to successful applicants.

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

## 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.

## Webinars

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 & Culture/Culture Projects Webinar	Cultural Festivals & 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 this Cultural Festivals and Celebrations 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; or,
  - 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 and 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, 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)



**MISSISSAUGA**