

## City Enrichment Fund – Arts Program Area – Creation & Presentation Stream Updates Framework

**Objective and Background:** To offer successful City Enrichment Fund (CEF) Arts Program Area, Creation & Presentation (C&P) Stream applicants a 18-month project timeline during which they can complete their proposed projects.

The two-year pilot would begin with the 2026 CEF cycle, application intake period is Q4 2025, with grantees to both the 2026 and 2027 CEF program years receiving the 18-month completion timelines.

Community feedback in support of longer timelines for C&P projects has been consistently received by CEF staff since 2016. This pilot meets two of the initial community recommendations in the design of the CEF program:

- To be more consistent with best practices.
- Flexible to address the needs of the community.

**Current State:** Typically, successful CEF grantees receive notification of confirmed grant funding at the end of May with projects required to be completed by the end of December.

While the current grant timeline allows projects to begin prior to receiving the grant funding, the applicant assumes the risk of beginning the project without confirmed grant support. Many grantees do not begin their projects until CEF results are known as CEF funding is essential to the success and scale of each project.

**Future State:** Modifying the timeline to 18-months for project completion will better support grantee projects to be implemented post grant notification. Comparable municipalities utilize a similar timeline based on the timing of receipt of funds, as funding receipt is not tied to Council ratification, but instead to when a grantee has successfully signed their funding agreement.

This update recommends a consistent timeline for all grants to ensure a consistent administrative schedule. This ensures the Program Manager responsible for the C&P Stream receives all prior year final reports, prior to intake beginning for the following year grants.

**Eligibility:** The current eligibility requirements remain unchanged. All applicants will continue to have the option to complete their projects earlier and will not need to opt-in to receive the 18-month timeline. C&P successful grantees will continue to be eligible to submit grant applications every other grant cycle.

**Implementation and Process:** All successful C&P applicants for the years 2026 and 2027 CEF program years will be subject to the following (simplified) timelines, 2025 project timeline included for comparison:

CEF 2025	CEF 2026	CEF 2027
Application Intake	Application Intake	Application Intake
October 1 – November 15, 2024	October 1 – November 17, 2025	October 1 – November 16, 2026
Application Results (Recommendations Ratified)	Application Results (Recommendations Ratified)	Application Results (Recommendations Ratified)
May 2025	May 2026	May 2027
Projects Implemented	Projects Implemented	Projects Implemented
January 2025 – December 2025	January 2026 – June 2027	January 2027 – June 2028
Final Report Due April 1, 2026	Final Report Due August 1, 2027	Final Report Due August 1, 2028

**Evaluation:** In year 2 (final year of the pilot), staff will assess the pilot to determine:

- The impact on and satisfaction of applicants (using Net-Promoter-Score as measure).
- The greater impact that C&P recipients can make because of this shifted timeline measured through:
  - Broadened community access to art created compared to 2025 results.
  - Ability of grantees to leverage additional funding sources towards artists' projects.
- Improved administrative efficiencies if applicable.

The 2025 projects already approved on the prior 12-month timeline will be used by staff as the comparable benchmark data.

CEF staff will bring a further report, prior to the 2028 application intake window to recommend whether this pilot be discontinued, made permanent, and/or applied to other CEF streams funding one-time projects.

**Summary of Municipal Scan**

<b>Municipality</b>	<b>Artist Grants Program Timelines</b>
City of Windsor	<p>The Culture section encourages applicants to submit projects that will be complete within six (6) months to one (1) year of receipt of funds.</p> <p><b>Interpretation:</b> 6-months to 1-year from receipt of funds aligns with an 18-month total project timeline for the City of Hamilton based on late May approval window.</p>
City of Ottawa	<p>Reporting must be completed either:</p> <ul style="list-style-type: none"> <li>- Following completion of the funded activities; or</li> <li>- Twelve months after receipt of the funds; or</li> <li>- At the time of subsequent application to the program</li> </ul> <p><b>Interpretation:</b> Twelve months after receipt of funds aligns with proposed 18-month total project timeline for the City of Hamilton based on late May approval window.</p>
City of Kingston  (Delivered by the Kingston Arts Council)	<p>CKAY Project Grants have a maximum term of 14 months from October to December.</p> <p><b>Interpretation:</b> The 14-month timeline is in keeping with notifications for Kingston's project grants being notified in October. This aligns with an 18-month total project timeline for the City of Hamilton based on late May approval window.</p>
City of Toronto  (Delivered by the Toronto Arts Council)	<p>Projects must be completed within two years of the date of your grant notification letter.</p> <p><b>Interpretation:</b> This timeline is longer than the proposed CEF 18-month timeline, a timeline of this length would interfere with receiving final reports from grantees, prior to submission of grants during their next eligible intake period.</p>