



**City Enrichment Fund  
ARTS PROGRAM – OPERATING STREAM  
Established Professional Arts Organizations  
2016 APPLICATION FORM**

**DEADLINE: 4:30 pm, November 2, 2015**

**Submit one signed original and (1) copy of all documents prior to the deadline to:**

City Enrichment Fund  
71 Main Street West, City Hall, 1st Floor, Hamilton ON, L8P 4Y5  
P: 905.546.2424 ext. 4524  
Attention: Rosanna Melatti, City Enrichment Fund

**Submission Requirements**

- Do not send any portion of your application, or support material, electronically via e-mail, fax or other electronic means
- Use the application form provided
- All text material must be on single-sided 8.5 x 11 white paper
- Do not use staples, binders or separators in your submission. Paper clips or other removable clips are acceptable
- Use a typeface no smaller than 11 point
- Follow page length maximums if specified on the application. Additional pages will be removed and not assessed
- Incomplete applications will be considered ineligible
- Late applications will not be considered and will be returned unopened

## Section 1: Organization Information

<b>Organization Name</b>			
<b>Organization Legal Name</b> (if different from <i>Organization Name</i> above)			
	<input type="checkbox"/> If the application is successful, make the cheque payable to the <b>legal name</b> instead of the organization name.		
<b>Head Office Address</b>			
Suite / Apt. / Floor			
Number and Street Name			
City			
Province	ON	Postal Code	
<b>Mailing Address</b> (if different from the address above)			
Suite / Apt. / Floor			
Number and Street Name			
Town / City			
Province	ON	Postal Code	
<b>Organization Contact</b>			
Phone Number		Email	
Website			

Personnel				
Board Chair/President	First Name		Last Name	
	Title		Email	
	Phone		Extension	
Administrative Lead	First Name		Last Name	
	Title		Email	
	Phone		Extension	

Artistic Lead	First Name		Last Name	
	Title		Email	
	Phone		Extension	

Application Contact				
	First Name		Last Name	
	Title		Email	
	Phone		Extension	

Legal status of organization		
<input type="checkbox"/> Incorporated not-for-profit	Incorporation date	____ / ____ / ____ (month/day/year)
	Incorporation number	
<input type="checkbox"/> Charitable status	Charitable registration number	

Grant Request Information (Please review grant levels in program guidelines)	
The requested grant starts with your next fiscal year which commences:	____ / ____ / ____ (month/day/year)
Grant request is:	
Operating grant request	\$

**DECLARATION: On behalf of and with the authority of the organization named above, in signing this application we certify that:**

**We have carefully read the Arts Program Guidelines and eligibility criteria. Our organization and activities meet these criteria.**

- ☐ We accept the conditions of this Program as outlined in the Guidelines and agree to abide by City Council's funding decision.
- ☐ All the information provided is accurate and complete and we are authorized to make an application on behalf of this organization.
- ☐ Our organization is not-for-profit.
- ☐ All confirmed and pending revenue from City of Hamilton has been reported in the financial section and does not exceed 30% of the total eligible budget of the organization's operation, program or project.
- ☐ We understand that approved grant amounts may be less than the maximum or requested amount.
- ☐ We understand that if this application is successful, no funds will be released until all outstanding documentation and or reports for previous City of Hamilton grants have been submitted.
- ☐ If a grant is awarded, we accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in this application.

**Municipal Freedom of Information and Protection of Privacy** *Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25. The City of Hamilton will use this information in the determination of eligibility and in establishing funding allocation recommendations. A list of successful applicants will be made public. Questions regarding the collection of this information may be addressed to:*

**Rosanna Melatti, City Enrichment Fund**

**71 Main Street West, City Hall, 1st Floor, Hamilton ON, L8P 4Y5**

**P: 905.546.2424 ext. 4524**

**E: [Rosanna.Melatti@hamilton.ca](mailto:Rosanna.Melatti@hamilton.ca)**

	First name / Last name	Title	Signature
Board Chair/President			
Administrative Lead			
Artistic Lead			
Approval date	The full Board of Directors has approved this application at its meeting on:		____/____/____ (month/day/year)

## Section 2: Organization Profile (Maximum 2 pages)

<b>Organization Mandate / Mission</b> <b>What is your organization's mandate and/or mission and artistic vision?</b>
<b>Brief History</b> <b>Provide a brief history of your organization.</b> <i>List the year your organization was founded, important milestones and changes in artistic or executive direction and provide a context for current activities.</i>
<b>Current leadership</b> <b>Provide maximum one paragraph of biographical information for your artistic and/or administrative lead.</b>
<b>Buildings / Facilities</b> If you operate a facility for public activities please complete this section <b>Is the facility</b> <input type="checkbox"/> <b>Leased</b> <input type="checkbox"/> <b>Owned</b> <input type="checkbox"/> <b>Rented</b> <b>Do you have a capital management plan?</b> <b>Do you have a capital reserve fund? If so, please describe its purpose? How much is in this fund?</b> <b>What, if any major repairs or renovations are being made or required?</b>
<b>Describe the role your facility plays in your community.</b>

<b>Organization Description (100 word <u>maximum</u>)</b> <i>This description will be published as part of your organization's 2016 City Enrichment Fund Application Summary Form.</i>

### Section 3: Cultural Impact (Maximum 3 pages)

<b>Describe your programming vision and how it aligns with your organizational mission.</b>
<b>What are your significant programming directions for the request year and how are they shaped by the successes and challenges of last year? Provide a summary of your artistic activities.</b>
<b>In addition to the core artistic activities outlined above, describe the impact of outreach and value-added activities, such as artists' talks, question-and-answer sessions, lecture-demonstrations, school-based activities etc.</b>
<b>How do you contribute to the development of the arts sector in Hamilton? What relationships do you have with other Hamilton-based arts organizations (eg resource sharing, networking, creative collaborations)?</b>
<b>How does your artistic program contribute to the art form and the artistic field? Do any of your activities bring provincial, national or international recognition to Hamilton? If so, please describe.</b>

## Section 4: Organization Viability (Maximum 2 pages)

<b>Describe how your Board of Directors support the organization.</b>
<b>How does the Board reflect the community you serve?</b>
<b>How do you attract and retain staff? Please describe any staff turnover that has taken place in the past 12 months including your approach to filling vacant positions.</b>
<b>Please indicate if you have the following policies in place:</b>
<input type="checkbox"/> Risk Management <input type="checkbox"/> Diversity <input type="checkbox"/> Accessibility <input type="checkbox"/> Conflict of interest
<b>Do you have a Strategic Plan? If yes, what period does it cover? How do you evaluate your progress in realizing the plan’s objectives?</b>
<b>What are your significant organizational plans for the request year and how were they shaped by the successes and challenges of last year? Include general information about revenue generation, human resources, board governance, marketing and financial management.</b>
<b>Describe the initiatives you plan to undertake to generate private sector revenues in the request year. How do these compare with past revenue generating strategies?</b>

## Section 5: Economic Impact (Maximum 1 page)

How would you describe the economic impact of your activities on the City of Hamilton? *Your response may include qualitative and or quantitative information.*

If you have ever undertaken a study of your organization’s economic impact, please provide the key findings from that study.

Please describe any partnerships with Hamilton’s business community. Describe any plans you have to strengthen these, and/or to create new partnerships, in the year ahead.

Please describe your relationships or partnerships with other not-for-profit organizations in the Hamilton area.



## Section 6: Social Impact (Maximum 1 page)

<b>Describe the profile of your current audience or participants. Describe your marketing strategies and plan.</b>
<b>Describe your community outreach efforts to increase participation and broaden audiences.</b>
<b>How do your partnerships with other not-for-profit organizations and with Hamilton’s business community enhance your organization’s reach and the quality of life for the people of Hamilton?</b>
<b>Describe the ways volunteers are involved with your organization. How do you recruit volunteers?</b>

## Section 7: Financial and Statistical Information

### STATISTICAL DATA

STATISTICS	Previous completed year (Actuals)	Request year (Projected)
Number of Directors on the Board		
Total number of FTEs		
Number of artists employed and on contract		
Number of Hamilton-based artists and cultural workers employed or on contract?		
Number of exhibitions, performances and/or events		
Number of education related activities		
Number of members/subscribers		
Attendance/Visitors at activities in Hamilton (paid)		
Attendance/Visitors at activities in Hamilton (unpaid)		
Attendance/Visitors at activities you produced outside of Hamilton		
Number of volunteers		
Estimated number of volunteer hours		

### FINANCIAL DATA

REVENUES (exclude in kind)	Last completed fiscal year	Current fiscal year	Request year
<b>EARNED REVENUE</b>			
Box office, admission fees etc.			
Workshops, course registrations			
Rentals, sales and commissions			
Memberships			
Facility / equipment rentals			
Investment income			
Other (specify)			
<b>PRIVATE SECTOR REVENUE</b>			
Individual donations			

Corporate donations			
Corporate sponsorships			
Foundations			
Fundraising events/activities			
Other (specify)			
<b>GOVERNMENT REVENUE</b>			
Federal government (all programs)			
Provincial government (all programs)			
This request from City of Hamilton, City Enrichment Fund			
Other City of Hamilton revenue (specify)			
Other municipal (specify)			
Other (specify)			
<b>TOTAL REVENUES</b>			

<b>EXPENSES</b>	<b>Last completed fiscal year</b>	<b>Current fiscal year</b>	<b>Request year</b>
Artist Fees / Salaries / Honoraria			
Production / Exhibition expenses			
Administrative Salaries / Fees / Honoraria			
Marketing (expenses only)			
Fundraising (expenses only)			
Administration/office			
Rent/venue/occupancy			
Insurance			
Legal/accounting			
Other (specify)			
<b>TOTAL EXPENSES</b>			
<b>OTHER</b>			
Cash surplus/deficit for year			
Accumulated surplus / deficit, start of year*			
Accumulated surplus / deficit, end of year*			
Accumulated surplus/deficit at end of year as a percentage of operating budget			
In Kind contributions (Specify)			

\* Must match financial statements

**Please provide any additional information or clarification regarding the financial data above that will be of assistance to the panel reviewing this application. Specifically identify and provide the rationale for any budget line variance over 20%.**

**If you reported an operating deficit for the past fiscal year, describe the actions taken and planned to ensure timely recovery and any results to date. NOTE: If you have an unrestricted net asset deficiency of more than 10% of revenue, you must attach a deficit reduction plan that includes targets, timelines and responsibilities. Grants will not be released without the receipt and acceptance by the City of this plan.**

## Section 8: Application Checklist

This application form relates directly to the assessment criteria used to evaluate your organization’s request for funding (see program guidelines).

Please ensure that your application provides assessors with all the information they need to review your application. The panel assesses each application against the criteria listed in these guidelines, and with consideration of the applicant organization’s ability to achieve the stated goals and objectives in the context of its mandate and direction. The panel also considers the applicant’s available resources and stage of development, and the cultural and artistic environments in which it works.

To be complete, your application must include **two copies** of the following documents:

- ☐ Completed and signed application
- ☐ List of the current Board of Directors, including number of years on the Board and Board role (Chair, Secretary etc.)
- ☐ List of the current staff including job title and whether full or part time
- ☐ Most recent audited financial statements
- ☐ Most recent strategic plan
- ☐ Deficit reduction plan (if required, see Financial and Statistical Information section)
- ☐ Support material that will help the assessors to evaluate your application (eg program brochure, catalogue, fundraising materials)
- ☐ Most recent Annual Report
- ☐ A one page summary of previous year’s activities

Proof of incorporation may be requested.

## Section 9: Suggestions for Assessors

The City of Hamilton is developing a database of potential assessors for the Arts Program. Please recommend up to three individuals who are familiar with your organization, discipline and/or the arts sector who you think should be included.

Name	Title / Position	Connection with the Artform or Organization	Phone Number