



2019 Guidelines

Arts & Culture Grant Program

Grant applications are due
Friday, October 12, 2018 by 4:30 PM



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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 participation, knowledge, understanding and the appreciation of arts, culture, and heritage for the citizens of Mississauga

The City 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.

Equity Statement

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

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

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

1. New & Emerging Organizations

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

2. Established Organizations

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

3. Multi-Year Funded Organizations

(Three Year Funding)

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

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

Ineligibility

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 29 of Guidelines)
- X Educational institutions – (for definition see page 29 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

- Any organization that has not received funding through the City of Mississauga in the past two years are **required** to attend one of the information sessions listed on page 27 prior to applying.
- Organizations wishing to apply for the Multi-Year stream must speak to Culture staff prior to applying.
- A fully completed application must be submitted to the Culture Division by **Friday, October 12, 2018 by 4:30 pm**.
- Application submissions must be completed online using the City of Mississauga's Grants Portal. (www.mississauga.ca/grantsportal) Applications cannot be submitted by e-mail, fax or paper copy.

Your application must include the following:

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

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. 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. Click "Register"
5. Click "Start" to complete the eligibility form then "Save & Exit" to finish
6. Once the Eligibility Form is completed, click "View Grants" to see a list of grants you are eligible for
7. To apply for a grant click "Create Submission" to start your grant

Please Note: Only click the "Create Submission" button once. This button will duplicate your application every time it is clicked.

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

Tip: Share your 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

The Arts & Culture grants are to assist not-for-profit organizations with the costs of general annual operations and program delivery. Funding for New & Emerging and Established organizations must be used for programs and activities taking place within their 2019/2020 fiscal year. Multi-year grants must be used for programs and activities taking place within the 2019, 2020 and 2021 calendar years. The amount of funding an organization is eligible to apply for is based on the eligibility stream.

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

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

Section A – Application Overview

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.

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

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

Section B – Description, Goals and Outcomes

All eligible applications will be evaluated in a comparative context, using the following four areas of measurement:

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

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

Introduction:

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

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

1. Inter-Cultural Reach

Culture should be for everyone and the City's diverse composition should be celebrated as it contributes to Mississauga's distinct cultural identity. Below are a few of the strategic priorities which address this principal:

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

Using these strategic priorities to address the following questions.

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

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

Outcomes

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

Examples of outcomes/measurements: Audience numbers, new communities being engaged, marketing initiatives, and innovative programs. To determine the best ways to measure your goals the S.M.A.R.T model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Assignable, Relevant and Time-based goals and more information can be found on the internet or by contacting the Mississauga Business Enterprise Centre (MBEC) at mbec@mississauga.ca.

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

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

Arts Organization	The City is committed to fostering an environment conducive to creativity and the preservation and development of a distinct cultural identity. Below are a few of the strategic priorities which address this goal. • Providing leadership and stewardship of cultural resources • Placemaking • Increasing support for new and emerging professional artists • Making it easier for creativity to develop Using these strategic priorities address the following questions. • How are you providing unique experiences to Mississauga (what research have you done to ensure you are not duplicating services)? • What are you doing to encourage artists and cultural producers to stay and grow in Mississauga? • How are you fostering a sense of place/community? • Describe what you are doing to support arts and artists in Mississauga? • How are you developing professional and marketable skills for artists? Include the number of artists engaged, paid opportunities for artists and how you are connecting artists to opportunities.
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Heritage Organization	The vision for heritage in Mississauga is to enable Mississauga residents to identify, protect, conserve and celebrate our collective cultural heritage by engaging the public in our evolving story. A number of strategic priorities relate to this vision: • Preserving Mississauga's Heritage • Telling, interpreting and sharing the stories of Mississauga Using these strategic priorities address the following questions: • How are you providing unique experiences to Mississauga? ○ What research have you done to ensure you are not duplicating services? • How is your organization working with the City and other organizations to tell the stories of Mississauga? • What is your organization doing to align to the City's programs and activities? • How is your organization fostering a sense of place/community? • What cross cultural programming/services is your organization providing? • What is your organization doing to promote awareness of Mississauga's heritage?
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Outcomes

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

Examples of outcome/measurements: number of paid artists/ number of paid Mississauga artists, number of exhibitions/performances and innovative programs. To determine the best ways to measure your goals the S.M.A.R.T model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Assignable, Relevant and Time-based goals and more information can be found on the internet or by contacting the Mississauga Business Enterprise Centre (MBEC) at mbec@mississauga.ca.

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

3. Strengthening Governance

Your organization's ability to govern itself in a responsible and effective manner is necessary to achieve its goals. The following questions will gauge your organizations ability to manage its programs and services.

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

Include information regarding:

- Who is on your Board of Directors and what skills they bring to your organization?
 - What training opportunities are you providing to Board members?
 - What is your plan for acquiring members with talents your organization requires?
- What skills does your staff have that are necessary to accomplish your goals?
 - What training opportunities are you providing for them?
- What necessary policies and procedures do you have in place or in development?

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

Include information regarding:

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

Outcomes

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

Examples of outcome/measurements: revised committee structures, volunteer growth, updated policies & procedures and innovative programs. To determine the best ways to measure your goals the S.M.A.R.T model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Assignable, Relevant and Time-based goals and more information can be found on the internet or by contacting the Mississauga Business Enterprise Centre (MBEC) at mbec@mississauga.ca.

4. Organizational Sustainability

The culture sector in Mississauga is becoming increasingly more competitive while opportunities for not-for-profits have been decreasing. To ensure sustainability in this environment, culture not-for-profits must be responsive to change and have a plan for ensuring the health of the organization.

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

Include information regarding:

- Program partnerships
 - Details of key partnerships and the benefits for both your organization and your partner(s)
- Corporate Sponsorship
 - Details about your sponsorship plans including the number of sponsors and the amount of funding leveraged
 - How did these sponsorships enhance your program and services?
- Additional Grants Received
 - Details outlining other grant opportunities you are currently pursuing
 - What is your success rate for receiving grants, including the amounts leveraged?
 - How did these grants enhance your programs and services?

Outcomes

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

Examples of outcome/measurements: number of sponsors, grants, breakdown of earned revenues, diversity of partnerships and innovative programs. To determine the best ways to measure your goals the S.M.A.R.T model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Assignable, Relevant and Time-based goals and more information can be found on the internet or by contacting the Mississauga Business Enterprise Centre (MBEC) at mbec@mississauga.ca.

Section C – Financial Reporting

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

Funding requests of \$20,000 or more

1. Audited Financial Statements

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

Please Note: For organizations with fiscal year ending after July 1, 2018 that have not completed their audited financial statements for that year, Year-to-Date financial statements signed by two signing officers must be provided. Audited financial statements will still be required and must be submitted to the 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 (2017/2018), current year (2018/2019), and project data for the request year (2019/2020). Organizations applying for Multi-Year funding will also have to provide financial data for 2020 and 2021.

TIP: Please ensure all the information you have included in the budget section matches your financial statements. If they don't match, use the **“Notes to Budget”** section to explain the discrepancy.

Section D – Statistical Reporting

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

Please complete the statistical reporting section in its entirety, disregarding any questions 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 – Supporting Documentation

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

New & Emerging and Established Organizations

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

Multi-Year Funded Organizations

- A current list of Board of Directors including contact information
- Programing plans for 2019, 2020 and 2021
- A current strategic plan
- A three year business plan
- Constitution and by-laws

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

Signatures from the President, Treasurer and Secretary are also required showing they have read and accepted the Terms and Conditions outlined on page 22 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

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 committee on an equal basis. The committee consists of practising arts and culture professionals and residents who are not directly involved with any organization applying for funding. The assessment committee is responsible for recommending an organization for funding and at what amount. The recommendations will then be reviewed by the Commissioner of Community Services to ensure they are aligned with City priorities.

The final recommendations will be forwarded to Council and considered at a meeting of its General Committee in early 2019. 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 provided 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.

Volunteer Peer Assessment

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

To be eligible for the Committee, you must be a practising arts and culture professional or a community member with a background in community support. You cannot be directly involved with any of the Culture Grant programs or any organization currently applying for funding. The Volunteer Peer Assessment Committee is a four-year commitment with its members being recommended by staff and approved by Council. The next Volunteer Peer Assessment Committee will be recruited to align with the 2020 to 2023 grant cycles.

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. The form can be obtained by contacting the Grants Officer at grantsinfo@mississauga.ca.

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 the financial assistance (the “Grant”) from The Corporation of the City of Mississauga (the “City”) under this Arts and Culture Grant Program (the “Program”), the following conditions will apply.

1. Pursuant to the current terms and conditions, the City may terminate the Grant and demand a partial or full repayment of the Grant provided if:

- a) the Recipient makes misrepresentations in its application for the Grant;
- b) the Grant is not used for the purpose of the services/programs or project as described in the application;
- c) the services/programs or project proposed in the application is not commenced in a timely manner as described in its application;
- d) the services/programs or project is not completed within the fiscal year for which the Grant was intended for, except otherwise approved by the City;
- e) the services/programs or project is completed without requiring the total amount of the Grant;
- f) the Recipient ceases operating or dissolves;
- g) the Recipient ceases to operate as a non-profit organization;
- h) the Recipient merges or amalgamates with any other party;
- i) the Recipient breaches any of the terms and conditions of the grant assistance; or,
- j) the Recipient breaches and of the provisions of the Ontario Human rights code, as amended, or any other applicable law, regulations, the City’s corporate policies, by-laws or Program guidelines in its operations.

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

3. The Grant shall only be used for the purposes outlined in the application subject to City approval. Any change to the purpose of the Grant is prohibited, except otherwise approved in writing by the City.

4. The Recipient will make or continue to make attempts to secure funding from other sources as indicated in its application. If the Recipient fails to secure sufficient funding for the services/programs or project as indicated in its application, the City, at its sole discretion, may demand a partial or full repayment of the Grant.

5. The Recipient shall keep and make available proper books of account and records of the financial management of the funds provided by the City in accordance with

generally accepted business and accounting practices, the Recipient authorizes the City or its agents to inspect any records, invoices, and documents in the custody or control of the Recipient which relate to the Grant at all reasonable times.

6. The Recipient is required to submit a final report on the operational, project and/or capital activities as required by the City. The Grant may not be made available to organizations that fail to meet reporting requirements for any approved Grant.

7. The Recipient represents and warrants that the services/programs or project shall not be represented as City services/programs or City project, and that the Recipient does not have the authority to hold itself out as an agent of the City in any way. The Recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the services/programs or project.

8. The Recipient shall acknowledge the support of the City in all advertising, publicity, programs, signage and plaques relating to the services/programs or project for which funds are granted.

9. In the circumstance the Recipient disbands, the Recipient must notify the City immediately and dispose of their assets in a responsible manner. Any unused portion of the Grant remains the property of the City and shall be returned to the City upon request.

10. The Recipient shall not transfer or assign the Grant or any part thereof to another person.

11. The Recipient acknowledges and agrees that any action taken by or on behalf of the City shall be unconditionally subject to the *Municipal Act, Municipal Freedom of Information and Protection of Privacy Act*, as amended, and any other applicable law or regulations governing the City or its agents, including the City's By-laws and Policies (collectively the "Applicable Law") and the City shall not be required to take any action in respect of the Program, or otherwise, if such action would be, or would be reasonably likely to be, in violation of any such Applicable Law or ultra vires the powers of the City.

12. The Recipient acknowledges and agrees that City Staff may accept tickets to events and performances, in accordance with the City's Conflict of Interest Policy, respecting the Acceptance of Gifts, Benefits, or Favours Section of the Policy and that the City and the Recipient shall at all times adhere to rules set forth therein.

13. The Recipient, including its subcontractors, employees, workers, volunteers and agents, shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors (the "Indemnified Person"), from and against any loss, cost and expense incurred by the City because of any

demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, howsoever and whatsoever incurred, suffered or sustained by the Recipient, including its subcontractors, employees, workers, volunteers and agents, or by a person other than the Recipient arising out of or in any way related to the Grant received or any obligation of the Recipient under this Program, or by anyone for whom in law the Recipient is responsible.

14. The Recipient, including its subcontractors, employees, workers, volunteers and agents, agrees that it shall absolutely and irrevocably releases the City and its Indemnified Person from any liability, loss, damages, costs, expense or claims suffered or incurred by the Recipient, including its subcontractors, employees, workers, volunteers and agents, whether arising in contract, tort, negligence, common law, equity or otherwise, in any connection with the Grant received or any obligation of the Recipient under this Program.

15. The City reserves the right to verify the membership lists provided to the City.

16. The Recipient agrees to receive information on the Program or other related information, news, events, promotions, offers and contests from the City.

17. The Recipient understands and agrees that the receipt of a Grant in one year does not guarantee funding in the following fiscal year.

18. The Recipient shall comply with all of the provisions of the Program guidelines.

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

Payment

New & Emerging and Established Organizations

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 28, 2019 to submit year-end/updated financial statements and any other documentation required by the City. Final payment will be made by August 2019, contingent on the acceptance of the year-end/updated financial statements by the Culture Division.

Multi-Year Organizations

Year One	➤ Seventy-five per cent (75%) of the first year's funding will be provided once the organization has been approved by Council and they have signed the funding agreement. ➤ Twenty-five per cent (25%) will be held back until the organization has provided the most recent year-end audited and/or updated financial statements, as outlined in the funding agreement.
Year Two	➤ Seventy-five per cent (75%) will be provided once the organization's yearly report has been received and the Culture Divisions grant budget has been approved by Council. ➤ Twenty-five per cent (25%) will be held back until the organization has provided most recent year-end audited and/or updated financial statements, as outlined in the funding agreement.
Year Three	➤ Seventy-five per cent (75%) will be provided once the organization's yearly report has been received and the Culture Divisions grant budget has been approved by Council. ➤ Twenty-five per cent (25%) will be held back until the organization has provided most recent year-end audited and/or updated financial statements, as outlined in the funding agreement.

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

Reporting Requirements

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

New & Emerging and Established Organizations

Final reports are due three months after the organizations 2019/2020 fiscal year-end. Reporting guidelines will be made available to successful applicants in the fall of 2019 and must be completed using the Grants Portal.

Multi-Year Funded Organizations

All reporting requirements will be outlined in the funding agreements provided to successful organizations upon approval of the Multi-Year grant. Multi-year requirements typically consist of mid-year financial reports, two year-end reports and a final report.

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:

Committee Room A

Civic Centre (Second Floor)

300 City Centre Drive, Mississauga L5B 3C1

Wednesday, August 29, 2018

6:00 – 8:00 pm

OR

Tuesday, September 4, 2018

9:00 – 11:00 am

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

Due Date: Friday, October 12, 2018 by 4:30 pm

2019 Arts & Culture Grant Applications

Due Date: Friday, October 12, 2018 by 4:30 pm

E-MAIL: grantsinfo@mississauga.ca

PHONE: 905-615-3200 Ext. 5476

WEBSITE: www.mississauga.ca/grants

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

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

GLOSSARY

Board of Directors	A board of directors is a body of elected or appointed volunteer members who jointly oversee the activities of a company or organization.
Business Number	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 12, 2018 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 organization's operating assets minus its operating liabilities.
Professional Artist	An individual who earns all or a sizable portion of their livelihood through remuneration for artistic performances or creation and is recognized by his or her peers as an artists.



Culture Division

City of Mississauga
201 City Centre Drive, Suite 202
Mississauga ON L5B 2T4
mississauga.ca/grants

