



Community and Cultural Grant Program



2018 Program Guidelines

Table of Content

Purpose:	3
What will the Town Fund?	3
Eligibility:	3
Project Funding Criteria	4
Eligible Project Expenses	5
Ineligible Project Costs	6
Application Process	6
Approval Process	8
Reporting	8
Frequently Asked Questions	9
Definitions	10

Purpose:

The purpose of the Community and Cultural Grant Program is to provide project funding to community and cultural organizations and individual artists whose projects support a more vibrant Richmond Hill through the delivery of programs, services or activities. Applicants may apply for funding to support a specific project. Funding is awarded annually. Projects must begin between February 2018 - January 2019 and be completed within a 12-month time frame.

What will the Town Fund?

The grant program has two streams: the Community Project stream and the Cultural Project stream, with a maximum grant per organization of 50 per cent of the project budget, up to a maximum of \$5,000.

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 that promote performing arts (theatre, dance, music), visual, literary and new media arts as well as heritage program, presenting and touring opportunities and arts education for children and youth.

Eligibility:

Cultural or Community Organizations

To be eligible for a project grant, the applicant must:

- Be an incorporated not-for-profit or non-incorporated collective which operates on a not-for-profit basis;
- Be Richmond Hill based with the majority of members residing in the town or be undertaking a project in Richmond Hill;
- Have a volunteer Board of Directors;
- 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

Emerging, mid-career or established professional artists are all eligible to apply. To be eligible for a project grant, the applicant must:

- Be a Richmond Hill resident; and
- Be conducting a project on a not-for-profit basis.

Eligible organizations/individuals may not be considered if:

- The applicant has not submitted the 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.



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.



Project Funding Criteria

Community and Cultural Project Funding Criteria

Through the application process, community and cultural organizations must demonstrate:

1. Benefit to Richmond Hill in terms of economic impact, community responsiveness and/or enhancement of the Town's image;
2. Community need for proposed project (activity or service);
3. Financial need to support the delivery of the project;
4. Sound fiscal management and revenue generation (accurate records, responsible budget, various sources of income);
5. Accountability/mechanism for evaluation (identification of key performance measures and outcomes);
6. Ability to complete the proposed project within the designated timeframe;
7. Evidence of community partnerships (not required but may enhance the application); and
8. Consistent 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 each goal and the Strategic Plan visit RichmondHill.ca/StrategicPlan.

Additional Criteria for Cultural Organizations

Specific requirements for Cultural Project grant include:

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

Cultural Project Funding Criteria - Individual Artists

Specific requirements for Individual Artists include:

1. Must be practicing within performing arts (theatre, dance, music), visual, literary, or new media discipline;
2. Must be recognized professionals practicing in their fields that have completed some kind of training (formal or informal);
3. Project must contribute to the cultural life of the community;
4. Projects that include an arts education and/or public performance/exhibition component are not required but may enhance the application; and
5. Consistent with the goals of the Richmond Hill Cultural Plan, see above.

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

Eligible Project Expenses

All proposed expenses must be directly related to the project.

The following items are eligible for funding:

- Project Fees (includes contracted and permanent staff, artist, consultant, 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 the salary is eligible;
- Venue/space rental;
- Materials;
- Marketing and promotion;
- Some administration costs are eligible (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.



Ineligible Project Costs

The following expenses are ineligible:

- Retroactive expenses;
- Fundraising 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.

Application Process

1. Applicants are encouraged to attend an information session in order to help determine which stream (Community Project or Cultural Project) applies to their project. Information session details are posted on our website at RichmondHill.ca/CommunityGrants.
2. A full application must be filled out for every project.
3. Application forms are available on the Town of Richmond Hill website.
4. Due to funding limitations, all applications will be reviewed, evaluated and ranked according to the grant eligibility criteria. Priority will be given to those applications that best align with the Town's Strategic Plan (Community Project applications) and Cultural Plan (Cultural Project applications).
5. Approval of an application will not be given solely on the basis of meeting criteria. Applicants are not guaranteed funding.
6. Applications are due November 3, 2017 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 must arrive at the below address by 4 p.m. on the deadline day. Applications submitted online must be submitted by 4 p.m. 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**



If you have questions, please contact:

Program Coordinators

Cultural Project Stream

Gillian Hards, Cultural Services Coordinator

905-508-7012, ext. 228

gillian.hards@richmondhill.ca

Community Project Stream

Kathy Sampson, Community Development Coordinator

905-884-0855, ext. 224

kathy.sampson@richmondhill.ca

Eligible organizations/individuals may not be considered if:

- The applicant has not submitted the 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.

Application Key Dates and Deadlines

Each year the Town of Richmond Hill will set specific dates with respect to the application process. The following depicts the months that are targeted for the application process:

Information SessionSeptember 26, 2017

Application Deadline.....November 3, 2017

Recommendations to Council.....January 2018

Final Notification.....February 2018



Approval Process

- Applications submitted under the Cultural Projects stream will be administered by the Cultural Services Coordinator.
- Cultural Project applications will be reviewed by a jury of staff and community representatives.
- Applications submitted under the Community Projects stream will be administered by the Community Development Coordinator.
- Community Project applications will be reviewed by a staff team.
- Final approval of all projects will be required by Council.

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 - organizations will receive 50 per cent upon approval of the grant and 50 per cent upon review of the final report
 - Grants over \$2,500 - organizations will receive 75 per cent upon approval of the grant and 25 per cent upon review of the final report
- 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.

Reporting

Recipients are required to submit a final report at the end of the project year. In order to receive the balance of the grant from the Community and Cultural Grant Program, a final report must be provided within 90 days of the project completion date. This report shall include:

1. Project budget: please update your original budget submission (Section G) to include final actuals.
2. Project Statistical Information: please list # of volunteers that contributed to project delivery, total volunteer hours, total # of participants.
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.



Frequently Asked Questions

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

The Community and Cultural Grant Program Guidelines outline criteria for the types of projects that are eligible under each of the project streams. In person information sessions will also be offered annually to assist applicants in identifying the appropriate stream. It is recommended that all new applicants attend the information session. Program Coordinators can provide further input to help applicants apply for the correct stream.

2. What if my project could fit into the Community or Cultural Project?

The Community and Cultural Grant Program Guidelines provide eligibility criteria for both the organization and project. You should apply under the stream that is best suited to your organization and project. Please note: Individual artists may only apply under the Cultural project stream.

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

You may only submit a project under one stream.

4. Can I apply for multiple projects?

You may apply for multiple projects, however funding is not guaranteed for multiple projects. Of note, you are not able to prioritize your project applications.

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

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

6. If I applied and received a Community and Culture Grant in 2017, can I apply again?

You may apply for a Community and Culture Grant in 2018, however funding cannot be requested for the same project.

7. If I applied and DID NOT receive a Community and Culture Grant in 2017, can I apply again for the same project?

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

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

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

9. Can I apply if I received other funding from the Town of Richmond Hill

You cannot apply for funding to support the same project for which you already received funding. It must be for a new project.

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

If you are applying as an organization you do not need to have charitable status.

11. 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 due date.

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

Applicants will be notified in writing via email.

13. How will I receive payment of the grant?

Applicants will receive funding in two parts via cheque. Refer to the Community and Cultural Grant Program Guidelines for information.

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

You may arrange to meet with a Program Coordinator to obtain feedback. Funding decisions cannot be appealed.

15. 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 and/or heritage nature.

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.