



## **Cultural and Built Heritage Funding Program - Project Grants Terms of Eligibility**

### **1.0 Description of Program**

Funded by the City of Brantford Casino Reserve Fund, the goal of the Cultural and Built Heritage Funding Program is to provide project grants to cultural institutions for facility and infrastructure improvements, in order to ensure Brantford citizens have access to a range of high-quality arts, culture and heritage assets.

The purpose of this program is to financially support substantial capital facility and infrastructure projects for cultural institutions, including new construction, equipment, renovations, repair costs, collections maintenance expenses, and design or planning fees associated with planned capital improvements.

### **2.0 Level of Support**

The Cultural and Built Heritage Funding Program will support up to 50% of eligible project costs. Proposed projects must have a minimum project budget of \$20,000, and funding is limited to one project per organization per year. The maximum grant amount will not exceed the total amount of funding available for this program.

The total of all municipal grant contributions may also not exceed 50% of the total cost of the project. Applicants are encouraged to leverage municipal funds and must demonstrate in their application that a range of revenue sources are secured or will be secured, in order to ensure that the funded project can be completed within the project timeline.

### **3.0 Eligibility Requirements**

- Eligible applicants shall be organizations whose primary focus is the delivery of cultural programming for the purpose of operating a museum, art gallery, heritage centre, performance space, or similar cultural institution.
- Proof of ownership or a long term lease agreement (minimum five years) is required for all renovations or improvements to land or property. If an existing lease expires prior to the end of the five year term required by the City, a letter from the lessor documenting the commitment to renew the existing lease is required.
- To ensure that the not-for-profit applicant is the principal beneficiary of any capital improvements funded in part by the City, where a property is owned by a for-profit entity the lifespan of the proposed improvement must not exceed the term of the lease.

In addition, organizations must meet the following criteria in order to receive project funding through the Culture & Built Heritage program:

- must be an incorporated non-profit and/or charitable organization that has been operating as a non-profit corporation and/or charity for a minimum of two years prior to the application deadline;
- must be situated within the geographical limits of the City of Brantford;

- must conduct their activities on an annual, on-going basis either throughout the year or on a seasonal basis; and
- must not be in arrears on any amounts owing to the City of Brantford or in default on any prior Grant Agreements.

#### 4.0 Exclusions to Grant Program

Grants will not be given:

- to cover operating costs, including administration/staff costs
- to provide endowment funds
- for sectarian, religious, or political organizations or purposes
- for profit-oriented programs or activities
- to cover start-up costs for new programs

#### 5.0 Assessment Process

- Grant applications will be received and reviewed on an annual basis.
- Grant applications will be review for eligibility (see Section 3.0), and eligible applications will be assessed based on the City's approved grant review model.
- The assessment is based on the applicant's current and proposed work within the context of the Cultural and Built Heritage Funding Program. Applicants should refer to Section 6.0 of these program guidelines for specific assessment criteria.
- The Cultural and Built Heritage Funding Program may recommend that projects may receive full funding, partial funding or no funding. Grant allocation decisions are final and comments are not released.
- City staff will notify all applicants of the results of the funding allocations in writing and will follow up with successful applicants to finalize the Grant Agreement.

#### 6.0 Assessment Criteria

The Cultural and Built Heritage Funding Program project grants are assessed based on the following criteria:

**a) Community Impact & Quality of Life:**

- The applicant offers cultural programming as its primary activity.
- The applicant's activities are focused on improving the quality-of-life in Brantford.
- The applicant conducts its activities primarily in Brantford and for the benefit of the residents of Brantford.
- The applicant encourages the participation of all citizens of Brantford.
- The applicant actively and successfully encourages volunteerism within the organization.

**b) Project Management and Accountability:**

- The proposed project is of a quality and scope to merit public support.
- The proposed project does not substantially duplicate the efforts of other applicants or other government supported individuals or organizations.
- The proposed project is feasible within the timeframe and budget identified.
- The completion of this project would enhance the ability of the applicant to continue to offer services and/or to expand current services and activities.

**c) Management and Financial Responsibility:**

- The applicant is managed in a responsible manner.

- The applicant demonstrates initiative and success in generating revenue from non-municipal sources.
- The applicant measures the success of the activities and programs of its organization on an ongoing basis and shares the results of these measures with the City and other interested stakeholders.
- The applicant has a strategic plan that demonstrates the long-term sustainability of the organization and its facility or proposed facility.
- The applicant is in good standing with its funders and with the Canada Revenue Agency.

**d) Overall Excellence:**

- The application is organized, clear and complete.
- The applicant has no significant accumulated deficit.
- The applicant has no significant unrestricted or internally restricted reserve funds or accumulated surplus which could be accessed for the purpose of this application.
- The applicant has made a strong case for the need for municipal support.
- If the applicant is not the owner of the facility, the owner has demonstrated support for the proposed project.

## 7.0 Application Requirements

- Application forms must be fully completed and signed by an authorized signing authority of the organization.
- All attachments requested in the application form must be submitted with the application, including: proof of ownership or long-term lease agreement; a letter of support from the building owner (if organization is not the owner of the building); and a complete project budget, including 3 quotes for all equipment or services included in the budget.
- If the organization has not also submitted an application to the City of Brantford Community Cultural Investment Program (CCIP) in the same year, the applicant must provide supplementary documentation as identified in the application form, including financial statements and proof of not-for-profit status.
- Applications must be received at the City of Brantford Visitor & Tourism Centre at 399 Wayne Gretzky Parkway, Brantford, N3R 8B4 no later than 4:00pm on the deadline date.
- Late or incomplete applications are automatically ineligible. Applications may not be submitted by email or facsimile transmission.

## 8.0 Conditions of Funding & Disbursement of Funds

- Successful applicants will be required to sign a Grant Agreement with the City of Brantford outlining the conditions and distribution of funding and reporting requirements for the proposed project.
- Payment of the grant will be in two installments at the start and end of the project, as per the terms of the Grant Agreement. Invoices must be submitted as proof of expenditures, and the City will not fund in excess of 50% of total project costs.
- Successful applicants will be required to submit documentation in keeping with the requirements of the Grant Agreement, including (but not limited to) proof of General Liability insurance and interim status reports.
- Grants are to be spent within one year of the date of signed Agreement.
- Grants shall only be used for the purpose(s) outlined in the application. Changes in scale, activities and timeframe must be reported promptly to the Arts & Culture Coordinator (519-751-9900 ext. 5048).

- As a recipient of public funds, successful applicants are required to maintain adequate records as to the receipt and disbursement of funds received from the Cultural and Built Heritage Funding Program.
- Grant recipients are required to acknowledge the support of the City of Brantford in all written materials relating to the activities for which the funds are granted. Contact the City of Brantford Communications Division at 519-759-4150 for more information.

## 9.0 Access to Information

The information collected pursuant to this application is subject to the rights and safeguards of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M. 56, as amended. Questions about the collection and use of personal information should be directed to: Records and Freedom of Information Officer, Clerks Department, 519-759-4150.

## GLOSSARY OF TERMS

**Applicant:** An organization that has submitted an application for financial assistance to the City of Brantford.

**Capital:** A capital expenditure is an asset such as a building, machinery, equipment, etc. that has a useful life of more than one year and is subject to depreciation over its useful life.

**Charitable Organization:** An organization established for charitable purposes that is recognized by and registered with the Charities Directorate of the Canada Customs and Revenue Agency.

**Cultural Programming:** A series of cultural activities, events or services that are planned, scheduled or performed by an organization and presented over a period of time.

**Geographical Limits:** All areas located within the outer boundary of the Corporation of the City of Brantford on the application deadline.

**Grant Agreement:** A written agreement between the City and successful applicants that outlines the requirements of both parties with respect to the grants provided. It is signed by both parties.

**Municipal Grant Contributions:** The sum of revenue from all City of Brantford grant programs, which must not exceed 50% of all Project Revenue.

**Non-profit Organization:** A legal entity incorporated as non-profit either federally or provincially and formed for a purpose other than generating a profit for its members, directors or owners. Any profit earned is directed back to further the goals of the organization.

**Operating Costs:** Includes the cost of day-to-day operations, governance, meetings, travel, office and general overhead costs such as administrative personnel, collection maintenance, office rental or utilities costs.

**Project:** A project has a defined beginning and ending and a specific objective.

**Project Expenses:** All costs incurred for the purposes of the Project, included payment to contractors, purchase of supplies or equipment, or other capital costs.

**Project Revenues:** All earned income incurred for the purposes of the Project, including fundraising, private sector contributions, and grant revenue.

**Renovations:** A repair or improvement to an existing structure or building.

**Repairs:** Work undertaken to restore a capital asset to its former condition or to operational soundness. The application must specify the final condition that is expected as a result of proposed repairs.