



Community, Youth & Cultural Funding Program

2021 Project Grant – Fall Intake Guidelines & Criteria

Eligibility & Guidelines

This program is designed to provide periodic support to special projects of value to the community that are carried out by a variety of non-profit community, youth, and cultural organizations and individual artists in Thunder Bay.

The maximum term for this grant is **one (1) year**. The same activity will not necessarily be supported from year to year.

The maximum grant amount is **\$10,000**. A total of \$47,500 is available for 2021 Project Grant allocations, and there are three intake periods this year (Spring, Summer, and Fall).

Project Applicant Eligibility

- Community, Youth & Cultural Organizations
- Individual Artists

Community, Youth & Cultural Organizations

To be eligible for a Project Grant, the applicant must:

- Have a community, youth, or culture sector focus/mandate.
- Be an incorporated non-profit organization or non-incorporated collective which operates on a non-profit basis.
- Have a clearly stated purpose and function and be fully responsible for the planning and provision of its services.
- Operate from a location in the City of Thunder Bay and carry out programs in this community for the benefit of its people.
- Extend its services to the general public and/or Indigenous public in Thunder Bay, and accommodate for needs related to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy and gender identity), sexual orientation, age, marital status, family status, and disability, unless to do so would cause undue hardship.
- Must maintain a clear distinction in programs and budgets between religious activities and its community service programs if operating under the auspices of a religious body.
- Have an independent, active governing board composed of volunteers and a considerable volunteer component.
- Demonstrate need for the requested funding and provide evidence that funds are confirmed/projected from a variety of other sources, e.g. donations/sponsorships, user fees, other government sources.

An application may NOT be considered if:

- The organization receives 80% or more of its funding from other government sources.¹
- The organization possesses an operating surplus in excess of three (3) months of operating expenses.²
- The organization acts in the capacity of a funding body for, or makes grants to, any other group or organization that is eligible for funding through this program.
- The request includes capital, deficit, or continuing operating expense funding.
- The applicant is in default to the City due to failure to account satisfactorily for previous grants, or to refund grant overpayments.
- The organization's programs/services primarily benefit organization members as opposed to the general public, e.g. clubs, professional associations.
- The organization is already funded by the Community, Youth & Cultural Funding Program in the Sustaining or Operating category.

Individual Artist(s)

To be eligible for a Project Grant, an individual artist must:

- Conduct a project on a non-profit basis within Thunder Bay and for the benefit of the community.
- Demonstrate need for the requested funding and provide evidence that funds are confirmed/projected from a variety of other sources, e.g. donations/sponsorships, user fees, other government sources.

An application may NOT be considered if:

- The project is funded 80% or more by other government sources.¹
- The artist(s) intends to act in the capacity of a funding body for, or makes grants to, any other group, organization or individual as part of the project.
- The request includes capital or deficit funding.
- The applicant is in default to the City due to failure to account satisfactorily for previous grants, or to refund grant overpayments.

¹ *An application may not be considered if the project falls within the mandate for which the organization receives core funding from provincial and/or federal government funding sources and/or duplicates services already provided in the City.*

If the organization receives more than 80% funding from government sources, please submit documentation that details the source and purpose of this funding, along with evidence of how the project falls outside the organization's government-mandated programming.

² *Organizational surpluses and reserves will be examined. When a surplus in excess of three (3) months of operating expenses exists, the organization will be given the opportunity to justify.*

Project Eligibility

Community, Youth & Cultural Organizations

Projects may include, but are not limited to:

- Special one-time activities carried out as part of an organization's program for the year, e.g. events, exhibits, performances, specific aspects of festival participation;
- Training and development to assist with the upgrading of skills and knowledge of members of an organization in order to improve the performance of that organization for the benefit of the community;
- The acquisition of program equipment necessary for the on-going development of the organization – does not include equipment which must be replenished each year, equipment for personal use by individual members of the organization (e.g. uniform/costume), or equipment which becomes part of the physical plant/structure (e.g. workstations, storage units, lighting, etc.); and
- The establishment of a new organization.

Individual Artists

Projects may include, but are not limited to:

- An individual artist or artists working together on the development and creation of a community-based arts or heritage project; and
- Artists in the community – assistance to help strengthen or revitalize a neighbourhood, community, or special interest organization through the application of - and participation in - the artistic process.

Impacts of COVID-19 on Projects

Please note that due to unknown COVID-19 restrictions at the time of the project application intake, large, in-person projects may not be considered for 2021 funding unless applicants provide a detailed contingency plan. All projects will be expected to follow Provincial guidelines in place for the planning and duration of the project.

General Project Funding Criteria

The following applies to Community, Youth & Cultural funding, as well as the Sport Development and Anti-Racism & Reconciliation projects.

Applications will be assessed on the extent to which they meet the following criteria:

- There is a demonstrated need in the community for the program/service; the project does not represent duplication of programs/services in the community.
- The project addresses the special needs of the organization.
- The project enhances quality of life for City of Thunder Bay residents.
- The applicant demonstrates operational effectiveness, financial stability and appropriate level of self-sufficiency, including involvement in fundraising and advocacy activities, to ensure financial support from the public.
- The organization has an active, independent board and an appropriate volunteer base.
- Demonstrated partnerships and collaborative efforts.
- Consistent with the goals and objectives of the current [City of Thunder Bay Strategic Plan](#) (see pages 9 and 10).

Youth Project Funding Criteria

In addition to the general criteria, youth projects will also be assessed on the extent to which they meet the following criteria:

- The project provides a youth-driven, safe and collaborative environment that is accepting and respectful of all youth, allowing for their development and success.
- Services and programs are accessible and inclusive and evidence or best-practice based.
- Youth are engaged and empowered.
- Location of programs/services help meet the objective of city-wide community programming and events.
- Provides youth services which may include, but are not limited to: recreation, health, jobs/volunteering, social justice, and mentoring.
- Consistent with the goals and objectives of the Youth Services Plan (see page 11).

Cultural Project Funding Criteria

In addition to the general criteria, cultural projects will also be assessed on the extent to which they meet the following criteria:

- Contributes to a high degree of artistic achievement in the cultural life of the community.
- Strengthens the community base for cultural activities by building on community support, increasing membership and developing audiences.
- Stimulates wider appreciation of the City's cultural heritage.
- Assists in the creation or maintenance of jobs in the creative sector and/or the development of potentially marketable skills.

- Furthers cultural development through the innovative application of new technologies.
- Recognizes the value of reaching out to the wider community and understands the need to develop appropriate marketing strategies for activities.
- Consistent with the goals and objectives of the [Inspire Thunder Bay Culture Plan](#) (see page 12).

Anti-Racism & Reconciliation Project Funding Criteria

In addition to the general criteria, Anti-Racism & Reconciliation projects will also be assessed on the extent to which they meet the following criteria:

- Help address and educate the public on racism against Indigenous and racialized persons.
- Strengthen the community's understanding of anti-racism through training, workshops, and/or special events.
- Support the ongoing process of truth, reconciliation, and inclusion within the community.
- Reduce barriers and/or promote participation for racialized persons to access social services, recreation, sport, arts, culture, employment, and/or leadership opportunities.
- Help address one or more recommendations from the following reports:
 - [Truth & Reconciliation Commission Calls to Action](#) (e.g., 47, 57, 87, 88);
 - [National Inquiry into Missing and Murdered Indigenous Women and Girls Calls for Justice](#); and
 - [Seven Youth Coroner's Inquest Recommendations](#).

Examples of projects may include, but are not limited to:

- Training, workshops, and awareness-building activities such as, but not limited to: events, film screenings, book readings, exhibits, or festivals.
- Education and awareness campaigns related to anti-racism violence prevention and combating inter-racial violence.
- Community-based arts or heritage projects that would enhance community awareness and inclusion.
- Inclusive education/recreation/sport/art and cultural programs.
- Volunteer and employment training programs for racialized persons.
- Resource development, such as communications materials (e.g. toolkits, brochures), to support service capacity for racialized persons inclusive of 2SLGBTQQIA (two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual) populations.
- Policy and Research projects that can be demonstrated to advance positive change and an inclusive community.

Sport Development Project Funding Criteria

In addition to the general criteria, community-based sport development projects will also be assessed on the extent to which they meet the following criteria:

- The community-based sport development project is community sport-led and organized, supported, and/or enabled by community volunteers and non-profit institutions.
- Strengthens sport development through innovative and inclusive approaches to engaging the broader community.
- Demonstrates collaborative approaches to building sport capacity through community-based partnerships.
- Enhances the availability and accessibility of sport activities in local neighbourhoods.
- Addresses sport development concerns, which may include but are not limited to:
 - Participant and volunteer recruitment and retention; and
 - Costs associated with athlete travel, certification of coaches and officials, equipment, and non-capital facility costs.

Note: The Sport Development Project Grant stream is a pilot program.

Although every effort will be made to consider each application on the basis of the foregoing criteria, deserving applications that do not meet some of these criteria may be considered on their own merits.

Grant Guidelines and Instructions

- Applications must be complete when submitted to the Community, Youth & Cultural Funding Program. Incomplete applications may not be accepted.
- Applications will be considered only if they are submitted **before**:
 - a) The event or activity occurs and any eligible costs associated with the project are incurred; or
 - b) The items to be purchased are ordered.
- No funds will be provided for activities started or items purchased prior to notification of a grant approval. The City will not contribute to funding shortfalls resulting from projects of any kind which were undertaken without prior approval from the City.
- The Budget Statement form(s) must indicate all anticipated Federal, Provincial, and Municipal Funds, as well as the Community, Youth & Cultural Funding Grant request amount. It must also indicate whether stated funds are projected or confirmed.

Notification

Applicants will be notified **via email** of their recommended funding allocation, term, and reason(s) for recommendation.

Applicants may not make a deputation or presentation to City Council or any Committee of Council in relation to their funding application or any other request for project funding.

Funding allocation recommendations are final. Applicants must sign a declaration in the application form acknowledging and agreeing to this condition.

Reporting

A post-project report must be completed and submitted **within three (3) months** following the completion of the project.

One City, All Together: 2019-2022 Corporate Strategic Plan

The City of Thunder Bay will become our best by achieving the following goals:

LEAD: *Provide civic leadership to advance mutual respect, equal opportunity, and hope.*

1. Seek advice and work collaboratively with Indigenous partners to deepen relationships and further reconciliation.
2. Fulfill our commitments to Indigenous and racialized persons under the Thunder Bay Anti-Racism and Inclusion Accord.
3. Collaborate with other institutions and partners in our city to articulate a shared vision.
4. Provide opportunities for residents to express their civic pride.
5. Further our commitments to sustainability and climate adaptation.

SERVE: *Advance service excellence through a citizen focus and best use of technology.*

1. Conduct an independent review of the programs and services the City provides, how it provides them, and recommendations for what to maintain, change, reduce, or enhance and propose changes to improve service.
2. Support the review through a public engagement plan that engages stakeholders and considers the service needs of residents and customers along the spectrum from youth to older adults.
3. Review points of contact with customers to identify better ways of serving the public that are inclusive and easy to use.
4. Develop an open data platform to make it easier for interested users to engage with City data and create opportunities for engagement.

GROW: *Focus on city building and social infrastructure to strengthen our economy, lifestyle, and well-being.*

1. Support and work with the Thunder Bay Community Economic Development Commission in the execution of its 2019-2022 Strategic Action Plan and immigration pilot. Advocate to provincial, federal, and industry leaders on economic opportunities and key priorities, including retention of manufacturing jobs.
2. Create a new community safety and well-being plan, including a neighbourhood strategy, to build capacity and support improvements led at the neighbourhood level.
3. Develop key City infrastructure that builds capacity for multi-use indoor sports, the first phase of the Waterfront Trail, and a long-term plan for the replacement of Fort William Gardens.
4. Support construction and opening of a new Thunder Bay Art Gallery to further the ongoing development of a vibrant cultural scene on the waterfront with a strong economic base.
5. Work with the business community to develop and implement a zoning by-law and policies and procedures that facilitate business growth through increased ease of doing business.

RENEW: *Focus on essential infrastructure, revitalize our cores, and enhance our Image Routes.*

1. Develop the asset management plan to reflect sustainability goals and make it available in plain language.
2. Revitalize the downtown cores in partnership with stakeholders, with a special focus on strategic investments such as addressing the future of VictoriaVille and initiatives that further community safety and well-being.
3. Rehabilitate Boulevard Lake Dam.
4. Focus our beautification efforts to make significant progress on implementing the Image Route Plan.
5. Promote, both inside and outside Thunder Bay, our many attractions, parks, facilities, services, and innovative product development to encourage use.

Visit <https://www.thunderbay.ca/en/city-hall/strategic-plan.aspx> for the full plan.

Youth Services Plan

Vision

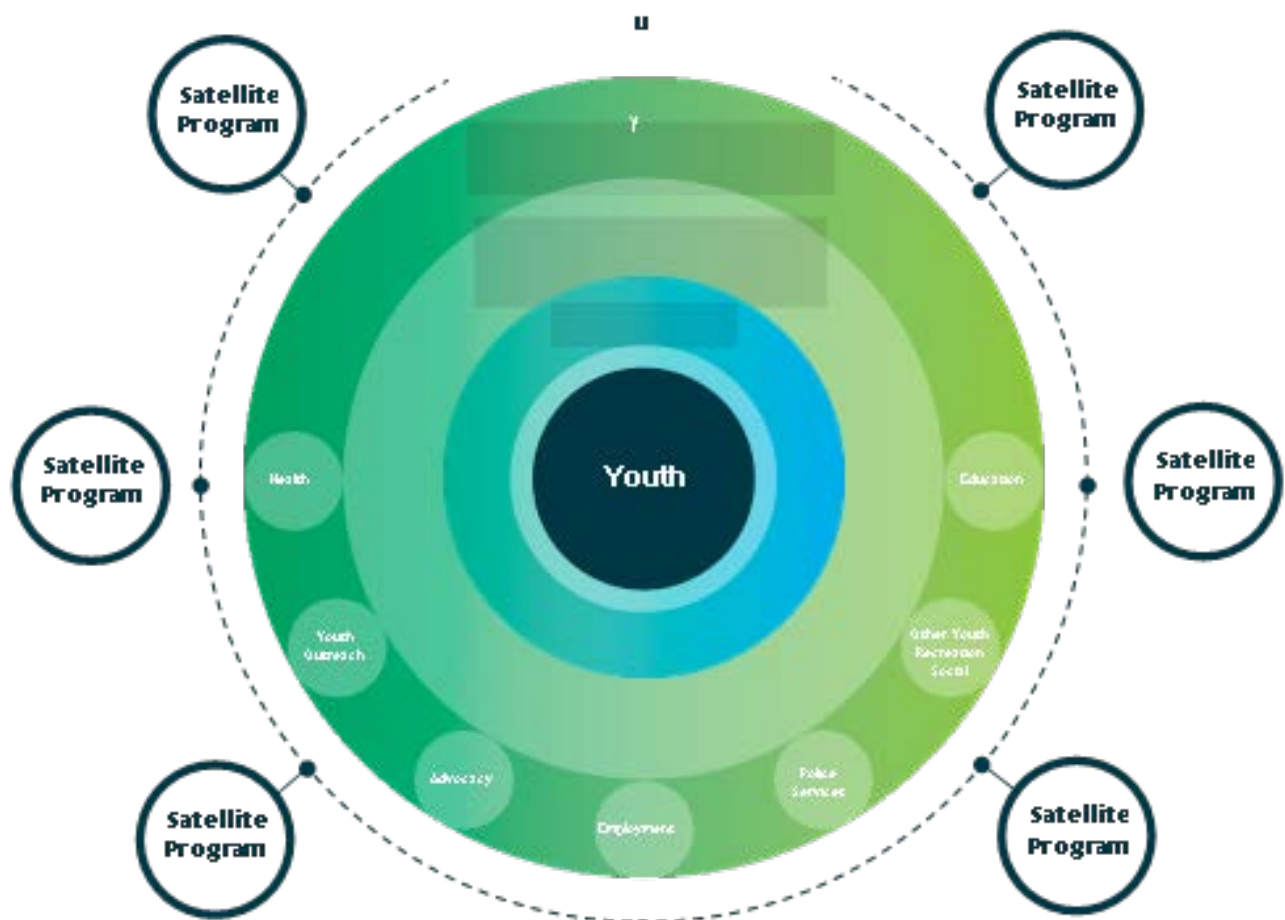
Thunder Bay: A youth driven, safe and collaborative environment that is accepting and respectful of all youth, allowing for their development and success.

Principles and Values

The principles and values upon which services and programs for youth will be shaped include:

- A. Accessibility and Inclusiveness
- B. Collaboration and Partnerships
- C. Engagement and Empowerment
- D. Evidence Based / Best Practice

Proposed Service Delivery Model



Inspire Thunder Bay Culture Plan Strategic Directions

1. Foster Capacity in the Cultural Sector—develop a strong knowledge base for planning and decision making, cultivate corporate partnerships, develop partnerships and coordinate roles, responsibilities and delivery mechanisms among funding and support agencies.
2. Develop Tourism Potential in the Creative Community—support collaborative efforts for enhancing tourism opportunities, make cultural assets marketable for tourism and create opportunities for forums and networking across disciplines, sectors and cultures.
3. Activate Culture in Urban Places and Spaces—develop a year round festivals and events schedule, enhance existing clustering of cultural resources and activities and accelerate broad programming and animation initiatives at the Port Arthur and Fort William Historic Downtowns.
4. Enable Cultural Participation in Neighbourhoods—support Cultural development initiatives at the neighbourhood level, develop a cultural facility and programming strategy and leverage other public policies and initiatives.
5. Nurture Cultural Interaction and Exchange in Public Space—embed cultural diversity into the City’s planning and urban design processes, elevate awareness and support for cross cultural initiatives and facilitate and develop opportunities for diverse cultural expression in civic spaces and places.
6. Foster the Potential for Creative Entrepreneurship in Youth—provide small business support for artists and creative entrepreneurs, investigate viability of physical incubator space for creative opportunities and forge strong links between high potential cultural industry segments and youth development programs.

In the plan, each Strategic Direction provides a number of specific actions and potential partners geared towards implementation. As the Plan is implemented and evolved over time, actions will be further developed.

Visit www.thunderbay.ca/cultureplan for full plan.

Definition of Terms

Applicant means the organization which submits this application to the City.

City means the City of Thunder Bay.

Recipient means the applicant organization which has submitted this application, has agreed to be bound by these terms and conditions, and has been awarded a Project Grant by the City of Thunder Bay.

Arts encompasses painting, drawing, sculpture, installation, and architecture; material arts and crafts such as ceramics, design, carving, and fibre arts; performing arts such as theatre, dance, and music; literature such as fiction, non-fiction, poetry, and drama; media arts such as photography, video, and film; and interdisciplinary arts.

Business Plan is a blueprint and communication tool for the group/organization. It is comprehensive in reflecting the goals and objectives and how they are expected to be reached. It clearly outlines what and how and from where the resources to accomplish the goals and objectives will be acquired and utilized. It typically covers a period between three (3) and five (5) years.

Capital Funding includes renovations, upgrades, and construction to/of a structure. It also includes equipment which is part to the physical space in which the organization operates, e.g. workstations, large appliances, storage units, seating, lighting, etc.

Community Organization is a not for profit group whose mandate is to provide a social service to the community of the City of Thunder Bay.

Community sport is non-profit sport led, organized, supported, or enabled by community volunteers and institutions. It runs from the playground to the podium, ranging from simple pick-up games to community and school-based sport leagues to elite high performance competition.

Culture refers to the variety and richness of the expressions of all our communities in Thunder Bay which underlies arts and heritage ethno-cultural diversity. It encompasses arts and heritage, as well as all the associated disciplines.

Cultural Industry refers to the relationship between culture and the economy.

Cultural Organization is a not for profit group whose mandate is of an arts and/ or heritage nature.

Deficit Funding means using any portion of the requested funds to pay any portion of the principle owing on organizational debts and/or to reduce or eliminate an accumulated operating deficit.

Heritage includes the preservation and communication of Thunder Bay's multi-faceted history including museums, historic sites, built heritage, urban areas, natural and human-made environments,

archaeological sites, vistas, artefacts, heritage activities, archival materials, and stories.

Independent Board means that the board must have policies and procedures in place, including a conflict of interest policy, that are acceptable to the City.

Youth Organization is a not-for-profit group whose mandate is to provide programs and services to youth between the ages of 13 and 24.