



2017 Guidelines

Cultural Festivals & Celebrations Grant Program

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



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Program Purpose

The Cultural Festivals and Celebrations (CFC) Grant program provides funding to offset the eligible operating expenses (page 15) associated with providing a clean and safe venue for the presentation of arts, heritage and cultural festivals and celebrations to Mississauga residents and visitors.

CFC is designed to align with the vision of Mississauga's Culture Master Plan by supporting a range of activities reflecting the City's many cultural traditions and practices. The City is committed to the long-term growth and sustainability of culture and the quality of life of its resident.

Program Streams

CFC grants provide assistance under two categories; recurring festivals and celebrations and Major one-time events such as significant anniversaries. Funding is available under these categories for the following types of organizations.

Category	Eligible to Apply
Recurring Festivals and Celebrations	<ul style="list-style-type: none">➤ Ad hoc groups➤ Incorporated not-for-profit organizations
Major One-time Events	<ul style="list-style-type: none">➤ Eligibility will be assessed on a case-by-case basis.

Eligibility

Organizations or groups can apply that are:

- √ an annual event which runs for one full day or a number of consecutive days
- √ major one-time events which run for one full day or a number of consecutive days
- √ community driven, volunteer supported and operated by a not-for-profit organization with a Board of Directors - if not incorporated as not-for-profit, organizations must meet federal/provincial requirements
- √ festivals/celebrations take place in Mississauga
- √ provide programming or services that are open to the public and publicized city-wide
- √ in good standing with the City of Mississauga

Ineligibility

Grants are not available for:

- X festivals/celebrations held outside the City of Mississauga
- X festivals/celebrations already funded through other City programs
- X festivals/celebrations whose primary theme or focus is not arts, heritage or cultural
- X sports and athletic events, runs, walks
- X religious rites and ceremonies
- X festivals/celebrations with a predominant commercial purpose
- X festivals/celebrations with a predominant fundraising purpose
- X contests and competitions
- X demonstrations, marches, rallies
- X trade shows and trade fairs
- X conferences, workshops, training and professional development
- X block parties, picnics, garden shows, street markets, carnivals
- X stand-alone parades
- X festivals/celebrations not open to the general public
- X retroactive expenses or accumulated deficits
- X capital projects
- X organizations or activities that the City deems may promote discrimination, contempt or hatred for any individual or entity

Please Note: *The City does not fund retroactively. If you choose to start your project before you know the funding results, please be aware the City of Mississauga is under no obligation to support the project and the activity is undertaken entirely at your own risk.*

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.
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 for Section B.
5. Complete the Financial and Statistical Reporting sections. (Section C & Section D)
6. Provide the contact information of your Board Members in Section E.
7. Upload a signed copy of your financial statements as required and outlined on page 12.
8. If your organization is legally incorporated, upload a copy of your most recent 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 "Cultural Festivals & Celebrations 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: This site manages the grants for all of the City of Mississauga's Community Services department. Therefore, please ensure you have selected the correct grant program.

Tip: Share your organizations login information with at least two people to ensure your access to the site will not be restricted if the individual who originally registered is not available.

Application Breakdown

CFC grant funding is intended to offset eligible operating expenses associated with providing a clean and safe venue and the presentation of cultural festivals and celebrations to Mississauga residents and visitors. Applicants can apply for **up to 25% of their total operating budget**. Funding must be used for eligible expenses only, as outlined on page 15.

The sections below provide an explanation for each section of the application.

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 four areas of measure. Financial and statistical data will be used to complement the information provided in this section. Please ensure you answer all the questions in the application completely. Your responses to each question cannot exceed the spaces provided and should reflect the evaluation criteria. (Point form is acceptable)

Executive Summary (B1)

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

- The festival location (neighbourhood and Ward)
- Purpose
- Summary of programming
- How funding will benefit the City

1. Organizational Effectiveness and Ability to Meet Goals

Answers to questions B2 and B3 in the application

- Festival achievements
- Appropriate staff and/or volunteer structure
- Achievements in organizational development including accountability, planning and financial stability

2. Merit of Cultural Festival or Celebration

Answer to questions B4 and B5 in the application

- vision and direction for the festival/celebration that reflects and fulfills the mandate of the organization or group and must be one with a focus on arts, heritage or culture
- quality, diversity and innovativeness of program
- breakdown of programming
- proven track record in program delivery (if applicable)
- support of Mississauga-based cultural practitioners (amateur and/or professional)
- Realistic and tangible measures of success

3. Community Impact

Answer to questions B6 in the application

- extent to which event contributes to the social, artistic and cultural development of Mississauga
- extent of audience appeal and access
- appropriate audience development, outreach, and marketing strategies
- demonstrated quantifiable economic benefits and increased economic activity in the city
- extent of community support and volunteer opportunities
- extent of established partnership initiatives and efforts to form new alliances

4. Need for Funding

Your answer to **question B7** in the application 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 and/or expansion of the festival/celebration.
- 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

This section is used to describe your group’s financial situation, any major changes that have affected your group’s financial stability, and how programming and organizational goals are being furthered or hampered by your financial situation.

Applicants applying for a CFC grant are required to submit the following information:

1. Financial Reporting

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

2. Financial Statement

Organizations must upload the appropriate **Financial Statement** for their 2015 festival/celebration signed by two signing officers. Please refer to the chart below to determine what type of financial statements you must provide.

Operating Budget	Financial Statement Requirements
Funding Request of \$20,000 or more	Signed and audited financial statements.
Funding Requests of less than \$20,000	Balance sheet and profit and loss statement signed by two authorized signing officers or a certified accounting firm.

Failure to provide this documentation will result in automatic disqualification

3. Notes to Budget

Please use this section to explain how you have arrived at your financial projections, explain any notable changes. If your group has an accumulated surplus, please explain the intended use of those funds and any cash flow requirements. If your group has an accumulated deficit, outline your deficit reduction plans. Detail any funds you have in reserves, the purpose of, and the administration of these funds. Make sure you include the budget line item along with the explanations.

Please Note: All amounts shown as in-kind revenue must be able to be proven with receipts if audited. When in-kind is included as revenue, it must be balanced off equally on the expense side of the budget.

Section D – Statistical Reporting

Applicants are required to enter their statistical data into “Section D – Statistical Reporting” of the Cultural Festivals & Celebrations Grant application.

Please complete this statistical reporting section in its entirety and disregard any question 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.

Section E – Governance

Please attach a list of your Board of Directors’, including all contact information. If your organization has a committee which oversees the management of the festival/celebration, their contact information must be provided as well. 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.

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

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Operating Expenses – Eligible for 2017 CFC Grant Funding

<u>Included:</u>	<u>Excluded:</u>
City of Mississauga Charges	
General Fees and Charges	
Administration fee	Accounting and audit fees
Rental cost of City facilities on day(s) of event	Administration fees
Utility costs charged back to the event	Artist fees
	Association membership fees
Equipment	Capital office equipment
Garbage cans: delivery and pickup	Catering
Picnic tables: delivery and pickup	Fundraising expenses
Garbage bags	Gifts and prizes
Choral risers: delivery and pickup	Honoraria
Crowd control barriers: delivery and pickup	Inflatables
Crowd control barriers: set-up and take-down	Insurance
Road closure signage (production, permit fee)	Marketing and Promotion
Shuttle bus rental	Merchandise
	Performer fees
Labour	Printing costs
Stage setup and take-down	Promotional materials
Technical support – hourly	Rental of office space
Stage support – hourly	Rides
Post-event grounds maintenance – hourly	Staff salaries
Electrician and mechanic – hourly	Travel costs
Indoor washroom custodial coverage – hourly	Volunteer meals
	Stage Manager
Permits	
Tent permit fee (Planning & Building Dept.)	
Vendor permit fees (Mobile Licensing)	
Sign permit fee (Sign Unit)	
External Provider(s)	
Equipment – Rentals and Services	
Tents	
Tables	
Chairs	
Fencing	
Port-o-lets	
Hand wash stations	
Walkie-talkies & communications equipment	
Generators	
Portable Stage	
Sound equipment	
Lighting – stage and grounds	
Dumpster(s)	
Garbage cans	
Power washing	
Shuttle buses	
Industrial garbage bin (dumpster)	
Golf cart rental	
Labour	
Duty police	
Emergency services personnel	
Private security	
Post-event grounds maintenance	
Waste disposal and stage setup and take-down	
Technical support - production Technical Staff	

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 non-financial support. 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), shows evidence of not being financially viable, and/or
- has a significantly reduced audience or sales base (if this differs from its own stated intentions), and/or
- does not demonstrate the ability to plan into the future, and/or
- does not address major artistic concerns, such as artistic/editorial direction, declining quality of activity, failure to achieve activity plan, and/or
- does not meet contractual obligations or minimum requirements outlined in the guidelines, and/or
- demonstrates management or governance (e.g. conflict of interest) practices which do not conform to generally acceptable practices in the sector

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 that is on Support with Conditions 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. 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.

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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 Cultural Festivals & Celebrations 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

Successful applicants to the Cultural Festivals & Celebrations grant program will receive their grant, in two instalments. Seventy-five per cent (75%) of the total grant will be mailed out approximately four weeks following final approval by Council. The remaining twenty-five per cent (25%) will be provided once all signed invoices are submitted to the Culture Division and verified as eligible operating expenses.

In cases where a festival's 2017 eligible expenses are **less than** the approved grant amount, the difference will be subtracted from the final payment.

Reporting Requirements

All CFC grant recipients are required to submit a report on their festival or celebration by **Friday, November 17, 2017**. Invoices for eligible expenses can be submitted prior to the final report deadline. If invoices are not received prior to the deadline they must be submitted with the final report. 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.*

CFC Grant Program 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

Wednesday, August 31, 2016

9:00 am to 11:00 am

OR

Wednesday, September 7, 2016

6:00 pm to 8:00pm

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**.

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

Grant Application Deadline

**2017 CFC 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

Ad hoc Group	A group of two or more individuals working together under a group name, either on a single project or on an ongoing basis.
Board of Directors	A board of directors is a body of elected or appointed 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/
Cultural Festival	An annual event or a major one-time event which runs for one full day or a number of consecutive days conditional of the City's approved operating budget. It must be community driven, volunteer supported and operated by a not-for-profit organization with a Board of Directors (or an equivalent democratic group); and is publicized city wide, open to the public and has the potential of providing an economic benefit to the community. It also requires significant investment of municipal time and resources
Fiscal Year	A 12-month period over which a company or 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.
In-Kind Donations	Gifts-in-kind are gifts of property other than cash that could include gifts of supplies in the case of CFC Grant applicants. For gifts-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 gifts-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.

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New and Emerging Festivals and Celebrations	Community cultural festivals or celebrations that are in their first to third year of delivery.
One Full Day Festival	A festival/celebration which runs for eight hours not including the set up and tear down.
Professional Artist	Someone who has developed skills through training and/or practice, and is recognized as such by artists working in the same artistic tradition, and has a history of public presentation or publication, and seeks payment for her or his work and actively practises his or her art. Short breaks in artistic work history are allowed.



Culture Division

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