

# City Enrichment Fund Arts Program

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Guidelines

September 2015



## ARTS PROGRAM

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**\* Not open for applications in 2015**

## The City of Hamilton’s investment in the arts is guided by the City Enrichment Fund’s Arts Program.

### ARTS PROGRAM OBJECTIVES

To provide opportunities for all the people of Hamilton to enjoy and actively participate in the arts while:

- Enhancing social, economic and cultural prosperity
- Building strength in the arts sector

### EIGHT STREAMS

#### 1. Operating Grants for Arts Organizations

To provide not-for-profit arts organizations with a stable funding base to enable them to further their mission.

#### 2. Arts Festivals

To enhance the ability of organizations to produce and present arts festivals that have high merit, strong impact and solid viability.

#### 3. Capacity Building for Arts Organizations

To strengthen the relevance, responsiveness, effectiveness and resilience of organizations.

#### 4. Arts Innovation Grants

To support the development of new, creative and visionary products or approaches that further Hamilton’s cultural vitality and prosperity.

#### 5. Creation and Presentation Grants for Arts Professionals

To provide the opportunity for arts professionals to create and to present a body of work that will build and/or strengthen their careers and/or enhance the creative profile of the City of Hamilton.

#### 6. Business Development for Arts Entrepreneurs

To cultivate arts-based entrepreneurship through providing services in collaboration with the City of Hamilton’s Small Business Enterprise Centre and other partners.

#### 7. Capital Improvement and Equipment Grants

To contribute to improved physical conditions for arts related creation and presentation, and to increase and improve public access.

#### 8. Major Capital Investment in Facilities

To provide City Council with an objective, transparent and consistent method and framework to make decisions regarding funding for the conservation, development and purchase of public use facilities.

# 1. OPERATING GRANTS FOR ARTS ORGANIZATIONS

## OBJECTIVE

To provide not-for-profit arts organizations with a stable funding base to enable them to further their mission.

## DESCRIPTION

This funding stream provides annual and multi-year grants (multi-year funding is not yet available) to support the operation (administration and programming) of established professional, semi-professional and emerging organizations.

## ELIGIBILITY CRITERIA

Incorporated, not-for-profit professional and semi-professional arts organizations in all artistic disciplines are eligible.

An applicant must have their head office in the City of Hamilton and a significant portion of their activities must occur within the City.

Applicants must be operating year-round and be offering programs and services that are open to the public and publicized city-wide.

Within each of the professional and semi-professional categories, there are two grant levels. Applicants should apply as an emerging or established art organization based on the number of years that the organization has been incorporated.

## FUNDING CATEGORIES

### Established Professional Organization

Definition	A professional arts organization is led by arts professionals who observe best practices and pursue standards of excellence within their discipline. Professional organizations are those who work with other arts professionals whom they pay, at minimum standard fees, for the artistic work.
Status	Incorporated for five years or more
Maximum Funding	Up to 30% of operating expenses
Application Form	Established Professional Arts Organizations
Assessment Weighting	30% Organizational Viability 30% Cultural Impact 20% Economic Impact 20% Social Impact

### **Established Semi-Professional Organization**

Definition	A semi-professional arts organization is generally led by arts professionals who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.
Status	Incorporated for five years or more
Maximum Funding	Up to 30% of operating expenses
Application Form	Established Semi-Professional Arts Organizations
Assessment Weighting	30% Organizational Viability 70% Program and Outreach (cultural, economic, and social impact)

### **Emerging Organization (Professional or Semi-Professional)**

Definition	An emerging arts organization is a not-for-profit professional or semi-professional arts organization which has been incorporated for between one and four years and has a history of sustained activity on a seasonal or year round basis.
Status	Incorporated for less than five years
Maximum Funding	Up to 30% of operating expenses to a maximum of \$30,000 per year (Professional) or to a maximum of \$10,000 per year (Semi-Professional)
Application Form	Emerging Professional & Semi-Professional Arts Organizations
Assessment Weighting	30% Organizational Viability 70% Program and Outreach (cultural, economic, and social impact)

### **Organizations Requesting less than \$5000**

This category is open to all Arts Organizations for requests of \$5000 or less

Maximum Funding	Up to \$5,000 or up to 30% of operating expenses
Application Form	Arts Organizations Requesting less than \$5,000
Assessment Weighting	30% Organizational Viability 35% Cultural Impact 15% Economic Impact 20% Social Impact

#### **WHO IS NOT ELIGIBLE TO APPLY?**

- Religious or political organizations
- Foundations
- For-profit organizations and ventures
- Organizations that are not incorporated
- Organizations whose activities are deemed to come under the jurisdiction of

other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, post-secondary institutions, social service organizations, hospitals, business improvement associations, etc.)

#### **ELIGIBLE EXPENSES**

- All ongoing artistic and administrative expenses are eligible
- Not-for-profit arts organizations that operate a major stream of activity that is not eligible under the Arts Program (e.g. academic school), must exclude that activity in the application narrative and in the provided Financial and Statistical Information

#### **INELIGIBLE EXPENSES**

- Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings)
- Deficit reduction
- Retroactive activity
- HST

#### **APPLICATION PROCESS**

- Applicants should discuss their funding needs with City of Hamilton staff prior to development and submission of an application. Contact: Andrea Carvalho, Cultural Project Specialist 905-526-2424 ext.1947 or [andrea.carvalho@hamilton.ca](mailto:andrea.carvalho@hamilton.ca)
- The application deadline is November 2<sup>nd</sup>, 2015, 4:30 pm.
- City of Hamilton staff from the Tourism and Culture staff will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

#### **ASSESSMENT PROCESS**

- Applications will be assessed according to an organization's level and professional status. For example, established professional organizations will be assessed in the context of applications from other established professional organizations. Similarly, emerging semi-professional organizations will be assessed in the context of other emerging semi-professional organizations, and so on.
- Organizational viability and social, economic and cultural impact will be reviewed by an assessment panel. The assessment panel will be composed of peer assessors and staff from the Tourism and Culture Division. Participants on the assessment panel will be selected based on familiarity with the arts sector and fair-mindedness and may be drawn from across the province as required.
- A passing score for an application is 60%.
- Funding amounts for individual grants are dependent on the available budget of the City Enrichment Fund as well as the amount allocated in the Arts Program. Total funding received by the applicant from all sources in the City of Hamilton cannot exceed 30% of the project, event or operational budget.

- Final decisions on all grants are made by City Council.

#### **ASSESSMENT CRITERIA**

All applicants must be able to demonstrate good use of public funds. The following assessment criteria will be tailored as appropriate based on the level and professional status of the organization. See chart in Categories section (above) for assessment weighting by applicant type.

**Organizational Viability** as determined by:

- Ability of the applicant to further their mission
- Responsible management
- Responsible oversight and active engagement of the Board
- Financial stability and viability
- Capacity
- Effective planning and evaluation

**Cultural Impact** as determined by:

- Clear programming vision that reflects the organization’s mandate and/or mission
- Successful track record of achievement: quality and quantity of programming
- Leadership contribution to the development of the arts sector
- Extent of use of the facility by the community for artistic purposes
- The applicant’s activities bring provincial, national or international recognition to Hamilton

**Economic Impact** as determined by:

- Employment and training opportunities for Hamilton artists, cultural workers and contractors
- Direct and indirect spending in Hamilton
- Strong and successful relationships and partnerships with the business and the not-for-profit community

**Social Impact** as determined by:

- Improving the quality of life for the residents of Hamilton
- The effort and the success in reaching out to all of Hamilton’s communities
- The interest of the residents of Hamilton in the work being offered as reflected in engagement and participation
- Offering meaningful opportunities for volunteers

## 2. ARTS FESTIVALS

### OBJECTIVE

To enhance the ability of organizations to produce and present arts festivals that have high merit, strong impact and solid viability.

### DESCRIPTION

This funding stream supports the planning and delivery of arts festivals in Hamilton that have a city-wide impact through annual operating grants for established festivals emerging festivals.

For the purpose of this funding stream, a festival is defined as a collection of arts activities presented over a set period of time with some theme of interest. A festival may be devoted to one or more disciplines and can be produced annually, on a reoccurring basis, or one-time. A festival has general appeal, a public profile and public access on a free and/or paid basis.

### ELIGIBILITY CRITERIA

Applicants must be incorporated not-for-profit organizations with a head office in the City of Hamilton and a mandate that includes producing an arts festival. The focus of the festival must be arts-based and occur within the City of Hamilton. Only expenses related to activities occurring within the City of Hamilton are eligible for consideration under the Arts Program.

### FUNDING CATEGORIES

#### Established Arts Festival

Definition	Incorporated not-for-profit organizations that have been incorporated for five or more years and have a history of sustained arts festival programming.
Status	Incorporated for five years or more
Maximum Funding	Up to 30% eligible festival administrative and programming expenses to a maximum of \$100,000
Application Form	Established Arts Festivals
Assessment Weighting	30% Arts Programming 20% City-wide Impact 30% Organizational Viability 20% Economic Impact



### Emerging Arts Festival

Definition	Incorporated not-for-profit organizations that have been producing the festival for less than five years.
Status	Incorporated for five years or more
Maximum Funding	Up to 30% eligible festival administrative and programming expenses to a maximum of \$10,000
Application Form	Emerging Arts Festivals
Assessment Weighting	30% Arts Programming 20% City Impact 30% Organizational Viability 20% Economic Impact

Arts organizations that receive a City Enrichment Fund Arts Operating Grant may also apply for an Arts Festival grant on a one-year basis for a new festival initiative in the Emerging Arts Festival category.

#### WHO IS NOT ELIGIBLE:

- Religious organizations
- For-profit organizations and ventures
- Political parties
- Organizations that are not incorporated
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, post-secondary institutions, social service organizations, hospitals, business improvement associations, government agencies etc.

#### INELIGIBLE PROJECTS

- Small neighborhood festivals
- Book fairs
- Literary reading series
- Competitions
- Sports and recreation tournaments and events
- For profit, commercial or entertainment ventures
- Trade shows, trade fairs and conferences
- Stand-alone parades (e.g. Santa Claus Parade)
- Events, defined as one-off single activities, gatherings or celebrations typically taking place over a concentrated period of time, such as a few hours. Examples of events are rallies, demonstrations, fundraising events, single performances or other single artistic activities.
- Retroactive activity

#### ELIGIBLE EXPENSES

Only expenses related to festival activity within the City of Hamilton are eligible.

- Artistic (fees and travel)
- Production and technical (including equipment and venue rental)
- Marketing, promotion and audience development
- Administration
- Insurance
- Policing and security
- Road closure charges
- Evaluation

#### INELIGIBLE EXPENSES

- Hospitality including alcohol
- Equipment purchase
- Expenses not directly related to the festival
- Expenses for festival components or activities that take place outside of the City of Hamilton
- Retroactive activity
- HST

#### APPLICATION PROCESS

- Applicants should discuss their funding needs with City of Hamilton staff prior to development and submission of an application. Contact: Andrea Carvalho, Cultural Project Specialist 905-526-2424 ext.1947 or [andrea.carvalho@hamilton.ca](mailto:andrea.carvalho@hamilton.ca)
- The application deadline is November 2<sup>nd</sup>, 2015, 4:30 pm.
- Tourism and Culture staff will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

#### ASSESSMENT PROCESS

- Artistic merit, programming experience, impact, and festival viability will be assessed by a peer assessment panel. Selected peer assessors have a broad knowledge and experience of the arts sector, knowledge of the community, and are fair-minded.
- The peer assessors' findings inform recommendations developed by Tourism and Culture staff.
- A passing score for an application is 60%.
- Funding amounts for individual grants are dependent on the available budget of the City Enrichment Fund as well as the amount allocated in the Arts Program. Total funding received by the applicant from all sources in the City of Hamilton cannot exceed 30% of the project, event or operational budget.
- Final decisions on all grants are made by City Council.

#### ASSESSMENT CRITERIA

Emerging and Established Festivals will be assessed separately using the following assessment criteria and weighting:

30% **Arts Programming** as determined by:

- Clear vision that reflects the organization’s mandate
- Quality and quantity of arts programming
- Qualified, professional artistic leadership
- Plans to allocate appropriate resources/fees towards festival programming
- Contributing to the development of the festival sector in Hamilton

20% **City-wide Impact** as determined by:

- Potential for public support, participation and attendance
- Strong and successful relationships and partnerships with the business and the not-for-profit community
- Audience development initiatives aimed at reaching Hamilton’s broad, diverse community
- Offering meaningful opportunities for volunteers
- Improving quality of life for the residents of Hamilton

30% **Organizational Viability** as determined by:

- Successful track record of achievement in Festival programming and delivery (if applicable)
- The capacity of the applicant to present the festival as proposed
- The soundness of the festival planning and the evaluation plan
- Balanced, realistic budget
- Capacity to generate earned and private sector revenue
- Effective planning and evaluation
- Appropriate and effective marketing and promotion
- Demonstrates good use of public funds

20% **Economic Impact** as determined by:

- Employment and training opportunities for Hamilton artists, cultural workers and contractors
- Direct and indirect spending in Hamilton
- Attraction of tourists to Hamilton

### 3. CAPACITY BUILDING FOR ARTS ORGANIZATIONS\*

STATUS: NOT OPEN FOR APPLICATIONS IN 2015

#### OBJECTIVE

To strengthen the relevance, responsiveness, effectiveness and resilience of organizations.

#### DESCRIPTION

This funding stream provides project grants to incorporated arts organizations to support capacity building strategies, organizational development projects and professional development initiatives with a view to building administrative and management capacity in the arts.

#### ELIGIBILITY CRITERIA

Incorporated, not-for-profit professional and semi-professional arts organizations in all artistic disciplines are eligible to apply. Applications for capacity building support will be considered from organizations that are receiving funding through other funding streams within the Arts Program. For this purposes of this funding stream, the following definitions apply:

Professional Organization: Is generally led by arts professionals who pursue standards of excellence within their discipline and includes other arts professionals who are paid for the artistic work they do within the organization.

Semi-professional Organization: Is generally led by arts professionals who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

Applicant organizations must have their head office in the City of Hamilton and a significant portion of their activities must occur within the City. Applicants may receive funding through this funding stream only once every two years.

Groups of two or more organizations facing similar organizational challenges are encouraged to collaborate on a capacity building project.

The maximum grant will be \$25,000.

Grant amounts are dependent on available dollars in the Arts Program.

#### WHO IS NOT ELIGIBLE?

- Religious organizations
- Foundations
- For-profit organizations and ventures
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, business improvement associations, etc.)

#### ELIGIBLE PROJECTS

- Retaining external expertise to work with the applicant on a specific capacity building initiative.
- Organizational and human resource assessment, change management and similar processes.
- Board development and improved governance practices
- Mentorship, coaching, job shadowing and professional development

#### ELIGIBLE EXPENSES

- External experts and coaches' fees and travel costs
- Professional development fees and travel for participation in seminars or workshops
- Mentor and job shadowing honoraria and travel costs
- Fees related to the use of licensed organizational development tools and related costs

#### INELIGIBLE EXPENSES

- Attendance at annual professional service organization general meetings or conferences
- Ongoing operating costs (including staff time)
- Research and publications
- Undergraduate, post graduate or other academic and professional training
- Capital project planning studies
- Mandated training (e.g. Workplace Hazardous Materials Information System (WHMIS) or Accessibility for Ontarians with Disabilities Act (AODA))
- Retroactive activity
- HST

#### APPLICATION PROCESS

- Applicants should discuss their funding needs with City program staff prior to development and submission of an application.
- The application deadline is [date to be established] by 4:30 pm.
- Tourism and Culture staff will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.

- Late applications will be returned to the applicant unopened.

#### **ASSESSMENT PROCESS**

- Applications will be assessed by Tourism and Culture staff.
- Recommendations will be developed by Tourism and Culture staff.
- Final decisions on all grants are made by City Council.

#### **ASSESSMENT CRITERIA**

The assessment criteria will be adapted to the capacity building initiative proposed by each applicant and how it will improve the applicant's administrative and management capacity. In general, applications will be assessed according to:

- The situation the organization is facing, the clarity of the objectives and of the intended capacity building initiative
- The suitability of the workplan to the situation at hand
- The skills exchange and/or learning that will be achieved
- The capacity of the organization to effect change
- The project budget

In addition, the assessment will consider how the project strengthens one or more aspects of the applicant's:

- Relevance to the community
- Responsiveness to change
- Effectiveness of operations
- Resilience to financial or other organizational challenges

## 4. ARTS INNOVATION GRANTS\*

STATUS: NOT OPEN FOR APPLICATIONS IN 2015

### OBJECTIVE

To support the development of new, creative and visionary products or approaches that further Hamilton’s cultural vitality and prosperity.

### DESCRIPTION

The funding stream provides one-time project funding for the development of a specific, innovative or novel arts product and/or approach that does not meet the criteria of other streams within the Arts t Program. Projects may, for example, foster entrepreneurship, build sustainability, enhance job creation and/or encourage new business development.

### ELIGIBILITY CRITERIA

Applications will be accepted from:

- Individual artists and collectives
- Incorporated not-for-profit arts organizations
- Arts businesses, including for-profit corporations such as cultural industries and creative businesses

The maximum grant under this funding stream is \$20,000.

Grant amounts are dependent on available dollars in the Arts Program.

### WHO IS NOT ELIGIBLE:

- Religious organizations
- Political parties
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, business improvement associations, government agencies etc.)

### ELIGIBLE PROJECTS

Eligible projects could include, but are not limited to, new models of operation, innovative partnerships and hybrid approaches to artistic creation. Innovative projects that involve both for-profit and not-for profit organizations are encouraged.

### INELIGIBLE PROJECTS

- Commissioned work
- Professional development and training
- Artist-in-residence projects
- Retroactive activity
- Public art projects

#### ELIGIBLE EXPENSES

- Artist’s fees
- Research
- Materials and equipment (purchase and/or rental)
- Production/technical costs
- Rent for studio or other place of specialized work for the duration of the creation/development period
- Promotion (marketing materials, advertising, printing and other promotional costs)
- Travel directly related to a partnership or new product development
- Evaluation

#### INELIGIBLE EXPENSES

- Ongoing living and artistic expenses
- Administration
- Fundraising costs
- Translation
- Legal fees and patents
- HST

#### APPLICATION PROCESS

- Applicants should discuss their funding needs with City program staff prior to development and submission of an application.
- Tourism and Culture staff will review applications for eligibility, completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

#### ASSESSMENT PROCESS

- The advice of peer assessors may be sought to evaluate innovation, professional experience and other elements of the application.
- Recommendations will be developed by Tourism and Culture staff.
- Final decisions on all grants are made by City Council.

#### ASSESSMENT CRITERIA

The assessment criteria will be adapted to the arts innovation project proposed by each applicant. In general, applications will be assessed according to:

- How the project will advance the program’s objectives
- The opportunity that has been identified, the clarity of the objectives and the capacity of the applicant to successfully complete the project
- The suitability of the workplan and project budget.



## 5. CREATION AND PRESENTATION GRANTS FOR\* ARTISTS

STATUS: NOT OPEN FOR APPLICATIONS IN 2015

### OBJECTIVE

To provide the opportunity for artists to create new artistic work and to enhance public exposure to a body of work that will build and/or strengthen their careers and/or enhance the creative profile of the City of Hamilton.

### DESCRIPTION

This funding stream provides project grants to artists who have an independent arts practice in any arts discipline, for the creation of new artistic work and its public presentation in Hamilton and further afield.

### ELIGIBILITY CRITERIA

Individual artists and artist collectives are eligible to apply.

Amateur/Non Professionals are not eligible to apply.

### A) Artists

Artists in all artistic disciplines are eligible to apply.

There are two eligibility levels:

#### LEVEL ONE: Emerging Artists

This level is open to any artists at the early stage in their career, who has received specialized training in the art form, and who has created a modest body of artistic work. Typically emerging artists have been practicing professionally for less than seven years. The maximum grant under Level One is \$5,000.

#### LEVEL TWO: Established Artists

This level is open to any artist who has developed skills through training and/or practice in an arts discipline, has a significant history of professional public exposure and presentation, is recognized by peers, and is paid professional fees. Typically established artists have been practicing professionally for seven years or more. The maximum grant under Level Two is \$10,000.

Applicants must reside within the City of Hamilton. Please note that the City reserves the right to require proof of residency.

Applicants must be at least 18 years of age and may not be a full-time student at a post-secondary institution.

Applicants may submit only one application in each application intake deadline. An artist who has received City of Hamilton funding for a previous project must have completed that project and submitted an approved final report before reapplying. Applicants may receive funding through this funding stream only once every two years.

Applications will be accepted at the same application date from an artist for an individual work, as well as from the artist as a member of a collective, if the two pieces of work are clearly distinct.

## **B) Collectives**

Artist collectives are eligible to apply for a work of creative collaboration and presentation.

A collective is defined as a group of two or more artists working together under a group name, either on a single project or on an ongoing basis. The collective can be either an unincorporated body or an incorporated not-for-profit organization.

The collective will be considered either Level One or Level Two, based upon the experience of the individuals involved.

Please note that all collaborating artists are required to sign the application form.

Applications will be accepted at the same application date from an artist as a member of a collective, as well as from the artist for an individual work, if the two pieces of work are clearly distinct.

### **ELIGIBLE PROJECTS**

Applicants working in all artistic disciplines may apply for:

- The creation and presentation of new work; or
- The presentation of existing work.

The City will make no claim of ownership for work created with funding through this funding stream.

Applicants must identify the target audience(s) for the work (local or further afield), a strategy to present the work, and the benefit that the presentation will bring to the artist's career and to enhancing the creative profile of the City of Hamilton.

### **INELIGIBLE PROJECTS**

- Fundraising events
- Commissioned work
- Projects associated with organizations that receive operating funding from the Arts Fund or that are funded through other City of Hamilton grant programs.
- Projects where artistic creation and presentation are not central to the project
- Professional development and training
- Artist-in-residence projects
- Retroactive activity

#### **ELIGIBLE EXPENSES**

##### **Creation:**

- Artists' fees
- Materials (modest purchase and/or rental costs will be considered)
- Production/technical costs
- Rent of studio or other place of specialized work for the duration of the creation period

##### **Presentation:**

- Artists' fees
- Facility rental, studio, production and technical costs
- Materials (purchase and/or rental)
- Promotion (marketing materials, advertising, printing and other promotional costs)
- Travel costs

#### **INELIGIBLE EXPENSES**

- Ongoing living and artistic expenses
- Administration
- Fundraising costs
- Capital purchases (e.g. instruments, computers or software)
- Translation
- Agent fees
- HST

#### **APPLICATION PROCESS**

- Applicants should discuss their funding needs with City program staff prior to development and submission of an application.
- The application deadline is [date to be established] by 4:30 pm.
- Tourism and Culture staff will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

#### **ASSESSMENT PROCESS**

- Artistic merit, professional experience and project viability will be assessed by peer assessors. Assessors will be selected on the basis of their familiarity with a broad spectrum of arts practices, knowledge of the community, and fair-mindedness.
- The peer assessors' findings will inform recommendations developed by Tourism and Culture staff.
- Final decisions on all grants are made by City Council.

**ASSESSMENT CRITERIA**

Applications will be considered in the context of the program and funding stream objectives and the following criteria:

Contribution to the creative profile of the City of Hamilton, as determined by:

- Public impact, including the quality and effectiveness of the publicity, marketing, outreach and/or audience development strategies
- The number and nature of opportunities for the public to experience the work
- The overall quality of the presentation plan
- Contribution to the cultural vibrancy of our community

Artistic Impact as determined by:

- Strength of the articulated artistic statement, vision and goals
- Strength of the proposed work and its contribution to the development of the applicant's body of work
- Artistic credentials and experience

Strengthening the arts sector as determined by:

- Contribution to the arts sector in Hamilton
- Involvement of other artists or other partners (where relevant)
- Demonstrates good use of public funds

Financial Viability and Effective Planning, as determined by:

- The artist is appropriately remunerated for the work
- Viability of the workplan for the project (realistic goals, appropriate planning, effective budgeting)
- Applicant's track record

## **6. BUSINESS DEVELOPMENT FOR ARTS ENTREPRENEURS\***

STATUS: NOT OPEN FOR APPLICATIONS IN 2015

### OBJECTIVE

To cultivate arts-based entrepreneurship through providing services in collaboration with the City of Hamilton’s Small Business Enterprise Centre and other partners.

### DESCRIPTION

The Hamilton Small Business Enterprise Centre (SBEC) provides the information and tools that entrepreneurs need to grow their businesses. Operating as an arm of the Economic Development Division of the City of Hamilton, the Centre is a one-stop source for business information, guidance and professional advice on starting and running a successful business – for both start-up and growing businesses.

Contact the City of Hamilton’s Small Business Enterprise Centre for more information.  
<http://www.investinhamilton.ca/small-business/>

## 7. CAPITAL IMPROVEMENT AND EQUIPMENT GRANTS\*

STATUS: NOT OPEN FOR APPLICATIONS IN 2015

### OBJECTIVE

To contribute to improved physical conditions for arts related creation and presentation, and to increase and improve public access.

### DESCRIPTION

This funding stream provides grants to arts organizations who own their space or to authorized tenants with a minimum of 10 years remaining on their lease. It offers grants for new or upgraded equipment, minor capital improvements, or capital planning.

### ELIGIBILITY CRITERIA

Applications from established, incorporated professional and semi-professional arts organizations working in all artistic disciplines will be considered. For the purposes of this funding stream, professional and semi-professional are defined as:

Professional Organization: Is generally led by arts professionals who pursue standards of excellence within their discipline and includes other arts professionals who are paid for the artistic work they do within the organization.

Semi-professional Organization: Is generally led by arts professionals who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

Applications will be accepted from the following, in order of priority:

1. Incorporated not-for-profit arts organizations that own the space or equipment requiring improvement or upgrade
2. Incorporated not for profit arts organizations that have a long-term lease (minimum 10 years remaining) in a building owned by another not-for-profit organization
3. Incorporated not-for-profit arts organizations that have a long-term lease (minimum 10 years remaining) in a space owned by a private sector individual or company. Within this category, the portability of equipment and the nature of the capital upgrades will affect the ranking of the application.

If the applicant is a tenant, written consent of the owner is required.

The capital grant must be used for equipment or capital improvements to a building in the City of Hamilton. Grants are not intended to subsidize buildings that are planned for re-sale, to increase the sale price, or for capital debt retirement.

Applicants must be able to demonstrate financial stability, sound administration and the organizational capacity necessary to carry out the project.

Applicants may receive funding through this funding stream only once every two years.

#### **ELIGIBLE PROJECTS**

Capital improvement and equipment projects will typically have a total budget less than \$50,000. Applicants are eligible to apply for a maximum of 50% of project budget to support:

- Equipment
- Minor improvement to existing buildings
- Capital planning

Grant amounts are dependent on available dollars in the Arts Program.

#### **WHO IS NOT ELIGIBLE?**

- Religious organizations
- Foundations
- For-profit organizations and ventures
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments (e.g. school boards, social services, hospitals, business improvement associations, etc.)

#### **ELIGIBLE EXPENSES**

##### **Equipment**

- Equipment directly related to creation and performance (e.g. sound, lighting, removable seating, stage curtains, rigging, dance floor that can be removed from the building)
- Projection and multi-media equipment
- Storage and display systems
- Ticketing systems

##### **Minor Improvements to Existing Buildings**

- Materials and labour for:
  - Energy efficiency upgrades
  - Accessibility upgrades
  - Enhancement of public space

##### **Capital Planning**

- Professionally led feasibility studies (needs assessment, building program and architectural)
- Capital campaign assessment and fundraising feasibility studies
- Capital project business plans
- Master plans

#### INELIGIBLE PROJECTS/EXPENSES

- Restoration of artifacts or collections
- Office equipment and furniture
- Costs related to the regular or routine maintenance of a building
- HST

#### APPLICATION PROCESS

- Applicants should discuss their funding needs with City program staff prior to development and submission of an application.
- Tourism and Culture staff will review the application for eligibility and for completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.
- Two quotes are required for each piece of equipment being requested.
- Building permits and Building Repair Contractor's Trade Licenses may be required.

#### ASSESSMENT PROCESS

- Applications will be assessed by Tourism and Culture staff.
- Final decisions on all grants are made by City Council.

#### ASSESSMENT CRITERIA

Applications will be assessed in relation to the program and funding stream objectives, which are to improve physical conditions for arts related creation and presentation, and to increase and improve public access.

The assessment will consider the following criteria. Please note that not all criteria are relevant to all applications:

- The applicant's stability and viability, and the capacity to complete the project
- The impact of the project on the organization's ability to create and present
- Benefit to the citizens of Hamilton
- Improved public access
- Financial viability and project readiness
- Project cost and benefit analysis
- Risk assessment
- Long term impact on the organization's development



## 8. MAJOR CAPITAL INVESTMENT IN FACILITIES\*

STATUS: NOT OPEN FOR APPLICATIONS IN 2015

### OBJECTIVE

To provide City Council with an objective, transparent and consistent method and framework to make decisions regarding funding for the conservation, development and purchase of public use arts facilities.

### DESCRIPTION

This stream does not have an annual allocation. Council may consider an application for major capital investment on an ad hoc basis. This funding stream may provide grants and/or low-interest loans to assist the not-for-profit arts sector to purchase and to improve space for the creation, production and presentation of arts activities at the discretion of Council.

### ELIGIBILITY CRITERIA

Applications are only accepted from established, incorporated not-for-profit professional and semi-professional arts organizations.

Applicants who are eligible for other existing loan or grant programs under the Planning and Economic Development Department, City of Hamilton are not eligible for additional consideration under this stream.

### APPLICATION PROCESS

There is no deadline for this stream.

Applicants are strongly encouraged to contact Tourism and Culture staff to discuss the proposed project and required information prior to submission of a funding request.

### ASSESSMENT PROCESS

- Applications will be assessed by Tourism and Culture staff.
- External assessment may be sought to evaluate elements of the application.
- Final decisions on all grants are made by City Council.

## GLOSSARY OF TERMS

### Introduction

These definitions have been prepared by the City of Hamilton to provide additional clarity around the terms used in the Arts Program. Please note that the language and definitions used are generic to the arts, are intended to apply across all artistic disciplines, and may differ from definitions used in other funding programs.

### ARTIST

#### AMATEUR/NON PROFESSIONAL ARTIST

An individual who undertakes artistic activity for personal pleasure and/or recreation without an expectation of financial gain.

#### EMERGING ARTIST

An artist who is at an early stage in their career, who has specialized training in the art form, and who has created a modest body of artistic work. Typically emerging artists have been practicing professionally for less than seven years.

#### ESTABLISHED ARTIST

An artist who has developed skills through training and/or practice in an arts discipline, has a significant history of professional public exposure and presentation, is recognized by peers, and is paid professional fees. Typically established artists have been practicing professionally for seven years or more.

### ARTISTIC MERIT

The City of Hamilton recognizes that all artists strive for excellence in their work. The fact that everyone experiences artistic work in his/her own way can make the assessment of artistic merit challenging. Three dimensions will be considered when assessing artistic merit:

Idea – the intention or artistic impetus behind the work

Practice – the effectiveness of how the work is put into practice and the impact it has on those experiencing it

Development – the contribution the work makes to the development of the artist, the art form and the arts sector.

## **ARTS FESTIVAL**

A festival is a collection of arts activities presented over a set period of time with some theme of interest. A festival may be devoted to one or more arts disciplines and can be produced annually, on a reoccurring basis, or one-time. A festival has general appeal, public profile and public access on a free and/or paid basis.

## **ARTS ORGANIZATION**

An arts organization has a mandate and a mission to create, produce, present, and/or disseminate art in one or more artistic discipline.

### **AMATEUR/NON PROFESSIONAL ARTS ORGANIZATION**

An amateur/non-professional arts organization is generally led by volunteers who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

### **EMERGING ARTS ORGANIZATION**

An emerging arts organization is a not-for-profit professional or semi-professional arts organization which has been incorporated for between one and four years and has a history of sustained activity on an annual basis.

### **ESTABLISHED ARTS ORGANIZATION**

An established arts organization is a not-for-profit professional or semi-professional arts organization which has been incorporated for five or more years and has a history of sustained activity.

### **PROFESSIONAL ARTS ORGANIZATION**

A professional arts organization is led by arts professionals who observe best practices and pursue standards of excellence within their discipline. Professional organizations are those who work with other arts professionals whom they pay, at minimum standard fees, for the artistic work.

### **SEMI PROFESSIONAL ARTS ORGANIZATION**

A semi-professional arts organization is generally led by arts professionals who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

## **ARTS PROFESSIONAL**

An individual who has professional experience in the creation, production and/or presentation of the arts.

## **CAPITAL**

The physical assets required for arts related creation, production and presentation.

## **CAPACITY BUILDING**

A process that strengthens four interrelated pillars – the relevance, responsiveness, effectiveness and resilience of organizations.

## **COLLECTIVE**

A collective is defined as a group of two or more artists working together under a group name, either on a single project or on an ongoing basis.

## **COMMUNITY**

A group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography or other self-identified commonality.

## **EVENT**

A one-off single activity, occurrence or celebration, typically taking place over a concentrated period of time, such as a few hours. Examples of events are rallies, demonstrations, fundraising events, single performances or other single artistic activities.

## **ECONOMIC IMPACT**

Economic Impact is the effect a particular program, festival, or event may have on the economy (neighbourhood or city). Direct and indirect results can be measured in the changes to employment, membership, spending, participation, etc.

## **GRANT**

A sum of money given by the City of Hamilton for a particular purpose.

## **CAPITAL GRANT**

A capital grant provides financial support towards building upgrades and technical or specialized equipment.

### **OPERATING GRANT**

An operating grant provides support for the day-to-day costs of running a not for profit organization as it fulfills its mission. Operating funding cannot be used for capital expenses.

### **PROJECT GRANT**

Project grant programs provide one-time funding for time-limited projects.

### **PEER ASSESSOR**

A professional in the arts sector with specialized knowledge and experience in one or more artistic discipline.

### **PEER ASSESSMENT**

Peer assessment is an evaluation of the submitted application made by an assessor, and/or assessment panel comprised of artists and/or arts professionals currently practicing and/or knowledgeable in a discipline relevant to the applications being considered.

### **PUBLIC ACCESS**

Public access implies that any member of the public may attend or participate whether the activity is free or an admission fee is charged. Events where membership is required to participate do not meet the definition of public access.