



# Applying for a Cultural Grant 2023

June 28<sup>th</sup>, 2022





# Cultural Grants Program

## + History

- Each year the Town of Oakville provides a funding envelope to be distributed to local, not-for-profit arts/cultural organizations
- The Cultural Grants Program has been administered by the Oakville Arts Council since 1989 with with \$2.74 million dollars distributed to arts and cultural groups since the inception of the program
- Deliverables and outcomes for this programming role are outlined in a legal agreement between the OAC and the Town of Oakville



The Cultural Grants program is timed to work with the Town's annual budget process which takes place each fall



Recommendations made by the CGRC are:

1

Presented to the OAC's Board of Directors for approval

2

Presented to the Town's Budget Committee

3

Presented to Town Council for approval as part of the budget for the culture department

# Terms of Reference

## + Committee: Composition



- Four to seven members (with at least one new member each year) – maximum two 3-year terms
- Members of the committee are drawn from the community-at-large
- Individuals who have a demonstrated knowledge of the arts in Oakville and who are arms-length are selected
- Grants Review Committee members must declare any conflicts of interest prior to the grants review assessment meeting

The Chair must be a member of the Oakville Arts Council Board of Directors and is appointed by and reports to the Oakville Arts Council Board of Directors



Staff representatives from the Oakville Arts Council and the Town of Oakville serve as resources to the Committee and are non-voting members



The Grants Review Committee reviews applications for grants to arts/cultural organizations, **excluding:** The Oakville Centre for the Performing Arts, Oakville Museum, Oakville Galleries, The Oakville Historical Society, the Oakville Public Library and the Oakville Arts Council

# Eligibility Criteria

## + Applicants must:

- Be a duly constituted arts/cultural not-for-profit organization
- Have an active Board of Directors or Executive Committee to act as trustee for public funds
- Activities must be open to the public
- Contribute to the artistic life of the Oakville community
- Demonstrate financial responsibility necessary to manage public funds
- Demonstrate fiscal sustainability through diverse revenue streams
- Follow the appropriate reporting requirements outlined in your letter of agreement

# Eligible Funding

- Day-to-day artistic and administrative expenses of the organization such as: insurance, rent, artistic or administrative fees or salaries, marketing, printing, office supplies, etc.
- Programming expenses such as costuming, risers, purchase of music, framing, etc.
- Projects such as: arts and cultural events, workshops or symposia, special equipment (including technology), incorporating, etc.



# Non-eligible Funding

Individual artists, for-profit businesses or social enterprises

Non arts related

Touring expenses

Travel to conferences, competitions, etc.

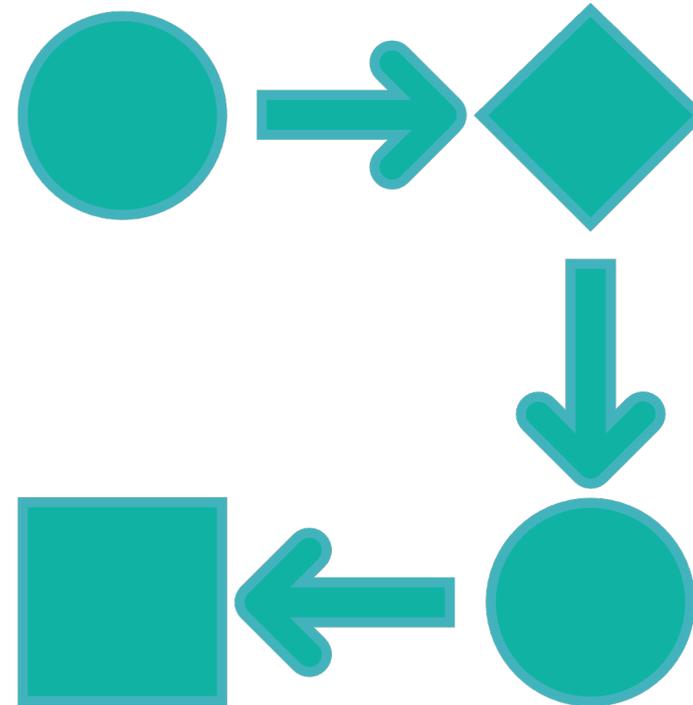
Bursaries

Scholarships

# The Application Process

## + Stage 1:

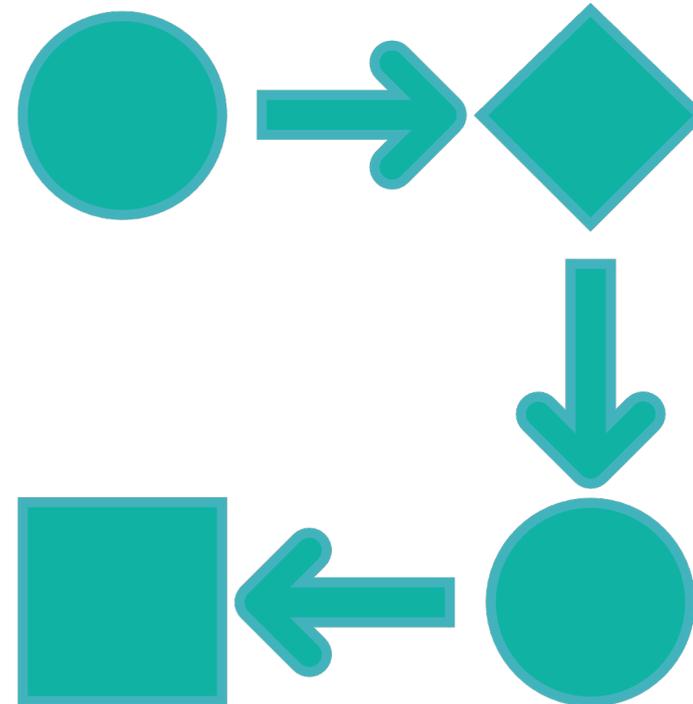
- If your organization received a grant for the 2022 funding cycle, a **Final Report** must be completed prior to applying for funding for 2023
- If your organization has never applied for a cultural grant or has had a break in funding, a **Statement of Interest** must be completed
- 2023 Statements of Interest or Final Reports deadline: **September 16, 2022 @ midnight**



# The Application Process

## + Stage 2:

- Final Reports and Statements of Interest will be reviewed by the CGRC, and each organization will receive a letter outlining the decision of the committee.
- If a letter to continue is received, you will be directed to complete the application in the portal. **Application deadline: October 28, 2022 @ midnight**



# The Application Process, cont'd

## + Letter of Agreement

- If a grant is awarded, your organization will receive a grant letter outlining expectations and obligations. This letter forms a contract with a signature page that will need to be signed and returned to the OAC prior to the release of funds.

## + Expected Timeline

- Organizations will receive notification of the CGRC decision and allocation in December 2022 or early January 2023. Funds will be dispersed early in January or February of 2023.



# Grantee Responsibilities



## + Measuring Impact

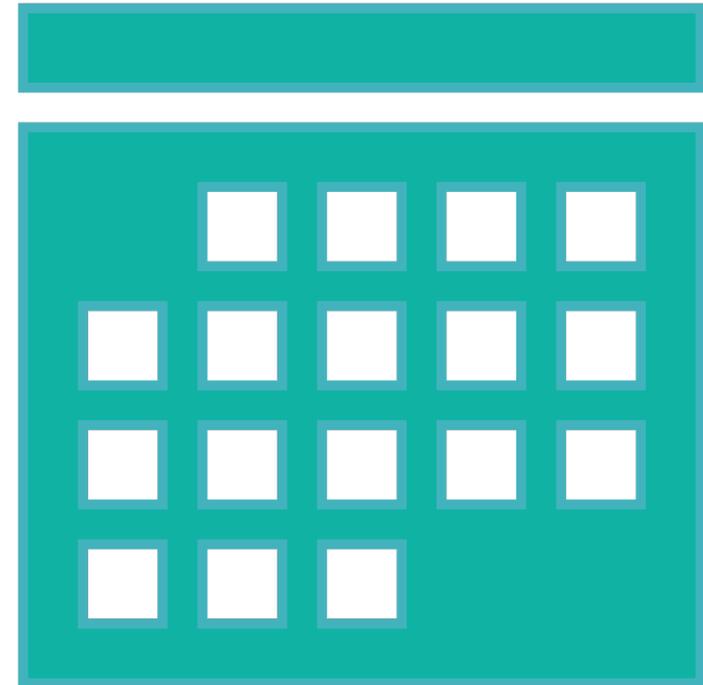
- Grantees are expected to report statistical data for:
- # of audience, volunteers, members, students
- #/types of collaboration, partnerships, volunteer hours
- financial reporting, governance

## + Recognition

- All grantees are required to provide appropriate recognition to both the Oakville Arts Council and our funder – The Town of Oakville
- Grantees should be aware that recognition is audited and is included in your final report score.
- Add the Cultural Grants logo to your website or use text: **“Proud recipient of a Town of Oakville Cultural Grant administered through the Oakville Arts Council”**
- Acknowledge Cultural Grants in print, film and audio-visual products - in newsletters, pamphlets, signage, manuals, media releases, exhibits, interviews, ads, etc.
- Copies of the logo can be found at [www.oakvillearts.com/mediakit](http://www.oakvillearts.com/mediakit) or by contacting Anusha Rajeswaran, Digital Communications, OAC

## + Timeframe for reporting

- The timeframe for reporting is aligned with the Town of Oakville's fiscal year (January to December)
- Funds are for future use, cannot be used retroactively
- Your organization will report on programming activities that most closely align with the calendar year of 2023
- Your organization will submit audited or approved financials for your last completed year as well as the budget document that accompanies the application; profit & loss statements and balance sheets will also be requested at some stages of the process



# Application & Reporting Tips

## Submit

Your application must be submitted through the OAC application portal. Paper or email submission of applications and supplemental documentation are not accepted.

## Update

Please make sure you update the information in the portal if you have administrative changes (new staff/volunteers, change of address).

## Ask

Please ensure that your request meets the eligibility guidelines of no more than a maximum of \$10,000 or 30% of your budget.

# Application & Reporting Tips cont'd

Align	Make sure that your financial information is aligned with and reflects the programming that the funds were granted for when you write your final report. Make sure you are clear about how you will spend the funds when you fill out the budget form.
Financial Reports	If your financials for the final report are not yet finalized, they can be submitted with the application, but a year-to-date profit and loss or income statement as well as a balance sheet must be submitted in the interim.
Timeline	Don't leave your application or final report until the due date! This is a computerized system, and the portal will close at the assigned time. Late filing can affect your grade and the amount of funding you receive.

# Application & Reporting Tips cont'd

## Clarity

You will be assessed on the clarity and conciseness of your application! Don't assume the jurors know your organization. Have someone proof-read your work before you submit.

## Impact

Show the jurors that your programming is accessible and connects to the needs of the Oakville community; demonstrate collaboration and accountability.

## Capacity

Are your programs regularly evaluated for efficiency, professionalism, quality and effectiveness? Does your organization operate with sound fiscal management and oversight? What about strategic planning, diversity and the skills of your Board of Directors?

# Questions

- + This presentation will be available on the OAC website along with the results from last year's allocations under the Cultural Grants tab.

