



Hamilton

CITY ENRICHMENT FUND

- ARTS PROGRAM - INFORMATION SESSION



The City Enrichment Fund supports the **25 Year Community Vision** “Our Future Hamilton” by providing funds across a range of program areas.

CITY ENRICHMENT FUND

The City of Hamilton invests in the community by providing grants through the City Enrichment Fund.

The City Enrichment Fund (CEF) Program Areas:

1. Agriculture
2. Arts
3. Communities, Culture & Heritage
4. Community Services
5. Digital (*New – Pilot)
6. Environment
7. Sport & Active Lifestyles

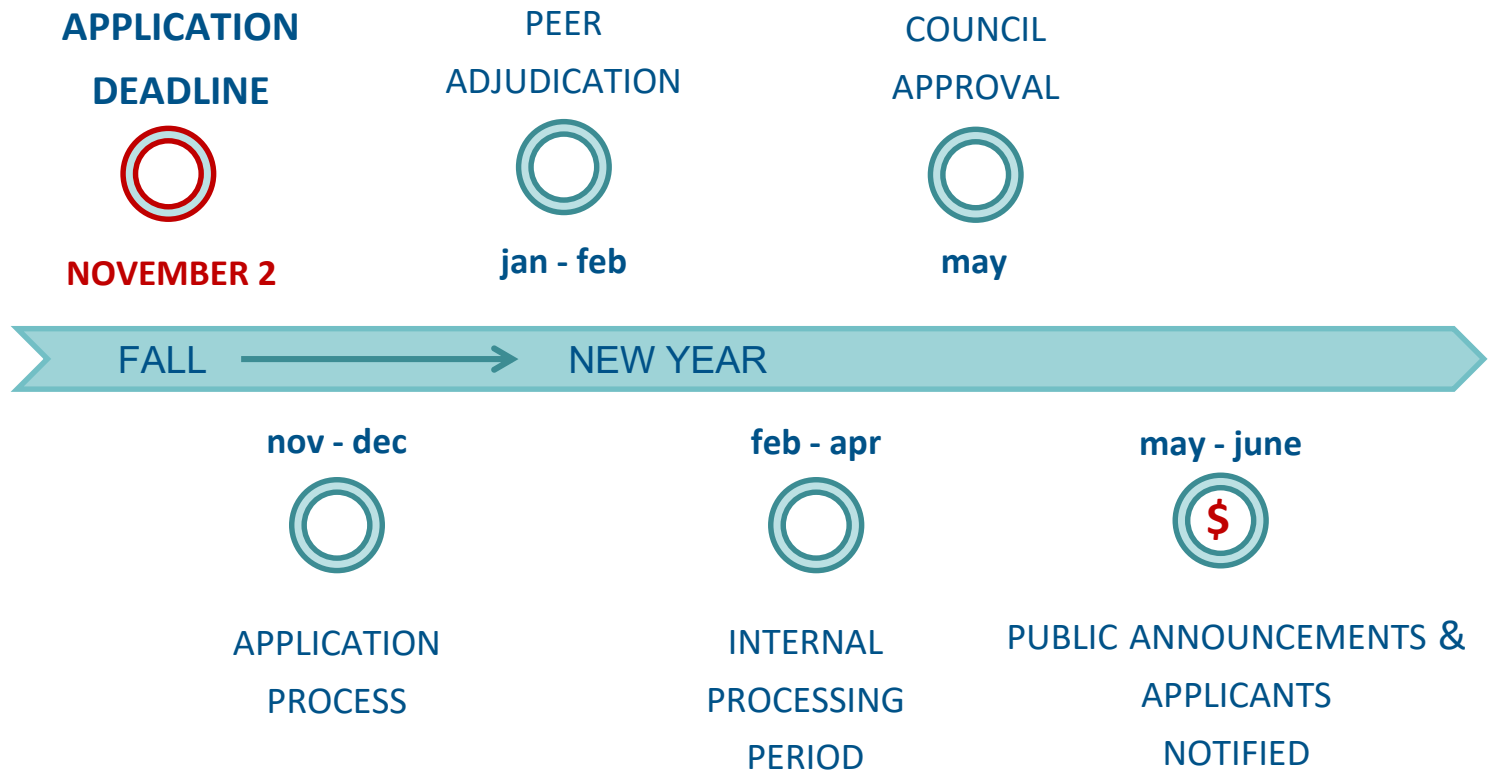


City Enrichment Fund (CEF) Funding Areas

Program and Stream Overview

AGRICULTURE Tyson McManh x5780	ARTS Andrea Carvalho x1947	COMMUNITIES, CULTURE & HERITAGE Andrea Carvalho x1947	COMMUNITY SERVICES Carmen Bian x2187	DIGITAL (New – Pilot) Kelly Austen X2733	ENVIRONMENTAL Whitney Slattery X5089	SPORTS & ACTIVE LIFESTYLES Deborah Mawdsley x4143
1. Programs and Events	1. Arts Operating	1. Events & Established Activities	1.No one is Hungry or Without Shelter	1. Digital Equity	1 Capacity Building	1. Long Term Athlete Development
	2. Arts Festivals	2. New Projects	2. Everyone Feels Safe		2. Projects & Programs	2. Sport Awareness
	3. Capacity Building	3. Capacity Building for Cultural Organizations	3. Every Child and Family Thrives			3. Capacity Building
	4. Creation & Presentation		4. No Youth Is Left Behind			4 Sport Development/ Inclusion
			5. Everyone Can Age In Place			5. Accessibility
			6. Community Capacity Grows			6. Active for Life
			7. Everyone Has Someone to Talk To			7 Multi-Sport Hosting
			8. Emerging Needs & Program Innovation			

Timeline and Process



GENERAL ELIGIBILITY CRITERIA

- Incorporated, not-for-profit organizations
- Programs must be presented within the city (Operating programs must present 80% of programming in Hamilton)
- The organization's head office must be located within Hamilton
- Applications signed by a City of Hamilton employee will not be considered
- **The total grant request cannot be more than 30% of total program/project's operating costs**
- **Late submissions will not be accepted**

ARTS PROGRAM

Objective

To provide opportunities for all the people of Hamilton to enjoy and actively participate in the arts while:

- Enhancing social, economic and cultural prosperity
- Building strength in the arts sector

ARTS - OPERATING

Objective

To provide not-for-profit arts organizations with a stable funding base to enable them to further their mission.

Description

This funding stream provides annual and multi-year grants (multi-year funding is not yet available) to support the operation (administration and programming) of established professional, semi-professional and emerging organizations in all artistic disciplines.

- 3 Categories: Professional, Semi-Professional, Emerging
- Funding maximums are specific to each category
- Arts organizations that receive a City Enrichment Fund Arts Operating Grant may also apply for an Arts Festival grant on a one-year basis for a new festival initiative in the Emerging Arts Festival category.

ARTS - FESTIVALS

Objective

To enhance the ability of organizations to produce and present arts festivals that have high merit, strong impact and solid viability.

Description

This funding stream supports the planning and delivery of arts festivals in Hamilton that have a city-wide impact through annual operating grants for established festivals and emerging festivals.

- 2 Categories: Established and Emerging
- Funding maximums are specific to each category
- Arts organizations that receive a City Enrichment Fund Arts Operating Grant may also apply for an Arts Festival grant on a one-year basis for a new festival initiative in the Emerging Arts Festival category.

ARTS – CAPACTIY BUILDING

Objective

To strengthen the relevance, responsiveness, effectiveness and resilience of Hamilton's art organizations.

Description

This funding stream provides project grants to arts organizations to support capacity building strategies, organizational development projects and professional development initiatives to building administrative and management capacity .

- \$25,000 or up to 30% of project
- Organizations may collaborate on a capacity building project when facing similar organizational challenges
- Organizations may only receive funding once every two years

ARTS – Capacity Building

Notes

- Opportunity for training, research, development
- To undergo internal organization project (not public programming)

Eligible Projects (examples)

- Retaining external expertise to work with the applicant on a specific capacity building initiative
- Organizational and human resource assessment, change management
- Board development and improved governance practices
- Professional development, training, mentorship, coaching and job shadowing
- Development of plans and strategies

WHAT DO YOU NEED TO SUBMIT?

- **Application**
Organization mandate / history, program description, plan etc. Operating applicants may submit additional program information as an attachment.
- **Program Budget**
Budgets should be realistic, balanced, with the CEF grant representing no more than 30% of the budget overall.
- **Financial Statements**
Audited Financial statements are required for requests above \$30,000.
- **Board of Directors and Staff List**
- **Marketing Example (if applicable for Capacity applications)**
- **Program Specific Material**
i.e. Most recent annual report, additional marketing material, images, program statistics.

THE BUDGET

Using the CEF Budget form online enter the projected budget for the request year. Returning applicants must include actuals for the previous year. [CEF Budget Information](#)

- **Revenue**
- **Expenses**
- **Budget Notes – point form**

The budget notes are extremely helpful in explaining how well the project is planned, if there is confirmed / pending funds, breaking down artist fees, and providing additional information for the jury.

In-kind contributions are not included as part of the total eligible program budget (cash budget). An offsetting entry is included in the Revenue section in order to accurately reflect the in-kind value contributing to the success of your program.

Surplus / Deficit

Include notes addressing any reported surplus or deficit amounts.

ADJUCATION PROCESS

Applications are reviewed by a panel of 3 local/regional peer assessors representing various artistic backgrounds and professional levels.

They review each application and provide scores representing the Organizational Capacity, Programming Merit, and Community Impact.



- Be sure to include information that relates and supports the *Assessment Criteria*
- Be very clear, using simple, direct language
- Provide as much detail as possible
- Share information on the program itself and the plan to execute it –
 - Program themes, audience, impetus, objectives
 - Timelines, schedule, staff/volunteers
- Consider a realistic plan and budget that is achievable and sustainable

Please let me know if you are interested in joining one of our juries or have a colleague that you would like to recommend

What's New ?

NEW PROGRAM STREAM – Digital

Agriculture

- Programs & Events

Arts

- Arts Operating
- Arts Festivals
- Capacity Building
- Creation and Presentation Grants for Arts Professionals

Communities, Culture & Heritage

- Events & Established Activities
- New Projects
- Capacity Building for Cultural Organizations

Community Services

- No One is Hungry or Without Shelter

Digital - New Pilot Program

- Digital Equity

Environment

- Capacity Building
- Projects & Programs

Sports & Active Lifestyles

- Long Term Athlete Development Planing & Implementation
- Sports Awareness
- Capacity Building
- Sport Development / Inclusion
- Accessibility
- Active for Life
- Multi-Sport Housing

Objective To support organizations, events and activities that support efforts to achieve digital equity, promote digital inclusion, digital literacy and spur greater adoption of broadband among underserved populations.

Contact: Kelly.Austen@hamilton.ca
905 546 2424 ext. 2733

DIGITAL – DIGITAL EQUITY FOCUS

- Supports the planning, delivery and administration of a variety of initiatives that bridge the digital gap and ensures residents have access to the resources, opportunities and skills needed to thrive in a digital world.
- Invests in partners who will deliver impactful programs that:
 - Build Digital Literacy skills
 - Facilitating access to internet service, technological devices and digital programming
- Maximum funding of \$15,000.
- Groups of two or more organizations with similar vision ideas may collaborate on projects/applications.

Digital Literacy Programs:

- Developing digital skills
- Developing and implementing training programs and digital inclusion activities for underserved populations that cover basic, advanced, and applied skills

Digital Infrastructure:

- Expanding free publicly accessible Wi-Fi
- Provide low cost or free equipment and devices

Community Leadership:

- Policy advocacy
- Research

Equity, Diversity, Inclusion (EDI) Data Collection

The City of Hamilton is committed to ensuring that equity-seeking communities feel safe, supported and have an enhanced sense of belonging through strengthening community capacity, City responsiveness, and creating inclusive engagement opportunities. In order to understand how City Enrichment Fund (CEF) applicants currently support the City's Equity, Diversity, and Inclusion (EDI) goals, Council has approved the collection of EDI baseline data by adding two new questions to this year's CEF application. This information will be used to determine how CEF can further support the City of Hamilton to reach its EDI goals in the future.

Please note: this information is being requested for EDI data collection purposes only and will not be used by adjudicators to determine an applicant's score or used by staff in any way during funding allocation processes.

EDI – ORGANIZATION INFORMATION FORM

1. In an effort to better understand the Cities local community, do any Board members within your organization publicly self-identify as the following? Please check all that apply.

Optional

Indigenous peoples

Members of racialized groups

Women

Persons with disabilities

Other

EDI – PROGRAM INFORMATION FORM

2. In an effort to ensure City Enrichment funds are better serving local community needs, please identify the target population for the specific program for this application. Please check all that apply.

Mandatory

- Universal access/ No target
- Indigenous peoples
- Racialized peoples and communities/ Visible minorities
- 2SLGBTQIA+ peoples and communities
- Women
- Persons with disabilities
- People in poverty or experiencing economic insecurity
- People experiencing housing insecurity or homelessness
- Children [define]
- Youth [define]
- Older adults/ Seniors [define]
- Recent immigrants/ Newcomers/ Refugees
- Non-official language speakers
- Francophone
- Rural and remote communities
- Other underserved people or communities

ORGANIZATION INFORMATION FORM

“If you are applying for program-based funding, please indicate the number of years the program has been operational and start date.”

Provide a brief history of your organization or brief artistic biography - include important milestones and / or any changes to the organization's direction over time. Include anything important for us to know about your organization.

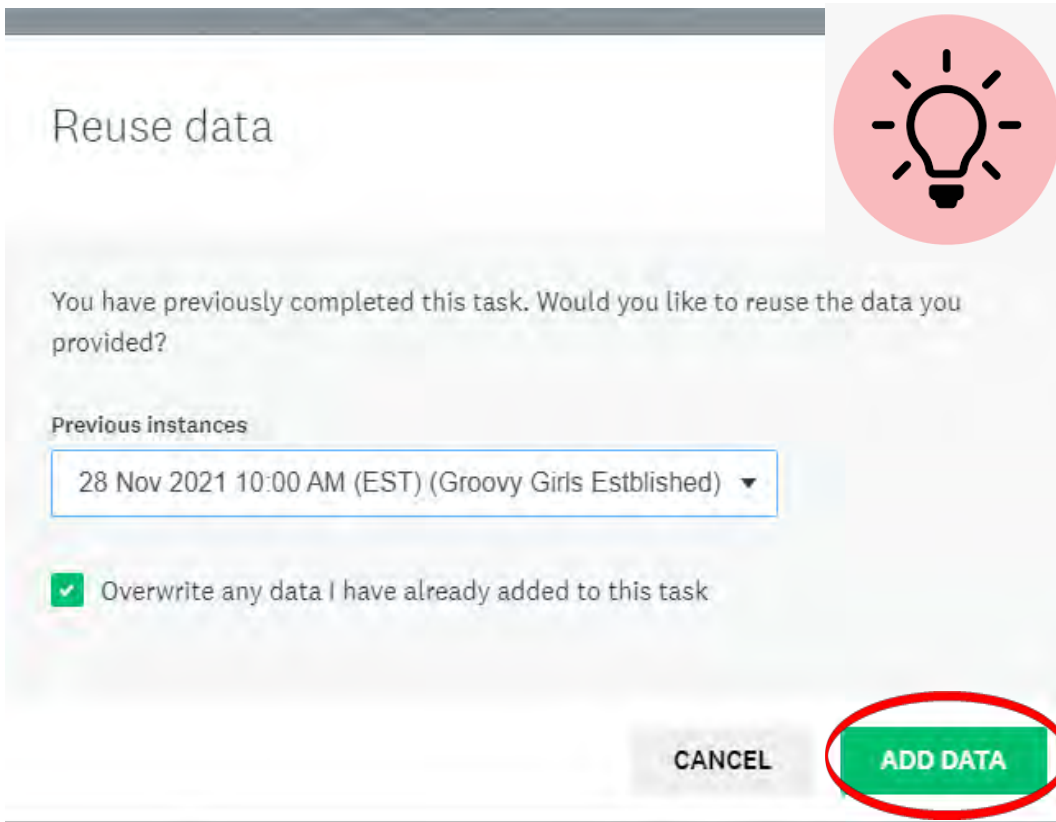
If you are applying for program-based funding, please indicate the number of years the program has been operational and start date.

Approx. 250 words

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300 Word maximum. Current word count: 0

DATA TRANSFER OPTION



Reuse data

You have previously completed this task. Would you like to reuse the data you provided?

Previous instances

28 Nov 2021 10:00 AM (EST) (Groovy Girls Established) ▼

Overwrite any data I have already added to this task

If you completed an application through our online system last year, you have the option to import and reuse last year's information.

To do so – select **ADD DATA**.

If you do not want to reuse last year's data, hit cancel. This will be an option for every section except the General Information Form. Note – you can edit the data you reuse.

You can also use the *Reuse* tab on any page to change your mind and add last year's data.

TRANSLATION SERVICE

To better serve the community,
City Enrichment Fund applications can now be
translated into your language of choice.

Request a translated copy by contacting
Andrea Carvalho.

APPLY ONLINE

The [application portal](#) can be found on the City Enrichment Fund webpage.
November 2nd 4:30 pm, 2022 deadline

SUBMIT APPLICATION

Step 1 Develop a grant proposal that explains how you plan to use the funds. Applicant estimate that includes how much funding you need and how the money will be spent.

Step 2 Complete the online application demonstrating that you meet the eligibility criteria.

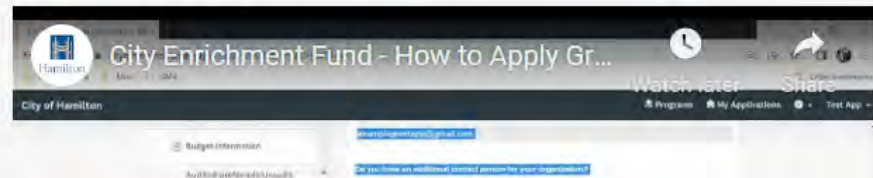
Please be advised there are specific items which are deemed eligible and ineligible in handbooks. Please review this closely as the ineligible items will be removed.

[Complete the CEF Application](#) ↗



This short video will help you get started.

How to Apply (Demo)



Additional Support:

[Watch the Demonstration Video](#)

Review the CEF General Guidelines and Arts Handbooks

[Operating](#)

[Festivals](#)

[Capacity Building](#)

Call or email Andrea Carvalho with any questions and / or to discuss your application.

CONTACT US

Arts and Communities, Culture & Heritage Program Manager

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For general information on the City Enrichment Fund, contact
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