Richmond Hill

Community and Cultural Grant Program

2025 Program Guidelines

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What is the Community and Cultural Grant Program?

The Community and Cultural Grant Program supports Richmond Hill's unique character and sense of community by providing funding to community and cultural organizations, and individual artists who deliver programs, services, events, or activities for the community. Funding is specifically intended to support the City's Strategic Plan vision of *"A vibrant and inclusive city of neighbours."*

What types of applications will be considered?

✓ Applicants may apply for funding to support a specific project or annual program that occurs between June 2025 - June 2026. The project or annual program must be completed within this 12-month time frame.

✓ A maximum of 50 per cent of the budget is eligible to be funded, up to a maximum of $5,000.

Program Streams

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

Community Stream:

Funding related to a specific program, service, event, or activity that is of significant benefit to Richmond Hill in terms of vibrancy, inclusivity, and connection - in areas such as social services and health, recreation, or the environment.

Cultural Stream:

Funding related to a specific program, service, event, or activity that is of significant benefit to Richmond Hill in terms of vibrancy, inclusivity, and connection - in areas such as the performing arts (theatre, dance, music), visual arts, literary arts, media arts, textile, craft, heritage, and community arts.
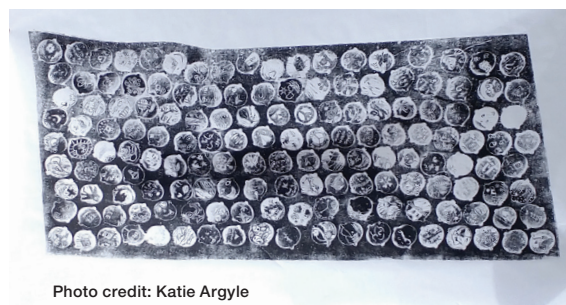
Photo credit: Katie Argyle

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 the project or annual program in Richmond Hill;
- ✓ Have a volunteer Board of Directors (incorporated organizations only);
- ✓ Have an active volunteer base;
- ✓ Demonstrate operational effectiveness, financial stability and an 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 or annual program on a not-for-profit basis.

Who is Not Eligible?

The following organizations are ineligible to apply:

- ✗ 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 City 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

Funding Criteria

Applicants should demonstrate how their application seeks:

- To increase the vibrancy of Richmond Hill.

- To support programs and events which are inclusive of the diverse community, reduce barriers to participation, or seek to encourage the participation of those who might have historically been left out.

- To bring people together and encourage connections.

Applications will be reviewed to confirm that they meet minimum requirements including:

- Proposed project or annual program must be eligible, as outlined on page 3.

- Applying organization or individual must be eligible, as outlined on page 4.

- Project or annual program expenses must be eligible, as outlined on page 7.

- Matching funds must be confirmed

- Project or annual program must not result in unreasonable risk, and

- Project or annual program must have a one year completion timeframe

> All applications deemed eligible as above will then be evaluated based on their consistency with the 2024-2027 Richmond Hill Strategic Plan's Vision Statement.
>
> *"A Vibrant and Inclusive City of Neighbours"*

Additionally, applications submitted by organizations or individual artists based in Richmond Hill will be given priority for funding, and applications for new projects will be prioritized over those that have received funding in previous years.

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

Photo credit: Caterina Liberatore

Photo credit: Christos Damianos

Photo credit: Christos Damianos

Photo credit: The Salvation Army Richmond Hill Community Church

Eligible Expenses

The following items are eligible for funding:

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

All proposed expenses must be directly related to the application.

Ineligible Expenses

The following expenses are ineligible:

- ✗ Fundraising expenses;
- ✗ Retroactive expenses;
- ✗ Capital expenses – new building, renovations, equipment;
- ✗ Operating expenses of the organization not directly related to the proposed application.
- ✗ Deficit reduction;
- ✗ Attendance at conferences and/or conventions;
- ✗ Enrollment in workshops, courses or other forms of training;
- ✗ Board and/or organizational development expenses;
- ✗ Scholarships, prizes, awards;
- ✗ Moving expenses; 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 form must be completed for every application. 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 Funding Criteria. Priority will be given to those applications that best align with the Funding Criteria and the 2024-2027 Richmond Hill Strategic Plan's Vision Statement: *"A Vibrant and Inclusive City of Neighbours".* 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 Sunday, April 13, 11:59 p.m.

Applications must be submitted online at **RichmondHill.ca/CommunityGrants**
Please contact City staff if you require accommodation to submit your application.

Leanne DiMonte
Culture Coordinator
905-780-2918
leanne.dimonte@richmondhill.ca

Key Dates and Deadlines

Information Session	March 25, 2025
Application Deadline	April 13, 2025
Recommendations to Council	June 2025
Final Notification	June 2025

Approval Process

Step 1 Applications will be reviewed by City Staff to determine and confirm eligibility.

Step 2 Eligible applications will be scored and ranked for funding priority by a committee of staff and community representatives. The committee will recommend grant award recipients to Council based on the amount of funding available and the funding priority rank of each project.

Step 3 City of Richmond Hill Council will approve grant awards recipients. Approvals are final and cannot be appealed.

Notification

- Applicants will be notified of the grant awards following Council approvals.
- 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

Please Note: Substantial changes to your application and/or timeline will need to be reviewed and authorized by City staff.

Recognition

Grant recipients are required to recognize that support was received from the Richmond Hill Community and Cultural Grant Program in all marketing and promotional materials. If you are unsure of the exact wording please contact City Staff.

Example of wording: Recipient of the City of Richmond Hill Community and Cultural Grant.

Reporting

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

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

Questions?

If you have questions please contact:

Leanne DiMonte
Culture Coordinator
905-780-2918
leanne.dimonte@richmondhill.ca

Frequently Asked Questions

1. **How do I know which application stream (Community or Cultural) I should apply to?**

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

2. **Can I apply for a single project or annual program under both the Community and the Cultural streams?**

   No, you may only submit a single project or annual program application under one stream.

3. **Can I apply for multiple projects or annual programs?**

   You may apply for multiple projects or annual programs; however funding is not guaranteed for multiple projects or annual programs. Applicants are not able to prioritize their applications.

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

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

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

   You may apply for a Community and Cultural Grant in a future cycle, however, applications that feature new elements or seek to reach a new audience will be prioritized.

6. **If I applied and DID NOT receive a Community and Cultural Grant in a previous year, can I apply apply again?**

   You may apply for funding to support a previously unsuccessful application however you are encouraged to meet with City staff 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 is intended to provide funding for projects and annual programs that engage the community. All proposed expenses must be directly related to the application (i.e. project or annual program) and cannot be used to support unrelated core operations and services.

8. **Can I apply if I received other funding or financial/in-kind support from the City of Richmond Hill?**

   You cannot apply for funding for the same project or annual program for which you have received funding or financial/in-kind support from the City of Richmond Hill. It must be a new project. City staff 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 in order to be considered for funding.

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 an electronic funds transfer. Refer to page 8 for more information.

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

    Yes, unsuccessful applicants are encouraged to meet with City staff 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

Annual Program - A recurring initiative or series of activities that are planned, implemented, and completed within one year, often with consistent objectives, target audiences, and outcomes each cycle. Annual program applications should have a distinct budget that is separate from the budget of the organization's core activities. Day-to-day operating costs associated with annual programs are eligible, however, a specific annual program will only be funded once given that the intent is for the funding to act as seed money to assist new programs that increase vibrancy, inclusivity and connection to become established.

Applicant - The organization or individual submitting the application to the City 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. The artist should be able to demonstrate a regional, national or international contribution to the arts in general; must actively practice their 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 itsassets. 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, unrelated to a specific project or annual program. 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 City of Richmond Hill.

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