2014 Guidelines
Arts and Culture Grant Program
Operating ♦ Project ♦ Capital

Grant applications are due Friday, OCTOBER 11, 2013 by 4 PM

Culture Division Office
City of Mississauga
201 City Centre Drive
Suite 202
Mississauga, ON L5B 2T4

www.mississauga.ca/grants
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PURPOSE

The Municipal Act enables the Corporation of the City of Mississauga (the “City”) to award grants. The Arts and Culture Grant Program (the “Program”) demonstrates City Council’s commitment to the long-term growth and sustainability of cultural groups which advance the City’s vision and goals and contribute to the City’s quality of life. The Program assists “New and Emerging” and “Established” not-for-profit arts, culture, and heritage organizations by providing Operating, Project and Capital grants to:

- help eligible organizations develop exemplary programs and services for arts, culture and heritage; and
- advance knowledge, understanding and the appreciation of arts, culture, and heritage for the citizens of Mississauga.

The Program aligns with the vision of Mississauga’s Culture Master Plan, by supporting a range of activities reflecting the City’s many cultural traditions and practices.

QUALIFYING ORGANIZATIONS

The City will consider grant application from any one of the following non-profit organizations whose mandate is to provide and promote arts, culture and heritage:

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

Visual Arts Organizations:
- Which preserve, interpret and present works of art and hold art collections in trust; or
- Creating a context in which artists and their works are viewed in relationship to the visual arts to culture and to 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:
- Whose principle focus is celebrating Mississauga’s heritage and 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.
## TYPES OF FUNDING AVAILABLE

<table>
<thead>
<tr>
<th>Type of Grant</th>
<th>What does it fund?</th>
<th>Who is Eligible?</th>
<th>How much can be applied for?</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPERATING Grants</td>
<td>Operating grants assist in the costs of general operations and program delivery.</td>
<td>• Established Organizations AND</td>
<td>Up to 65% of an organization’s total operating budget.</td>
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<td></td>
<td></td>
<td>• New and Emerging Organizations</td>
<td></td>
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<tr>
<td>PROJECT Grants</td>
<td>Project grants are intended to support a specific event or activity taking place within a defined period. Projects should have a clearly defined objective and a distinct budget. Funds are to support new or pilot initiatives outside the normal range of activity.</td>
<td>• Established Organizations AND</td>
<td>Up to 50% of total project budget OR $5,000, whichever is less.</td>
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<tr>
<td></td>
<td></td>
<td>• New and Emerging Organizations</td>
<td></td>
</tr>
<tr>
<td>CAPITAL Grants</td>
<td>Capital grants are only intended for minor capital items, such as program or office equipment. Three quotes are required for each piece of equipment being requested.</td>
<td>• Established Organizations</td>
<td>Grants may not exceed one-third of the total capital cost of the equipment.</td>
</tr>
</tbody>
</table>
ELIGIBILITY

New & Emerging Organizations
(Operating in 3\textsuperscript{rd} year or less)

✓ 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 city-wide.

Established Organizations
(Operating in 4\textsuperscript{th} year or more)

✓ Legally incorporated as a not-for-profit organization in the province of Ontario;
✓ Operating on a not-for-profit basis and governed by a democratically elected volunteer board;
✓ 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 city-wide.

<table>
<thead>
<tr>
<th>New and Emerging Organizations</th>
<th>Eligible to apply for:</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>✓ Operating Grant</td>
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<tr>
<td></td>
<td>✓ Project Grant</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Established Organizations</th>
<th>Eligible to apply for:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✓ Operating Grant</td>
</tr>
<tr>
<td></td>
<td>✓ Project Grant OR Capital Grant</td>
</tr>
</tbody>
</table>

*New and Emerging Organizations are not eligible to apply for Capital Funding.*

*Established Organizations can apply for EITHER a Project Grant OR a Capital Grant in a given year.*
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 Individuals/individual artists
X Collectives – (for definition see page 26 of Guidelines)
X Educational institutions – (for definition see page 26 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 prior to 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

1. A fully completed application form must be submitted to the Culture Division by **Friday, October 11, 2013 by 4 pm**. Incomplete or late applications will not be considered. Applications cannot be submitted by e-mail or fax.

2. Submit ten (10) **UNBOUND** copies of the application (original plus nine copies). See definition of “unbound” page 26 of Guidelines.

3. Please use the space provided to complete each of your answers in **Section B**. Do not change the order of the application form.

4. Complete and attach the required documents for **Section C & D**. You must include these attachments with each copy of the application you submit.

   **NOTE:** Operating grant applicants must enter their financial and statistical data online to CADAC (www.thecadac.ca) and enclose printed copies of the forms with their City of Mississauga application.

5. **Attach** a hard copy of your most recent Financial Statements as required and outlined in each of the application forms.

6. If your organization is legally incorporated, **attach** a copy of your Articles of Incorporation and Bylaws.

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**Please Note:** To complete the application appropriately and in full please allow sufficient time to do so and use the “checklist” provided. Consider having a third party proof read your application prior to submission to ensure clarity and accuracy.
OPERATING GRANT APPLICANTS

PURPOSE / OVERVIEW

Operating grants are to assist in the cost of general annual operations and program delivery taking place within a defined period (2014/2015). Organizations may apply for up to 65% of their total operating budget. “New and Emerging” and “Established” Organizations can apply for Operating Grants.

The following provides an instructional overview for those interested in applying for an Operating Grant.

SECTION A – APPLICATION OVERVIEW

Use this section to pre-qualify your organization for eligibility. If you need clarification on any of these items, please contact the Culture Division at grantsinfo@mississauga.ca or 905.615.3200 ext. 5476.

Use the checklist to ensure you are submitting a complete application. Failure to submit each item outlined in the checklist will result in your application being considered incomplete and ineligible for funding.

SECTION B – OBJECTIVES, DESCRIPTION, ORGANIZATIONAL PROFILE

All eligible applications will be evaluated in a comparative context, using the following 4 areas of measure. Please ensure you answer all the questions in the Grant Application Form completely. Your responses to each of the questions should not exceed the spaces provided and should reflect the evaluation criteria. Do not change the order of the application. (Point form is acceptable)

1. Organizational Effectiveness

Answers to questions B1, B2, B3, and B4 on the Application Form, as well as the content submitted in your CADAC Statistical Form, will be used to assess your Organizational Effectiveness, based on the following criteria:

- Evidence of a clear arts, culture and/or heritage mandate.

- A clear history of past successes / achievements that directly support the mandate.

- Proof of competent administration, focused and active volunteer board and an effective administrative and governance structure ensuring financial stability and accountability and evidence of effective short and long term planning.

- Effective asset management abilities.
2. Program Merit

Program Merit will be assessed within the specific context of the organization’s own stated priorities and values, and within the general context and standards of community-based and professional practices in the respective fields of arts, culture and heritage.

Answers to questions B5 and B6 on the Application Form, as well as the content submitted on your CADAC Statistical Form, will be used to assess Program Merit, based on the following criteria:

- Degree to which the organization’s artistic, cultural or heritage programming reflects and fulfills its mandate and artistic objectives.
- Artistic merit of an arts or cultural organization’s research, acquisition or commissioning, creation, production, presentation or exhibition, and dissemination activity OR program merit of a heritage organization’s research, presentation, and dissemination activity.
- Expertise in identifying, designing and delivering programs and/or services, and evaluating their impact upon targeted and broader communities.
- Evidence of ongoing self-assessment that has helped invigorate and enhance the quality and innovativeness of artistic, cultural or heritage activity of the organization.
- Distinctiveness of the organization’s activities in the context of comparable activities in Mississauga, and its ability to initiate unique opportunities for: artists, heritage and cultural practitioners; other arts, culture and heritage organizations; and the public.

3. Community Impact

Answers to questions B7, B8 and B9 on the Application Form, as well as the content submitted on your CADAC Statistical Form, will be used to assess Community Impact, based on the following criteria:

- Ability to respond to changing needs of the community based on appropriate research, audience development and marketing strategies and to evaluate their impact upon the organization.
- Public access to the organization’s work, including access by Mississauga’s diverse communities.
- Level of collaboration with other arts, culture and heritage organizations, artists and community groups, including diverse communities.
- The collaborative process and the effectiveness of the work in expressing community interests and issues.
4. Need for Funding

Your answer to question B10 plus Section C of the application form, will be used to assess your organization’s Need for Funding from the City of Mississauga, based on the following criteria:

- Ability to describe how grant funding will directly support the creation of programs / services to further organizational goals.
- Ability to create alternative strategies for accessing other funding resources.
- Demonstrated added value from and/or need for financial assistance from the City of Mississauga
SECTION C – FINANCIAL REPORTING

Applicants applying for an Operating 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 2 signing officers of the organization
   - Must include breakdowns of all public funding and operating net assets
   - A printed version must be provided for each copy of application submitted (10 in total)
   - Must be uploaded to the CADAC website

NOTE: For organizations whose fiscal year end falls after July 1, 2013 and have not completed their audited financial statements for that year, you must provide Year-to-Date financial statements signed by two signing officers. Audited Financial Statements will still be required and must be submitted to the Culture Division no more than 4 months after the completion of your most recent fiscal year.

2. Financial Data
   - All financial data must be entered online at CADAC (Canadian Arts Database/ Données sur les arts au Canada) www.thecadac.ca
   - A printed version of the completed CADAC form must be provided for each copy of application submitted (10 in total)

Funding requests less than $20,000

1. Year-End Financial Statements
   - Must be for their most recently completed fiscal year
   - Must be signed by 2 signing officers of the organization
   - Must include breakdowns of all public funding and operating net assets
   - A printed version must be provided for each copy of application submitted (10 in total)
   - Financial statements must also be uploaded to the CADAC website

2. Financial Data
   - All financial data must be entered online at CADAC (Canadian Arts Database/ Données sur les arts au Canada) www.thecadac.ca
   - A printed version of the completed CADAC form must be provided for each copy of application submitted (10 in total)

Enter financial data for your last completed year (2012/2013), current year (2013/2014), and project data for the request year (2014/2015).

TIP: Please ensure that all the information you have reported in CADAC matches your financial statements. If they don't match up, use Section C.3 to explain the discrepancy.
CADAC (Canadian Arts Data/Données sur les arts au Canada)

CADAC is a web-based application that provides arts organizations with a single point of data entry for financial and statistical information that will be used by one or multiple public funders, including the City of Mississauga, the Ontario Arts Council and the Canada Council for the Arts.

All organizations applying for a City of Mississauga OPERATING grant must enter their Financial and Statistical information online at www.thecadac.ca.

The CADAC site has a variety of tools to help both new and returning organizations upload their data onto the site. These tools include comprehensive guides and video tutorials which can be found in the GUIDES section of their website (www.thecadac.ca/cms/en/guides.html). If you have any further questions regarding CADAC, staff are available to assist you Monday to Friday during business hours via a toll-free number (1-866-249-0296) or by email.
SECTION D - STATISTICAL REPORTING

Applicants are required to enter their statistical data into CADAC and include a printed version of the CADAC Excel form with each copy of the application submitted (10 in total).

Please complete the statistical information section in its entirety and disregard any question that you consider not relevant to your organization. If your omission rate is high for most of the data required, please provide an explanation on a separate sheet why you did not supply the required data. Enter statistical data for your last completed year (2012/2013), current year (2013/2014), and project data for the request year (2014/2015).

SECTION E – GOVERNANCE

Please provide a list of your Board of Directors’ in the space provided, including all contact information. This list should include; President, Treasurer and Recorder/Secretary. Signatures of your Board of Directors’ must also be provided showing they have read and accepted the Terms and Conditions outlined on page 21 and in the application.

TIP: If you have reported a significant decease or increase to any one field in the statistics, please provide an explanation to allow assessors to better understand your situation.
PROJECT GRANT APPLICANTS

PURPOSE / OVERVIEW

Project Grants are intended to support a specific event or activity taking place within a defined period (2014/2015). Projects should have a clearly defined objective and a distinct budget. For “Established” Organizations, funds are to support new or pilot initiatives outside the normal range of activity. Organizations can apply for up to 50% of their total project budget or $5,000, whichever is less.

SECTION A – APPLICATION OVERVIEW

Use this section to pre-qualify your organization for eligibility. If you need clarification on any of these items, please contact the Culture Division at grantsinfo@mississauga.ca or 905.615.3200 ext. 5476.

Use the checklist to ensure you are submitting a complete application. Failure to submit each item outlined in the checklist will result in your application being considered incomplete and ineligible for funding.

SECTION B – PROJECT DESCRIPTION AND OBJECTIVES

Please ensure you answer all the required questions in the Project Grant Application Form. Your answers to these questions will be used to evaluate your eligibility. Do not change the order of the application.

In total, your response to questions B1 to B8 should not exceed the spaces provided for each question. Please attach all supplementary information with your application and clearly indicate which question number each attachment corresponds with.
SECTION C – FINANCIAL REPORTING

Financial Summary Form

Applicants applying for project grants are required to enter their financial data directly into the excel spreadsheet (“2014 Project Grant - Financial Summary Form”) and provide printed copies with the Project Grant Application (10 in total). Please provide brief explanatory notes of any significant budget changes / shifts between fiscal years, or more detailed explanations of line items as they pertain to the excel financial form.

Financial Statements

Organizations applying for project grants must attach their year-end financial statements (signed by two signing officers of the organization) for its most recently completed Fiscal Year with the application. If the year-end financial statement is more than 6 months old, please add the most recent Year-to-Date Financial Statement signed by two signing officers of the organization.

SECTION D - STATISTICAL INFORMATION

Please complete the statistical information section in its entirety and disregard any question that you consider not relevant to your organization. If your omission rate is high for most of the data required, please provide an explanation on a separate sheet why you did not supply the required data. Enter statistical data for your last completed year (2012/2013), current year (2013/2014), and project data for the request year (2014/2015).

SECTION E – GOVERNANCE

Please provide a list of your Board of Directors’ in the space provided, including all contact information. This list should include; President, Treasurer and Recorder/ Secretary. Signatures of your Board of Directors’ must also be provided showing they have read and accepted the Terms and Conditions outlined on page 21 and in the application.
CAPITAL GRANT APPLICANTS

PURPOSE / OVERVIEW

Capital Grants are intended to support “Established” Organizations with minor capital items, such as program or office equipment within a defined period (2014/2015). “Established” Organizations can only apply for EITHER a Capital Grant OR a Project Grant in any given year.

“New and Emerging” Organizations are not eligible to apply for Capital Grants.

Grant requests may not exceed one-third (1/3) of the total cost of the equipment intended for purchase.

SECTION A – APPLICATION OVERVIEW

Use this section to pre-qualify your organization for eligibility. If you need clarification on any of these items, please contact the Culture Division at grantsinfo@mississauga.ca or 905.615.3200 ext. 5476.

Use the checklist to ensure you are submitting a complete application. Failure to submit each item outlined in the checklist will result in your application being considered incomplete and ineligible for funding.

SECTION B – GRANT OBJECTIVES FOR CAPITAL FUNDS

Please ensure you answer all the required questions in the Capital Grant Application Form. Your answers to these questions will be used to evaluate your eligibility. Do not change the order of the application. Your response to question B1 should not exceed the space provided. Please attach all supplementary information with your application and clearly indicate which question number each attachment corresponds with.

If you are only applying for a Capital grant then you will be required to complete a secondary form which can be obtained by contacting the Grants Officer at (905) 615-3200 ext. 5476.
SECTION C – DETAILS OF CAPITAL EXPENDITURE

Applicants applying for a Capital Grant are required to provide the following information:

Capital Expense Chart

- List of Capital Item(s)
- 3 vendors where the minor capital item can be purchased
- Full Cost of minor capital item from each vendor
- Preferred vendor for capital item

3 Quotes

- Attach three (3) quotes from different vendors for each of the minor capital items which the organization intends to purchase.

Financial Statements

Capital Grant applicants must attach their year-end financial statements (signed by two signing officers of the organization) for its most recently completed Fiscal Year with the application. If the year-end financial statement is more than 6 months old, please add the most recent Year-to-Date Financial Statement signed by two signing officers of the organization.

Please note: “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.
SECTION D – STATISTICAL INFORMATION

Please complete the statistical information section in its entirety and disregard any question that you consider not relevant to your organization. If your omission rate is high for most of the data required, please provide an explanation on a separate sheet why you did not supply the required data. Enter data for your last completed year (2012/2013), current year (2013/2014), and data for the request year (2014/2015).

SECTION E – GOVERNANCE

Please provide a list of your Board of Directors’ in the space provided, including all contact information. This list should include; President, Treasurer and Recorder/ Secretary. Signatures of your Board of Directors’ must also be provided showing they have read and accepted the Terms and Conditions outlined on page 21 and in the application.
APPLICATION PROCESS

The grant applications will be reviewed by staff for completeness and eligibility. All eligible applications are then forwarded to the Volunteer Community Assessment Committee for evaluation. Each section of the application will be evaluated by the assessment committee on an equal basis. The Committee consists of practising arts and culture professionals, residents and City staff members who are not directly involved with the City’s granting programs.

The Assessment Committee’s final recommendations will be forwarded to City Council and considered at a meeting of its General Committee in early 2014. All applicants will be notified of the final recommendation regarding their application prior to the General Committee meeting. Applicants may request to make a deputation to General Committee regarding grant recommendations. The staff liaison will assist with arrangements. Lastly, General Committee's recommendations are then forwarded to Council for final approval. Organizations are notified in writing/email of the amount approved following Council approval. Under normal circumstances, applicants are notified four months after the application deadline.

CONCERNED STATUS

In some circumstances, the Assessment Committee may recommend placing an organization on “Concerned Status”. Concerned Status is meant to signal Council where particular organizations may benefit from more support. An organization placed on Concerned Status receives additional advice and coaching from the Culture Division. Concerned 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
- is not attracting audiences 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 practices which do not conform to generally acceptable practices in the sector (i.e. conflict of interest)

An organization that is placed on Concerned Status will be required to meet quarterly with Culture Division Staff in order 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 that is on concerned status may have conditions attached to the release of grant funds.
TERMS AND CONDITIONS OF GRANT ASSISTANCE

Please note; if your organization (the “Recipient”) receives a grant, the following conditions will apply.

1. Pursuant to the current terms and conditions, the Corporation of the City of Mississauga (the “City”) may demand the repayment of the financial assistance provided if:
   
   a. the Recipient makes misrepresentations in its application for financial assistance or if the funds are not used for the project or programs as described in the application;
   
   b. the programs, services or projects proposed in the Recipient’s application are not commenced in a timely manner, or not completed within the fiscal year for which the funding was intended for and there remain City funds on hand, or completed without requiring the total grant award allocated;
   
   c. the Recipient ceases operating or dissolves;
   
   d. the Recipient ceases to operate as a non-profit organization;
   
   e. the Recipient merges or amalgamates with any other party;
   
   f. the Recipient breaches any of the terms and conditions of the grant assistance;
   
   or,
   
   g. the Recipient breaches and of the provisions of the Ontario Human rights code, or any other applicable legislation, regulations, or by-laws in its operations.

2. It is the responsibility of the Recipient to notify the City of Mississauga’s Culture Division of the occurrence of any of the grounds for which the City may demand repayment of the financial assistance provided (listed in Term #1 above) and/or if there are any changes in the funding of the project from that contemplated in the application.

3. That the Recipient will make or continue to make attempts to secure funding from other sources as indicated in its application.

4. That the Recipient will 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.

5. That the Recipient authorizes the City and its agents to inspect any and all 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 outlined by the City. Funds may not be made available to organizations that fail to meet reporting requirements for any approved grants.

7. That the program, services or project not be represented as a City program, service or project, and that the grant Recipient does not have the authority to hold itself out as an agent...
of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Recipient.

8. The Recipient shall not hold the City liable for any damages, injury or any loss of profit, whether direct or incidental, arising out of or in any way related to the grant assistance received.

9. The Recipient shall acknowledge the support of the City of Mississauga in all advertising, publicity, programs, signage and plaques relating to the project for which funds are granted. The recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the project.

10. That should the grant Recipient receive grant funding and subsequently disband, the Recipient must dispose of their assets in a responsible manner.

11. The Recipient acknowledges and agrees that any action taken by or on behalf of the Municipality shall be unconditionally subject to the Municipal Act, Municipal Freedom of Information and Protection of Privacy Act, and any other applicable law governing the City of Mississauga or its agents (collectively the “Applicable Law”) and the City shall not be required to take any action in respect of the Arts and Culture Grant 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 that City Staff will accept tickets to events and performances, in accordance with the City of Mississauga’s Conflict of Interest Policy, respecting the Acceptance of Gifts, Benefits, or Favours Section of the Policy and that the City of Mississauga and the Recipient shall at all times adhere to rules set forth therein.

13. The City reserves the right to verify membership lists and amend or impose additional terms and conditions on a grant as is deemed necessary by the City.

Please Note: Receipt of a grant in one year does not guarantee funding in the following fiscal year.
### PAYMENT

<table>
<thead>
<tr>
<th>Organization Receiving Operating Grants of less than $20,000</th>
<th>A cheque for the <strong>total</strong> amount awarded is mailed out approximately 4 weeks following Council’s final approval.</th>
</tr>
</thead>
</table>
| For Operating Grants of $20,000 or more                      | **Seventy-five per cent** (75%) of the total grant awarded will be mailed out approximately 4 weeks following Council’s final approval.  
**Twenty-five per cent** (25%) will be held back until the organization has provided most recent year-end audited and/or updated financial statements, depending on the organization’s fiscal year-end. |

**NOTE:** The Recipient will have until **June 30, 2014** to submit year-end/updated financial statements and any other documentation required by the City, and **final payment** will be made by **August 2014,** contingent on the acceptance of the year-end/updated financial statements by the Culture Division.

<table>
<thead>
<tr>
<th>Project Grants</th>
<th>A cheque for the <strong>total</strong> amount awarded is mailed out approximately 4 weeks following Council’s final approval.</th>
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<tbody>
<tr>
<td>Capital Grants</td>
<td>A cheque for the <strong>total</strong> amount awarded is mailed out approximately 4 weeks following Council’s final approval.</td>
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**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 Arts and Culture Grant recipients are required to submit a final report on their operational, project and capital activities, by **Friday, November 14, 2014.** Reporting guidelines will be made available to successful applicants in the fall of 2014 and online at [www.mississauga.ca/grants](http://www.mississauga.ca/grants)

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

Those interested in finding out more information about how to apply are invited to attend one of two information sessions. Applicants are strongly encouraged to attend, or have a representative(s) of the organization attend on their behalf. Details are as follows:

Location:
Noel Ryan Auditorium
Central Library (ground floor)
301 Burnhamthorpe Road, West

Wednesday, August 28, 2013 – 6:00 pm to 8:00 pm

OR

Wednesday, September 4, 2013 – 9:00 am to 11:00 am

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

PEER ASSESSMENT NOMINATION

The Peer Assessor Nomination and Consent form assists Staff in the Culture Division with establishing a comprehensive list of potential peer assessors for the Volunteer Community Assessment Committee to evaluate Arts and Culture Grant Applications. We encourage all organizations to participate in this nomination process to ensure representation of Mississauga’s cultural and artistic diversity. Nominees must be; practising arts and culture professionals respected within the artistic and/or scholarly community, particularly familiar with Mississauga and may not be directly involved in organizations applying for this grant program.

The application form can be found on the Culture Division website at:

www.mississauga.ca/grants

Interested parties should submit nomination forms to the Culture Division by November 1, 2013.
2014 Arts & Culture Grant Applications are due
Friday, OCTOBER 11, 2013 by 4 p.m.

More information and application forms are available from the City of Mississauga, Culture Division. 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.

Culture Division
City of Mississauga
201 City Centre Drive, Suite 202
Mississauga, ON L5B 2T4

E-MAIL: grantsinfo@mississauga.ca

PHONE: 905-615-3200 ext. 5476

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

Completed applications and attachments may be hand delivered OR mailed to the Culture Division Office.

Your submission will be time and date stamped upon delivery.
Applications cannot be submitted by e-mail or fax.

Late applications will not be accepted.

Application and Guidelines are subject to change.
## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
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<tbody>
<tr>
<td><strong>Board of Directors</strong></td>
<td>A board of directors is a body of elected or appointed volunteer members who jointly oversee the activities of a company or organization.</td>
</tr>
<tr>
<td><strong>Business Number</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Charitable Status Registration Number</strong></td>
<td>Organizations that are charities and that meet other requirements of the <em>Income Tax Act</em> can become <em>registered</em> 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></td>
</tr>
<tr>
<td><strong>Collectives</strong></td>
<td>An artist collective is an initiative that is the result of a group of individual artists working together in a professional manner, usually under their own management, towards shared aims.</td>
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<tr>
<td><strong>Educational Institutes</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Established Organizations</strong></td>
<td>Operating in its 4th 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.</td>
</tr>
<tr>
<td><strong>Fiscal Year</strong></td>
<td>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 in which it ends.</td>
</tr>
<tr>
<td><strong>In-Kind Donations</strong></td>
<td>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 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 (2) gifts by a company of its principal product or service. Such gifts are considered promotional rather than donations.</td>
</tr>
<tr>
<td><strong>New and Emerging Organizations</strong></td>
<td>Operating in its 3rd year or less since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.</td>
</tr>
<tr>
<td><strong>Non-profit (non-for-profit)</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Unbound</strong></td>
<td>Without a cover, dividers or any kind of binding (including spiral binding, staples, duo tangs and binders). Butterfly clips, paperclips and elastics are acceptable.</td>
</tr>
</tbody>
</table>
CULTURE ON THE MAP

Applicants are encouraged to submit their organization's information and/or update any existing information, add photos and submit 2014 event information to the Mississauga Culture on the Map web portal (www.cultureonthemap.ca).

For more information on Culture on the Map contact Michael Tunney at 905-615-3200 Ext. 4602