



## 2019 Guidelines

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# Culture Projects Grant Program

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





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## **Purpose**

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The Culture Projects Grant Program (the “Program”) provides project-based grants which fund cultural organizations to:

- Expose more individuals, communities and areas of the City to culture
- Develop strong creative collaborations
- Encourage more cultural practitioners to create a wider variety of cultural experiences for the City 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.

## **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.

## Eligibility

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- ✓ Operating on a not-for-profit basis and governed by volunteers, or
- ✓ A collective with a legal identity
- ✓ Projects must be arts, culture or heritage focused
- ✓ Projects must take place in Mississauga

## Ineligibility

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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 Educational institutions – (for definition see page 18 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 Project proposals, beginning before the start of the calendar year
- X Expenses accruing prior to the current granting cycle
- X Organizations or activities that the City deems may promote discrimination, contempt or hatred for any individual or entity.

## Application Requirements

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- 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 16.
- 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](http://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 provided
  - Including performance measures and targets related to your goals
2. Completed financial and statistical reporting sections
  - Including a signed copy of your detailed project budget
3. 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 documentation

**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

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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](http://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 that your access to the site will not be restricted if the individual who originally registered is not available.*

## **Application Breakdown**

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2019 Culture Project grants are intended to support events or activities showcasing how Mississauga is evolving and changing, while using spaces outside of traditional platforms. These projects must take place between January 1, 2019 and December 31, 2019. Projects should have a clearly defined objective and a distinct budget. Organizations can apply for up to 50% of their total project budget or \$5,000, whichever is less.

Multi-faceted projects are encouraged. Each organization would be required to submit an application for different elements of the larger project. Each element must be able to stand on its own and should complement the larger project.

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

### **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](mailto:grantsinfo@mississauga.ca) or 905-615-3200 ext. 5476.

### **Section B – Project Description and Objectives**

Please ensure you answer all the questions in the Culture Projects Grant application. Answers to these questions should reference the strategic priorities of the grant program. Applications will be scored based on these questions and in comparison with the other applications.

In total, your response to questions B1 to B4 should not exceed the spaces provided for each question. Please attach all supplementary information with your application and clearly indicate which question number each attachment corresponds with.

## **Section C – Finances**

### **Financial Reporting**

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

### **Financial Statements**

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

## **Section D – Governance**

Please attach a list of all individuals involved with the organization of this project. This list should include: board members, committee members or members of the collective. This list must also include their contact information.

Signatures must be provided showing all individuals have read and accepted the Terms and Conditions outlined on page 12 and in the application.

## **Application Process**

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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 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 applied 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 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.

## Volunteer Peer Assessment

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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 practicing 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](mailto:grantsinfo@mississauga.ca).

## Terms and Conditions for Grant Assistance

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Please note; if your organization (the “Recipient”) receives the financial assistance (the “Grant”) from The Corporation of the City of Mississauga (the “City”) under this Culture Projects Grant Program (the “Program”), the following conditions will apply.

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

- a) the Recipient makes misrepresentations in its application for the Grant;
- b) the Grant is not used for the purpose of the services/programs or project as described in the application;
- c) the services/programs or project proposed in the application is not commenced in a timely manner as described in its application;
- d) the services/programs or project is not completed within the fiscal year for which the Grant was intended for, except otherwise approved by the City;
- e) the services/programs or project is completed without requiring the total amount of the Grant;
- f) the Recipient ceases operating or dissolves;
- g) the Recipient ceases to operate as a non-profit organization;
- 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

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

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

## Reporting Requirements

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All Culture Projects Grant recipients are required to submit a final report for their project. They must include copies of project invoices to verify project spending matches the proposed budget and grant allocation. Final reports must be submitted prior to December 31, 2019. Reporting guidelines will be made available to successful applicants 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

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Applicants that have not received a City of Mississauga grant in the past two years are **required** to attend one of the information sessions to be eligible for funding.

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.

| <b>Arts &amp; Culture Information Sessions</b>                                                | <b>Cultural Festivals &amp; Celebrations Information Sessions</b>               |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| <b>Noel Ryan Auditorium</b><br>Central Library (ground floor)<br>301 Burnhamthorpe Road, West | <b>Committee Room A</b><br>Civic Centre (Second Floor)<br>300 City Centre Drive |
| <b>Wednesday, August 29, 2018</b><br>6:00 pm to 8:00 pm                                       | <b>Thursday , August 30, 2018</b><br>6:00 pm to 8:00 pm                         |
| <b>Tuesday, September 4, 2018</b><br>9:00 am to 11:00 am                                      | <b>Thursday , September 6, 2018</b><br>9:00 am to 11:00 am                      |

For up-to-date details contact: [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) / 905-615-3200 ext. 5476.

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

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**PHONE:** 905-615-3200 Ext. 5476

**WEBSITE:** [www.mississauga.ca/grants](http://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

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Board of Directors</b>                    | A board of directors is a body of elected or appointed volunteer members who jointly oversee the activities of a company or organization.                                                                                                                                                                                                                                                                                                                                   |
| <b>Business Number</b>                       | The business number is a number you are assigned when you register to do any business with the Canada Revenue Agency, such as registering for the GST/HST or filing corporate income tax. This single Business Number replaces the numbers that Canadian businesses previously needed to deal with the federal government. If you had accounts with the Canada Revenue Agency before the business number came into effect, your GST/HST number became your business number. |
| <b>Charitable Status Registration Number</b> | Organizations that are charities and that meet other requirements of the <i>Income Tax Act</i> can become <b>registered</b> charities with the Canada Revenue Agency. A registered charity receives a registration number and is entitled to issue tax receipts. For more information visit: <a href="http://www.cra-arc.gc.ca/E/pub/tg/t4063/">www.cra-arc.gc.ca/E/pub/tg/t4063/</a>                                                                                       |
| <b>Collectives</b>                           | 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.                                                                                                                                                                                                                                                                               |
| <b>Educational Institutes</b>                | 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.                                                                                           |
| <b>Established Organizations</b>             | Operating in its fourth year or more since established, on a not-for-profit basis and governed by democratically elected volunteers, with a record of sustained activity since inception.                                                                                                                                                                                                                                                                                   |
| <b>Fiscal Year</b>                           | 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.                                                                                                                                                                                                                                |
| <b>In-Kind Donations</b>                     | 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                                                                                                                                                                                     |

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

|                                       |                                                                                                                                                                                                                                                                                          |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       | 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.      |
| <b>Minor Capital Item</b>             | Items such as program or office equipment which cost \$15,000 or less.                                                                                                                                                                                                                   |
| <b>New and Emerging Organizations</b> | Operating in its third year or less since established, on a not-for-profit basis and governed by volunteers, with a record of sustained activity since inception.                                                                                                                        |
| <b>Non-profit (non-for-profit)</b>    | 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. |
| <b>Operating Net Assets</b>           | An organization's operating assets minus its operating liabilities.                                                                                                                                                                                                                      |



**Culture Division**

City of Mississauga  
201 City Centre Drive, Suite 202  
Mississauga ON L5B 2T4  
[mississauga.ca/grants](http://mississauga.ca/grants)

