



## 2010 Community Cultural Festivals and Celebrations Grant Application for “Established” and “New & Emerging” Groups/Organizations

Personal information on this form is collected under the authority of Section 207 (28) of the Municipal Act, R.S.O. 1990, cM45. The information will be used for the administration of the City of Mississauga Community Cultural Festivals and Celebrations grant programs and will also be used for business you may conduct with the City relating to obtaining park/licenses and the rental of City facilities. Questions about this collection should be directed to: City of Mississauga, Culture Division, Central Library, 301 Burnhamthorpe Road West, 4<sup>th</sup> Floor, Mississauga ON L5B 3Y3  
 Tel: 905-615-3200 ext. 4067.

### APPLICATION PREPARATION:

Be sure to review the **Guidelines** for the **Community Cultural Festivals and Celebrations Grant Program** before completing your application.

### APPLICATION SUBMISSION:

**The deadline for receipt of applications by the Culture Division is October 15, 2009 at 4 p.m.** Incomplete or late applications will not be considered. Applications may be sent to the Culture Division, Central Library, 301 Burnhamthorpe Rd West, 4<sup>th</sup> Floor, Mississauga, ON, L5B 3Y3. Completed applications and attachments may also be hand delivered to the Customer Service Desk on the First Floor of the Civic Centre.

## Section A - APPLICATION OVERVIEW

Is your festival or celebration: 1. operating on a not-for-profit basis and governed by volunteers? 2. predominantly cultural in content? 3. based and active in Mississauga? 4. meet the definitions of “festival” and “celebration” provided in the Guidelines? 5. In its 3 <sup>rd</sup> year or less 6. In its 4 <sup>th</sup> year or more		Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No ___	
If you answered “No” to any of questions 1 - 4, please contact the Culture Division to discuss your eligibility for this Grant Program.			
7. Incorporated as a not-for-profit organization in the province of Ontario? (If not incorporated as not-for-profit, organizations must meet federal/provincial requirements).		Yes ___ No ___	
Business Number: _____			
Registered Charitable Status Number: _____			
Name of festival or celebration:			
Date of festival or celebration:			
Where will the event take place?			
Mailing address of festival or celebration:			
Organizational name that cheque should be made payable to: (Please note that cheques will be mailed to the mailing address of the festival or celebration.)			
Briefly describe what grant funding will be used for:			
2010 Grant Request (see guidelines for maximum amount)	\$	Total Operating Budget (line 58 of Budget Form)	% of Operating Budget (line 60 of Budget Form)
Previous Grant Rec'd from the City of Mississauga	\$	Year Received:	(admin purposes)

## Section B – OBJECTIVES, DESCRIPTION, ORGANIZATIONAL PROFILE

Please review the Guidelines for the Community Cultural Festivals and Celebrations Grant Program. Answer the following questions using point form or full sentences. Please indicate the question number (e.g. B1, B2) for each of your answers. In total, your response to questions B1 to B7 should not exceed 8 pages.

### **B1. Mandate**

State the organization's mandate at the date of its founding, and detail any significant changes since that time. State its current mission and/or vision and the date that this mission or vision was adopted by your governing body.

### **B2. History**

Give a brief history of the organization. Include the year it was founded and the reason it was created. Provide a brief list of the organization's most significant events, with dates. Name the key leaders who have contributed to the organization's profile and describe their contribution.

### **B3. Organizational Structure and Leadership**

Briefly describe the composition of your governing body (board and committee structure). Attach bios of key members (e.g. Artistic Director) if appropriate. Describe the committee/staff/volunteer structures that support your organization's vision and activities. (Attachments are over and above the 4 page maximum).

### **B4. Organizational Effectiveness**

Discuss in terms of the following:

#### **Governance**

Discuss any recent achievements or challenges in board or organizational development including short and long term planning, training or skill development, recruitment or succession planning, or other work taken to support the effectiveness of the board. Attach examples of planning documents, if applicable.

#### **Financial Accountability**

What were your organization's ongoing and new activities in its most recent/current fiscal year? Did everything occur as planned, or were there unanticipated changes? Please provide a critical self-assessment of these activities.

#### **Audience Development**

Describe your current audience, in terms of both composition and size. Detail your promotional and/or outreach strategies to reach this audience. Are you working to develop new audiences? If so, how do you plan to do this?

#### **Self-Assessment**

How do you measure the impact and effectiveness of your program in achieving your vision/mission, and in serving the community? Please provide specific measures from your most recent season (eg. surveys, focus groups, other feedback).

### **B5. Merit of Event Programs: How does your project reflect the vibrant, distinct and diverse character of Mississauga and its residents and contribute to the City's cultural, social and economic vitality.**

Describe your festival/celebration. What do you plan to do? Describe highlights of your festival/celebration from prior years (if applicable), and explain what, if anything will be different about your event this year. Discuss how the vision and direction for the festival/celebration reflects and fulfills the mandate of the organization or group. Indicate your track record in program delivery and support of Mississauga-based cultural practitioners (amateur and/or professional). Discuss the quality, diversity and innovativeness of your programming.

### **B6. Community Impact: How is your festival or celebration beneficial to the Mississauga community?**

Be specific about how your festival or celebration contributes to the social and cultural development of Mississauga, partnerships that you have developed, support of local cultural practitioners, demonstrated economic benefits and increased economic activity in the city, extent of community support and volunteer opportunities. How does the changing nature of Mississauga's population impact your organization? Please detail any proactive measures you are taking to engage communities in your programming and/or in your organization.

### **B7. Need for Funding from the City of Mississauga**

Explain why you need funding for this project from the City of Mississauga, and how this funding will further your goals and add value to your organization/project. What will happen if funds are not approved?

## Section C – BUDGET AND FINANCIAL STATEMENT

This section is used to describe your organization's financial situation, any major changes that have affected your organization's financial stability, and how programming and organizational goals are being hampered or furthered by your financial situation.

Complete the Operating Budget Form (Section C, 3 pages) included in the Application Form. Make sure that your budget reflects the text of your application. For example, if your application states that you will hire staff to implement your project, make sure that staff salaries are included in your budget.

Provide an explanation of how you have arrived at your financial projections, and explain any notable figures. If your organization has an accumulated surplus, please explain the intended use of those funds including cash flow requirements. If your organization has an accumulated deficit, please detail your deficit reduction plans. Please detail any funds you have in reserves, the purpose and the administration of these funds.

### Financial Statement - Attach to your application

Organizations must attach the **Year-End Financial Statement** for its most recently completed Fiscal Year. If the Year-End Financial Statement is **more than 6 months old**, please add a Year-to-Date Financial Statement that is no more than 2 months old.

Requested Amount	Requirements
Funding requests of more than \$20,000	Audited financial statement
Funding requests of \$20,000 or less	financial statement signed by two authorized signing officers of the organization <b>or</b> a statement reviewed and signed by an independent accounting firm

**Section C - 2010 OPERATING BUDGET**  
**Community Cultural Festivals and Celebrations Grant Program**

<b>Festival/Celebration Title:</b>						
<b>Organization:</b>						
<b>** Indicate the amount of your request in the appropriate shaded areas</b>						
<b>REVENUES</b>	<b>Last Year Actuals (fiscal) 2008/2009</b>	<b>Original Budget (fiscal) 2009/2010</b>	<b>Projected Actuals year end (fiscal) 2009/2010</b>	<b>Budget (fiscal) 2010/2011</b>	<b>** Grant Funds Requested</b>	<b>Budget (fiscal) 2011/2012</b>
<b>EARNED REVENUE</b>						
<b>1</b>	Admission fees					
<b>2</b>	Membership fees (proportion allocated to festival/celebration)					
<b>3</b>	Instructional fees					
<b>4</b>	Concessions/merchandising					
<b>5</b>	Advertising income					
<b>6</b>	Rental fees (booths, displays)					
<b>7</b>	Other earned revenue (please specify)					
<b>8</b>	<b>TOTAL EARNED REVENUE</b>					
<b>PUBLIC SECTOR SUPPORT</b>						
	<b>Public Sector Support - Federal (LIST ON CHART 2 BELOW)</b>					
<b>9</b>	Department of Canadian Heritage					
<b>10</b>	Other Federal (please specify)					
	<b>Public Sector Support - Provincial List (LIST ON CHART 2 BELOW)</b>					
<b>11</b>	Ontario Arts Council					
<b>12</b>	Ontario Ministry of Culture					
<b>13</b>	Other Provincial (please specify)					
	<b>Public Sector Support - Regional (LIST ON CHART 2 BELOW)</b>					
<b>14</b>	Region of Peel					
	<b>Public Sector Support - Municipal (LIST ON CHART 2 BELOW)</b>					
<b>15</b>	City of Mississauga (your request)					
<b>16</b>	<b>TOTAL PUBLIC SECTOR SUPPORT</b>					
<b>OTHER SUPPORT AND FUNDRAISING</b>						
	<b>Foundations (please specify) (LIST ON CHART 2 BELOW)</b>					
<b>17</b>	Ontario Trillium Foundation					
<b>18</b>	Community Foundation					
<b>19</b>	Other Foundations (please specify)					
<b>20</b>	<b>Corporate Sponsorship (please specify)</b>					
<b>21</b>	<b>Individual Donations (please specify)</b>					
<b>22</b>	<b>Special Fundraising Projects (please list)</b>					
<b>23</b>	<b>Other Revenues (please specify)</b>					
<b>24</b>	<b>In-Kind Donations (LIST ON CHART 3 BELOW)</b>					
<b>25</b>	<b>TOTAL OTHER SUPPORT AND FUNDRAISING</b>					
<b>26</b>	<b>TOTAL REVENUES (Line 8+16+25)</b>					

**Section C - 2010 OPERATING BUDGET**  
**Community Cultural Festivals and Celebrations Grant Program**

<b>Festival/Celebration Title:</b>							
<b>Organization:</b>							
<b>** Indicate exactly where grant money will be spent in the shaded column should your application be successful.</b>							
<b>EXPENSES</b>		<b>Last Year Actuals (fiscal) 2008/2009</b>	<b>Original Budget (fiscal) 2009/2010</b>	<b>Projected Actuals to year-end (fiscal) 2009/2010</b>	<b>Budget (fiscal) 2010/2011</b>	<b>**How grant funds will be spent</b>	<b>Budget (fiscal) 2011/2012</b>
<b>Professional Services</b>							
27	Artist and performer fees and honoraria (provide a breakdown )						
28	Performers						
29	Other Services (fundraising, marketing, other, please specify)						
30	Other expenses (please specify)						
31	<b>TOTAL PROFESSIONAL SERVICES EXPENSES</b>						
<b>Production</b>							
32	Production technical staff fees						
33	Accommodation, meals, catering						
34	Transportation and shipping						
35	Equipment rental, sound, lighting, materials and supplies						
36	Venue rental, box office, front of house						
37	Permits (specify)						
38	Ticket subscription costs						
39	City Services (specify e.g., police, fire)						
40	Other (specify)						
41	<b>TOTAL PRODUCTION EXPENSES</b>						
<b>Marketing</b>							
42	Marketing and promotion (specify)						
43	Merchandise						
44	<b>TOTAL MARKETING EXPENSE</b>						
<b>Administration</b>							
45	Admin and management salaries and wages						
46	Office rent						
47	Office supplies and equipment						
48	Volunteer management						
49	Accounting, legal services						
50	Insurance						
51	Security						
52	Janitorial						
53	Utilities						
54	Fundraising						
55	<b>TOTAL ADMINISTRATION EXPENSE</b>						
56	<b>Other (please specify)</b>						
57	<b>TOTAL OPERATING EXPENDITURES</b> (Add lines 31+41+44+55+56)						
58	<b>NET SURPLUS/(DEFICIT)</b> (Revenues less Expenditures) (line 26 - line 57)						
59	<b>Grant Request % of Total Operating Expenditures</b> (line 15 ÷ line 57)						

Please note: In cases where a deficit is indicated, please explain how your organization will make up the shortfall. Similarly, the intended use of any surplus must be explained. Explanations can be attached on a separate Sheet. All amounts shown as in-kind revenue must be able to be proven with receipts if audited. When in-kind is included as revenue, it must be balanced off equally on the expense side of the budget.

**Section C - 2010 OPERATING BUDGET**  
**Community Cultural Festivals and Celebrations Grant Program**

<b>Festival/Celebration Title:</b>			
<b>Organization:</b>			
<b>CHART 1: Statement of Financial Position (Cash flow)</b>	<b>Last Year Actuals (fiscal) 2008/2009</b>	<b>Current Year To-Date Actuals (fiscal) 2009/2010</b>	<b>Budget (fiscal) 2010/2011</b>
<b>ASSETS:</b>			
<b>60</b>	Cash in Bank		
<b>61</b>	Investments		
<b>62</b>	Accounts Receivable		
<b>63</b>	Other Assets, including Tangible Capital Assets (please specify)		
<b>64</b>	<b>TOTAL ASSETS (add lines 60+61+62+63)</b>		
<b>LIABILITIES:</b>			
<b>65</b>	Accounts Payable		
<b>66</b>	Loans		
<b>67</b>	Other Liabilities (please specify)		
<b>68</b>	<b>TOTAL LIABILITIES (add lines 65+66+67)</b>		
<b>RESERVES AND ACCUMULATED SURPLUS/(DEFICIT):</b>			
<b>69</b>	Reserve funds (please specify)		
<b>70</b>	Prior year accumulated surplus / (deficit)		
<b>71</b>	<b>Total Reserves and Accumulated Surplus (Deficit) (add lines 69+70)</b>		
<b>72</b>	<b>Total Liabilities, Reserves &amp; Accumulated Surplus /(Deficit) (lines 68+71) should equal line 64</b>		

<b>CHART 2: OTHER SUPPORT</b>	<b>Value</b>
List all other grants that you have applied for or that you are going to apply for and any relevant details (continue on separate page if necessary):	
<b>73</b>	
<b>74</b>	
<b>75</b>	
<b>76</b>	

<b>CHART 3: IN KIND DONATIONS (see guidelines for definition)</b>	<b>Value</b>
List details of donors and items (continue on separate page if necessary):	
<b>77</b>	
<b>78</b>	
<b>79</b>	
<b>80</b>	
<b>81</b>	

## Section D – STATISTICAL INFORMATION

Based on most recent / current fiscal year information

Name of Organization:			
	General Statistics	RESPONSE	NOT APPLICABLE (please check)
1.	Date organization was established		
2.	Year of incorporation		
3.	Registered Incorporation Number		
4.	Registered Charitable Number		
5.	Date of last Annual General Meeting		

	Performance Measurement Statistics	Fiscal 2006 (actual)	Fiscal 2007 (actual)	Fiscal 2008 (actual)	Fiscal 2009 (actual)	Fiscal 2010 (projected)
6.	Annual Budget (\$)					
7.	Accumulated Surplus (\$)					
8.	Accumulated Deficit (\$)					
9.	Total amount received from the City of Mississauga					
10.	Total amount received from external granting sources					
11.	Total number of performances, exhibits, events, etc					
12.	Total number of Event/Program attendees					
13.	Number of times the Board meets per year					
14.	Total number of Volunteer Board Members					
15.	Total number of members in your organization					
16.	Total number of your members who are Mississauga residents					
17.	Number of times membership meets per year					
18.	Total number of Volunteers (non Board Members)					
19.	Total volunteer hours					
20.	Total number of paid staff (full/part time)					
21.	Total number of paid artists/cultural practitioners					
22.	Total number of volunteer artists/cultural practitioners					
23.	Total number of artists/practitioners involved in your Festival who are also Mississauga residents					
24.	Total number of single ticket sales					

	Organization/Grantor	Fiscal 2006	Fiscal 2007	Fiscal 2008	Fiscal 2009	Fiscal 2010
<b>Please list all grants received from sources other than from the City of Mississauga in the past five years (maximum of five major grantors).</b>	1					
	2					
	3					
	4					
	5					

## Section E – GOVERNANCE

Contact Information:

<b>(President) Name:</b>	Address:
Phone:	Email:
<b>(Treasurer) Name:</b>	Address:
Phone:	Email:
<b>(Recorder/Secretary) Name:</b>	Address:
Phone:	Email:

### TERMS AND CONDITIONS AND CERTIFICATION:

Please note that if your organization receives a grant, the following conditions will apply.

1. The organization confirms that the representations contained within its application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, the full amount of the financial assistance will be payable to the City.
2. That if there are any significant changes in the funding of the project from that projected in the application, the City will be notified of such changes through the Culture Division.
3. That the organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
4. That the organization will keep proper accounts of all receipts and expenditures, relating to the festival/celebration.
5. That the organization will retain and make available for inspection by the City or its auditors all records and books of accounts of the organization upon request from the City which may be made within 2 years of the grant award.
6. That if the festival/celebration proposed in the organization's application does not proceed or is not completed in a reasonable time, the City reserves the right to recover funds.
7. That the festival/celebration be represented as the responsibility of the organization, and that the organization may not represent itself as an agency of the City in any way, the only relationship being that the City has approved and granted financial assistance to the organization.
8. That the organization shall acknowledge the support of the City of Mississauga in all advertising, publicity, programs, signage and plaques relating to the festival/celebration for which funds are granted, including the display of the City's logo as appropriate. The recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the festival/celebration.
9. That should the organization receive grant funding and subsequently disbands, the organization must dispose of its assets in a responsible manner that meets with the prior approval of the City.

**We accept the Terms and Conditions that relate to the receipt of a grant from the City of Mississauga detailed above, and certify that to the best of our knowledge, the financial and descriptive information provided is complete and is endorsed by the organization we represent.**

**President:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# Community Cultural Festivals and Celebrations Grant Application for Established and New & Emerging Groups/Organizations

## Section F – COVER PAGE AND CHECK LIST

ATTACH THIS SHEET TO THE FIRST PAGE OF YOUR COMPLETED GRANT APPLICATION.

Name of Festival _____
Name of Organization _____
Name of Primary Contact _____ Phone _____
Email _____

- Sections A to E have been completed. Section B is no longer than 8 pages.
- Section C - All financial information has been filled out correctly on the Operating Budget Form enclosed (3 pages).
- A copy of your most recent financial statements has been **attached** to this application (EITHER signed by two authorized signing officers of the organization OR audited, as required).
- All details regarding income and expenses have been fully explained including all reserve funds and "Gifts-in-Kind" donations.
- Section E - Contact information has been completed and members understand the terms and conditions of the grant if it is awarded.
- Section F – This cover page is filled out and is attached as the first page of your submission.
- Submit the original application UNBOUND (Sections A to F including all required financial documentation) as well as SEVEN (7) UNBOUND COPIES OF SAME. EIGHT (8) in total.
- Include any promotional materials you may have (only 1 copy of each). Note: these will not be returned.
- Articles of Incorporation and Bylaws **attached**.  Articles of Incorporation and Bylaws previously submitted (**2008 or later**) – sign below.

I, \_\_\_\_\_ (signing officer) verify that our Articles of Incorporation and Bylaws have been submitted to the Culture Division since 2008 and have not changed since that submission.

\_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

### PROGRAM CALENDAR:

List all proposed/tentative activities and events you are planning for the grant application year. These activities will be made available on our website at <http://www.mississauga.ca/portal/discover/culturalplanningcalendar> to assist all organizations in planning and co-ordinating future programming. Complete on separate page if necessary.

What it is:	Date and Time:	Where: