

GRANTS



2025 Guidelines

# Cultural Festivals & Celebrations Grant Program

Grant applications are due  
Friday, October 11, 2024 by 4:30 pm



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We acknowledge the lands which constitute the present-day City of Mississauga as being part of the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation, The Haudenosaunee Confederacy, the Huron-Wendat and Wyandot Nations. We recognize these peoples and their ancestors as peoples who inhabited these lands since time immemorial. The City of Mississauga is home to many global Indigenous Peoples.

## Overview

The Cultural Festivals and Celebrations (CFC) Grant program provides funding for not-for-profit organizations and BIAs to offset the **eligible expenses (pg. 3)** associated with the presentation of arts, heritage and cultural festivals/celebrations to Mississauga residents and visitors.

The City is committed to the long-term growth and sustainability of culture organizations to ensure the delivery of quality programs and services to Mississauga residents. The CFC Grant program aligns with the vision of Mississauga's Culture Master Plan by supporting activities that reflect the City's many cultural traditions and artistic practices. Applicants are encouraged to consider how their programs and services incorporate histories, traditions, interests, and art forms from the cultures representative of the lands and peoples of Mississauga.

Applicants who have not received funding from the City of Mississauga in the past four years are considered "New and Emerging" applicants and are eligible to apply for a maximum of 30% of their total operating budget or up to \$15,000, whichever is less.

Previous grant recipients that are legally incorporated not-for-profits/charities operating for a minimum of four years are eligible to apply for a maximum of 30% of their total operating budget or up to \$120,000, whichever is less.

All grant requests above \$20,000 require the organization to produce audited financial statements for their previous fiscal year and year-to-date financial statements up to August 2024. For full details on applicant categories, please see pg. 2

**All applications must be complete and submitted on the [City of Mississauga Grants Portal](#) by Friday October 11, 2024 by 4:30 pm. Late or incomplete applications or applications submitted by any other method will not be accepted.**

## Equity Statement

The City of Mississauga is committed to equity, diversity and inclusion. The City welcomes and encourages applications from all eligible organizations that represent and serve Mississauga residents. Groups are encouraged to contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) with any questions about your eligibility and for guidance to prepare your application.

The City continuously seeks to improve access to grant programs and ensure grant applications are received from diverse and under-represented Mississauga communities. The City welcomes feedback on how this grant program can better meet the needs of Mississauga residents.

## Eligibility

To be eligible for a CFC, not-for-profit organizations and Business Improvement Areas (BIAs) are required to:

CFC Grant Program Guidelines

Due Date: October 11, 2024 at 4:30pm

- Run an event that takes place in Mississauga for one full day or a few consecutive days.
- Provide programming or services that are open to the public and publicized city-wide.
- Be in good standing with the City of Mississauga (no outstanding debts with the City, all final reports submitted, adhered to the terms and conditions of previous grants).

Annual grants must be used for the 2025 calendar year's eligible expenses. Multi-year grants must be used for eligible expenses in the 2025, 2026 and 2027 calendar years.

Organizations in operation for less than 4 years and/or have not received City of Mississauga funding in the past four years are only eligible to apply as "New and Emerging" applicants. Additional criteria for applicants applying as Established Organizations or Multi-Year organizations are as follows:

<b>Type</b>	<b>Description</b>
<b>Established Festivals and Celebrations</b>	<ul style="list-style-type: none"><li>• Operating for four years or more;</li><li>• Received funding through the CFC grant program in the past four years;</li><li>• Provides programming or services that are open to the public and publicized city-wide.</li></ul>
<b>Multi-Year Funded Festivals (Three Year Funding, by invitation only)</b>	<ul style="list-style-type: none"><li>• Legally incorporated as a not-for-profit organization;</li><li>• Received funding through the CFC grant program for more than five years;</li><li>• Total revenue of \$200,000 or more a year;</li><li>• Attendance of 50,000 or more a year;</li><li>• Must have paid event staff; and</li><li>• Receive a score on their application of at least 4 out of 5 from the Peer Assessment Committee. Festivals that do not receive a score of at least 4 out of 5 will be considered for a one-year grant.</li></ul>

**Eligible Expenses**

<b>Included</b>	<b>Excluded</b>
<ul style="list-style-type: none"> <li>• Fees and Permits</li> <li>• Administration</li> <li>• Facility/Room Rentals on Days of Event</li> <li>• City Permits</li> <li>• Vendor Surcharge</li> <li>• Parking</li> <li>• Sign Permit Fee</li> <li>• Tent Permit Fee</li> <li>• Custodial Services</li> <li>• During-event Site Cleaning</li> <li>• Mississauga Celebration Square Onsite Coordinator</li> <li>• Garbage Dumpsters</li> <li>• Garbage Disposal</li> <li>• Garbage Bags</li> <li>• Post-event Site Cleaning</li> <li>• Technical Equipment</li> <li>• Technical Support</li> <li>• Tech Supervisor/Video Board Operator</li> <li>• Show Hard Drives</li> <li>• Generators</li> <li>• Sound Equipment</li> <li>• Lighting - Stage and Grounds</li> <li>• Video Equipment</li> <li>• Facility Support (Electrician &amp; Mechanic) Equipment</li> <li>• Picnic Table Set-up</li> <li>• Umbrella Set-up</li> <li>• Barricades Set-up</li> <li>• Fencing</li> <li>• Tents</li> <li>• Tables &amp; Chairs</li> <li>• Port-o-lets</li> <li>• Hand Washing Stations</li> <li>• Drinking Water Stations</li> <li>• Walkie-talkies &amp; Communications Equipment</li> <li>• Portable Stage Rentals</li> <li>• Shuttle Bus Rentals</li> <li>• Golf Cart Rentals</li> <li>• Paid Services</li> <li>• Duty Police</li> <li>• Emergency Services Personnel</li> <li>• Private Security</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting &amp; Audit Fees</li> <li>• Administration Fees</li> <li>• Artist Fees</li> <li>• Association Membership Fees</li> <li>• Capital Office Equipment</li> <li>• Catering</li> <li>• Fundraising Expenses</li> <li>• Gifts &amp; Prizes</li> <li>• Honoraria</li> <li>• Inflatables</li> <li>• Insurance</li> <li>• Marketing &amp; Promotion</li> <li>• Merchandise</li> <li>• Performer Fees</li> <li>• Printing Costs</li> <li>• Promotional Materials</li> <li>• Rental of Office Space</li> <li>• Rides</li> <li>• Staff Salaries</li> <li>• Travel Costs</li> <li>• Volunteer Meals</li> <li>• Stage Manager</li> </ul>

## Ineligibility

Grants are **not available** for:

- Block parties, picnics, garden shows, street markets, or carnivals;
- Capital projects;
- Conferences, workshops, training and professional development;
- Contests and competitions;
- Demonstrations, marches, or rallies;
- Festivals/celebrations already funded through other City of Mississauga programs;
- Festivals/celebrations held outside the City of Mississauga;
- Festivals/celebrations not open to the general public;
- Festivals/celebrations whose primary theme or focus is not arts, heritage or culture;
- Festivals/celebrations with a predominant commercial purpose;
- Festivals/celebrations with a predominant fundraising purpose;
- Organizations or activities that the City deems may promote discrimination, contempt or hatred for any individual or entity, as defined by the Ontario Human Rights Code.
- Religious rites and ceremonies;
- Retroactive expenses or accumulated deficits;
- Sports and athletic events, runs, or walks;
- Stand-alone parades;
- Trade shows and trade fairs.

## What to Consider Before Applying

- Consult with your community to identify the need you wish to address and develop your organization's mandate and goals for 2025.
- Begin preparing your application by setting up a profile in the grants portal (see below), and gather the required information (see application checklist for more information).
- Read the Culture [Future Directions plans](#), using the executive summary and strategic priorities section starting on page 6 to help provide an overview on the recommendations that follow and can be used to support in crafting your grant proposal.
- It is highly encouraged for interested applicants to attend an information session to find out more information about the grant and learn tips on completing the application. See page 14 for dates and times of the webinars or receive a copy of a recorded version.
- Contact the Community Development team to verify the eligibility of your organization ([grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) or 905-615-3200 ext. 5476).

## How to Apply

The City of Mississauga requires all grant applications to be submitted through its [Online Grants Portal](#). A completed application must be submitted through the City of Mississauga's Online Grants Portal no later than **Friday October 11, 2024, by 4:30pm**.

Incomplete or late applications will not be considered. Applications and additional documentation will not be considered if submitted by e-mail, fax or paper copy.

If you have already created an account, you can use the login information you created to apply for funding in 2024.

### **For Returning Applicants**

Sign in to the [Online Grants Portal](#) by entering the email address and password associated with your Online Grants Portal account. If you have lost or forgotten your password, select “Forgot your password?” located next to the “Sign In” button. This will allow you to request a new password.

### **For First Time Applicants**

To set up an account follow these steps:

1. Click the “Register” button located in the top right corner of the login screen;
2. Ensure the “Register as an individual” option has been selected;
3. Enter your name and email address;
4. Create a password;
5. Click “Create Account”;
6. Verify your account by clicking on the “Send verification” link. This will send an email to the email address you provided;
7. Open your email and click on the link that has been sent to you;
8. You will then be able to go back to the Grants Portal and click on the “View programs” button.

Once you have created your account you will be able to access the Grants Portal during each granting cycle.

**Please Note:** Only click the “Apply” button once. This button will duplicate your application with each click.

**Please Note:** The City of Mississauga’s Grants Portal is used by the Community Services department for all its grant programs. Please ensure you have selected the correct grant program.

**Tip:** Share your organization’s login information with at least two people to ensure your access to the site will not be restricted if the individual who originally registered is not available.

### **Preparing your application**

Once you have signed into your account of the Grants Portal, be sure to complete the following tasks to submit your application. Please allow sufficient time to complete the application accurately and completely. Consider having a third party proofread your application prior to submission to ensure clarity and accuracy.

Task	Description
<b>1. Complete Section A- Contact Information</b>	<ul style="list-style-type: none"> <li>• Provide your organization’s main contact and mailing information. The City will use this information for all correspondence and payments if approved for funding.</li> <li>• Indicate the amount of funding you are applying for each year. You will also need to indicate if you have received a grant in the previous grant cycle.</li> </ul>
<b>2. Complete Section B- Organization Details</b>	<p>Answer each question in the application form, do not leave any questions blank. Review the assessment criteria on pages 9-11 of the guidelines to ensure you capture the required information. This is the information that will be assessed by the peer assessment committee and is designed to provide them with the information they will need to make a recommendation based on the following categories:</p> <ul style="list-style-type: none"> <li>• Resident Need, Engagement &amp; Inclusivity;</li> <li>• Building Artistic and Economic Impact in Mississauga;</li> <li>• Governance;</li> <li>• Organizational Sustainability.</li> </ul> <p>If you would like to view and prepare the application outside of the grants portal, you may request a copy of the full PDF application by emailing <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a>; however, please note that applications will only be accepted on the grants portal.</p>
<b>3. Complete Section C- Finances</b>	<ul style="list-style-type: none"> <li>• To complete Section C, fill out the Financial Form provided in the application and upload the appropriate 2024 Financial Statement for your festival/celebration signed by two signing officers.</li> <li>• Funding requests of <b>\$20,000 or more</b> require signed and audited financial statements.</li> <li>• Funding requests of <b>less than \$20,000</b> require a balance sheet and profit and loss statement signed by two authorized signing officers or a certified accounting firm.</li> </ul>
<b>4. Complete Section D- Statistical Reporting</b>	<ul style="list-style-type: none"> <li>• Please complete the statistical reporting section in its entirety, disregarding any questions that are not relevant to your organization.</li> </ul>
<b>5. Upload “Current List of Board of Directors” Document</b>	<ul style="list-style-type: none"> <li>• Upload your current list of Board of Directors. Be sure the document contains each Director’s contact information.</li> <li>• Please be sure the document is in either PDF or Word format.</li> </ul>
<b>6. Upload “Festival Schedule of Events”</b>	<ul style="list-style-type: none"> <li>• Upload a document detailing your 2025 event schedule.</li> <li>• Be sure to include all confirmed and projected performances/vendors/initiatives.</li> <li>• Please be sure the document is in either PDF or Word format.</li> <li>• For multi-year applicants, you must also include a detailed three-year business plan.</li> </ul>



Task	Description
<b>7. Upload Constitution and Bylaws</b>	<ul style="list-style-type: none"> <li>• Upload your organization’s up-to-date constitution and bylaws.</li> <li>• Please be sure the document is in either PDF or Word format.</li> </ul>
<b>8. Upload Additional Supporting Documents (optional)</b>	<ul style="list-style-type: none"> <li>• This space is provided for organization to upload any relevant documents to their application. This may include a business plan, strategic plan, or any other relevant information.</li> <li>• <b>Please note this is optional.</b></li> </ul>
<b>9. Read and Sign the Terms and Conditions</b>	<ul style="list-style-type: none"> <li>• Please read the Terms and Condition and have two signing officers of the organization sign the Terms and Conditions.</li> <li>• These Terms and Conditions become a legally binding Grant Agreement between the applicant organization and the City of Mississauga should the application be approved for funding. Please ensure you have read them thoroughly.</li> </ul>
<b>10. Click “Submit”</b>	<p>Once you click “Submit” you will receive a confirmation email that the application is complete and submitted prior to the deadline. Please be sure to check any junk mail folders if you do not receive an email in your inbox. If you click “Submit” and do not receive a confirmation email within 24 hours, please email <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a> to confirm your application has been submitted. The grants portal will close promptly at <b>4:30pm on October 11, 2024</b> even if you are working on an application. Keep this date and time in mind and start early. <b>Late applications will not be accepted.</b></p>

### Assessment Criteria and Review Process

Funding is determined based on the eligibility of the applicant and the quality of the application submitted by each applicant. Community Development Staff will review grants to confirm accuracy, completeness, and eligibility.

Finance Staff will review information from applicants to determine their financial viability and/or identify any significant variances from prior annual statements of existing grant recipients. Some areas of analysis that the Financial Analyst will review include: the organization’s liquidity and cash flows, patterns of financial results year over year, changes in net assets and reserve funds, and the sustainability of the organization’s funding base.

A Peer Assessment Committee (approved by Council for a 4-year term) consisting of practicing professionals who are not directly involved with any organization applying for funding, determines the grant recipients and funding amounts for each of the City’s grant programs. The Peer Assessment Committee will assess each application based on the criteria below. Applications are scored out of a total of 30 points which will determine recommendation for funding and at what amount.

<b>Assessment Category</b>	<b>Score</b>	<b>Assessment Criteria and Description</b>
<b>Resident Need, Engagement &amp; Inclusivity</b>	10	<ul style="list-style-type: none"> <li>• Applicant effectively describes how they improve access to cultural opportunities for Mississauga residents.</li> <li>• Applicant shows clear evidence of demand for their programs and evidence of responsible implementation with diverse communities.</li> <li>• Applicant provides specific examples of promoting equity, diversity and inclusion in their operations. This can include organizational policies, training opportunities, specific initiatives, just to name a few.</li> <li>• Returning applicants, including multi-year applicants, demonstrate the ability to achieve objectives and show a return on investment on previous funding awarded by the City of Mississauga and other funders.</li> <li>• Applicant provides detailed plans for developing new audiences and engaging different communities.             <ul style="list-style-type: none"> <li>○ Communities can include but are not limited to: artistic, neighbourhoods, 2SLGBTQ+, newcomer, Indigenous, Black and Disability communities.</li> </ul> </li> </ul>
<b>Building Artistic and Economic Impact in Mississauga</b>	10	<ul style="list-style-type: none"> <li>• Applicant effectively explains the impact that their live and digital initiatives have on Mississauga’s arts and culture sector.</li> <li>• Applicant provides clear details on the opportunities the festival creates for artists and cultural producers in Mississauga.</li> <li>• Applicant explains how the festival fosters a sense of place/community.</li> <li>• Applicant clearly identifies how the festival supports local businesses and vendors.</li> <li>• Applicant provides attendance figures from previous festivals and the methodologies used to determine attendance.</li> </ul>

<b>Assessment Category</b>	<b>Score</b>	<b>Assessment Criteria and Description</b>
<b>Governance</b>	5	<ul style="list-style-type: none"> <li>• Applicant effectively describes the roles and responsibilities within the organization, including the skills staff have to accomplish the organization’s goals.</li> <li>• Applicant provides an explanation of the skills their Board of Directors bring to the organization.</li> <li>• Applicant details a plan for acquiring members with skills the organization requires.</li> <li>• Applicant provides a clear strategy for training, staffing, and volunteer recruitment to assist in accomplishing their goals.</li> <li>• The organization lists clear strategic and succession planning activities.</li> </ul>
<b>Organizational Sustainability</b>	5	<ul style="list-style-type: none"> <li>• Applicant describes the measures implemented to ensure the festival has enough funding to operate in 2025.</li> <li>• Applicant clearly lists the partnerships in place for the funding year (both financial and in-kind), including the roles and the benefits for both the festival and partners.</li> <li>• Applicant provides a plan for grants and sponsorship including the number of grants/sponsors and the amount of funding confirmed for the funding year(s).</li> <li>• Applicant describes how sponsorships enhance the festival.</li> <li>• Application outlines other sources of revenue the festival has including earned revenue.</li> </ul>
<b>TOTAL SCORE</b>	/30	Application must meet a minimum of 50% (15 out of 30) passing score to be approved for funding.

### Scoring Scale

Low Score Range 1 - 4	Medium Score Range 5 - 7	High Score Range 8 - 10
Applicant does not meet criteria and/or provides minimal detail that does not align with the grant's purpose.	Applicant meets some of the criteria and provides moderate/general detail that aligns with the grant's purpose.	Applicant demonstrates clear alignment with strategic priorities, provides an extensive level of detail and clearly explains how funding request achieves the grant's purpose.

All applicants will receive a written evaluation summary. If an applicant is not recommended for funding, you may submit a request for feedback to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca). Feedback will only be provided to applicants that request it. Feedback provided is not a guarantee or commitment of future funding.

### Grant Timeline

Date	Description
August 26, 2024	Grant Application Opens!  Consult with your community to identify the need you wish to address and develop your project idea. Attending an information session is highly encouraged for anyone considering in applying or discuss your project idea with Community Development staff to know if you're on the right track.
October 11, 2024 @ 4:30pm	Grants Due Date
October-December 2024	Grants Review
January 2025	The Commissioner of Community Services reviews final recommendations to ensure alignment with City priorities.
January 2025	All applicants are notified of their final recommendations before they go forward to the General Committee meeting in early 2025.
January 24, 2025 (eight business days prior to general committee)	Applicants may make a deputation to General Committee regarding their recommendations through the City Clerk's office. A staff liaison will confirm arrangements.
February 5 <sup>th</sup> , 2025	General Committee's recommendations are forwarded to Council for final approval.

<b>Date</b>	<b>Description</b>
February 2025	Organizations are notified in writing of the final grant amount following Council approval.
June 30 <sup>th</sup> , 2025	Mid-year financial reports due for groups receiving more than \$20,000 (only applicable to Arts & Culture and community grant).
March 2025	Payment
November 2025	Final Reports Due

### **Support with Conditions**

It may be recommended for a group to receive “Support with Conditions” in cases where there are concerns about a group's financial or organizational sustainability. Groups on “Support with Conditions” receive coaching and guidance from staff and may be asked to provide interim information during the grant period or have requirements attached to the release of grant funds.

### **Payment**

All grant payments are issued via Electronic Funds Transfer. To receive funding, new grant recipients must complete a Vendor Request form and an Electronic Funds Transfer form. Grant recipients will receive both documents via email upon recommendation of the grant and must email the completed forms to [ap.central@mississauga.ca](mailto:ap.central@mississauga.ca). Grant recipients must have a bank account under the organization's name on the application form. The City will not distribute grants to personal bank accounts or the bank accounts of other organizations. Existing grant recipients who have not completed an Electronic Funds Transfer must also complete and submit a completed form. Existing grant recipients with any changes to their contact information must also submit an updated Vendor Request form with contact information that matches their 2025 application. Please Note: applications may be approved for less than the maximum grant amount and less than requested.

Successful applicants to the Cultural Festivals & Celebrations grant program will receive their grant in two installments. Seventy-five percent (75%) of the total grant will be issued following final approval by Council. The remaining twenty-five percent (25%) will be provided once all signed invoices and receipts are submitted to the City and verified as eligible operating expenses. In cases where a festival's eligible expenses are less than the approved grant amount, the difference will be subtracted from the second payment of the year.

Multi-year funded festivals will receive payment as outlined in the table below:

Year	Description
Year One	<ul style="list-style-type: none"><li>➤ <b>Seventy-five percent (75%)</b> of the first year's funding will be provided once the festival's application has been approved by Council and they have signed the funding agreement.</li><li>➤ <b>Twenty-five percent (25%)</b> will be held back until the festival has provided their signed invoices and receipts for eligible expenses for the first year, as outlined in the funding agreement.</li></ul>
Year Two	<ul style="list-style-type: none"><li>➤ <b>Seventy-five percent (75%)</b> will be provided once the festival's yearly report has been received and the grants budget has been approved by Council.</li><li>➤ <b>Twenty-five percent (25%)</b> will be held back until the festival has provided their signed invoices and receipts for eligible expenses for the second year, as outlined in the funding agreement.</li></ul>
Year Three	<ul style="list-style-type: none"><li>➤ <b>Seventy-five percent (75%)</b> will be provided once the festival's yearly report has been received and the grants budget has been approved by Council.</li><li>➤ <b>Twenty-five percent (25%)</b> will be held back until the festival has provided their signed invoices and receipts for eligible expenses for the third year, as outlined in the funding agreement.</li></ul>

**Please Note:** All funding is contingent on Council approval. The City reserves the right to adjust payments in the event that changes to the budget are required, subsequent to approval.

**Please Note:** The City does not fund retroactively. If groups choose to start a project or otherwise commit funds before knowing that a grant application has been approved, the City of Mississauga is under no obligation to provide funding.

## Reporting Requirements

CFC grant recipients are required to submit a final report on their festival or celebration by Friday, November 28, 2025. Invoices and receipts for eligible expenses can be submitted prior to the final report deadline. If invoices and receipts are not received prior to the deadline they must be submitted with the final report. Reporting guidelines will be made available to successful applicants prior to the fall of 2025 and must be completed using the Grants Portal.

Please Note: Future funding may not be made available to organizations that have failed to meet reporting requirements for any approved grants.

## Resources and Support

All applicants are strongly encouraged to attend one of the information sessions to hear about the grant process, the requirements, tips for success and to ask questions. Please click on the links below to register. Videos of the Arts & Culture Information Sessions are available upon request. Please contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) to receive a copy.

<b>Arts &amp; Culture/Culture Projects Webinar</b>	<b>Cultural Festivals &amp; Celebrations Webinar</b>
<p><b>Thursday, September 12, 2024</b></p> <p><b>9:00 – 10:00 a.m.</b></p> <p><a href="https://mississauga.webex.com/weblink/register/r121c5f6c4b6467fc7bdcb4f62e2155d9">https://mississauga.webex.com/weblink/register/r121c5f6c4b6467fc7bdcb4f62e2155d9</a></p>	<p><b>Thursday, September 12, 2024</b></p> <p><b>6:00 - 7:00 p.m.</b></p> <p><a href="https://mississauga.webex.com/weblink/register/rfa915c9c85250f64643c4fbb6e240567">https://mississauga.webex.com/weblink/register/rfa915c9c85250f64643c4fbb6e240567</a></p>
<p><b>Thursday, September 26, 2024</b></p> <p><b>6:00 – 7:00 p.m.</b></p> <p><a href="https://mississauga.webex.com/weblink/register/ra1b40ce309c2dd783559aa9f2b350be1">https://mississauga.webex.com/weblink/register/ra1b40ce309c2dd783559aa9f2b350be1</a></p>	<p><b>Thursday, September 26, 2024</b></p> <p><b>9:00 – 10:00 a.m.</b></p> <p><a href="https://mississauga.webex.com/weblink/register/r871bb699d4cd6e03c220e64e96129fc2">https://mississauga.webex.com/weblink/register/r871bb699d4cd6e03c220e64e96129fc2</a></p>

For assistance with your application form, please contact the Grants team:

- E-MAIL: [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca)
- PHONE: 905-615-3200 Ext. 5476
- WEBSITE: [www.mississauga.ca/grants](http://www.mississauga.ca/grants)

### What is the Community Group Registry Program?

Grants are only one way that the City of Mississauga assists arts and culture groups. Becoming a registered group gives you access to:

- Discounts to rent space at community centres and City facilities;
- Permission to place promotional mobile signs next to City roads;
- General liability insurance through the City's affiliate insurance program, if eligible;
- Community grants and funding.

Groups can apply at any time by completing a Statement of Interest to begin the application process and staff will contact you directly regarding next steps. The benefits can be accessed at any time. For more information, please consult the Community Group Registry Program webpage.

## Appendix A) Terms and Conditions

Please note; if your organization (the “Recipient”) receives the financial assistance (the “Grant”) from The Corporation of the City of Mississauga (the “City”) under this Arts and Culture Grant Program (the “Program”), the following conditions will apply:

1. Pursuant to the current terms and conditions, the City may terminate the Grant and demand a partial or full repayment of the Grant, provided if:
  - a) the Recipient makes misrepresentations in its application for the Grant;
  - b) the Grant is not used for the purpose of the services/programs or project as described in the application;
  - c) the services/programs or project proposed in the application is not commenced in a timely manner as described in its application;
  - d) the services/programs or project is not completed within the fiscal year for which the Grant was intended for, except otherwise approved by the City;
  - e) the services/programs or project is completed without requiring the total amount of the Grant;
  - f) the Recipient ceases operating or dissolves;
  - g) the Recipient ceases to operate as a non-profit organization;
  - h) the Recipient merges or amalgamates with any other party;
  - i) the Recipient breaches any of the terms and conditions of the grant assistance; or,
  - j) the Recipient breaches and of the provisions of the Ontario Human rights code, as amended, or any other applicable law, regulations, the City’s corporate policies, by-laws or Program guidelines in its operations.
2. It is the responsibility of the Recipient to notify the City’s Culture Division immediately of the occurrence of any of the grounds for which the City may demand repayment of the Grant provided (listed in Term #1 above) and/or if there are any changes in the funding of the project from that considered in the application.
3. The Grant shall only be used for the purposes outlined in the application subject to City approval. Any change to the purpose of the Grant is prohibited, except otherwise approved in writing by the City.
4. The Recipient will make or continue to make attempts to secure funding from other sources as indicated in its application. If the Recipient fails to secure sufficient funding for the services/programs or project, as indicated in its application; the City, at its sole discretion, may demand a partial or full repayment of the Grant.



5. The Recipient shall keep and make available proper books of account and records of the financial management of the funds provided by the City in accordance with generally accepted business and accounting practices, the Recipient authorizes the City or its agents to inspect any records, invoices, and documents in the custody or control of the Recipient which relate to the Grant at all reasonable times.
6. The Recipient is required to submit a final report on the operational, project and/or capital activities as required by the City. The Grant may not be made available to organizations that fail to meet reporting requirements for any approved Grant.
7. The Recipient represents and warrants that the services/programs or project shall not be represented as City services/programs or City project, and that the Recipient does not have the authority to hold itself out as an agent of the City in any way. The Recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the services/programs or project.
8. The Recipient shall acknowledge the support of the City in all advertising, publicity, programs, signage and plaques relating to the services/programs or project for which funds are granted.
9. In the circumstance the Recipient disbands, the Recipient must notify the City immediately and dispose of their assets in a responsible manner. Any unused portion of the Grant remains the property of the City and shall be returned to the City upon request.
10. The Recipient shall not transfer or assign the Grant or any part thereof to another person.
11. The Recipient acknowledges and agrees that any action taken by or on behalf of the City shall be unconditionally subject to the *Municipal Act, Municipal Freedom of Information and Protection of Privacy Act*, as amended, and any other applicable law or regulations governing the City or its agents, including the City's By-laws and Policies (collectively the "Applicable Law") and the City shall not be required to take any action in respect of the Program, or otherwise, if such action would be, or would be reasonably likely to be, in violation of any such Applicable Law or ultra vires the powers of the City.
12. The Recipient acknowledges and agrees that City Staff may accept tickets to events and performances, in accordance with the City's Conflict of Interest Policy, respecting the Acceptance of Gifts, Benefits, or Favours Section of the Policy and that the City and the Recipient shall at all times adhere to rules set forth therein.
13. The Recipient, including its subcontractors, employees, workers, volunteers and agents, shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors (the "Indemnified Person"), from and against any loss, cost and expense incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both

direct or indirect, howsoever and whatsoever incurred, suffered or sustained by the Recipient, including its subcontractors, employees, workers, volunteers and agents, or by a person other than the Recipient arising out of or in any way related to the Grant received or any obligation of the Recipient under this Program, or by anyone for whom in law the Recipient is responsible.

14. The Recipient, including its subcontractors, employees, workers, volunteers and agents, agrees that it shall absolutely and irrevocably release the City and its Indemnified Person from any liability, loss, damages, costs, expense or claims suffered or incurred by the Recipient, including its subcontractors, employees, workers, volunteers and agents, whether arising in contract, tort, negligence, common law, equity or otherwise, in any connection with the Grant received or any obligation of the Recipient under this Program.
15. The City reserves the right to verify the membership lists provided to the City, amend or impose additional terms and conditions on a grant as is deemed necessary by the City.
16. The Recipient agrees to receive information on the Program or other related information, news, events, promotions, offers and contests from the City.
17. The Recipient understands and agrees that the receipt of a Grant in one year does not guarantee funding in the following fiscal year.
18. The Recipient shall comply with all of the provisions of the Program guidelines.
19. Pursuant and in addition to the City's application requirements, receipt of funding and compliance with this Agreement shall be conditional on the recipient, or any recipient staff member acting in their job capacity, not directly or indirectly engaging in any political activity, including not publicly endorsing, supporting, opposing, or aligning itself with any political organization, party, campaign, elected representative, or candidate. Recipients shall be required to comply at all times with *the Income Tax Act, the Canada Elections Act, the Elections Act of Ontario, the Lobbying Act*, and all other applicable laws respecting same. For greater clarity, no funding shall be permitted to be used, either directly or indirectly, for any political purposes, including towards any elected representatives, political candidate, campaign, party, or organization.
20. The Recipient acknowledges that general liability insurance may be required and agrees to obtain, at its sole cost and expense, and maintain insurance that is satisfactory to the City of Mississauga with a financially sound and reputable insurance company licensed to underwrite insurance in the Province of Ontario. A certificate of insurance may be required to the inclusive limit of Two Million (\$2,000,000.00) OR Five Million (\$5,000,000.00) Dollars per occurrence, adding the City as an additional insured, based on the City's assessment of risk based on the activities, facility rental(s), and/or provision of goods/services provided through the grant received.

CFC Grant Program Guidelines  
Due Date: October 11, 2024 at 4:30pm

The City reserves its rights to amend or impose additional terms and conditions as is deemed necessary by the City.

GRANTS



**Recreation & Culture Division**  
City of Mississauga  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
[mississauga.ca/grants](http://mississauga.ca/grants)

