



Community, Youth & Cultural Funding Program

2021 Operating & Sustaining Grant Application

Email application form (preferred) and supporting documentation to:

grants@thunderbay.ca

OR

Mail application form and supporting documentation to:

Community, Youth & Cultural Funding Program
Recreation & Culture Division, City of Thunder Bay
Victoriaville Civic Centre
111 Syndicate Ave. S. – Main Floor
Thunder Bay, ON P7E 6S4

Contact

For additional information, please email grants@thunderbay.ca or call **807-625-2693**.

Application Deadline

There is one (1) Operating & Sustaining Grant application deadline each year.

This year, the 2021 Operating & Sustaining Grant application and supporting documentation must be received **no later than 4:00 p.m. Friday, June 26, 2020**. Please monitor the Grants webpage, www.thunderbay.ca/grants, for up-to-date information.

Checklist to Help You Complete the Grant Application

To consider an application, the City requires that the following information be submitted.

All information, including supporting documentation, must be included with the application and submitted by the intake deadline. Should all items not be received in full by the deadline, this application will be considered incomplete and deemed ineligible to continue with the review process.

Should the Review/Administration Team request clarification or additional information as part of the review process, applicants will be sent a letter via email correspondence. Applicants will have two (2) weeks from the date of the letter to provide all requested information and any supporting documentation to the Review/Administration team. In the event that the information is not received from the applicant by the two (2) week deadline **OR** the information is found to be insufficient/incomplete, no further correspondence will be made with the applicant and all information received to date will be used in making the final review decision. Note: Applicants in the Sustaining Grant category may be provided with additional information requests.

Important: Please be sure to return the completed checklists below with the application.

Reminders & Supporting Documentation Checklist

Operating & Sustaining Grant applicants must:

- Connect with a Recreation & Culture Division representative to discuss grant eligibility *prior* to starting the application process if the organization is a new applicant OR has not received funding in the past three years.** Please email grants@thunderbay.ca to connect with the relevant funding stream supervisor and identify the representative that you spoke/met with.

Name of Representative: _____

Point of Contact Date: _____

- Fill in every section of the Community, Youth & Cultural Funding Operating & Sustaining Grant application form and indicate the requested funding term.
- Complete the correct budget form (refer to page 5 for additional details). Forms are available via the www.thunderbay.ca/grants Community, Youth & Cultural Funding Program webpage.
- Include documentation of confirmed funding from other sources, i.e. funding approval confirmation email, letter, etc.
- Include a declaration of assets, as well as a copy of the Board's deficit reduction plan if the financial statements indicate a deficit of 10% or more.
- Include a three (3) to five (5) year strategic or business plan. The plan must cover the entire requested funding term. Note: If previously submitted to the Community, Youth & Cultural Funding Program, please state the application year. Year: _____

- Include a constitution and by-laws or letters patent (first-time applicants only) **OR** include any updates and/or amendments to the organization's constitution, by-laws, or letters patent document, as necessary.

- Include the fee schedule for any services provided by your organization, if applicable.

Financial Statements

All Audits, Review Engagements, and Notice to Reader Engagements must be prepared by an **external, independent Chartered Professional Accountant (CPA)**. The highest level of financial statements available is always preferred.

Statements must be as up-to-date as possible. If the prior fiscal year's statements are not yet available, please submit the most recent available statements and indicate when the prior year's statements will be provided to the City for review.

Important: Please be sure to return the completed checklist below with the application. Ensure that the submitted Financial Statements include prior year comparative figures.

Required: Organization's Total Annual Revenue[^] & Associated Financial Statements

The required level of financial statements is based on the organization's total annual revenue.

Please select the box beside the financial statements that are attached to this application and initial the respective area.

\$500,000 or more **Audited Financial Statements** *Financial statements attached – initial: _____*

\$100,001-\$499,999 **Audited Financial Statements** *Financial statements attached – initial: _____*
or

 Review Engagement - Only accepted if the audit requirement has been waived in accordance with the Ontario Not-for-Profit Corporations Act.

\$100,000 or less **Review Engagement** *Financial statements attached – initial: _____*
or

 Notice to Reader Engagement - Only accepted if the review engagement requirement has been waived in accordance with the Ontario Not-for-Profit Corporations Act.

or

 Board-Approved Internal Financial Statements: At minimum, this must include a Statement of Financial Position (also known as a Balance Sheet), Statement of Operations (also known as an Income Statement), and Statement of Changes in Net Assets/Deficiency (also known as Statement of Retained Earnings/Loss) - Only accepted if the requested grant amount is \$10,000 or less.*

** In this case, additional information may be requested during the review process.*

[^]The total annual revenue pertains to the prior fiscal year.

Budget Forms

Note: Multi-year funding requests must provide budget projections for all request years.

For organizations applying for the **Community** or **Youth** funding streams:

- Budget Statement Form**, available via the www.thunderbay.ca/grants Community, Youth & Cultural Funding Program webpage.

For organizations applying for the **Cultural** funding stream:

- Arts & Heritage Organization Financial & Statistical Forms** (separate Excel spreadsheets), available via the www.thunderbay.ca/grants Community, Youth & Cultural Funding Program webpage.

Alternately, cultural organizations may provide a copy of their [Canadian Arts Data / Données sur les arts au Canada](#) (CADAC) forms.

Application Submission

Please submit the completed application form and checklist contents **via email** to grants@thunderbay.ca. Provide only the required documents/support material requested in this application form.

If an applicant is unable to submit via email, they may submit an application **via hard copy**. Applicants who choose to submit a hard copy must include an electronic version of all contents on a USB inside the submission envelope. *Note: The provided contents will **not** be returned to the applicant.*

Reporting

If the organization does not submit an Operating Grant application in the year immediately following an approved Operating Grant allocation, e.g. 2021-2023, a post-grant report is required **within three (3) months** of the end of the funding term.

2021 OPERATING & SUSTAINING GRANT APPLICATION

Submission Deadline: 4:00 p.m. Friday, June 26, 2020

Please complete all sections and provide additional information where required.

Email application form (preferred) and supporting documentation to:

grants@thunderbay.ca

OR

Mail application form and supporting documentation to:

Community, Youth & Cultural Funding Program
Recreation & Culture Division, Community Services Department | City of Thunder Bay
Victoriaville Civic Centre | 111 Syndicate Ave. S. – Main Floor | Thunder Bay, ON | P7E 6S4

Funding Stream: Please select one (1) area from the options listed below.

Community Funding

Youth Funding

Cultural Funding

Note: Please ensure that this application is typed, not handwritten.

1. Organization

Name _____

Address _____

City _____ Province **ON** Postal Code _____

Telephone _____

Email _____

2. Primary Contact Person

Provide a **current contact** that is knowledgeable about both the application and your organization. This person will serve as the main point of contact, including all official correspondence.

Name _____

Address _____

City _____ Province **ON** Postal Code _____

Telephone _____

Email _____

3. Financial Assistance Requested

Requested 2021 Operating & Sustaining Grant dollar amount: \$ _____

City's contribution as a percentage of your total budgeted expenditures: _____ %

Please refer to pages 2 and 4 of the Guidelines & Criteria document regarding percentage.

Please indicate the requested term for funding: _____

- Operating Grant:** Three (3) year maximum
- Sustaining Grant:** Five (5) year maximum – Sustaining Grant recipients have been pre-approved by City Council to receive recurring funding.

Does the organization plan to reapply for another grant at the end of the funding term?

NO YES

4. Has the organization made a previous request to the City of Thunder Bay for any financial assistance?

NO YES

If YES, complete the following:

Year(s) Requested	Amount Requested (\$)	Amount Received/Approved (\$)	Program / Source
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please note that all City funding, including “flow-through” funding, must be identified in this application. Failure to include all municipal funding sources may result in a failed application.

Is the applicant in default to the City for failure to satisfactorily account for previous grants **OR** to refund grant overpayments?

NO YES

If YES, please specify:

5. Organizational Information

Briefly describe the history and operation of your organization. *Note: Attachments may be included.*

Does your organization have an annual membership*? NO YES

If YES, how many members? #_____ members

Is there an annual membership fee? NO YES

If YES, how much? \$ _____ / year

* *Membership refers to member benefits and should not be confused with participants, clients, etc.*

6. Intended Use of Grant

A. Please provide an overview of the intended use of the grant. *Note: Attachments may be included.*

- B. What specifically will the grant cover? *Note: Attachments may be included. Please ensure that the response aligns with the submitted budget statement.***
- C. Provide a list of who will benefit from the operations/activities covered by the grant. *Note: Attachments may be included.***
- D. Why is there a need for the organization in the community? Do others provide a similar service? If yes, how are you different? Be advised that applicants should reference the City's Strategic Plan in their response, along with the Youth Services Plan or Inspire Thunder Bay Culture Plan where applicable. *Note: Attachments may be included.***

E. Complete the following table. Note: Attachments may be included.

2021 FUNDING SOURCES*

Grants NOT including Community, Youth & Cultural Funding. Do not include other revenues such as sponsorships/donations.

Funding Name/Provider	\$ Amount Requested	\$ Amount Confirmed	Requested Term
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* Please note that all organizational funding sources should be identified for the fiscal year(s) requested in the funding term. Attach additional funding sources, if necessary.

* All funding sources noted above **must** be included in the Community, Youth & Cultural Budget Statement form (Community and Youth applications only) or CADAC Arts & Heritage Financial and Statistical Forms (Cultural applications only).

F. How does the organization anticipate its need for City funding changing beyond the term of this application? Provide details in the space below. Note: Attachments may be included.

Maintain Increase Decrease

G. Describe the organization’s main fundraising activities outside of grants. Note: Attachments may be included.

7. Involvement & Oversight

- A. Who is involved? Please be sure to include any community partners. Note: Letters of endorsement may be included with the funding application.**
- B. Who are the key individuals responsible for the success of the organization's operations? Please describe their involvement and any relevant experience or qualifications. Note: Attachments may be included.**
- C. What are the community and economic impacts of the operations/activities covered by this grant? How will you measure* this? Note: Attachments may be included.**

**Measurement tools may include growth percentage, exit survey, economic impact assessment tools, etc.*

8. Organizational Statistical Information

	2019	2020	2021
	Actual	Estimate	Projected
	Prior year	Current year	Funding year

Number of Employees* (Paid/Unpaid)

FT Executive/Administrative	_____	_____	_____
FT Frontline	_____	_____	_____
PT Executive/Administrative	_____	_____	_____
PT Frontline	_____	_____	_____

**Identify executive management/administrative positions versus frontline positions.*

Number of Participants/Clients/Audience

Participants/Clients/Audience*	_____	_____	_____
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Total # of participants/audience/clients that use the program/service per year. **Be sure to include how this number is determined, e.g. registered programs, # people per day x # of days, etc.*

Describe the organization's participants, clients, and/or target audience. *Note: Attachments may be included.*

Volunteers (Unpaid)

Total Number of Volunteers	_____	_____	_____
Total Annual Volunteer Hours*	_____	_____	_____
Hours of Operation	_____		

**Total annual hours worked by all volunteers.*

Explain any changes in staffing, volunteers, or participation. *Note: Attachments may be included.*

9. Geographic Scope of Organization

Does the applicant conduct activities outside the City of Thunder Bay?

NO YES

If YES, what percentage of activities occur outside City limits? _____ %

Note: City of Thunder Bay funds cannot be used toward activities located outside the municipality.

10. Board of Directors Information

Board President Name: _____

Board President Email: _____

Also, please provide below the organization's **current Board of Directors membership list**. *Note: Attachments may be included.*

Board Director Name	Board Position Title	Director Resides within City Limits	
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>
_____	_____	NO <input type="checkbox"/>	YES <input type="checkbox"/>

How frequently does your board meet? Monthly
Quarterly
Other Please specify: _____

Is the Board independent*?

NO

YES

*A Board of Directors should be independent of management so that it may be objective when monitoring and assessing management's activities. The majority of the Board's members should be independent. "Independent" is free from any interest, business, or other relationship with the organization that could, or could be perceived to, interfere with the person's ability to act in the organization's best interest, and also be independent of management. For example, the Board member:

- Is not a compensated employee of the organization;
- Does not receive compensation or other payment from the organization as an independent contractor;
- Does not receive, directly or indirectly, material financial benefits from the organization; and
- Is not a spouse, sibling, parent, or child of any individual who is employed by, or receives compensation or other material benefits, from the organization.

11. Organizational Status

For first-time applicants:

Please provide the mandate of your organization and attach a copy of your organization's constitution, by-laws, and/or letters patent.

Is your organization a registered charity?

NO

YES

Incorporation Number / Charitable Tax Number: _____

Date Formed: _____

Date Incorporated: _____

For all other applicants:

Please provide any updates to your organization's constitution, by-laws, and/or letters patent, as necessary. Note: Attachments may be included.

12. Supporting Documentation

*Required for all **Community and Youth** applicants:*

- Budget Statement**, available via the [Community, Youth & Cultural Funding Program webpage](#) (refer to page 5 of this application for additional details)
- Financial Statements** (refer to page 4 of this application for additional details)
- Signed Board Resolution Approving Application for Funding Assistance**

*Required for all **Cultural** applicants:*

- CADAC Arts & Heritage Organization Financial & Statistical Forms** in lieu of the Budget Statement, available via the [Community, Youth & Cultural Funding Program webpage](#) (refer to page 5 of this application for additional details)
- Financial Statements** (refer to page 4 of this application for additional details)
- Signed Board Resolution Approving Application for Funding Assistance**

*Required for **first-time** applicants, in addition to the above documents:*

- Organization's Mandate**
- Organization's Copy of Constitution, By-laws, or Letters Patent**

13. Application Authorization

The signatures of two (2) principal officers of the organization will serve as authorization for this application. Please read through and initial the statements included below, then sign.

Initials Required Below

Typed initials are allowed.

We certify that, to the best of our knowledge, the information provided in this Financial Assistance Request is accurate, complete, adheres to the established terms and conditions, and is endorsed by the organization which we represent. **Initial1** _____ **Initial2** _____

We acknowledge that the granting of funds in any given year is not a commitment by the City of Thunder Bay to continue such assistance in future years. **Initial1** _____ **Initial2** _____

We hereby declare that we understand and agree to the appeals process for the Community, Youth & Cultural Funding Program Operating & Sustaining Grant, and further understand that program applicants **may not** make a deputation or presentation to City Council or any Committee of Council in relation to this funding request. **Initial1** _____ **Initial2** _____

We have reviewed and can confirm that the items listed in the checklists located on pages 2 through 4 of this application package and *Section 12: Supporting Documentation* within the application have been included. **Initial1** _____ **Initial2** _____

Should our application be incomplete, we acknowledge that the submitted application will be deemed ineligible to continue with the review process. **Initial1** _____ **Initial2** _____

Signatures Required Below

A typed name will suffice, should the principle officer(s) not have access to an electronic signature.

Name	Signature	Date
------	-----------	------

Name	Signature	Date
------	-----------	------

GRANT TERMS & CONDITIONS

1. Definitions

“Applicants” means the organization/group or artist who submits the application to the City of Thunder Bay;

“City” means the City of Thunder Bay; and

“Recipient” means the artist or organization/group who has submitted this application, has agreed to be bound by these terms and conditions, and has been awarded a grant by the City of Thunder Bay.

2. Acknowledgement of Funding

The Recipient shall acknowledge the support of the City of Thunder Bay through the Community, Youth & Cultural Funding Program in all advertising, publicity, signage, and plaques relating to the organization to which funds are granted. The Recipient shall not hold the City as a partner or otherwise responsible for any obligations relating to the organization.

Likewise, the organization acknowledges that the operation funded by this grant shall not be represented as a City operation, and that the organization does not have the authority to hold itself out as an organization of the City in any way, the only relationship being that the City has approved and granted financial assistance to the Organization.

3. Purpose of Grant

Grants shall only be used for the purposes outlined in the letter of approval and any attachments thereto. Changes in the proposal shall only be made with the City’s written approval.

If the operations/activities proposed in this application are not commenced **or** are not completed and there are remaining City funds, such funds will be returned to the City.

4. Assignment of Grant

Neither the Applicant nor the Recipient shall assign the application or Grant, respectively, without the prior written consent of the City.

5. Disposal of Assets

The Recipient shall not sell, lease, or otherwise dispose of assets purchased in whole or part with City funds, without prior written consent of the City.

6. Repayment of Grant

The Recipient shall, at the request of the City, repay to the City the whole or any portion of the grant if the Recipient:

- i. Ceases operation;
- ii. Has knowingly provided false information in the application;
- iii. Uses the funds for purposes other than those detailed in the attachments thereto;
- iv. Breaches any of the provisions of the Human Rights Code, in the organization’s operations/activities;
- v. Commences, or had commenced against them, any proceeding in bankruptcy or is adjusted as bankrupt.

Where required, the Grant shall be repaid by cheque, payable to the “City of Thunder Bay” and mailed to:

**Community, Youth & Cultural Funding Program – Recreation & Culture Division
Community Services Department, City of Thunder Bay
Victoriaville Civic Centre – Main Floor
111 Syndicate Ave. S. Thunder Bay, ON P7E 6S4**

The City reserves the right to demand interest on any amount owing by the Recipient to the City at the then-current interest rate charged by the City on accounts receivable.

7. Accounting

The Recipient shall keep and maintain all records, invoices, and other documents relating to the Grant in a manner consistent with generally accepted accounting principles and clerical practices, and shall maintain records for a period of three (3) years. The Recipient authorizes the City and its agents at all reasonable times to inspect and copy any records, invoices, and documents relating to the Grant, in the possession, or under control, of the Recipient.

8. Limitation of Liability and Indemnification

The Recipient agrees that the City shall not be liable for any damages, including, but not limited to, general, incidental, indirect, special or consequential damages, injury or loss of use, revenue or profit of the Recipient arising out of or in any way related to the organization or its activities. The Recipient agrees that it shall indemnify the City, its employees and agents, against all costs incurred as a result of a claim or proceeding related to the organization or its activities, unless it was caused by the negligence or wilful act of an employee of the City.

9. Report

If the Recipient does not submit an Operating Grant application in the year immediately following an approved Operating Grant allocation, e.g. 2021-2023, a post-grant report is required **within three (3) months** of the end of the funding term.

The City may require Recipients to submit interim progress reports upon request, as well.

10. Copyright and Payment of Artists Fees

Grants are conditional upon the Applicants’ compliance with copyright laws and the appropriate payment of artist fees

11. Additional Terms

The City shall be entitled to impose such additional terms and conditions in its letter of approval, at its discretion.

12. Consent to Release

Public Information

The Applicant/Requestor acknowledges that all information, other than the information included in the Project Budget Statement, is public information. This public information shall be disclosed to such

members of City Administration and Council who require it for the adjudication, awarding, and administration of the grant. This public information may also be disclosed to other individuals subsequent to a Freedom of Information request made under the Municipal Freedom of Information and Protection of Privacy Act, 1990.

Confidential Information

The Applicant/Requestor acknowledges that only information supplied in the Budget Statement is supplied in confidence. This confidential information shall be disclosed to such members of City Administration and Council who require it for the adjudication, awarding, and administration of the grant. Release of this information to all other individual requestors will require the consent of Applicant/Requestor subsequent to section 10 of the Municipal Freedom of Information and Protection of Privacy Act, 1990.

13. Conflict of Interest

The organization shall have an active governing body composed of volunteers in accordance with the Not-for-Profit Corporations Act. Its main responsibility shall be program and policy development and the acquisition of funding. The Board is held responsible for the effectiveness of services provided and financial accountability of funds from all sources.