



Community & Cultural Grant Program

2019 Program Guidelines

Table of Content

What is the Community and Cultural Grant Program?	3
Program Streams	3
Who is Eligible?	4
Who is Not Eligible?	4
Project Funding Criteria	5
Eligible Project Expenses	6
Ineligible Project Expenses	6
Application Steps	7
Application Key Dates and Deadlines	7
Approval Process	8
Recognition	8
Reporting	8
Frequently Asked Questions	9
Definitions	10

What is the Community and Cultural Grant Program?

The Community and Cultural Grant Program supports a more vibrant Richmond Hill by providing project funding to community and cultural organizations, and individual artists, who deliver programs, services or activities for the community.

What types of projects will be considered?

- ✓ Applicants may apply for funding to support a specific project that begins between February 2019 - January 2020. The project must be completed within a 12-month time frame.
- ✓ A maximum of 50 per cent of the project budget is eligible to be funded, up to a maximum of \$5,000.

Program Streams

The Community and Cultural Grant Program has two program streams. Community organizations should apply under the Community Project Stream. Cultural Organizations and Individuals Artists should apply under the Cultural Project Stream.

Community Project Stream:

One-time project funding related to a specific program, service or activity that is of significant benefit to Richmond Hill in terms of economic impact, community responsiveness, and enhancement of the Town's image and quality of life for Richmond Hill residents, in areas such as social services and health, recreation, or the environment.

Cultural Project Stream:

One-time project funding related to a specific program, service or activity that is of significant benefit to Richmond Hill in terms of economic impact, community responsiveness, and enhancement of the Town's image and quality of life for Richmond Hill residents, in areas such as the performing arts (theatre, dance, music), visual, literary media arts, textile, craft, heritage, and community arts.



Who is Eligible?

Community and Cultural Organizations

To be eligible, community and cultural organizations must:

- ✓ Be an incorporated not-for-profit or non-incorporated collective which operates on a not-for-profit basis;
- ✓ Be Richmond Hill based or be undertaking a project in Richmond Hill;
- ✓ Have a volunteer Board of Directors (incorporated organizations only);
- ✓ Have an active volunteer base;
- ✓ Demonstrated operational effectiveness, financial stability and appropriate level of self-sufficiency; and
- ✓ Maintain financial records, i.e. Board-approved financial statements, audited financial statements.

Individual Artists

To be eligible, individual artists must:

- ✓ Be an emerging, mid-career or established professional artist;
- ✓ Be a Richmond Hill resident; and
- ✓ Be conducting a project on a not-for-profit basis.

Who is Not Eligible?

The following organizations are ineligible to apply:

- ✗ Ratepayers associations;
- ✗ School boards;
- ✗ Parent/teacher organizations;
- ✗ For profit groups/organizations;
- ✗ Organizations with political affiliations/political organizations;
- ✗ Civic departments, commissions or committees;
- ✗ Religious groups/faith organizations where services/activities include the promotion and/or required adherence to a faith;
- ✗ Hospitals, clinic-based services or medical treatment programs;
- ✗ Fundraising associations/events; and/or
- ✗ Provincial/national organizations, except where the application is made by a local chapter.

Eligible organizations/individuals may not be considered if:

- The applicant has not submitted required reports or has outstanding grant overpayments for previous grants awarded by the Town of Richmond Hill;
- The applicant is intending to act as a funding body for other organizations or individuals;
- The applicant is in a budget deficit situation; and/or
- Application is incomplete or is submitted after posted deadline.



Photo credit: Joanna Grace



Project Funding Criteria

All project applications must demonstrate:

- ☐ Benefit to Richmond Hill in terms of economic impact, community responsiveness and/or enhancement of Richmond Hill's image;
- ☐ Community need for proposed project;
- ☐ Financial need to support the delivery of the project;
- ☐ Sound financial management (balanced budget, various sources of income, eligible expenses);
- ☐ Evaluation plan (identification of key performance measures and outcomes);
- ☐ Ability to complete the proposed project within the designated timeframe; and
- ☐ Evidence of community partnerships (not required but may enhance the application).

All projects will be evaluated based on their consistency with one or more goals of the Richmond Hill Strategic Plan.

- Stronger connections
- Better choice in Richmond Hill
- A more vibrant Richmond Hill
- Wise management of resources in Richmond Hill

For more information on the Strategic Plan visit RichmondHill.ca/StrategicPlan.

Additional Criteria - Cultural Organizations

- ☐ Must be a performing (theatre, dance, music), visual, literary, media arts, textile, craft, community arts, heritage or arts service organization;
- ☐ Project must contribute to the cultural life of the community;
- ☐ Funds may support creation, production, presentation and touring of a project;
- ☐ Projects that include an arts education and/or public performance/exhibition component are not required but may enhance the application.

Additional Criteria - Individual Artists

- ☐ Must be practicing within performing (theatre, dance, music), visual, literary, media arts, textile, craft, heritage, or community arts disciplines;
- ☐ Must be recognized professionals practicing in their fields that have completed some kind of training (formal or informal);
- ☐ Project must contribute to the cultural life of the community;
- ☐ Projects that include an arts education and/or public performance/exhibition component are not required but may enhance the application.

All cultural projects will be evaluated based on their consistency with one or more goals of the Richmond Hill Cultural Plan.

- Demonstrated leadership
- A dynamic cultural sector
- An inclusive cultural community
- Places and spaces for culture
- A celebrated story

For more information on the Cultural Plan, please visit RichmondHill.ca/CulturalPlan.

Eligible Project Expenses

The following items are eligible for funding:

- ✓ Project Fees eg. includes contracted and permanent staff, artists, consultants, honorariums. Please note: staff salaries included in the budget must directly relate to the project. For example, if organizational staff spend 15 per cent of their time on the project only 15 per cent of their salary is eligible;
- ✓ Venue/space rental;
- ✓ Materials;
- ✓ Marketing and promotion;
- ✓ Some administration costs are eligible eg. rent, insurance, office supplies, telephone, internet but must directly support the project and can make up no more than 10 per cent of the total request;
- ✓ Commissioning fees (cultural projects only); and/or
- ✓ Touring costs (cultural projects only) including freight, per diem, accommodation, travel and entry fees.

All proposed expenses must be directly related to the project.



Ineligible Project Expenses

The following expenses are ineligible:

- ✗ Fundraising expenses;
- ✗ Retroactive expenses;
- ✗ Capital expenses – new building, renovations, equipment;
- ✗ Day-to-day core operating costs of organization not directly related to proposed project;
- ✗ Deficit reduction;
- ✗ Attendance at conferences and/or conventions;
- ✗ Enrollment in workshops, courses or other forms of training;
- ✗ Board and/or organizational development costs;
- ✗ Scholarships, prizes, awards;
- ✗ Moving costs; and/or
- ✗ Purchase of land or buildings.



Photo credit: Dominic Mancuso

Application Steps

- Step 1** - Applicants are encouraged to attend an information session in order to help them complete their application. Information session details are posted at **RichmondHill.ca/CommunityGrants**.
- Step 2** - A full application must be filled out for every project. Application forms are available at **RichmondHill.ca/CommunityGrants**.
- Step 3** - Due to funding limitations, all applications will be reviewed, evaluated and ranked according to the project funding criteria. Priority will be given to those applications that best align with the Town’s Strategic Plan and Cultural Plan (Cultural Project applications only). Approval of an application will not be given solely on the basis of meeting criteria. Applicants are not guaranteed funding. Applicants may also receive funding that is less than their requested amount.
- Step 4** - Applicants are notified via email.

Applications are due November 2, 2018 by 4 p.m.

Applications can be mailed, couriered, submitted online or delivered in person. Applications cannot be emailed or faxed. Mailed or couriered applications must be postmarked by Canada Post or a courier company no later than the deadline date and time. Applications delivered in person or online must be submitted by no later than 4 p.m. on the deadline day. Late and incomplete applications will not be accepted.

Applications can be submitted online at RichmondHill.ca/CommunityGrants.

Mail, courier or deliver applications to:

**Community and Cultural Grant Program
Town of Richmond Hill
Attn: Community Services Department 8th Floor
225 East Beaver Creek Road
Richmond Hill, ON L4B 3P4**

Key Dates and Deadlines

Information Session	September 25, 2018
Application Deadline.....	November 2, 2018
Recommendations to Council	January 2019
Final Notification	February 2019

Approval Process

Step 1 - Applications submitted under the Community Project Stream will be administered by the Community Development Coordinator.

Step 2 - Community Project applications will be reviewed by a staff team.

Step 3 - Applications submitted under the Cultural Project Stream will be administered by the Cultural Services Coordinator.

Step 4 - Cultural Project applications will be reviewed by a jury of staff and community representatives.

Step 5 - Final approval of all projects will be required by Council. Funding allocation recommendations are final and cannot be appealed. Where requested, staff can meet with the applicant to provide advice and assistance for future applications.

Notification

- Applicants will be notified of the recommended funding allocation.
- Funds will be distributed to the successful applicant in two parts:
 - Grants \$2,500 and under - 50 per cent upon approval of the grant and 50 per cent upon review of the final report
 - Grants over \$2,500 - 75 per cent upon approval of the grant and 25 per cent upon review of the final report

Recognition

Successful applicants are required to recognize that support was received from the Richmond Hill Community and Cultural Grant Program in all marketing and promotional materials.

Reporting

Grant recipients are required to submit a final report at the end of the project in order to receive the balance of the grant payment. The final report must be provided within 90 days of the project completion date. This report must include:

1. Project budget: please update the Financial Information Form (Section G) with your final actuals.
2. Project Statistical Information: please list # of volunteers that contributed to project delivery, total volunteer hours, total # of participants and the total number of public activities or events undertaken.
3. Were the objectives of your project met and if yes, how so?
4. How did the community benefit from your project?
5. Would you have done anything different?
6. Provide copies of all marketing and promotional materials used for your project.

Questions?

If you have questions please contact:

Cultural Project Stream

Stephanie Graham, Cultural Services Coordinator
905-508-7012, ext. 228
stephanie.graham@richmondhill.ca

Community Project Stream

Kathy Sampson, Community Development Coordinator
905-884-0855, ext. 224
kathy.sampson@richmondhill.ca

Frequently Asked Questions

1. How do I know which project stream (Community or Culture) I should apply to?

Community organizations or collectives should apply under the Community Project Stream and cultural organizations, collectives and individual artists should apply under the Cultural Project Stream. See definitions for further clarification. Coordinators will provide further input to help applicants apply for the correct stream if needed.

2. Can I apply for a project under both the Community and the Cultural streams?

No, you may only submit a project under one stream.

3. Can I apply for multiple projects?

You may apply for multiple projects, however funding is not guaranteed for multiple projects. Applicants are not able to prioritize their project applications.

4. What is the maximum amount of grant funding I can apply for?

You may apply for the maximum grant per organization of fifty per cent (50%) of the project budget, up to a maximum of \$5,000.

5. If I applied and received a Community and Cultural Grant in 2018, can I apply again?

You may apply for a Community and Cultural Grant in 2019, however funding cannot be requested for the same project.

6. If I applied and DID NOT receive a Community and Cultural Grant in 2018, can I apply again for the same project?

You may apply for funding to support a previously unsuccessful project however you must meet with a Coordinator to receive feedback on your past application prior to completing a new application.

7. Can I apply for operating funding to support my organization's core operations and services?

The Community and Cultural Grant Program provides project funding only and cannot be used to fund day-to-day operating costs.

8. Can I apply if I received other funding or support from the Town of Richmond Hill?

You cannot apply for funding for the same project for which you have received funding or support. It must be a new project. The Coordinators will provide further clarification if needed.

9. Does my organization need to have charitable status to apply?

No, you do not need to have charitable status.

10. Can I submit my application after the deadline or send the application by the deadline and support materials later on?

Applications must be completed in full and received by the deadline date and time.

11. How will I find out if I received a grant?

Applicants will be notified via email.

12. How will I receive payment of the grant?

Applicants will receive funding in two installments via cheque. Refer to page 8 for more information.

Continued on next page.

13. If my application is not successful can I receive feedback?

Yes, unsuccessful applicants are encouraged to meet with a Coordinator to obtain feedback. Funding decisions cannot be appealed.

14. I am an artist based in York Region and belong to a Richmond Hill artist's member organization. Can I apply as an individual artist?

At this time funding for individual artists is open exclusively to Richmond Hill residents.

Definitions

Applicant - The organization or individual submitting the application to the Town of Richmond Hill.

Board of Directors - The governing body of the organization. Members may be appointed or elected. Members must be volunteers.

Capital Expenses - Money spent on the purchase or improvement of fixed assets. This includes upgrades, renovations and construction of a structure as well as equipment such as large appliances, storage units, and computers.

Community Organization - A not-for-profit organization or collective whose mandate is of a community-service nature. This includes groups who deliver programs and services that are in areas such as social services and health, recreation or the environment.

Cultural Organization - A not-for-profit organization or collective whose mandate is of an arts, culture or heritage. This includes groups who deliver programs and services in areas such as performing (theatre, dance, music), visual, literary, media arts, textile, craft, community arts or arts service organization.

Collective - A not-for-profit collective is an initiative that is the result of a group of people working together in a professional manner, usually under their own management, towards shared aims and goals.

Emerging Artist - Someone who demonstrates commitment to the achievement of a professional level in their discipline. This may include training, mentorship, peer recognition or the affirmation of their community. Applicant should be producing a growing repertoire or body of work and some history of public presentation or publication is preferred.

Mid-career and Established Artist - Someone who has developed skills through training and/or practice, and is recognized by artists working in the same artistic tradition. He/She should be able to demonstrate a regional, national or international contribution to the arts in general; must actively practice his/her art; Short breaks in artistic work history are permitted.

Not-for-profit - Not-for-profit organizations are created to benefit the community. Activities of a not-for-profit organization may be for social welfare, civic improvement, recreation or any other purpose without monetary gain. Directors, officers and/or members of a not-for-profit corporation do not own the corporation or its assets. The organization may not be operated for financial gain for its members, officers or directors.

Operating Expenses - An expense incurred in carrying out an organization's day-to-day activities. Operating expenses include such things as payroll, employee benefits, pension contributions, repairs and taxes.

Project - An event or activity taking place within a defined period of time. Projects should have distinct budget and objective.

Recipient - The applicant organization/individual which has submitted this application, has agreed to be bound by the Terms and Conditions, and has been awarded a grant by the Town of Richmond Hill.

Town - Refers to the Corporation of the Town of Richmond Hill.