



## County of Simcoe Arts, Culture and Heritage Grant Program Application

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

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

### **Eligible Projects must:**

- Not receive concurrent funding from the County of Simcoe for this initiative;
- Be accessible to everyone;
- Be publicized countywide;
- Offer a unique arts, culture and/or heritage experience;
- Have a separate budget from the organization's annual operating budget;
- Demonstrate support (financial or in-kind) beyond what is provided by the grant.

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**Please use the Submission Checklist provided listed to ensure a complete submission.**

### **WHAT TO SUBMIT**

One copy of application. Email applications are accepted. Please ensure that your application is complete, signed, accurate, legible, and submitted in the correct order with the correct number of copies. We will notify you when we have received your application package, and will advise if your package is incomplete. Only complete applications can be process, pursuant to County of Simcoe procedures.

### **HOW TO SUBMIT**

It is the applicant's responsibility to send their application in on time. We will accept applications postmarked by Canada Post or a courier no later than 5:00 pm on the deadline date. Applications can be hand delivered or mailed to: Tourism Simcoe County 1151 Highway 26, Minesing, ON L9X 0Z7. Applications that are late or incomplete, will not be accepted or assessed pursuant to County of Simcoe procedures.

## Supporting Materials

It is not mandatory to submit supporting materials; however, they can enhance your application. Supporting materials will not be returned.

## Project Grants – Submission Check-List

- 1 hard copy of the application, email accepted (signed)
- 1 hard copy of financial statement
- 1 hard copy of the project budget
- 1 hard copy of list of Board of Directors  
include names, positions, contact
- 1 hard copy of Supporting Materials (if so chosen to submit)
- 1 hard copy of list of Management/Admin.  
include names, positions
- 1 hard copy of insurance (if required)

Please complete ALL sections for consideration. You must PRINT when complete.

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## APPLICANT NAME and CONTACT INFORMATION

Name:

Address:

Phone:

E-mail

Type of Organization:

Registered Charity

Not for profit organization

Other, Please specify

Registered Charitable/  
Incorporation Number (if  
applicable):

Name of Director:

Project Lead:

Date Submitted:

Briefly state the purpose/  
mandate of your organization:

Please answer the following questions in the space provided. If there is not enough space, please answer on a separate sheet and attach to your application.

Please check project stream:

- Capacity Building
- Project
- Sustainability
- Other

Title of Project:

Date and location of event/  
activity(ies):

Provide a general overview (no more than 500 words) of the event/activity/project for which you are requesting financial support.

Specifically answer the following:

- How does your project meet the key principles/grant objectives of the application stream?
- What are the anticipated impact/benefits of your proposed project/event/activity?
- How will you specifically measure the success of your proposed project/event/activity?
- Is your proposed project/event/activity accessible to all visitors/attendees/residents?
- How does your project align with your overall mandate?

General Overview :

## **Project Partners/Community Support**

If your project depends on collaboration with partners (i.e. delivery, facilitation, volunteers, provision of financial support) information about your partners is required. Please indicate where they have, as yet, committed to their role. For those partners who have made a formal commitment to participate, please attach their letter of support indicating what their partnership entails.

1. Partner's Name:

Has this partner agreed to participate in the project/event/activity?	YES	Letter indicating commitment is attached?	YES
	NO		NO

2. Partner's Name:

Has this partner agreed to participate in the project/event/activity?	YES	Letter indicating commitment is attached?	YES
	NO		NO

3. Partner's Name:

Has this partner agreed to participate in the project/event/activity?

YES  
NO

Letter indicating commitment is attached?

YES  
NO

For those partners who have yet to make a formal commitment, please elaborate on anticipated support? (proof of partnership will be required to release funds if awarded a grant)

**Financial Request**

Total amount being requested:

What specific project costs will be covered by this grant?

Do you currently receive in-kind support or any other subsidies from the County of Simcoe?

NO  
YES

If Yes. Please elaborate:

Have you previously received grants from the County of Simcoe?

NO  
YES

If Yes:

Year of Request:

Amount Requested:

Amount Approved:

If other types of in-kind support through the County of Simcoe could be available to your organization, what would be the most beneficial to your project?

## Project Budget

Please attach your proposed project budget. Itemize **both** projected revenues and expenses as indicated:

Expenses: list **all** project expenses and details of those costs for the project you propose to fund through the grant request.

Revenue: list **all** anticipated sources of revenue including other grants and/or donations and if any sources have been confirmed. In-kind contributions may be included but must be verified by supplying (through letter of support) name and contact information of each contributor.

## Supporting Material

Applicants may submit supporting material that they feel might enhance or further their application, but the grant task force **will not** return the material to the applicant. Supporting material could include: audio/videotapes, print media, photography, testimonials etc. Please do not submit original works of art or one-of-a kind material. The County of Simcoe and its staff are not responsible for loss or damage.

## Almost Done

Please sign and date this document. Note that by signing, you are agreeing to fulfill all **FINAL REPORTING REQUIREMENTS** as outlined in the guidelines. Failure to fulfill the requirements may prevent future funding through the Corporation of the County of Simcoe. The grant committee cannot guarantee funding to all applicants, nor can it ensure that the total amount requested will be granted.

Signature (Authorized Signing Authority):

Print Name:

Date:

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Applications are received by department/staff of Tourism Simcoe County. Your application will be evaluated according to the criteria set out in the program guidelines. **Notification will be provided upon approval by County Council.**

Notice re: Canada's Anti-Spam Legislation (CASL)

CASL requires the Corporation of the County of Simcoe to obtain your consent to send you Commercial Electronic Messages (CEM's); For example, our E-newsletter, notices about projects and upcoming events, and other information regarding Tourism Simcoe County activities.

Your consent can be revoked at any time by contacting Tourism Simcoe County.

Please check here if you **do not** want to be contacted via email:

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**OFFICE USE ONLY:**

Date/Time Received

Completed

Evaluation

Recommended Amount

Notification Letter/Logo

Payment Made

Final Report Received

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Signatures:

Manager, Tourism Simcoe County

Chair, Grant Program Task Force

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, any personal information that is collected is done so under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to contact applicants under the Cultural Grant Program.*