

# Communities, Culture & Heritage Program

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Funding Guidelines

September 2015



## COMMUNITIES, CULTURE & HERITAGE PROGRAM

### CITY ENRICHMENT FUND

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**\* Not Open for Applications in 2015**

The City of Hamilton's investment in cultural organizations and activities is guided by the Communities, Culture & Heritage Program of the City Enrichment Fund.

## FUNDING OBJECTIVES

To support organizations activities, programming, events, and projects that engage the public in strengthening and celebrating community identity – the people, places and things that make up Hamilton.

Within the [Communities, Culture & Heritage Program](#), there are four funding objectives:

- To provide not-for-profit organizations with a stable funding base that enables them to further the mandate of their organization.
- To support public participation in the celebration of community identity through related activities (e.g. programs and events) that provide reoccurring experiences, which have merit, impact and viability.
- To support new projects that increase public access to cultural experiences, expressions, and content.
- To strengthen the relevance, responsiveness, effectiveness and resilience of Hamilton's cultural organizations.

These objectives are being met through the following funding streams:

**1. Established Activity**

**2. New Projects**

**3. Capacity Building for Cultural Organizations**

**4. Operating Grants for Cultural Organizations** – funding not yet available

# 1. Established Activity

## OBJECTIVE

To support public participation in the celebration of community identity through related activities (e.g. programs and events) delivered by cultural organizations that provide reoccurring experiences, which have merit, impact and viability.

## DESCRIPTION

The Communities, Culture & Heritage – Established Activity funding supports the planning and delivery of a variety of established activities (programs and events) that create opportunities for participation in and the celebration of community identity – the people, places and things that make up Hamilton.

In order to be eligible for funding, activities must have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis. Activities may must occur on a reoccurring basis (e.g. annual, seasonally, etc).

Activities requesting more than \$5,000 in funding should have a city-wide appeal. Activities requesting less than \$5,000 can have impact on a smaller geographic or cultural group.

## APPLICATION DEADLINES

Application deadline is November 2, 2015 by 4:30 pm

## FUNDING CATEGORIES

### Established Activity - Large Request over \$5,000

Definition	Open to cultural organizations whose mission is to preserve, research, document, interpret, and celebrate community identity-- the people, places, and things that make up the city of Hamilton-- through activities (programs and events) that may occur annually or on a reoccurring basis. Activities typically take place over a concentrated period of time, such as a few days or hours and must have general city-wide appeal and public access on a free and/or paid basis.
Status of Organization	Incorporated not-for-profit organization or an unincorporated group with not-for-profit goals and governance structure.
Maximum Funding	Requests can be from \$5,001 up to \$100,000 but can be no more than 30% of the total program budget.
Application Form	Communities, Culture, & Heritage Program - Established Activity – Large Request over \$5000
Assessment Weighting	25% Activity Plan 35% Community Impact 30% Organizational Viability 10% Economic Impact

### **Established Activity – Small Request up to \$5000**

Definition	Open to cultural organizations whose mission is to preserve, research, document, interpret, and celebrate community identity- the people, places, and things that make up the city of Hamilton through activities (programs and events) that may occur annually or on a reoccurring basis. Activities or events typically take place over a concentrated period of time, such as a few days or hours and must have general appeal and public access on a free and/or paid basis.
Status of Organization	Incorporated not-for-profit organization or an unincorporated group with not-for-profit goals and governance structure.
Maximum Funding	Requests can be up to \$5,000 but can be no more than 30% of the total program budget.
Application Form	Communities, Culture, & Heritage Program - Established Activity – Small Request up to \$5000
Assessment Weighting	25% Activity Plan 45% Community Impact 30% Organizational Viability

### **ELIGIBILITY CRITERIA**

#### **ORGANIZATIONS ELIGIBLE TO APPLY:**

The organization must have its head office in the city of Hamilton and the majority of its activities must occur within Hamilton.

Organizations must also be one of the following:

- An incorporated, not-for-profit organization (proof of incorporation may be requested)
- An unincorporated group with not-for-profit goals and governance structure (governance documents such as by-laws, mission statement, etc, may be requested)

#### **INELIGIBLE APPLICANTS:**

- Individuals
- For-profit groups and ventures
- Religious organizations of all denominations except in cases where the organization can demonstrate clear boundaries, in both its program and budget, between religious activities and the program for which it is requesting funding.
- 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, post-secondary institutions, social service organizations, hospitals, government agencies etc.)

**ELIGIBLE ACTIVITIES:**

- Activity themes must express community identity. Activities are encouraged to celebrate the unique people, places and things that honour Hamilton's past, celebrate its present and envision its future
- The activity for which City Enrichment Fund support is requested must occur in Hamilton
- Applications must demonstrate in-kind, financial and/or organizational support from the local community (e.g. volunteer participation in the planning and activity delivery, partnerships with other organizations and groups, businesses as sponsors, etc.)
- Activities must be promoted and open to the general public

**INELIGIBLE ACTIVITIES:**

- Activities whose primary purpose is fundraising
- Activities that are political (including rallies and demonstrations), for-profit or commercial in nature (including food sales, art and craft sales, or book fairs)
- Religious events including any religious service or form of worship in which the costs of the operation, activities and facilities are primarily used for the purpose of religious observance, including proselytizing
- Activities that are not intended for the general public
- Activities that are deemed to come under the jurisdiction of other governments (e.g. school boards, universities, social services, hospitals, government agencies etc.)

If your activity (program or event) does not meet these requirements, please visit the City Enrichment Fund website for more funding options.

**ELIGIBLE EXPENSES:**

Only expenses related to activity taking place in the city of Hamilton are eligible.

- Costs including supplies, fees and expenses for artists, artisans, demonstrators, and performers of cultural and heritage activities
- Volunteer costs (e.g., training, food, non-alcoholic beverages, distinctive clothing)
- Logistical, production and technical requirements (except for alcohol related costs)
- Marketing, promotion and audience development
- Administration
- Insurance
- Policing and security cost (except for those costs related to alcohol)
- Road closure expenses
- Evaluation

**INELIGIBLE EXPENSES**

- Alcohol and associated expenses (permit fees, police, fencing, etc.)

- Equipment purchase
- Expenses not directly related to the event
- Expenses for activities that take place outside of Hamilton
- Deficit reduction
- Harmonized Sales Tax (HST)

#### APPLICATION PROCESS

- Applicants should discuss their funding needs with City staff prior to the 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, 2015, by 4:30 p.m.
- City of Hamilton staff from the Tourism and Culture will assess the application for eligibility and completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

#### ASSESSMENT PROCESS

- Assessment will be based on the submitted application and additional submitted documents.
- The application will be evaluated based on the assessment criteria.
- Funding requests will be assessed by a minimum of three City of Hamilton staff with a broad knowledge and experience in events and community programming.
- 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 Communities, Culture & Heritage 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 funding are made by Hamilton City Council.

#### ASSESSMENT CRITERIA

All applicants must be able to demonstrate good use of public funds. Assessment criteria is weighted as follows:

##### **Large Requests over \$5,000:**

25% Activity Plan  
35% Community Impact  
30% Organizational Viability  
10% Economic Impact

##### **Small Requests Up to \$5,000:**

25% Activity Plan  
45% Community Impact  
30% Organizational Viability

**Activity Plan** as demonstrated by:

- The activity reflects the organization's mandate
- The activity has a defined purpose and theme
- Comprehensive and effective plan including all necessary resources to allow the program or event to take place- a balanced and realistic budget, volunteers, staff, time management, etc
- A clear plan to evaluate the success of the activity and incorporate the findings into improving future offerings
- A successful track record in event and or program planning and delivery

**Community Impact** as demonstrated by:

- The activity will add to the unique identity of Hamilton by providing new, improved or innovative ways for the public to participate
- The quality and scope of the activity
- The activity's potential to generate public support, participation, attendance, and its ability to offer meaningful opportunities for volunteers
- The activity demonstrates strong and successful relationships and partnerships with the for-profit and the not-for-profit community
- The marketing and promotion plan is appropriate for the target audience
- The activity offers a unique cultural experience for the residents of Hamilton

**Organizational Viability** as demonstrated by:

- Applicant demonstrates the ability to present the activity as proposed and in a manner that demonstrates responsible management
- Capacity is demonstrated through organizational profile, program or event plan, volunteer plan, financials, etc.
- Appropriate and effective marketing and promotion
- Outcomes identified to measure success of the activity are realistic
- The ability to generate earned and private sector revenue for the activity (as needed)
- The activity demonstrates good use of public funds

**Economic Impact (requests over \$5000 only)** as demonstrated by:

- Employment and training opportunities for Hamilton artists, cultural or community workers and contractors
- Direct and indirect spending generated by the activity
- Attraction of tourists to Hamilton

## 2. New Projects

### OBJECTIVE

To support new projects from cultural organizations that increase public access to cultural experiences, expressions, and content.

### DESCRIPTION

The Communities, Culture & Heritage – New Projects funding supports -activities that are about community identity - the unique people, places and things that make up the city of Hamilton.

Project themes can honour Hamilton's past, celebrate its present and/or envision its future. Themes can be city-wide or focus on a specific geographic or cultural group. Applicants must demonstrate how the public will interact with the project.

Project funding is for new, not previously offered, activities with a defined time frame. The project must occur within a single year. A project may be funded up to three times over multiple years in this category.

A project that has occurred three times will be considered as an Established Activity and is not eligible as a New Project.

### APPLICATION DEADLINE

Application deadline is November 2, 2015 by 4:30 pm

### FUNDING CATEGORY

Definition	Open to cultural organizations whose mission is to preserve, research, document, interpret, and celebrate community identity- the people, places, and things that make up the city of Hamilton through projects that occur within a single year and up to three times. Projects must have general city-wide appeal and public access on a free and/or paid basis.
Status of Organization	Incorporated not-for-profit organization or an unincorporated group with not-for-profit goals and governance structure.
Maximum Funding	Requests can be up to \$35,000 but can be no more than 30% of the total project budget.
Application Form	Communities, Culture, & Heritage Program – New Projects
Assessment Weighting	30% Organizational Viability 25% Project Plan

	45% Community Impact
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## ELIGIBILITY CRITERIA

### ORGANIZATIONS ELIGIBLE TO APPLY

The organization's head office must be located in the city of Hamilton and the majority of its activities must occur within Hamilton.

Organizations must also be one of the following:

- An incorporated, not-for-profit organization (incorporated documents may be requested)
- An unincorporated group with not-for-profit goals and governance structure (governance documents such as by-laws, mission statement, etc, may be requested)

Organizations receiving City Enrichment Fund - Established Activities may also apply for New Project funding for eligible activities.

### INELIGIBLE APPLICANTS

- Individuals
- For-profit groups and ventures
- 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, post-secondary institutions, social service organizations, hospitals, government agencies etc.)

### ELIGIBLE PROJECTS

Eligible projects may include, but are not limited to:

- Projects that will increase public participation in cultural activities through exhibits, performances, events and experiences.
- Research, documentation and interpretation of community identity, including educational programming, roundtables, workshops and oral history initiatives aimed at the general public.
- Design, production, promotion and presentation of exhibitions and associated interpretive material.

### INELIGIBLE PROJECTS

- Projects whose primary purpose is fundraising
- Projects of a primarily political (including rallies and demonstrations), for-profit or commercial nature (including food sales, art and craft sales, or book fairs)
- Religious projects and activities. This refers to any religious service or form of worship, religious observance, or proselytizing. Projects with a religious element must demonstrate a clear division within both the program and budget
- Activities that are not intended for the general public

- Projects that forecast a deficit
- Projects which have already taken place at the time of application submission
- Projects which have occurred more than three times
- Projects that are deemed to come under the jurisdiction of other governments (e.g. school boards, universities, social services, hospitals, government agencies etc.).

#### **ELIGIBLE EXPENSES**

Only expenses related to projects taking place within the city of Hamilton are eligible.

- Salaries and wages directly related to the project
- Project administrative costs including insurance, permit fees, copyright fees, etc.
- Consultants, instructors and expert professional fees
- Equipment rentals
- Equipment purchase to a maximum of \$2,000 per item
- Supplies
- Marketing, promotion and audience development costs for the project
- Costs of recruiting, training, supporting and recognizing local volunteers
- Translation of material aimed at the public or as appropriate for the project
- Fees related to copyright and other related permits (except for alcohol)
- Evaluation

#### **INELIGIBLE EXPENSES**

- Ongoing operations not directly related to the project
- Day-to-day collections management activities not directly related to the project such as acquisitions, conservation, accessioning/deaccessioning, cataloguing, inventory, photography and the digitization of collections;
- Purchase of equipment not directly related to the project
- Minor capital items exceeding \$2,000
- Capital projects
- Religious elements
- Development of project proposals or applications
- Website development projects linked to in-house operations and not related to the project
- Alcohol and associated expenses (permit fees, police, fencing, etc.) required to provide alcohol to project participants
- Creation, production and/or distribution of souvenirs
- Expenses related to competitions (e.g., purchase of prizes, expenses of jury members)
- Expenses not directly related to the project or project components/activities that take place outside of the City of Hamilton
- Deficit reduction
- Projects which have already taken place at the time of application
- Harmonized Sales Tax (HST)

If your project does not meet the Communities, Culture & Heritage Program's requirements, please visit the City Enrichment Fund website for more funding options.

#### APPLICATION PROCESS

- Applicants should discuss their funding needs with City of Hamilton staff prior to the 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, 2015, by 4:30 p.m.
- City of Hamilton staff from the Tourism and Culture will review the application for eligibility and completeness.
- Ineligible and incomplete applications will not be assessed.
- Late applications will be returned to the applicant unopened.

#### ASSESSMENT PROCESS

- Assessment will be based on the submitted application and additional submitted documents.
- The application will be evaluated based on the assessment criteria.
- Funding requests will be assessed by a minimum of three City of Hamilton staff with a broad knowledge and experience in project, events and community programming.
- A passing score for an application is 60%.
- The assessment panel's findings inform recommendations developed by Tourism and Culture staff.
- Funding amounts for individual grants are dependent on the available budget of the City Enrichment Fund as well as the amount allocated in the Communities, Culture & Heritage 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 funding are made by Hamilton City Council.

#### ASSESSMENT CRITERIA

All applicants must be able to demonstrate good use of public funds. Assessment criteria is weighted as follows:

25% Organizational Viability

30% Project Plan

45% Community Impact

**Organizational Viability** as demonstrated by:

- Applicant's capacity to deliver the project as proposed and in a manner that demonstrates responsible management
- Projected project outcomes are realistic
- The ability to generate earned and private sector revenue for the project (as

needed)

- The project demonstrates good use of public funds

**Project Plan** as demonstrated by:

- A successful track record in project planning and delivery
- A clear project direction which reflects the organization's mandate
- Effective plan including all necessary resources to allow the project to take place- a balanced and realistic budget, volunteers, staff, time management, etc
- A clear plan to evaluate the success of the project
- A project that is new to Hamilton and/or innovative
- Appropriate and effective marketing and promotion of the project and identifies a target audience

**Community Impact** as demonstrated by:

- The project will add to the unique identity of Hamilton by providing new, improved or innovative ways for the public to participate
- The project's potential to generate public support, participation, attendance, and its ability to offer meaningful opportunities for volunteers
- The project demonstrates strong and successful relationships and partnerships with the for-profit and the not-for-profit community
- The project offers a unique cultural experience for the residents of Hamilton

### 3. Capacity Building for Cultural Organizations

**NOTE:** This is a pilot year for the Capacity Building for Cultural Organizations funding stream. Grants will not be awarded until funding for this stream is confirmed.

#### OBJECTIVE

To strengthen the relevance, responsiveness, effectiveness and resilience of Hamilton's cultural organizations.

#### DESCRIPTION

The Communities, Culture & Heritage – Capacity Building funding provides grants to cultural organizations to support capacity building strategies, organizational development projects and professional development initiatives with a view to building administrative and management capacity.

#### APPLICATION DEADLINE

Applications deadline is November 2, 2015 by 4:30 pm

#### FUNDING CATEGORY

Open to eligible:	Not-for-profit cultural organizations
	Groups of two or more organizations facing similar organizational challenges are encouraged to collaborate on a capacity building project
Status of Organization	Incorporated not-for-profit organization or an unincorporated group with not-for-profit goals and governance structure
Maximum Funding	\$25,000 maximum. Total funding received from all sources in the City of Hamilton cannot exceed 30% of the project, event or operational budget.
Application Form	Capacity Building for Cultural Organizations - Communities, Culture, & Heritage Program
Assessment Weighting	50% Project plan 50% Organization impact

#### ELIGIBILITY CRITERIA

Not-for-profit cultural organizations are eligible to apply. A cultural organization has a mandate to preserve, research, document, interpret, celebrate and/or disseminate community identity – the people, places and things that make up Hamilton. Applications for capacity building funding will be considered from organizations who receive funding

from other funding streams within the Communities, Culture & Heritage Program. The organization must have its head office in the city of Hamilton and the majority of its activities must occur within Hamilton. Applicants may receive funding for Capacity Building only once every two years.

Groups of two or more organizations facing similar organizational challenges are encouraged to collaborate on a capacity building project. Collaborating organizations must identify a lead organization who will be responsible for the application and funds awarded.

Grant amounts are dependent on available dollars in the Communities, Culture and Heritage Program. Note that meeting the eligibility criteria does not guarantee that you will receive funding.

#### **INELIGIBLE APPLICANTS**

- Groups who do not have a cultural mandate
- Arts mandated organizations (funding is available through the Arts Program)
- Religious organizations
- Political parties
- Foundations
- For-profit groups and ventures
- Individuals
- 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, post-secondary institutions, social service organizations, hospitals, business improvement associations, government agencies etc.).

#### **ELIGIBLE PROJECT**

- 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
- Professional development, training, mentorship, coaching and job shadowing
- Development of plans and strategies including, but not limited to: strategic and business planning; cultural, interpretive or education programming; revenue development; audience development; program evaluation

#### **ELIGIBLE EXPENSES**

- External experts/consultants/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

- Direct administrative costs related to the project
- Public consultation costs

#### INELIGIBLE EXPENSES

- Attendance at annual professional service organization general meetings or conferences
- Ongoing operating costs (including staff time)
- Publications
- Fundraising activities
- Undergraduate, post graduate or other academic and professional training
- Capital project planning studies
- Capital and equipment costs
- 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 of Hamilton staff prior to development and submission of an application. Contact: Andrea Carvalho, Cultural Projects Specialist 905-526-2424 ext. 1947 or [andrea.carvalho@hamilton.ca](mailto:andrea.carvalho@hamilton.ca)
- The application deadline is November 2, 2015 at 4:30 p.m.
- Tourism and Culture staff will review the application for eligibility and completeness
- Ineligible and incomplete applications will not be assessed
- Late applications will be returned to the applicant unopened

#### ASSESSMENT PROCESS

- Assessment will be based on the submitted application and additional submitted documents
- The application will be evaluated based on the assessment criteria.
- Funding requests will be assessed by a minimum of three City of Hamilton staff with a broad knowledge of the cultural sector
- A passing score for an application is 60%
- The assessment panel's findings inform recommendations developed by Tourism and Culture staff
- Funding amounts for individual grants are dependent on the available budget of the City Enrichment Fund as well as the amount allocated in the Communities, Culture & Heritage 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 funding are made by Hamilton City Council

## ASSESSMENT CRITERIA

All applicants must be able to demonstrate good use of public funds. The applications will be assessed according to:

### **50% Project plan** as demonstrated by:

- Alignment of the project with the organization's vision, mandate/mission and place in the community
- The approach to monitor and evaluate the results of the project
- The suitability of the project to address the capacity issue(s)
- The suitability of project participants and/or collaborating organizations
- The capacity of the organization to successfully complete the project
- The suitability of the external expertise (if applicable)
- The project budget

### **50% Organization impact** as demonstrated by:

- The understanding of the capacity issue(s) facing the organization
- The probable impact on the organization and its ability to respond to change
- The skills exchange and/or learning that will be achieved
- The capacity of the organization to apply the results of the project

## 4. Operating Grants for Cultural Organizations\*

**\*STATUS: NOT OPEN FOR APPLICATIONS IN 2015**

### OBJECTIVE

To provide not-for-profit cultural organizations with a stable funding base to enable them to further the mandate of their organization

### DESCRIPTION

This funding stream provides annual and multi-year grants to support the operation (administration and programming) of emerging and established cultural organizations. A cultural organization has a mandate and a mission to preserve, research, document, interpret, celebrate and/or disseminate community identity – the people, places and things that make up the city of Hamilton.

**APPLICATION DEADLINE** - Applications are not currently being accepted.

### FUNDING CATEGORIES

Established Organization: to a maximum of 30% operating expenses.

Emerging Organizations: to a maximum of \$15,000

	<b>Category One: Emerging Organizations</b>	<b>Category Two: Established Organizations</b>
<b>Status</b>	Incorporated for less than five years and can demonstrate sustained programs and services on a seasonal or year-round basis	Incorporated for five or more years
<b>Can apply for...</b>	Annual operating grant	Annual OR multi-year operating grant
<b>Maximum grant</b>	Up to 30% of operating expenses to a maximum of \$15,000 per year	Up to 30% of operating expenses

### ELIGIBILITY CRITERIA

#### ORGANIZATIONS ELIGIBLE TO APPLY:

- The organization must be an incorporated, not-for-profit organization.
- The organization must have their head office in the city of Hamilton and the majority of their activities must occur within Hamilton.
- The organization must operate year round and offer programs and services that

are open to the public and widely publicized in the city of Hamilton.

- Applicants should apply as an emerging or established cultural organization based on the number of years that the organization has been incorporated .

#### INELIGIBLE APPLICANTS:

- Organizations who do not have a cultural mandate (see glossary for definition)
- Arts-mandated organizations (funding available through Arts Program)
- Religious or political organizations
- 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

- All ongoing programming and administrative expenses are eligible.

#### INELIGIBLE EXPENSES

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

If your organization does not meet these requirements, please visit the City Enrichment Fund website for more funding options.

#### APPLICATION PROCESS

##### **APPLICATIONS ARE NOT CURRENTLY BEING ACCEPTED**

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

#### APPLICATION REQUIREMENTS

##### **APPLICATIONS ARE NOT CURRENTLY BEING ACCEPTED**

###### **1. A completed application form**

- a. Correct application form submitted
- b. All application sections have been completed
- c. 3 signatures are on the application form
- d. Application was submitted by the deadline

## **2. Additional Documents submitted**

- a. List of the current Board of Directors or Committee members, including number of years involved and role of each member (Chair, Secretary, etc.).
- b. List of the current staff including job title and whether full or part time (if applicable).
- c. Support material that will help the assessors to evaluate your application (e.g. season brochure, catalogue, fundraising or education materials).
- d. Most recent copy of the organization's Annual Report (if available) or any report on the previous year's activities (if available).
- e. Most recent year-end financial statements (audited when available).

### **ASSESSMENT PROCESS**

- Applications from Emerging and Established organizations will be assessed separately. Established organizations will be assessed in the context of applications from other established organizations. Emerging organizations will be assessed in the context of other emerging organizations.
- Organizational viability as well as community and cultural impact will be reviewed by an assessment panel. Established organizations will also be assessed on criteria to evaluate economic impact.
- The assessment panel will be composed of peer assessors and City of Hamilton staff. Participants on the assessment panel will be selected based on familiarity with the culture sector and fair-mindedness and may be drawn from across the province as required.
- Final decisions on funding will be made by Hamilton 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 for Emerging and Established organizations.

#### **Organizational Viability** as determined by:

- Ability of the applicant to further their mandate
- 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
- Successful track record of achievement: quality and quantity of programming
- Leadership contribution to the development of the culture sector in Hamilton
- Extent of use of the facility by the community for cultural purposes
- The applicant's activities bring provincial, national or international recognition

to Hamilton

**Community 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

**Established Organizations only - Economic Impact** as determined by:

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

## Glossary of Terms

### Introduction

These definitions have been prepared by the City of Hamilton to provide additional clarity around the terms used in the Communities, Culture & Heritage Program. Please note that the language and definitions used are intended to be as inclusive of the breadth and depth of cultural organizations in Hamilton and may differ from definitions used by other funding Programs.

### Activity:

Activities includes programs and/or events that have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis. Activities must occur on a reoccurring basis (e.g. annual, seasonally, etc).

### Assessment:

An evaluation of the submitted application made by an assessor, and/or assessment panel comprised of professionals currently practicing and/or knowledgeable in a discipline relevant to the applications being considered. Applications are assessed using assessment criteria as identified in these guidelines.

### Capacity Building:

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

### Capital:

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

### Community:

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

### Community Identity:

The unique people, places and things that honour Hamilton's past, celebrate its present and envision its future.

### Community Impact:

The way in which local residents, organizations and businesses are involved with the activity. Involvement can include volunteers, participants, audience members, partners, sponsors, etc.

### Cultural Organization:

A cultural organization has a mandate and a mission to preserve, research, document, interpret, celebrate and/or disseminate community identity – the people, places and things that make up the city of Hamilton.

**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.

**Event:**

An event may occur annually, on a reoccurring basis, or one-time, typically taking place over a concentrated period of time, such as a few days or hours. An event must have general appeal, a theme of interest, a public profile and public access on a free and/or paid basis.

**Grant:**

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

**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 funding is for new activities with a defined time frame. The project must occur within a single year

**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.

**Not-for-profit:**

Is an organization who:

- Is dedicated to purposes other than pursuing a profit,
- Is a corporation without share capital, which means that the corporation does not issue ownership shares,
- May not distribute any profits to its members, directors or officers,
- Must use any profit exclusively for its not-for-profit purposes, and,
- Includes both charitable and non-charitable organizations.

Organizations may demonstrate their non-profit status through letters patent or a combination of organizational documents.

**In-Kind:**

A contribution of equipment, supplies, resources, volunteer time, or other tangible resource. In-kind contributions are given a fair-market monetary value.