



Tourism Simcoe County
1151 Highway 26 West
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experience.simcoe.ca

Main Line: (705) 726-8502
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2018 County of Simcoe Arts, Culture and Heritage (Built, Natural and Environmental) Grant Program

Executive Summary

The vision of the Arts, Culture and Heritage (Built, Natural and Environmental) Grant Program is to support and enhance arts, culture and the natural heritage in Simcoe County through:

- Building organizational capability and sustainability in existing and new local organizations;
- Investing in community-based cultural activities that promote awareness, access, participation and appreciation of arts and heritage; and
- Encouraging collaborative opportunities and partnerships.

Grant Categories

Grants are awarded in each of the following three (3) categories:

1. Capacity Building Grants

Under this category, grants up to \$5,000 are provided to qualified groups to support the organizations' development needs, including but not restricted to any of the following:

- Training;
- Workshops and conferences;
- Applying for registered not-for-profit status;
- Board development activities;
- Marketing; and
- Strategic planning.

2. Project Grants

Under this category, grants are provided to encourage partnerships and collaborations that result in arts, culture and heritage programs and initiatives.



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The grant award contributes up to fifty percent (50%) of the program budget on a matching basis, which could include in-kind contributions. The maximum grant under this category is \$10,000.

3. Sustainability Grants

Under this category, grants are provided to assist with costs for an organizations that provide an arts, culture and/or heritage based service in the County. Such a grant would be a "one-time" grant.

The applicant would need to provide a business plan as part of its' application that demonstrates economic viability and includes demonstration of secured funding for at least eighty percent (80%) of the current year's budget for the organization.

The grant is limited to the lesser of \$10,000 or twenty percent (20%) of the organization's annual budget and could recognize the value of in-kind contributions by the organization.

Applying for one of the County of Simcoe Grant Programs

Key Dates for Grant Applications

- Second Friday of January each year, the Expression of Interest letter due –(all eligible applicants will be emailed an Application form and invited to the Application Information Session)
- Late January– Application Information Session for eligible applicants
- First Two Weeks of February – One-to-One Application Mentoring Sessions for eligible applicants
- Last day of February– Arts, Culture and Heritage Grant applications due
- Notification of successful applicants immediately following approval by Grant Program Task Force



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Program Guidelines and Eligibility Criteria

Vision

1. The vision of the Arts, Culture and Heritage (Built, Natural and Environmental) Grant Program (herein the “Program”) is to support and enhance arts, culture and heritage in the County of Simcoe through:
 - Building organization capacity and sustainability in each of existing and new local cultural organizations
 - Investing in community-based arts cultural and environmental activities that promote awareness, access, participation and appreciation of the distinct, diverse and vibrant, arts, culture and heritage assets within the County of Simcoe
 - Encouraging collaborative opportunities and partnerships between the public and private sector
 - Contribute to the County’s overall economic health and sense of place
 - Enhance participant’s experiences by supporting innovative and accessible programming

General Guidelines

2. General guidelines for the Program include:
 - Organizations may submit one application per grant cycle
 - No organization shall receive more than one grant per event per calendar year
 - Grants will be awarded based on number of eligible applicants and available funding in each year
 - No organization receiving a grant shall receive further discounts on County fees for facility rental or service
 - Up to twenty percent (20%) of available grant funding for the Program may be retained as a contingency for extemporaneous grants and as a contingency; and
 - The Activity supports/aligns with the County of Simcoe’s enhancement goals and cultural investment strategies as contained in the Plan for Culture, Regional Economic Development and Tourism Strategy and the County of Simcoe’s Official Plan
3. The following applicants are **NOT** eligible in relation to grants under the Program:
 - Individuals



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- Crown corporations and Government agencies (e.g. municipalities, school boards, social services, hospitals, business improvement associations, universities, etc.)
 - For-Profit organizations
 - Political parties, initiatives or candidates
 - Organizations that already receive operating funding from the County of Simcoe
 - Grant making/fundraising organizations
 - Faith-based organizations where services/activities include the promotion and/or required adherence to a faith
4. *It should be noted the County of Simcoe does provide others Grants to other organizations from time to on specific projects under other program initiatives as determined by County Council.*
 5. *Projects funded in-part by this grant should be accessible and age-friendly*
 6. The following activities are **NOT** eligible for funding:
 - Capital projects (purchase of land/equipment/fixtures, building projects, etc.)
 - Operational expenses
 - Commercial or entertainment ventures initiated by the private sector
 - Projects or activities that have been completed on or before the application deadline
 - Deficit reduction of the applying organization
 - Events that are organized primarily to raise funds and/or awareness about a specific issue, organization or cause
 - Repetitive applications for activities covered through previous capacity and project grants are not eligible
 7. Grants will be awarded in each of the following three noted categories:
 - **Capacity Building Grants:** Under this category grants up to \$5,000 will be provided to qualified groups to support the organizations' development needs, including but not restricted to any of the following:
 - i. Training;
 - ii. Workshops and conferences;
 - iii. Applying for registered not-for-profit status;
 - iv. Board development activities;
 - v. Branding;
 - vi. Marketing; and
 - vii. Strategic planning.
 - **Project Grants:** Under this category grants will be provided to encourage partnerships and collaborations that result in cultural programs and initiatives. The grant award would contribute up to fifty percent (50%) of the program budget



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on a matching basis, which could include in-kind contributions. The maximum grant under this category is \$10,000

- **Sustainability Grants:** Under this category grants will be provided to assist with costs for an organization to provide cultural-based servicing in the County. Such a grant would be a “one-time” grant. The applicant would need to provide a business plan as part of its application that demonstrated economic viability and includes demonstration of secure funding for at least 80% of the current year’s budget for the organization. The grant would be limited to the lesser of \$10,000 or twenty percent (20%) of the organization’s annual budget and could recognize the value of in-kind contributions by the organization. (Examples such as the hiring of a summer student, research, social media plan etc.)

8. The following documents the eligibility criteria under each of the above-referenced categories:

Capacity Building Grants

To be eligible under this category, the application must be:

- A not-for-profit organization (registered or non-registered)
- Based within the County of Simcoe
- Requesting a grant to address the organization’s development needs, including but not restricted to:
 - Attendance at training, workshops and conferences;
 - Registering for not-for-profit status;
 - Board development; and/or
 - Strategic planning
 - Stakeholder Engagement

Project Grant:

To be eligible under this category, the applicant must be:

- A not-for-profit organization (registered or non-registered) or individuals partnering with a not-for-profit organization (registered or non-registered);
- Based within the County of Simcoe;
- Proposing a project that has a duration of no more than 16 months; and
- Having matching funds and/or in-kind contributions equivalent to the amount of the grant that is being requested

Sustainability Grants:

To be eligible under this category, the applicant must:

- Be a not-for-profit organization (registered);
- Based within the County of Simcoe;
- Have developed a sustainable business plan for the on-going operation of the organization with diverse revenue sources; and



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- Limit the application to the lesser of \$10,000 or 20% of the annual budget of the organization with the remainder of the budget being reasonably secured.

Application Processing Procedures:

The following is a description of the procedure to make application under the program:

- Applicants are to submit a one page expression of interest to the County of Simcoe that describes the reason that an application is being made and a demonstration that the related eligibility criteria are met.
- Staff will review the submissions and short-list those that appear to be fully eligible to make application.
- Eligible applicants will be invited to an informational session where application forms will be distributed, information will be provided about how to fill out the application form, and questions will be answered.
- All applications received by that date will be evaluated by County staff to ensure that it is complete and meets program criteria. Staff will recommend the grant amount for each eligible applicant that will then be forwarded for review and evaluation by the Grant Program Task Force Committee. The Task Force Committee will recommend that grant amount for each eligible applicant that will then be forwarded to Council for approval.
- County staff will notify all applicants of Council's decision

Key Dates for Grants:

- Second Friday of January each year for the expression of Interest forms due - all eligible applicants will be emailed an Application form and invited to the Application Information Session)
- Late January– Application Information Session for eligible applicants
- First Two Weeks of February– One-to-One Application Mentoring Sessions for eligible applicants
- Last day February– Arts, Culture and Heritage Grant applications due
- Notification of successful applicants immediately following approval by Grant Program Task Force

Process for Awarding of the Grant:

- An “award letter” will be issued and the recipient must read, sign and return to culture@simcoe.ca. This letter must be received in order for funding to flow.



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- An email will be forwarded from The County of Simcoe's Finance requesting banking information for direct deposit of funds if applicant is not currently a vendor of record.
- Where a grant is awarded, 90% of the grant amount will be forwarded to the applicant once Council has approved the grant. Final 10% will flow once the final report, with expense sheet, is complete.
- The submission of a final report may be a pre-requisite for the applicant to be eligible for any future grants under the Program.
- Funds shall be used only for the purposes outlined in the original application. If there are changes or cancellation of the project/activity originally proposed for funding, they must be reported to the Grants Task Force Committee. Changes that significantly alter the original intent may put future funding at risk and may require repayment of the grant if the Grant Task Force Committee so determines.
- If awarded a Project Grant or Sustainability Grant funding, applicants must provide a certificate of insurance naming the Corporation of the County of Simcoe as additional insured with a minimum of \$2,000,000 for comprehensive general liability per incident.
- Applicants that receive a grant must acknowledge the County's support. At a minimum, acknowledgement should appear with other funding partners in or on:
 - Print material and social media feeds – by using the County of Simcoe logo or making a written acknowledgement
 - Verbal announcements – by mentioning support verbally in public announcements, presentations, press conferences and speeches
- Applications, exclusive of attachments, shall be placed on the public Council Consent agenda

The Program is intended to be flexible in order to meet needs demonstrated by local arts, culture and heritage organizations. A review of the Program will be undertaken after the first two years of its operation, and a report will be submitted to Council complete with recommendations.