



2021 Guidelines

# **Cultural Festivals & Celebrations Grant Program**

Grant applications are due  
Friday, October 16, 2020 by 4:30 pm





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## **Program Purpose**

The Cultural Festivals and Celebrations (CFC) Grant program provides funding to offset the eligible expenses (page 17) associated with providing a clean and safe venue for the presentation of arts, heritage and cultural festivals/celebrations to Mississauga residents and visitors.

The CFC program is designed to align with the vision of Mississauga's Culture Master Plan by supporting a range of activities reflecting the City's many cultural traditions and practices. The City is committed to the long-term growth and sustainability of culture and the quality of life of its residents.

## **Equity Statement**

The City of Mississauga is committed to equity and inclusion. We welcome and encourage applications from all eligible festivals and events. We continuously seek to improve access to our programs and ensure grant applications are received from diverse and under-represented Mississauga communities. We recognize the diversity of the people of Mississauga and encourage the community to provide feedback on how this grant program can better meet the needs of Mississauga residents.

## Eligibility

CFC grants provide assistance in four categories; new and emerging, established, major one-time festivals/events and multi-year funded festivals. Funding is available in these categories for festivals which met the following eligibility criteria:

### 1. New & Emerging Festivals and Celebrations

- ✓ Operating on a not-for-profit basis and governed by volunteers;
- ✓ Runs for one full day or a number of consecutive days;
- ✓ Must take place in Mississauga; and
- ✓ Provides programming or services that are open to the public and publicized city-wide.

### 2. Established Festivals and Celebrations

- ✓ Operating for four years or more;
- ✓ Received funding through the CFC grant program in the past four years;
- ✓ Operating on a not-for-profit basis and governed by volunteers;
- ✓ Runs for one full day or a number of consecutive days;
- ✓ Must take place in Mississauga;
- ✓ Provides programming or services that are open to the public and publicized city-wide; and
- ✓ In good standing with the City of Mississauga.

### 3. Major One-time Events

- ✓ Must meet with Culture Division staff prior to applying;
- ✓ Operating on a not-for-profit basis and governed by volunteers;
- ✓ Runs for one full day or a number of consecutive days;
- ✓ Must take place in Mississauga;
- ✓ Provides programming or services that are open to the public and publicized city-wide; and
- ✓ In good standing with the City of Mississauga.

### 4. Multi-Year Funded Festivals

(Three Year Funding)

- ✓ Legally incorporated as a not-for-profit organization;
- ✓ Runs for one full day or a number of consecutive days;
- ✓ Must take place in Mississauga;
- ✓ Provides programming or services that are open to the public and publicized city-wide;
- ✓ Received funding through the CFC grant program for more than five years;
- ✓ Total revenue of \$200,000 or more a year;
- ✓ Attendance of 50,000 or more a year;
- ✓ In good standing with the City of Mississauga;
- ✓ Must have paid event staff; and
- ✓ Receive a score on their application of at least 4 out of 5 from the Peer Assessment Committee.

***Please Note:*** Festivals that do not receive a score of at least 4 out of 5 will be considered for a one year grant under the Established Festivals & Celebrations stream.

## Ineligibility

Grants are **not available** for:

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

***Please Note:*** The City does not fund retroactively. If you choose to start your project before you know the funding results, please be aware that the City of Mississauga is under no obligation to support the project, and the activity is undertaken entirely at your own risk.

## Application Requirements

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- Any festival that has not received funding through the City of Mississauga in the past two years is **required** to attend one of the information sessions listed on page 25.
- Festivals wishing to apply for the multi-year stream must speak to the Culture staff prior to applying.
- A fully completed application must be submitted to the Culture Division by **Friday, October 16, 2020 by 4:30 pm**.
- Application submissions must be completed online using the City of Mississauga's Grants Portal: ([www.mississauga.ca/grantsportal](http://www.mississauga.ca/grantsportal))
  - Applications cannot be submitted by e-mail, fax or paper copy.

Your application must include the following:

1. Answers to all of the questions listed in the application
  - Including performance measures and targets related to your goals
2. Completed financial and statistical reporting sections
  - Including a signed copy of your most recent financial statements
3. Signatures from your Board of Directors showing they have read and accepted the Terms and Conditions.
4. All required supporting documents

***Please Note:** Please allow for sufficient time to complete the application appropriately. Consider having a third party proof read your application prior to submission to ensure clarity and accuracy.*

## Grants Portal

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The City of Mississauga requires all grant applications to be submitted through its Grants Portal. To access the portal for the first time go to the City of Mississauga's Culture Grants website at [www.mississauga.ca/grants](http://www.mississauga.ca/grants) and click "**APPLY NOW**".

To set up an account follow these steps:

1. Click the "Sign Up" button located in the bottom right corner of the login screen
2. Enter your name and email address
3. Create a password
4. Click "Register"
5. Click "Start" to complete the eligibility form then "Save & Exit" to finish
6. Once the Eligibility Form is completed, click "View Grants" to see a list of eligible grants you are eligible for
7. To apply for a grant click "Create Submission" to start your grant

**Please Note:** Only click the "Create Submission" button once. This button will duplicate your application every time it is clicked.

Once you have created your account you will be able to access the Grants Portal during each granting cycle. Certain information entered into the application will be saved for future applications.

**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 organizations 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.



## Application Breakdown

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CFC grant funding is intended to offset eligible operating expenses associated with providing a clean and safe venue and the presentation of cultural festivals and celebrations to Mississauga residents and visitors. The amount of funding an organization is eligible to apply for is based on the eligibility levels. Funding must be used for eligible expenses only, as outlined on page 17.

New and Emerging	Established	One-Time Major Events	Multi-Year
May apply for up to 30% of the festivals total operating budget or \$15,000, whichever is less.	May apply for up to 30% of the festivals total operating budget or \$120,000, whichever is less.	May apply for up to 30% of the festivals total operating budget or \$50,000, whichever is less.	May apply for up to 30% of the festivals total operating budget or \$120,000, whichever is less.

The sections below provide an explanation for each section of the application.

### Section A – Application Overview

Provide your organization's main contact and mailing information. Should your organization be approved for funding, this information will be used for all correspondence and any payments.

In the second section indicate the amount of funding you are applying for in each year. You will also need to indicate if you have received a grant in the previous grant cycle.

If you need clarification on any of these items, please contact the Culture Division at [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) or 905-615-3200 ext. 5476.

## **Section B – Description, Goals and Outcomes**

All eligible applications will be evaluated in a comparative context, using the following four areas of measurement:

1. Inter-Cultural Reach
2. Building Artistic and Economic Impact in Mississauga
3. Strengthening Governance
4. Organizational Sustainability

Please ensure you answer all the questions in the grant application completely. Your responses to each of the questions should not exceed the spaces provided and should reflect the evaluation criteria. (Point form is acceptable)

### **Introduction:**

Provide a short description of what your festival contributes to culture in the City of Mississauga. (No more than a paragraph)

The City of Mississauga's Culture Division has identified a number of priorities for culture in Mississauga. These priorities are essential to ensure the success of your cultural festival. You are a key part of making sure we achieve them together. In the section below, answer each of the questions using the strategic priorities of the City to inform your answer. Each of your responses should be measurable and include a rationale for why you are undertaking them.

### **1. Inter-Cultural Reach**

Culture should be for everyone and the City's diverse composition should be celebrated as it contributes to Mississauga's distinct cultural identity. Below are a few of the strategic priorities which address this principal:

- improving access to cultural opportunities
- promoting equity and inclusion
- supporting inter-cultural activities necessary for the success of the City

Using these strategic priorities address the following questions.

- What are your plans to evolve your audience?
  - Include plans for developing new audiences
  - Initiatives for engaging different communities
  - Rationale for new programs and locations
  - Plans for encouraging communities to feel welcome and grow
    - Communities can include but are not limited to; artistic, neighbourhoods, LGBTQ2S, newcomer, Indigenous, Black and the disability communities

Evidence must be included showing the demand for these programs, responsible implementation and the necessary resources to initiate them.

### **Outcomes**

Based on the plans and initiatives described in the above section, list your expected outcomes. Outcomes should be point form and include measurements and the rationale for how they were determined.

Examples of outcomes/measurements: Audience numbers, new communities being engaged, marketing initiatives, and innovative programs. To determine the best ways to measure your goals, the S.M.A.R.T model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Assignable, Relevant and Time-based goals and more information can be found on the internet or by contacting the Mississauga Business Enterprise Centre (MBEC) at [mbec@mississauga.ca](mailto:mbec@mississauga.ca).

## 2. Building Artistic and Economic Impact in Mississauga

To address the impact COVID-19 has had on Mississauga the City of Mississauga is looking for all festivals groups applying to the CFC grant program to outline what measures they are taking to move forward into 2021.

Answer the following questions to outline your organizations recovery efforts:

- How are you creating safe environments for people to participate in your festival?
  - Include information about following direction from public health, social distancing and providing personal protective equipment (PPE) where appropriate
- What opportunities are you creating for artists and cultural producers in Mississauga?
- How are you fostering a sense of place/community?
- Will you be incorporating digital programing into your festival?
- What efforts are you making to hire and by locally?
- How are you supporting local businesses and vendors?

### Outcomes

Based on the plans and initiatives described in the above section, list your expected outcomes. Outcomes should be point form and include measurements and the rationale for how they were determined.

Examples of outcome/measurements: number performances, international artists/Mississauga artists, amount of people coming from outside of Mississauga, total investment in the community and innovative programs. To determine the best ways to measure your goals, the S.M.A.R.T model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Assignable, Relevant and Time-based goals and more information can be found on the internet or by contacting the Mississauga Business Enterprise Centre (MBEC) at [mbec@mississauga.ca](mailto:mbec@mississauga.ca).

In order for a festival to accomplish its goals and successfully manage its programs and services the organization must have the appropriate tools in place. The following questions will determine what tools your organization uses to strengthen its governance and maintain/grow in a sustainable fashion.

### **3. Strengthening Governance**

Your organization's ability to govern itself in a responsible and effective manner is necessary to achieve its goals and run the festival. The following questions will gauge your organization's ability to manage the festival.

What has your organization done to ensure it is able to manage the festival and its programs outlined in the previous section?

Include information regarding:

- Who is on your board of directors and what skills do they bring to your organization?
  - What training opportunities are you providing to board members?
  - What is your plan for acquiring members with talents your organization requires?
- What skills does your staff have that are necessary to accomplish your goals?
  - What training opportunities are you providing for them?
- What necessary policies and procedures do you have in place or in development?
- What adjustments to staffing and volunteers, if any, will you be making in 2021?

What is your organization doing to plan for the future success of the festival?

Include information regarding:

- Strategic and succession planning activities
- What have you done to ensure clear roles and responsibilities?

### **Outcomes**

Based on the plans and initiatives described in the above section, list your expected outcomes. Outcomes should be point form and include measurements and the rationale for how they were determined.

Examples of outcome/measurements: revised committee structures, volunteer growth, number of training opportunities, updated policies & procedures and innovative programs. To determine the best ways to measure your goals, the S.M.A.R.T model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Assignable, Relevant and Time-based goals and more information can be found on the internet or by contacting the Mississauga Business Enterprise Centre (MBEC) at [mbec@mississauga.ca](mailto:mbec@mississauga.ca).

#### 4. Organizational Sustainability

The culture sector in Mississauga is becoming increasingly more competitive while opportunities for festivals have been decreasing. To ensure sustainability in this environment, festivals must be responsive to change and have a plan for ensuring the health of the organization.

What has your organization done to ensure it is able to operate the festival and meet its goals?

Include information regarding:

- Program partnerships
  - Details about key partnerships and the benefits for both the festival and its partner(s)
- Corporate Sponsorship
  - Details about your sponsorship plans including the number of sponsors and the amount of funding leveraged
- Additional Grants Received
  - Details outlining other grant opportunities you are currently pursuing
  - What is your success rate for receiving grants, including the amounts leveraged?
  - How did these grants enhance your festival?
- Other Sources of Revenue
  - Outline other sources of revenue your organization has including earned revenue.
- COVID-19 adjustments
  - What measures have you implemented to ensure the organizations has enough funding to continue operations in 2021?

What has been the return on investment for your funders/sponsors so they continue to support your festival?

#### Outcomes

Based on the plans and initiatives described in the above section, list your expected outcomes. Outcomes should be point form and include measurements and the rationale for how they were determined.

Examples of outcome/measurements: number of sponsors, grants, breakdown of earned revenues, diversity of partnerships and innovative programs. To determine the best ways to measure your goals, the S.M.A.R.T model can provide you with a good understanding of the grant requirements. This model stands for Specific, Measurable, Assignable, Relevant and Time-based goals and more information can be found on the internet or by contacting the Mississauga Business Enterprise Centre (MBEC) at [mbec@mississauga.ca](mailto:mbec@mississauga.ca).

## Section C – Financial Reporting

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

Applicants applying for a CFC grant are required to submit the following information:

### *1. Financial Reporting*

All financial data must be entered into "Section C - Financial Reporting" of the application located on the Grants Portal.

### *2. Financial Statement*

Organizations must upload the appropriate **Financial Statement** for their 2019 festival/celebration signed by two signing officers. Please refer to the chart below to determine what type of financial statements you must provide.

Funding Request	Financial Statement Requirements
Funding Request of \$20,000 or more	Signed and audited financial statements.
Funding Requests of less than \$20,000	Balance sheet and profit and loss statement signed by two authorized signing officers or a certified accounting firm.

**\*Failure to provide this documentation will result in automatic disqualification**

Audited financial statements provided by multi-year funded festivals must clearly show the revenue and expenses for the festival applying for funding. If the audited financial statements provided are for a parent organization which runs multiple activities, the revenue and expenses for the festival seeking funding must be shown as separate from the other activities.

### *3. Notes to Budget*

Please use this section to explain how you have arrived at your financial projections, explain any notable changes. If your group has an accumulated surplus, please explain the intended use of those funds and any cash flow requirements. If your group has an accumulated deficit, outline your deficit reduction plans. Detail any funds you have in reserves, the purpose of, and the administration of these funds. Make sure you include the budget line item along with the explanations.

***Please Note:*** 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 D – Statistical Reporting

Applicants are required to enter their statistical data into “Section D – Statistical Reporting” of the Cultural Festivals & Celebrations Grant application.

Please complete this statistical reporting section in its entirety and disregard any question you consider not relevant to your organization. If your omission rate is high for most of the data required, please provide an explanation on a separate sheet why you did not supply the required data.

## Section E – Supporting Documentation

For the Peer Assessment Committee to verify and review your application, the following up-to-date documentation must be included in your funding package:

New & Emerging, Established and One-time Major Events

- A current list of Board of Directors including contact information
- A schedule of events and timing for your 2021 festival
- A copy of your strategic plan (if available)
- Constitution and by-laws

Multi-Year Funded Festivals

- A current list of Board of Directors including contact information
- A schedule of events and timing for your 2021, 2022 and 2023 festival
- A detailed three year business plan
- Constitution and by-laws

Each of these documents must be uploaded into the corresponding section in the grants portal.

Signatures from the President, Treasurer and Secretary are also required showing they have read and accepted the Terms and Conditions outlined on page 21 and in the application.

*\*\*\*Tip: If you have reported a significant decrease or increase to any one field in the statistics, please provide an explanation to allow assessors to better understand your situation.*



### Eligible Expenses for 2021 CFC Grant Funding

Included	Excluded
Fees and Permits	Accounting & Audit Fees
Administration	Administration Fees
Facility/Room Rentals on Days of Event	Artist Fees
MCS Permit	Association Membership Fees
Vendor Surcharge	Capital Office Equipment
Parking	Catering
Sign Permit Fee	Fundraising Expenses
Tent Permit Fee	Gifts & Prizes
Custodial	Honoraria
During-event Site Cleaning	Inflatables
Custodians	Insurance
Garbage Dumpsters	Marketing & Promotion
Garbage Disposal	Merchandise
Garbage Bags	Performer Fees
Post-event Site Cleaning	Printing Costs
Technical	Promotional Materials
Technical Support	Rental of Office Space
Tech Supervisor/Video Board Operator	Rides
Show Hard Drives	Staff Salaries
Generators	Travel Costs
Sound Equipment	Volunteer Meals
Lighting - Stage and Grounds	Stage Manager
Video Equipment	
Facility Support (Electrician & Mechanic)	
Equipment	
Pick-nick Table Set-up	
Umbrella Set-up	
Barricades Set-up	
Fencing	
Tents	
Tables & Chairs	
Port-o-lets	
Hand Washing Stations	
Drinking Water Stations	
Walkie-talkies & Communications Equipment	
Portable Stage Rentals	
Shuttle Bus Rentals	
Golf Cart Rentals	
Paid Services	
Duty Police	
Emergency Services Personnel	
Private Security	
MCS Onsite Coordinator	

## Application Process

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The grant applications will be reviewed by staff for completeness and eligibility. All eligible applications are then forwarded to the Volunteer Peer Assessment Committee for evaluation. Each section of the application will be evaluated by the committee on an equal basis. The committee consists of practising arts and culture professionals and residents who are not directly involved with any organization that applied for funding. The assessment committee is responsible for recommending an organization for funding and at what amount. The recommendations will then be reviewed by the Commissioner of Community Services to ensure they are aligned with City priorities.

The final recommendations will be forwarded to Council and considered at a meeting of its General Committee in early 2021. All applicants will be notified of the final recommendation regarding their application prior to the General Committee meeting. Applicants may request to make a deputation to General Committee regarding the recommendation. A staff liaison will assist with arrangements. Lastly, General Committee's recommendations are forwarded to Council for final approval. Organizations are notified in writing of the final grant amount following Council approval. Under normal circumstances, applicants are notified four months after the application deadline.

***Please Note:*** Receipt of a grant in one year does not guarantee funding in the following fiscal year.

## Volunteer Peer Assessment

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The City of Mississauga is committed to using the peer assessment process to assess strategic alignment and organizational ability within its grant programs. This process is the preferred method of assessment among most granting agencies in Canada. The Peer Assessment Committee determines the grant recipients and funding amounts for each of the City's grant programs. We encourage all organizations to participate in this process to ensure representation of Mississauga's cultural and artistic diversity.

To be eligible for the Committee, you must be a practicing art and culture professional or a community member with a background in community support. You cannot be directly involved with any of the Culture Grant programs or any organization currently applying for funding. The Volunteer Peer Assessment Committee is a four-year commitment with its members being recommended by staff and approved by Council.

## Support with Conditions Status

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In some circumstances, the assessment committee may recommend placing an organization on “Support with Conditions Status”. Support with Conditions Status is meant to signal Council where particular organizations may benefit from more non-financial support. An organization placed on Support with Conditions Status receives additional advice and coaching from the Culture Division. Support with Conditions Status may occur if the organization:

- has a major deficit (10 percent or more of its annual operating budget) and/or
- shows evidence of not being financially viable, and/or
- has a significantly reduced audience or sales base (if this differs from its own stated intentions), and/or
- does not demonstrate the ability to plan into the future, and/or
- does not address major artistic concerns, such as artistic/editorial direction, declining quality of activity, failure to achieve activity plan, and/or
- does not meet contractual obligations or minimum requirements outlined in the guidelines, and/or
- demonstrates management or governance (e.g. conflict of interest) practices which do not conform to generally acceptable practices in the sector

An organization placed on Support with Conditions Status will be required to meet quarterly with Culture Division Staff in order to review the following documentation:

- Profit & Loss Statement
- Balance Sheet
- Year-to-Date Budget
- Bank Reconciliation (only if requested specifically)
- New or Updated Business Plan
- Other Documentation as Applicable

***Please note:*** An organization on Support with Conditions Status may have conditions attached to the release of grant funds.

## Terms and Conditions of Grant Assistance

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

## Payment

Successful applicants to the Cultural Festivals & Celebrations grant program will receive their grant, in two installments. Seventy-five per cent (75%) of the total grant will be mailed out approximately four weeks following final approval by Council. The remaining twenty-five per cent (25%) will be provided once all signed invoices are submitted to the Culture Division and verified as eligible operating expenses.

### Multi-Year Funded Festivals

Year One	<ul style="list-style-type: none"><li>➤ <b>Seventy-five per cent (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 per cent (25%)</b> will be held back until the festival has provided their signed invoices 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 per cent (75%)</b> will be provided once the festival's yearly report has been received and the Culture Divisions grant budget has been approved by Council.</li><li>➤ <b>Twenty-five per cent (25%)</b> will be held back until the festival has provided their signed invoices 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 per cent (75%)</b> will be provided once the festival's yearly report has been received and the Culture Divisions grant budget has been approved by Council.</li><li>➤ <b>Twenty-five per cent (25%)</b> will be held back until the festival has provided their signed invoices for eligible expenses for the third year, as outlined in the funding agreement.</li></ul>

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.

## Reporting Requirements

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CFC grant recipients are required to submit a final report on their festival or celebration by **Friday, November 30, 2021**. Invoices for eligible expenses can be submitted prior to the final report deadline. If invoices are not received prior to the deadline they must be submitted with the final report. Reporting guidelines will be made available to successful applicants in the fall of 2021 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.*



## CFC Grant Program Information Session

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For 2020, CFC information sessions will be held online through webinars; please register by emailing [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca).

Applicants that have not received a CFC grant in the past two years **are required to attend** one of the information sessions to be eligible for funding.

All other 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.

### Webinar Date and Times:

**Thursday, August 27, 2020**

6:00 to 8:00 pm

OR

**Thursday, September 3, 2020**

9:00 to 11:00 am

For up-to-date details contact: [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) / 905-615-3200 ext. 5476.

## Grant Application Deadline

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**2021 CFC Grant Applications are due:  
Friday, October 16, 2020 by 4:30 pm**

**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)

- Late applications will not be accepted.
- Application and Guidelines are subject to change.

More information is available from the City of Mississauga, Culture Division. All applicants to this program are strongly advised to discuss their applications with staff. Your questions and comments about this program are welcomed and appreciated.

## Glossary

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<b>Ad hoc Group</b>	A group of two or more individuals working together under a group name, either on a single project or on an ongoing basis.
<b>Board of Directors</b>	A board of directors is a body of elected or appointed members who jointly oversee the activities of a company or organization.
<b>Business Number</b>	The Business Number is a number you are assigned when you register to do any business with the Canada Revenue Agency (CRA), such as registering for the GST/HST or filing corporate income tax. This single Business Number replaces the numbers that Canadian businesses previously needed to deal with the federal government. If you had accounts with the Canada Revenue Agency before the Business Number came into effect, your GST/HST number became your Business Number.
<b>Charitable Status Registration Number</b>	Organizations that are charities and that meet other requirements of the <i>Income Tax Act</i> can become <b>registered</b> charities with the Canada Revenue Agency (CRA). A registered charity receives a registration number and is entitled to issue tax receipts. For more information visit <a href="http://www.cra-arc.gc.ca/E/pub/tg/t4063/">www.cra-arc.gc.ca/E/pub/tg/t4063/</a>
<b>Cultural Festival</b>	An annual event or a major one-time event which runs for one full day or a number of consecutive days conditional of the City's approved operating budget. It must be community driven, volunteer supported and operated by a not-for-profit organization with a Board of Directors (or an equivalent democratic group); and is publicized city wide, open to the public and has the potential of providing an economic benefit to the community. It also requires significant investment of municipal time and resources.
<b>Fiscal Year</b>	A 12-month period over which a company or organization budgets its spending. A fiscal year does not always begin in January and end in December; it may run over any period of 12 months. The fiscal year is referred to by the date in which it ends.
<b>In-Kind Donations</b>	Gifts-in-kind are gifts of property other than cash that could include gifts of supplies in the case of CFC Grant applicants. For gifts-in-kind to

	be eligible for a tax receipt, the gift must have value to the charity; and be recorded at fair market value of the gift. The following gifts-in-kind DO NOT qualify as charitable donations under the Income Tax Act: (1) gifts of personal services of an individual (2) gifts by a company of its principal product or service. Such gifts are considered promotional rather than donations.
<b>New and Emerging Festivals and Celebrations</b>	Community cultural festivals or celebrations that are in their first to third year of delivery.
<b>One Full Day Festival</b>	A festival/celebration which runs for a minimum of eight hours not including the set up and tear down.
<b>Professional Artist</b>	Someone who has developed skills through training and/or practice, and is recognized as such by artists working in the same artistic tradition, and has a history of public presentation or publication, and seeks payment for her or his work and actively practises his or her art. Short breaks in artistic work history are allowed.

# GRANTS



## **Culture Division**

City of Mississauga  
201 City Centre Drive, Suite 202  
Mississauga ON L5B 2T4  
[mississauga.ca/grants](http://mississauga.ca/grants)

