



2024 Guidelines

Culture Projects Grant Program

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



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

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Program Purpose

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 2024 Culture Projects Grant Program aims to support arts and culture initiatives that highlight the City of Mississauga's 50th Anniversary. The grant, themed "**Celebrate 50**", is designed to help arts and culture groups celebrate and recognize the origins, transformations, and potential of our City's rich and diverse communities through their unique cultural practices. The theme encourages projects that share underrepresented stories and histories related to Mississauga, including projects that emphasize Indigenous worldviews, creative and artistic methods, and presentation practices. Applicants are also encouraged to integrate their 50th Anniversary-themed project with resident engagement for other 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. The Program will provide project-based grants for arts and culture groups and collectives to:

- Celebrate the past, present, and future of Mississauga with residents in our communities;
- Recognize Mississauga's rich heritage;
- Promote creative, innovative collaborations that highlight Mississauga's neighbourhoods and artistic communities;
- Inspire cultural practitioners to create a wide variety of artistic experiences using various mediums and channels to celebrate Mississauga's cultural diversity.

The City encourages arts and culture organizations and collectives to animate different areas of the city and provide safe environments for people to experience art. Examples of this can include intimate events, temporary public art, exhibitions, performances and/or other activations.

Equity Statement

The City of Mississauga is committed to equity and inclusion. We welcome and encourage applications from all Mississauga arts organizations, festivals and artist collectives. 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 communities to provide feedback on how this grant program can better meet the needs of Mississauga residents.

Eligibility

- ✓ Operating on a not-for-profit basis and governed by volunteers or a collective with a legal identity;
- ✓ Business Improvement Areas (BIAs);
- ✓ Projects celebrating Mississauga's 50th Anniversary;
- ✓ Project must be open and accessible to all Mississauga residents;
- ✓ Projects must be arts, culture or heritage focused;
- ✓ Projects must take place in Mississauga.

Ineligibility

Grants are **not available** for:

- X Government agencies;
- X For-profit organizations;
- X Organizations aligned with any political party or to support programs or services thereof;
- X Projects receiving support by other City grants or initiatives.
- X Individuals/individual artists;
- X Educational institutions including student association/unions;
- 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 Project proposals, beginning before the start of the calendar year;
- X Expenses accruing prior to the current granting cycle;
- X Organizations or activities that the City deems may promote discrimination, contempt or hatred for any individual or entity.

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Application Requirements

- Any organization that has not received funding through the City of Mississauga in the past two years **must** attend one of the information sessions listed on page 12.
- A fully completed application must be submitted to the 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 detailed project budget
3. Signatures from your Board of Directors showing they have read and accepted the Terms and Conditions
4. All required supporting documentation

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

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 Culture Grants website at 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.

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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 that your access to the site will not be restricted if the individual who originally registered is not available.

Application Breakdown

Culture Projects Grants funding support place-making initiatives using non-traditional spaces and platforms. These projects must take place between January 1, 2024, and December 31, 2024. Projects must have clearly defined objectives and a corresponding budget. Organizations can apply for up to 50% of their total project budget or \$5,000, whichever is less.

- Applicants can only receive Culture Projects Grants funding for a maximum of two consecutive years or based on demand.
- Applicants can only apply for one Culture Projects Grant per year.

Section A – Application Overview

Provide your organization’s main contact and mailing information. Once approved for funding, this information is used for all correspondence and payments.

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 the Culture Division at grantsinfo@mississauga.ca or 905-615-3200 ext. 5476.

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Section B – Project Description and Objectives

Please answer all questions in the Culture Projects Grant application. Answers should reference the strategic priorities of the grant program. Applications will be evaluated and compared based on these questions.

Your response to questions B1 to B4 cannot exceed the space provided for each question.

Section C – Finances

Financial Reporting

Please complete the Financial Reporting section in its entirety. Provide brief explanatory notes of any significant budget changes/shifts between fiscal years or more detailed explanations of line items as they pertain to this section.

Financial Statements

Organizations applying for project grants must attach a detailed project budget, signed by two project members.

Section D – Governance

Please 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. This chart should include: board members, committee members or members of the collective, artists involved, and any other participants central to the project. Please also include links to any websites, social media, or other online resources that are relevant to the participants in the project.

Signatures must be provided showing all individuals have read and accepted the Terms and Conditions outlined in the application.

Application Process

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

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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. Successful applicants are notified in writing of the final grant amount following Council approval.

Volunteer Peer Assessment

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 as a Committee member, you must be a practicing 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 being recommended by staff and approved by Council.

Terms and Conditions for Grant Assistance

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 Culture Projects 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;

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- 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 any 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 Grant Coordinator 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.

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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 releases 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.

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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

A cheque for the **total** amount awarded will be mailed out to successful applicants approximately four weeks following Council's final approval.

Please Note: The City reserves the right to adjust the final payment, in the event that unexpected budget cuts are required, subsequent to approval.

Reporting Requirements

All Culture Projects Grant recipients are required to submit a final report for their project. They must include copies of project receipts to verify project spending matches the proposed budget and grant allocation. Final reports must be submitted by December 15, 2024. Reporting guidelines will be made available to successful applicants and must be completed using the Grants Portal.

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

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Information Session

For 2024, information sessions will be held online through webinars; please visit our [website](#) to register.

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.

Culture Projects/Arts & Culture Webinars	Cultural Festivals & Celebrations Webinar
Wednesday, September 13, 2023 9:00 – 10:00 a.m. https://mississauga.webex.com/weblink/register/rd8e95d3ec05d09a5ccc584fd1017012b	Thursday, September 21, 2023 6:00 – 7:00 p.m. https://mississauga.webex.com/weblink/register/r858be7067d5ca7dbc6772d9812442140
Wednesday, September 27, 2023 6:00 – 7:00 p.m. https://mississauga.webex.com/weblink/register/r0ec63451ca9764b7f476af4bce59d98d	Thursday, September 28, 2023 9:00 – 10:00 a.m. https://mississauga.webex.com/weblink/register/rfed5e0c0d5e8fa8998b5c56e0626a746

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

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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, Culture Division. All applicants to this program are strongly advised to discuss their applications with the Grants Coordinator. Your questions and comments about this program are welcomed and appreciated.

Glossary

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

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Board of Directors	A board of directors is a body of elected or appointed volunteer members who jointly oversee the activities of a company or organization.
In-Kind Donations	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.
Minor Capital Item	Items such as program or office equipment which cost \$15,000 or less.
New and Emerging Organizations	Operating in its third year or less since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.
Non-profit	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.
Operating Net Assets	An organization's operating assets minus its operating liabilities.



Recreation & Culture Division

City of Mississauga
300 City Centre Drive
Mississauga, ON L5B 3C1
mississauga.ca/grants



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