

Community, Youth & Cultural Funding Program

Operating & Sustaining Grant Guidelines & Criteria

Operating Grant

This program is designed to support a variety of non-profit community, youth, and cultural organizations that have an ongoing presence in Thunder Bay and a track record of providing quality programming and/or services.

The maximum term for this grant is **three (3) years**, and it may be renewed from term to term but not necessarily at the same level of funding.

The maximum total funding available for allocation amongst all Community, Youth & Cultural groups in the Operating Category is \$160,000. The City reserves the right to allocate less than the maximum available based on applications received.

Operating Grant Applicant Eligibility

To be eligible for an Operating 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, as well as 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 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.

- Have an independent and active governing board composed of volunteers, as well as 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.

Eligible expenses include the costs incurred to deliver the organization's programs and services, such as:

- Employee compensation and development.
- The space in which the organization operates (rent, insurance, utilities, maintenance, etc.).
- Non-capital program and office equipment and supplies necessary for the on-going operation and development of the organization.
- Does not include equipment for personal use by individual members of the organization (e.g. uniform/costume), or equipment which becomes part of the physical plant/structure (workstations, storage units, lighting, etc.).
- Fees (legal, accounting, etc.).
- Marketing.

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 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.
- The organization's programs/services primarily benefit organization members as opposed to the general public, e.g. clubs, professional associations.

¹ *An application may not be considered if the operations/activities fall 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 operations/activities fall 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.*

Sustaining Grant

After an applicant successfully completes five (5) years of operating funding from the City, City Council may consider placing the applicant into the Sustaining Grant category. City Council will determine which organizations will be funded in the Sustaining Grant category with input from administration. In order to assist with an organization's ongoing operation, this Grant is intended to support an organization with a proven track record. It is available on an ongoing basis in terms ranging from one (1) to five (5) years. Sustaining Grants are allocated to well-established non-profit organizations that work to provide a service to the City of Thunder Bay, its residents, and visitors.

The City of Thunder Bay has deemed those community, youth, and cultural organizations which receive sustaining grants to be an integral part of the City's identity. These organizations fill a void in service provision in the City, positively affect the quality of life of the residents of the City, and/or generate an economic benefit for the City.

Requests for Sustaining Grant increases that exceed the City of Thunder Bay's annual budget directive amount will be considered to be an expansion unless the increase is part of an existing Service Agreement. Any such increases recommended by the Administrative Review Team will be presented as an expansion in the annual Funding Program Corporate Report and City Budget for Council's consideration.

Sustaining Grant Applicant Eligibility

To be eligible for a Sustaining Grant, the applicant must demonstrate:

- At least five (5) years of successfully completed operating funding from the City.
- Many years of demonstrated administrative competence.
- Budget practices and financial statements in accordance with generally accepted Canadian accounting principles.
- A track record of providing quality programming and/or services.
- Employment practices that comply with applicable legislative requirements, as the case may be, such as the Employment Standards Act of Ontario, the Pay Equity Act of Ontario, and the Ontario Human Rights Code.
- A Board of Directors which will assume full responsibility for the administration of the funds or an agent acceptable to City Council.
- Evidence that funds are confirmed/projected from a variety of other sources clearly stated in the application.

Sustaining Grant applications will only be accepted from those organizations notified of their eligibility for a Sustaining Grant *prior* to the application deadline.

An application may NOT be considered if:

- The organization is funded 80% or more by other government sources.³
- The organization possesses an operating surplus in excess of three (3) months of operating expenses.⁴
- The organization intends to act in the capacity of a funding body for, or makes grants to, any other group, organization or individual as part of their operations.
- 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.

³ *An application may not be considered if the operations/activities fall 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 operations/activities fall outside the organization's government-mandated programming.

⁴ *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.*

Funding Criteria

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

General Funding Criteria

Applications will be assessed on the extent to which the organization meets the following criteria:

- There is a demonstrated need in the community for the program/service; the organization does not represent duplication of programs/services in the community.
- Enhances quality of life for City of Thunder Bay residents.
- 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.
- 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](#).

Youth Organization Funding Criteria

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

- The organization 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.

Cultural Organization Funding Criteria

In addition to the general criteria, cultural organization funding 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/maintenance of jobs in the creative sector, the development of potentially marketable skills, and/or the creation and growth of cultural entrepreneurship and activity.
- 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.

Grant Guidelines & Instructions

Submission Criteria

- Applications must be complete when submitted to the Community, Youth & Cultural Funding Program. Incomplete applications may not be accepted.
- The City will not contribute to funding shortfalls resulting from activities 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.
- Applicants must identify any funds derived from the disposal of an asset previously purchased with assistance from City of Thunder Bay funds.
- Approval of an application will not be given solely on the basis of meeting criteria or acceptance of an application by the Community, Youth & Cultural Funding Program.
- Because of funding limitations, all applications will be evaluated within the context of the eligibility requirements and ranked according to Community, Youth & Cultural Funding Program criteria. Priority will be given to those applications that best align with the City's Strategic Plan, Youth Services Plan (youth applications), and Culture Plan (culture applications).

Application Process

Organizations applying for operating funds must complete a **full application** every new funding term (i.e. every 1-3 years). Organizations must include the application form, as well as any additional information where required.

Approval Process

Sustaining Grant

Sustaining Grant applications will be reviewed by administration representatives comprised of Community Services and Finance staff.

Operating Grant

Operating Grant applications will be reviewed by a jury of City administration representatives and community representatives to recommend level and term of funding.

Multi-Year Funded Organizations

An initial advance of up to 25% of recommended annual funds will be provided in January. If the City budget is not ratified by the end of March, a second advance of up to 25% of recommended annual funds will be provided. In no case will more than 50% of the recommended annual funds be distributed as an advance.

The remainder of allocated funds will be provided following municipal budget ratification and Council

approvals (March/April).

Organizations approved for a term of **three (3) or more years** will be required to enter into a service agreement with the City of Thunder Bay as a condition of the grant.

Notification & Appeal Process

Notification

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

Appeal Process

Where the applicant believes that they can provide significant new information in addition to the information provided in the original submission and/or site visit, they must notify the funding program supervisor of their intent to provide additional information **within two (2) weeks** of the date of notification.

New information must be received for review **within four (4) weeks** of notification of recommendation. This information must change the substance of, strengthen or clarify the information upon which the recommendation was made in order to be considered for the appeal.

Applicants that appeal their funding recommendations may be invited to the meeting to discuss the contents of their appeal.

As per Council's Procedural By-law, Section 5.08(c)(2), organizations and individuals may not make a deputation or presentation to City Council or any Committee of Council aside from the established Appeal Committee in relation to their funding application or any other financial support for a purpose which falls within the criteria of the City's established financial programs.

Funding allocation recommendations are final and cannot be appealed after review by the Appeal Committee. Applicants must sign a declaration acknowledging and agreeing to this condition in the application form.

Reporting

City Administration may conduct site visits where key items will be reported on and outcomes of the service agreement will be evaluated, if applicable. The site visit must include participation by individuals representing organizational management, finances (i.e. treasurer, financial staff person), and Board (i.e. president, secretary).

A post-grant report will be required **within three (3) months** of the end of the funding term from any organization not applying for funding in the year immediately following a successful Operating Grant application. Otherwise, a new application is required for the start of every new funding term and will serve as the report on the outcomes from the prior term of funding.

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

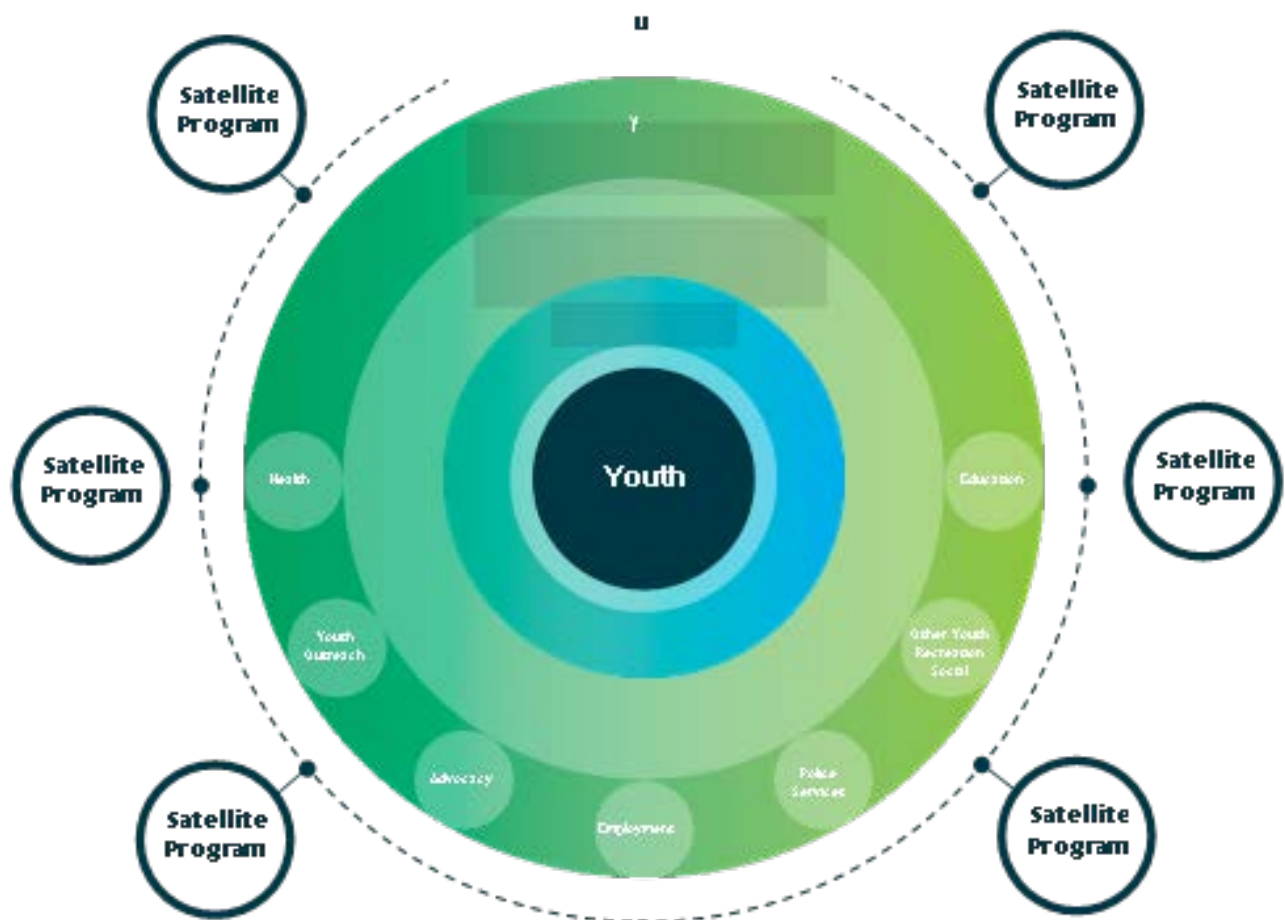
Thunder Bay: A youth driven, safe and collaborative environment that is accepting and respectful of all youth, allowing for their development and success.

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, whereas **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 Sustaining or Operating 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.

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, which 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.