



2024 Guidelines

# Arts and Culture Grant Program

Grant applications are due  
Friday, October 13, 2023 by 4:30pm



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## Program Purpose

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The Arts and Culture Grant Program provides funding for not-for-profit cultural organizations to:

- Develop exemplary arts and culture programs and services;
- Advance participation, knowledge, understanding and appreciation of arts, culture, and heritage for the residents of Mississauga.

The Arts and Culture Grant program aligns with the vision of Mississauga's Culture Master Plan by supporting activities that reflect the City's many cultural traditions and practices. The City is committed to the long-term growth and sustainability of culture and the quality of life of its resident. Applicants are encouraged to consider how grant funds can increase resident engagement for significant dates for the Mississauga community, including Black History Month (February), International Women's Day (March 8), Asian and South Asian Heritage Month (May), Pride Month (June), Indigenous History Month (June), National Indigenous Peoples Day (June 21), and National Day for Truth & Reconciliation (September 30) to name a few.

In 2024, the City of Mississauga celebrates its 50th anniversary. This anniversary marks the City of Mississauga's incorporation in 1974. A part of the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation, The Haudenosaunee Confederacy, the Huron-Wendat and Wyandot Nations, Mississauga is one of Canada's largest and most diverse cities.

The City of Mississauga will celebrate its 50th anniversary with themed activities planned throughout the year. Residents and community groups are encouraged to add to the celebrations with their own unique grassroots events and activities. Groups currently applying for grant streams in 2024 can align their activities with Mississauga's 50th anniversary, provided the application meets the requirements of the grant guidelines.

### Equity Statement

The City of Mississauga is committed to equity and inclusion. We welcome and encourage applications from all qualified organizations. We continuously seek to improve access to our programs and ensure grant applications are received from diverse and under-represented Mississauga communities. We recognize the diversity of the people of Mississauga and encourage the communities to provide feedback on how this grant program can better meet the needs of Mississauga residents.

## Qualifying Organization

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Organizations applying for funding must align with one of the categories below:

### Performing Arts Organizations:

- Producing and presenting programming, activities and services to Mississauga residents primarily in the disciplines of dance, theatre and music; or
- Contributing to public participation and community involvement in performing arts and arts education.

### Visual Arts Organizations:

- Preserving, interpreting, and presenting works of art and holding art collections in trust; or
- Creating a context in which artists and their works are viewed in relationship to visual arts, culture and the community at large.

### Arts and Culture Service Organizations:

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

### Heritage Organizations

- Principle focus: Celebrating Mississauga's heritage, history and increasing public appreciation and awareness of historical events, people and places through creative and innovative collaboration between historians, archivists, artists and the Mississauga community.

## Eligibility

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To be eligible to receive funding through the City of Mississauga's Arts & Culture Grant program you must meet all of the criteria outlined in one of the following levels of funding.

### 1. New & Emerging Organizations

- ✓ Operating on a not-for-profit basis and governed by volunteers;
- ✓ Operating with a specific mandate to provide and support arts, culture or heritage activities;
- ✓ Operating year-round;
- ✓ Based and active in Mississauga; and
- ✓ Providing programs and services that are open to the public and publicized citywide.

### 2. Established Organizations

- ✓ Operating as a not-for-profit for a minimum of four years;
- ✓ Received funding through the Arts & Culture grant program in the past four years;
- ✓ Legally incorporated as a not-for-profit/charity arts, culture or heritage organization;
- ✓ Operating with a specific mandate to provide and support arts, culture or heritage activities;
- ✓ Operating year-round;
- ✓ Based and active in Mississauga; and
- ✓ Providing programs and services that are open to the public and publicized citywide.

### 3. Multi-Year Funded Organizations

(Three Year Funding, by invitation only)

- ✓ Legally incorporated as a not-for-profit arts, culture or heritage organization;
- ✓ Based and active in Mississauga;
- ✓ Operating year-round;
- ✓ Operating as a professional arts/heritage organization with professional staff/artists who are paid industry-standard rates;
- ✓ Total revenue of \$400,000 or more a year;
- ✓ Identified by the Recreation & Culture Division as providing programs/services the City would otherwise have to provide;
- ✓ Provide programs/services that align with the Recreation & Culture Division's strategic priorities as outlined in the Cultural Policy and Culture Master Plan;
- ✓ Received funding from the City of Mississauga for more than five years;
- ✓ Are in good standing with the City of Mississauga; and
- ✓ Receive a score on their application of at least 4 out of 5 from the Peer Assessment Committee.

**Please Note:** Organizations that do not receive a score of at least 4 out of 5 will be considered for a one-year grant under the Established Organizations stream.

## Ineligibility

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Grants are **not available** for:

- X Government agencies;
- X For-profit organizations;
- X Business Improvement Areas (BIAs);
- X Organizations aligned with any political party or to support programs or services thereof;
- X Individuals/individual artists;
- X Collectives – (for definition see page 23 of Guidelines);
- X Educational institutions – (for definition see page 23 of Guidelines);
- X Commercial ventures;
- X Donations to charitable causes;
- X Bursaries or granting programs;
- X Fundraising projects and initiatives;
- X Deficit reduction funding;
- X Major capital expenditures (such as the purchase of land, buildings, building renovations, machinery and vehicles);
- X Projects where participation is conditional upon partaking in the religious activities of the organization;
- X Travel and accommodation;
- X Attendance at, or fees associated with conventions, conferences, workshops or seminars;
- X Banquets, trophies or awards presentations;
- X Competitions and travel to competitions;
- X In the case of project proposals, when the activity begins before the application deadline;
- X Expenses accruing before the current granting cycle;
- X Organizations that receive funding through any other City of Mississauga granting program;
- X Organizations or activities that the City deems may promote discrimination, contempt or hatred for any individual or entity;

## Application Requirements

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- Any organization that has not received funding through the City of Mississauga in the past two years is **required** to attend one of the information sessions listed on page 22 before applying.
- Organizations wishing to apply for the Multi-Year stream must receive an invitation from Recreation & Culture Division staff.
- A fully completed application must be submitted to the Recreation & Culture Division by **Friday, October 13, 2023, by 4:30 pm.**
- Application submissions must be completed online using the City of Mississauga's Grants Portal: (<https://apply-cityofmississauga.smapply.ca/>)
  - Applications cannot be submitted by e-mail, fax or paper copy.

Your application must include the following:

1. Answers to all of the questions listed in the application
  - Including performance measures and targets related to your goals
2. Completed financial and statistical reporting sections
  - Including a signed copy of your most recent financial statements
3. Signatures from your Board of Directors showing they have read and accepted the Terms and Conditions.
4. All required supporting documents

**Please Note:** Please allow sufficient time to complete the application appropriately. Consider having a third party proofread your application prior to submission to ensure clarity and accuracy.

## Grants Portal

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The City of Mississauga requires all grant applications be submitted through its Grants Portal. To access the portal for the first time go to the City of Mississauga's grants website at [www.mississauga.ca/grants](http://www.mississauga.ca/grants) and click "[APPLY NOW](#)".

To set up an account follow these steps:

1. Click the "Register" button located in the top right corner of the screen
2. Register as an individual or organization
3. Enter your name and email address
4. Click "create account"
5. Verify your account by clicking on the "Send verification link" button. This will send an email to the email address you provided
6. Open your email and click on the link that has been sent to you
7. You will then be able to go back to the Grants Portal and click on the "View programs" button
8. Fill out the corresponding sections for the application
9. Click "Review" to review the application prior to submitting
10. Click "Submit" once you completed the application

**Please Note:** Only click the "Apply" button once. This button will duplicate your application with each click.

Once you have created your account you will be able to access the Grants Portal during each granting cycle. Certain information entered into the application is saved for future applications.

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

**\*\*\* Tip:** Share 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.



## Application Breakdown

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The Arts & Culture grants assist not-for-profit organizations with the costs of general annual operations and program delivery. Funding for new & emerging, and established organizations, must be used for programs and activities taking place in their 2024/2025 fiscal year. Multi-year grants must be used for programs and activities taking place in the 2024, 2025 and 2026 calendar years. Eligible funding amounts are based on the following criteria:

<b>New and Emerging</b>	<b>Established</b>
May apply for up to 50% of their total operating budget or \$15,000, whichever is less.	May apply for up to 50% of their total operating budget or \$120,000, whichever is less.

The following provides an instructional overview for those interested in applying for a grant.

### Section A – Application Overview

Please provide your organization’s main contact and mailing information. The City will use this information for all correspondence and payments if approved for funding.

Please indicate the amount of funding you are applying for each year. You will also need to indicate if you have received a grant in the previous grant cycle.

If you need clarification on any of these items, please contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) or 905-615-3200 ext. 5476.

### Section B – Description, Goals and Outcomes

Eligible applications are evaluated and compared using the following four areas of measurement:

1. Inter-Cultural Reach
2. Strengthening Culture in Mississauga / Identifying, Preserving and Celebrating Mississauga’s Heritage
3. Strengthening Governance
4. Organizational Sustainability

Please ensure you answer all the questions in the grant application completely. Your responses to each of the questions should not exceed the spaces provided and should reflect the evaluation criteria. *(Point form is acceptable)*

#### **Introduction:**

Provide a short description of your organization including your contribution to culture in the City of Mississauga *(no more than a paragraph.)*

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The City of Mississauga has identified several priorities for culture in Mississauga. These priorities are essential for the health of the City. In the section below, answer each of the questions using the strategic priorities of the City to inform your answers. Each of your responses should be measurable; include targets and rationale.

### 1. Inter-Cultural Reach

The City's diverse composition contributes to its distinct cultural identity. The following strategic priorities address this principle:

- improving access to cultural opportunities
- promoting equity, diversity and inclusion
- supporting inter-cultural activities necessary for the success of the City

Using these strategic priorities, to address the following questions:

- How will your audience evolve during the funding period?
  - Include plans for developing new audiences
  - Initiatives for engaging different communities
  - Rationale for new programs and locations
  - Plans for encouraging communities to feel welcome and grow
    - Communities can include but are not limited to; artistic, neighbourhoods, LGBTQ2S+, newcomer, Indigenous, Black and the disability communities

Evidence must be included showing the demand for these programs, responsible implementation and the necessary resources to initiate them.

### Outcomes

Based on the plans and initiatives described in the above section, list your expected outcomes. Outcomes should be in point form and include measurements and the rationale for how they were determined.

Examples of outcomes/measurements: Audience numbers, new communities engaged, marketing initiatives, and innovative programs. To determine the best ways to measure your goals, the S.M.A.R.T. model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Achievable, Relevant and Time-based goals. You can find many resources related to the S.M.A.R.T. model on the internet. If you require further guidance on the S.M.A.R.T. model, please contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca).

## 2. Strengthening Culture in Mississauga / Identifying, Preserving and Celebrating Mississauga's Heritage

This question is broken out into two categories, "Arts Organizations" and "Heritage Organizations". You will be asked to choose which category best fits your mandate and then answer the corresponding questions.

<b>Arts Organization</b>	<p>The City is committed to fostering a safe environment conducive to creativity and the preservation and development of a distinct cultural identity.</p> <p>Answer the following questions to outline your organization's efforts:</p> <ul style="list-style-type: none"><li>• How are you creating safe environments for people to work and experience art in Mississauga?</li><li>• What opportunities are you creating for artists and cultural producers in Mississauga?</li><li>• How are you fostering a sense of place/community?</li><li>• Are you developing new digital initiatives and how will they be complementing in-person programming?</li><li>• What efforts are you undertaking to encourage the public to experience art and get back into their communities?</li><li>• How are you developing professional and marketable skills for artists?</li></ul> <p>Include the number of artists engaged, paid opportunities for artists and how you are connecting artists to opportunities and ensuring the safety of all participants, staff and Board members.</p>
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<b>Heritage Organization</b>	<p>Mississauga residents to identify, protect, conserve and celebrate our collective cultural heritage by engaging the public in our evolving story.</p> <p>Answer the following questions to outline your organization's efforts:</p> <ul style="list-style-type: none"><li>• How are you creating safe environments for people to work and experience art in Mississauga?</li><li>• How is your organization working with the City and other organizations to tell the stories of Mississauga?</li><li>• Are you developing new digital initiatives and how will they be complementing in-person programming?</li><li>• What efforts are you undertaking to encourage the public to experience art and get back into their communities?</li><li>• What is your organization doing to promote awareness of Mississauga's heritage?</li></ul>
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### Outcomes

Based on the plans and initiatives described in the above section, list your expected outcomes. Outcomes should be in point form and include measurements and the rationale for how they were determined.

For an organization to accomplish its goals and successfully manage its programs and services, it must have the appropriate tools in place. The following questions will determine what tools your organization uses to strengthen its governance and to maintain/grow sustainably. Each of your responses should be measurable; include targets and a rationale.

### 3. Strengthening Governance

Your organization's ability to govern itself responsibly and effectively is necessary to achieve its goals. The following questions will gauge your organization's ability to manage its programs and services.

What has your organization done to ensure it is able to manage the programs and services outlined in the previous section?

Include information regarding:

- Who is on your Board of Directors and what skills do they bring to your organization?
  - What training opportunities are you providing to Board members?

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- What is your plan for acquiring members with the talents your organization requires?
- What skills does your staff have that are necessary to accomplish your goals?
  - What training opportunities are you providing for them?
- What necessary policies and procedures do you have in place or in development?
- What adjustments to staffing and volunteers, if any, will you be making in 2024?

What is your organization doing to plan for its future success?

Include information regarding:

- Strategic and succession planning activities
- What have you done to ensure clear roles and responsibilities

### **Outcomes**

Based on the plans and initiatives described in the above section, list your expected outcomes. Outcomes should be in point form and include measurements and the rationale for how they were determined. Examples of outcome/measurements: revised committee structures, volunteer growth, updated policies & procedures and innovative programs.

## **4. Organizational Sustainability**

To ensure sustainability in this environment, culture not-for-profits must be responsive to change and have a plan for ensuring the health of the organization.

What has your organization done to ensure it is able to continue providing programs and services and meet its goals? Include information regarding:

- Program partnerships
  - Identify key partnerships, describe the organization's roles and the benefits for both your organization and your partner(s)
- Corporate Sponsorship
  - Details about your sponsorship plans including the number of sponsors and the amount of funding leveraged
  - How did these sponsorships enhance your program and services?
- Additional Grants Received
  - Details outlining other grant opportunities you are currently pursuing
  - What is your success rate for receiving grants, including the amounts leveraged?
  - How did these grants enhance your programs and services?
- Other Sources of Revenue
  - Outline other sources of revenue your organization has including earned revenue.
- What measures have you implemented to ensure your organization has enough funding to continue operations in 2024?

## Outcomes

Based on the plans and initiatives described in the above section, list your expected outcomes. Outcomes should be in point form and include measurements and the rationale for how they were determined. Examples of outcome/measurements: number of sponsors, grants, breakdown of earned revenues, diversity of partnerships and innovative programs.

## Section C – Financial Reporting

Organizations applying for an Arts & Culture Grant from the City of Mississauga are required to provide the following financial information:

### Funding requests of \$20,000 or more

#### 1. Audited Financial Statements

- Must be for their most recently completed fiscal year
- Must be signed by two signing officers of the organization
- Must include breakdowns of all public funding and operating net assets
- A PDF must be uploaded to the Grants Portal

**Please Note:** For organizations with a fiscal year ending after July 1, 2024, that have not completed their audited financial statements for that year, Year-to-Date financial statements signed by two signing officers must be provided. Audited financial statements will still be required and must be submitted to the Recreation & Culture Division no more than four months after the completion of your fiscal year.

#### 2. Financial Data

- All financial data must be entered into “Section C - Financial Reporting” of the application located on the Grants Portal.

### Funding requests less than \$20,000

#### 1. Year-End Financial Statements

- Must be for their most recently completed fiscal year
- Must be signed by two signing officers of the organization
- Must include breakdowns of all public funding and operating net assets
- Financial statements must be uploaded to the Grants Portal

#### 2. Financial Data

- All financial data must be entered into “Section C - Financial Reporting” of the application located on the Grants Portal

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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.

Enter financial data for your last completed year (2022/2023), current year (2023/2024), and project data for the requested year (2024/2025). Organizations applying for Multi-Year funding must also provide financial data for 2025 and 2026.

**\*\*\* Tip:** All information in the budget section should match your financial statements. If it does not, use the **"Notes to Budget"** section to explain the discrepancy.

## **Section D – Statistical Reporting**

Applicants are required to enter their statistical data into "Section D – Statistical Reporting" of the Arts & Culture Grant application.

Please complete the statistical reporting section in its entirety, disregarding any questions that are not relevant to your organization. Provide explanations if you omitted a group of questions or if there are discrepancies from year to year.

Do not duplicate information when answering different questions on the same topic. For example, if you are reporting on how many young adults attended your educational programs, these individuals should not be included in the adult attendance figures.

## **Section E – Supporting Documentation**

For the Peer Assessment Committee to verify and review your application, the following up-to-date documentation must be included in your funding package.

### **New & Emerging and Established Organizations**

- A current list of Board of Directors including contact information;
- Programming plans for the upcoming year;
- A strategic plan (if available);
- Constitution and by-laws.

### **Multi-Year Funded Organizations**

- A current list of Board of Directors including contact information;
- Programming plans for 2024, 2025 and 2026;
- A current strategic plan;
- A three-year business plan;
- Constitution and by-laws.

Each of these documents must be uploaded into the corresponding section in the grants portal.

Signatures from the President, Treasurer and Secretary are also required showing they have read and accepted the Terms and Conditions outlined on page 17 and in the application.

**\*\*\* Tip:** If you have reported a significant decrease or increase in any one field in the statistics, please provide an explanation to allow assessors to understand your situation.

## Application Process

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Staff review all grants applications for completeness and eligibility. All eligible applications are reviewed and evaluated by the Volunteer Peer Assessment Committee. The committee consists of practising arts and culture professionals and residents who are not directly involved with any organization that applied for funding. The assessment committee is responsible for recommending an organization for funding and at what amount. The Commissioner of Community Services reviews final recommendations to ensure alignment with City priorities.

All applicants are notified of their final recommendations before they go forward to the General Committee meeting in early 2024. Applicants may make a deputation to General Committee regarding their recommendations through the City Clerk's office. A staff liaison will confirm arrangements. Lastly, General Committee's recommendations are forwarded to Council for final approval. Organizations are notified in writing of the final grant amount following Council approval. ***Please Note: Receipt of a grant in one year does not guarantee funding in the following fiscal year.***

## Volunteer Peer Assessment

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The City of Mississauga is committed to using the peer assessment process to assess strategic alignment and organizational ability within its grant programs. This process is the preferred method of assessment among most granting agencies in Canada. The Peer Assessment Committee determines the grant recipients and funding amounts for each of the City's grant programs. We encourage all organizations to participate in this process to ensure the representation of Mississauga's cultural and artistic diversity.

To be eligible for the Committee, you must be a practising, art and culture professional, or a community member with a background in community support. Peer Assessor is to avoid conflicts of interest situations and the appearance of a conflict where possible and, if a potential conflict of interest cannot be avoided it must be disclosed immediately upon discovery. Should a conflict of interest exist, the Peer Assessor is to excuse themselves from evaluating the grant application in question. The Volunteer Peer Assessment Committee is a four-year commitment with its members recommended by staff and approved by Council.

## Support with Conditions Status

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In some circumstances, the assessment committee may recommend placing an organization on "Support with Conditions Status". Support with Conditions Status signals to Council that particular organizations may benefit from more guidance and assistance. An organization placed on Support with Conditions status receives additional advice and coaching from



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Recreation & Culture Division staff. Support with Conditions status may occur if the organization:

- Has a major deficit (10 percent or more of its annual operating budget) and/or
- Shows evidence of not being financially viable, and/or
- Has a significantly reduced audience or sales base (if this differs from its own stated intentions), and/or
- Does not demonstrate the ability to plan into the future, and/or
- Does not address major artistic concerns, such as artistic/editorial direction, declining quality of activity, failure to achieve activity plan, and/or
- Does not meet contractual obligations or minimum requirements outlined in the guidelines, and/or
- Demonstrates management or governance (i.e. conflict of interest, equity, diversity and inclusion) practices which do not conform to generally accepted practices in the sector.

An organization placed on Support with Conditions Status will be required to meet with Recreation & Culture Division Staff to review the following documentation:

- Profit & Loss Statement;
- Balance Sheet;
- Year-to-Date Budget;
- Bank Reconciliation (only if requested specifically);
- New or Updated Business Plan;
- Other Documentation as Applicable.

**Please note:** An organization on Support with Conditions Status may have conditions attached to the release of grant funds.

## Terms and Conditions for Grant Assistance

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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 Arts and Culture 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;

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- 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 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.

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

## Payment

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New grant recipients must complete a Vendor Request form and an Electronic Funds Transfer form in order to receive funding. Grant recipients will receive both documents via email upon approval of the grant, and must email the completed forms to [ap.central@mississauga.ca](mailto:ap.central@mississauga.ca). Existing grant recipients who have any changes to their contact information must also submit an updated Vendor Request form with contact information that matches their 2024 application. Please Note: Applications may be approved for less than the maximum grant amount and less than what has been requested.

### New & Emerging and Established Organizations

<p><b>Organizations receiving Grants of less than \$20,000</b></p>	<ul style="list-style-type: none"> <li>➤ The total funding amount is awarded in one payment upon Council approval. Although the City aims to distribute funding in a timely manner, please note that the City cannot guarantee the delivery of funds by a specific date.</li> </ul>
<p><b>Organizations receiving Grants of \$20,000 or more</b></p>	<ul style="list-style-type: none"> <li>➤ <b>Seventy-five percent (75%)</b> of the total grant is awarded following Council’s final approval.</li> <li>➤ <b>Twenty-five percent (25%)</b> is withheld until the organization has provided the most recent year-end audited and/or updated financial statements, depending on the organization’s fiscal year-end.</li> </ul> <p><b>Note:</b> The Recipient will have until <b>June 30, 2024</b>, to submit year-end/updated financial statements and any other documentation required by the City. The final payment is awarded by <b>August 2024</b>, contingent on the approval of the year-end/updated financial statements.</p>

### Multi-Year Organizations

<b>Year One</b>	<ul style="list-style-type: none"><li>➤ <b>Seventy-five percent (75%)</b> of the first year’s funding will be provided once the organization has been approved by Council and they have signed the funding agreement.</li><li>➤ <b>Twenty-five percent (25%)</b> will be held back until the organization has provided the most recent year-end audited and/or updated financial statements, as outlined in the funding agreement.</li></ul>
<b>Year Two</b>	<ul style="list-style-type: none"><li>➤ <b>Seventy-five percent (75%)</b> will be provided once the organization’s yearly report has been received and the grant budget has been approved by Council.</li><li>➤ <b>Twenty-five percent (25%)</b> will be held back until the organization has provided the most recent year-end audited and/or updated financial statements, as outlined in the funding agreement.</li></ul>
<b>Year Three</b>	<ul style="list-style-type: none"><li>➤ <b>Seventy-five percent (75%)</b> will be provided once the organization’s yearly report has been received and the grant budget has been approved by Council.</li><li>➤ <b>Twenty-five percent (25%)</b> will be held back until the organization has provided the most recent year-end audited and/or updated financial statements, as outlined in the funding agreement.</li></ul>

**Please Note:** All funding is contingent on Council approval. The City reserves the right to adjust payments in the event that changes to the budget are required, subsequent to approval.

### Reporting Requirements

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All Arts and Culture Grant recipients are required to submit a final report on their activities.

#### New & Emerging and Established Organizations

Final reports are due three months after the organization’s 2024/2025 fiscal year-end. Reporting guidelines will be made available to successful applicants by the fall of 2024 and must be completed using the Grants Portal.

#### Multi-Year Funded Organizations

All reporting requirements will be outlined in the funding agreements provided to successful organizations upon approval of the Multi-Year grant.

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

Due Date: Friday, October 13, 2023 by 4:30pm

## Information Session

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Applicants that have not received a City of Mississauga grant in the past two years **are required to attend** one of the information sessions to be eligible for funding. Attendance will be noted. All other applicants are strongly encouraged to attend one of the information sessions to hear about the grant process, the requirements, tips for success and to ask questions. Please click on the links below to register:

Arts & Culture Webinar	Cultural Festivals & Celebrations Webinar
<p><b>Wednesday, September 13, 2023</b> 9:00 – 10:00 a.m.</p> <p><a href="https://mississauga.webex.com/weblink/register/rd8e95d3ec05d09a5ccc584fd1017012b">https://mississauga.webex.com/weblink/register/rd8e95d3ec05d09a5ccc584fd1017012b</a></p>	<p><b>Thursday, September 21, 2023</b> 6:00 – 7:00 p.m.</p> <p><a href="https://mississauga.webex.com/weblink/register/r858be7067d5ca7dbc6772d9812442140">https://mississauga.webex.com/weblink/register/r858be7067d5ca7dbc6772d9812442140</a></p>
<p><b>Wednesday, September 27, 2023</b> 6:00 – 7:00 p.m.</p> <p><a href="https://mississauga.webex.com/weblink/register/r0ec63451ca9764b7f476af4bce59d98d">https://mississauga.webex.com/weblink/register/r0ec63451ca9764b7f476af4bce59d98d</a></p>	<p><b>Thursday, September 28, 2023</b> 9:00 – 10:00 a.m.</p> <p><a href="https://mississauga.webex.com/weblink/register/rfed5e0c0d5e8fa8998b5c55e0626a746">https://mississauga.webex.com/weblink/register/rfed5e0c0d5e8fa8998b5c55e0626a746</a></p>

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

## 2023 Arts & Culture Grant Applications

**Due Date: Friday, October 13, 2023, by 4:30 p.m.**

**E-MAIL:** grantsinfo@mississauga.ca

**PHONE:** 905-615-3200 Ext. 5476

**WEBSITE:** www.mississauga.ca/grants

- Late applications will not be accepted.
- Application and Guidelines are subject to change.

More information is available from the City of Mississauga. All applicants to this program are strongly advised to discuss their applications with staff. Your questions and comments about this program are welcomed and appreciated.

## Glossary

Item	Definition
<b>Board of Directors</b>	A board of directors is a body of elected or appointed volunteer members who jointly oversee the activities of a company or organization.
<b>Business Number</b>	The Business Number is a number you are assigned when you register to do any business with the Canada Revenue Agency (CRA), such as registering for the GST/HST or filing corporate income tax. This single Business Number replaces the numbers that Canadian businesses previously needed to deal with the federal government. If you had accounts with the Canada Revenue Agency before the Business Number came into effect, your GST/HST number became your Business Number.
<b>Charitable Status Registration Number</b>	Organizations that are charities and that meet other requirements of the <i>Income Tax Act</i> can become <b>registered</b> charities with the Canada Revenue Agency (CRA). A registered charity receives a registration number and is entitled to issue tax receipts. For more information visit: <a href="http://www.cra-arc.gc.ca/E/pub/tg/t4063/">www.cra-arc.gc.ca/E/pub/tg/t4063/</a>
<b>Collectives</b>	An artist collective is an initiative that is the result of a group of individual artists working together professionally, usually under their own management, towards shared aims.
<b>Educational Institutes</b>	Arts and Culture organizations whose mandate is primarily educational and/or their educational activities come under the jurisdiction of another level of government (e.g. Board of Education) are not eligible for funding. Arts and culture organizations that deliver educational programs or training that is tuition-based or curriculum-based are not eligible for funding.
<b>Established Organizations</b>	Operating in its 4 <sup>th</sup> year or more since established, on a not-for-profit basis and governed by democratically elected volunteers, with a record of sustained activity since inception.
<b>Fiscal Year</b>	A 12-month period over which an organization budgets its spending. A fiscal year does not always begin in January and end in December; it may run over any period of 12 months. The fiscal year is referred to by the date on which it ends.

Item	Definition
<b>Full Cost</b>	Full Cost on the Capital Expense Chart refers to the cost of the entire item. For example, if you are purchasing a computer the “Full Cost” is the cost of the monitor, tower, keyboard etc.
<b>In-Kind Donations</b>	Donations-in-kind are gifts of property other than cash that could include gifts of supplies in the case of Arts and Culture Grant applicants. For donations-in-kind to be eligible for a tax receipt, the gift must have value to the charity; and be recorded at a fair market value of the gift. The following donations-in-kind DO NOT qualify as charitable donations under the Income Tax Act: (1) gifts of personal services of an individual or (2) gifts by a company of its principal product or service. Such gifts are considered promotional rather than donations.
<b>Minor Capital Item</b>	Items such as program or office equipment which cost \$15,000 or less.
<b>New and Emerging Organizations</b>	Operating in its 3 <sup>rd</sup> year or less since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.
<b>Non-profit (non-for-profit)</b>	A non-profit organization is operated exclusively for social welfare, civic improvement, pleasure, recreation or any other purpose except profit. No part of the organization’s income can be payable to or available for the personal benefit of any proprietor, member or shareholder.
<b>Operating Net Assets</b>	An organization’s operating assets minus its operating liabilities.
<b>Professional Artist</b>	An individual who earns all or a sizable portion of their livelihood through remuneration for artistic performances or creation and is recognized by their peers as an artist.





**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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