



2017 Guidelines

Arts & Culture Grant Program

Grant applications are due
Friday, October 14, 2016 by 4:30pm



MISSISSAUGA

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Purpose

The Arts and Culture Grant Program (the “Program”) provides funding for not-for-profit cultural organizations to:

- develop exemplary programs and services
- advance knowledge, understanding and the appreciation of arts, culture, and heritage for the citizens of Mississauga

City Council is committed to the long-term growth and sustainability of culture and improving the quality of life for its residents. The program aligns with the Culture Master Plan to support Council’s commitment.

Qualifying Organizations

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

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:

- 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

New & Emerging Organizations (Operating in 3rd 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 4th 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.

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 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 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. 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 20.
2. A fully completed application form must be submitted to the Culture Division by **Friday, October 14, 2016 by 4:30 pm**. Incomplete or late applications will not be considered. Applications cannot be submitted by e-mail, fax or paper copy.
3. Application submissions must be completed online using the City of Mississauga's Grants Portal. (www.mississauga.ca/grantsportal)
4. Please use the space provided to complete each of your answers in Section B.
5. Complete the Financial and Statistical Reporting sections. (Section C & Section D)
6. Upload your most recent Financial Statements as required and outlined in Section C.
7. Provide the contact information of your Board Members in Section E.
8. If your organization is legally incorporated, upload a copy of your Articles of Incorporation and Bylaws.
9. Provide signatures for your Board of Directors showing they have read and accepted the Terms and Conditions.

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

Grants Portal

The City of Mississauga requires all grant applications to be submitted through its Grants Portal. If you have already created an account you can use the login information you created the previous year to apply for funding in 2017.

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 "Sign Up" button located in the bottom right corner of the login screen
2. Enter your name and email address
3. Create a password
4. Select "Arts & Culture Grant program" from the "Category" dropdown list
5. Click "Register"

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 will be saved for future applications.

Please Note: *The Grants Portal contains all the grants for the City of Mississauga's Community Services department. Please ensure you have selected the correct grant program.*

Tip: *Share your organizations 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

The Arts & Culture grants are to assist not-for-profit organizations with the costs of general annual operations and program delivery taking place within their 2017/2018 fiscal year. Organizations may apply for **up to 65% of their total operating budget**.

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

Section A – Application Overview

Provide your organization's main contact and mailing information. Should your organization be approved for funding this information will be used for all correspondence and any payments.

The second part of this section is to pre-qualify your organization for eligibility. Failure to submit each item on the dashboard will result in your application being considered incomplete and ineligible for funding.

If you need clarification on any of these items, please contact the Culture Division at grantsinfo@mississauga.ca or 905-615-3200 ext. 5476.

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 completely. Your responses to each of the questions should not exceed the spaces provided and should reflect the evaluation criteria. (Point form is acceptable)

Executive Summary (B1)

Provide a summary of your organization using the information in your application. This should include

- Organizational goals
- Purpose
- A summary of programming
- How funding will benefit the City

1. Organizational Effectiveness

Answers to questions B2, B3, and B4 on the application, 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, 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, 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 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 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 whose fiscal year end falls after July 1, 2016 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 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

Enter financial data for your last completed year (2015/2016), current year (2016/2017), and project data for the request year (2017/2018).

TIP: Please ensure all the information you have included in the budget section matches your financial statements. If they don't match up, 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 and disregard any questions which 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 – Governance

Please attach a list of your Board of Directors', including all contact information. Signatures of your 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 to any one field in the statistics, please provide an explanation to allow assessors to better understand your situation.*

Application Process

The grant applications will be reviewed by staff for completeness and eligibility. All eligible applications are then forwarded to the Volunteer Peer 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 and residents who are not directly involved with any organization that has applied for funding. The assessment committee is responsible for recommending an organization for funding and at what amount.

The final recommendations will be forwarded to City Council and considered at a meeting of its General Committee in early 2017. 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 the recommendation. A staff liaison will assist with arrangements. Lastly, General Committee's recommendations are then forwarded to Council for final approval. Organizations are notified in writing of the final grant amount following Council approval. Under normal circumstances, applicants are notified four months after the application deadline.

Support with Conditions Status

In some circumstances, the assessment committee may recommend placing an organization on "Support with Conditions Status". Support with Conditions Status is meant to signal Council where particular organizations may benefit from more assistance. An organization placed on Support with Conditions Status receives additional advice and coaching from the Culture Division. 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
- 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 placed on Support with Conditions 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 on Support with Conditions Status may have conditions attached to the release of grant funds.*

Terms and Conditions for 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. The Grant shall only be used for the purposes outlined in your application subject to City approval. Any changes to the purpose of use of the Grant shall only be made with City’s written approval.

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

5. 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.

6. 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.

7. 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.

8. 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.

9. The Recipient, including its subcontractors, employees, workers and agents, shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors, 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 and agents, or by a person other than the Recipient arising out of or in any way related to the grant assistance received or any obligation of the Recipient under this Agreement, or by anyone for whom in law the Recipient is responsible.

10. 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.

11. That should the grant Recipient receive grant funding and subsequently disband, the Recipient must 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.

12. The Recipient shall not transfer or assign the grant or any part thereof to another organization or individual.

13. 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, 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 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.

14. 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.

15. 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.

16. The City shall be entitled to impose additional Terms and Conditions in its letter of approval, at its discretion.

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

Payment

Organizations receiving Grants of less than \$20,000	➤ A cheque for the total amount awarded is mailed out approximately four weeks following Council's final approval.
Organizations receiving Grants of \$20,000 or more	➤ Seventy-five per cent (75%) of the total grant awarded will be mailed out approximately four 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, 2017 to submit year-end/updated financial statements and any other documentation required by the City. Final payment will be made by August 2017, contingent on the acceptance of the year-end/updated financial statements by the Culture Division.
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 activities. Final reports are due three months after the organizations 2017/2018 fiscal year-end. Reporting guidelines will be made available to successful applicants in the fall of 2017 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.

Information Session

Applicants that have not received an Arts & Culture grant in the past two years **must** attend one of the information sessions to be eligible for funding.

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.

Details are as follows:

Location:

Noel Ryan Auditorium

Central Library (ground floor)
301 Burnhamthorpe Road, West

Tuesday, August 30, 2016

9:00 – 11:00 am

OR

Tuesday, September 6, 2016

6:00 – 8:00 pm

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

Volunteer Peer Assessment

The City of Mississauga is committed to using the peer assessment process to assess organizational ability and artistic merit 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 representation of Mississauga's cultural and artistic diversity.

To participate in the peer assessment process individuals must complete a Peer Assessor Nomination and Consent form. This form assists Culture Division staff in establishing a comprehensive list of potential peer assessors for the Volunteer Peer Assessment Committee. To be eligible for the Committee, you must be a practicing arts and culture professional or a community member with a background in community support. To be eligible you cannot be directly involved with the CFC grant program or any current organization applying for funding.

The application form can be obtained by contacting the Grants Officer at grantsinfo@mississauga.ca. Interested parties should submit nomination forms to the Culture Division by **November 1, 2016**.

Due Date: Friday, October 14, 2016 by 4:30 pm

**2017 Arts & Culture Grant Applications are due
Friday, October 14, 2016 by 4:30 pm**

More information is 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.

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.**

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	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.
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 (CRA). 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 in a professional manner, 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 4 th 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 in which it ends.
Full Cost	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.

Due Date: Friday, October 14, 2016 by 4:30 pm

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 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.
Minor Capital Item	Items such as program or office equipment which cost \$15,000 or less.
New and Emerging Organizations	Operating in its 3 rd 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 (non-for-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 organizations operating assets minus its operating liabilities.



Culture Division

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