City Enrichment Fund (CEF)
2025

Arts Program Area
Arts Operating Handbook

City Enrichment Fund

Arts Program Area

Objective

To provide opportunities for all the people of Hamilton to enjoy and actively participate in the arts while:

- Enhancing social, economic and cultural prosperity
- Building strength in the arts sector

All programs funded through the Arts Program will support Hamilton's community vision, Our Future Hamilton. Learn more about Our Future Hamilton here.

How to apply for a grant

☐ Read the **City Enrichment Fund Guidelines** and the **Arts Handbook** for details about the program, stream objectives, eligibility, and criteria.

☐ Refer to the **Application Details** section to complete the application.

☐ You will be required to complete all sections of the application online.

☐ Upload all documents (use the checklist to confirm that you have submitted all attachments).

ARTS OPERATING

Arts Program Area – Arts Operating Handbook

Objective

To provide not-for-profit arts organizations with a stable funding base to enable them to further their mission.

Description

This funding stream provides annual and multi-year grants to support the operation (administration and programming) of established professional, semi-professional and emerging organizations in all artistic disciplines.

Funding Categories

Established Professional Organization

Definition	A professional arts organization is led by arts professionals who observe best practices and pursue standards of excellence within their discipline. Professional organizations are those who work with other arts professionals whom they pay, at minimum standard fees, for the artistic work.
Status	Incorporated for five years or more
Maximum Funding	Up to 30% of operating expenses. Audited Financial Statements are required for grant requests greater than or equal to $30,000.
Assessment Weighting	34% Organizational Capacity 36% Program Merit 30% Community Impact

Established Semi-Professional Organization

Definition	A semi-professional arts organization is generally led by arts professionals who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.
Status	Incorporated for five years or more
Maximum Funding	Up to 30% of operating expenses. Audited Financial Statements are required for grant requests greater than or equal to $30,000.
Assessment Weighting	34% Organizational Capacity 36% Program Merit 30% Community Impact

Emerging Organization (Professional or Semi-Professional)

Definition	An emerging arts organization is a not-for-profit professional or semi- professional arts organization which has been incorporated for between one and four years and has a history of sustained activity on a seasonal or year round basis.
Status	Incorporated for less than five years
Maximum Funding	Emerging Professional: up to a maximum of $30,000 per year Emerging Semi-Professional: up to a maximum of $10,000 per year. Audited Financial Statements are required for grant requests greater than or equal to $30,000.
Assessment Weighting	35% Organizational Capacity 50% Program Merit 15% Community Impact

Arts Operating Guidelines

These guidelines are in addition to the general CEF guidelines and eligibility criteria.

Eligibility	• Arts Operating applicants must be incorporated not-for-profit organizations • Applicants must be operating year-round and be offering programs and services that are open to the public and publicized city-wide • The organization's head office must be located within Hamilton and the majority of their activities must occur within the city Applicants should apply based on the number of years that the organization has been incorporated. Please note the funding maximums within each Funding Category. Arts organizations that receive a City Enrichment Fund Arts Operating Grant may also apply for an Arts Festival grant on a one-year basis for a new festival initiative in the Emerging Arts Festival category.
Ineligible Organizations	In addition to the general CEF ineligible criteria: • Organizations that are not incorporated • Business Improvement Associations
Eligible Expenses	All ongoing artistic and administrative expenses are eligible. Not-for-profit arts organizations that operate a major stream of activity that is not eligible under the Arts Program (e.g. academic school), must exclude that activity in the application narrative and in the provided Financial Information.
Ineligible Expenses	In addition to the general CEF ineligible expenses: • Costs associated with capital projects (e.g. equipment, renovations, purchase of buildings).

Assessment Criteria	Each Funding Category will be assessed separately using the following assessment criteria and weighting: **34% Organizational Capacity** as demonstrated by: • Ability of the applicant to further their mission • Responsible management • Responsible oversight and active engagement of the Board • Financial stability and viability • Effective planning and evaluation **36% Program Merit** as demonstrated by: • Clear programming vision that reflects the organization's mandate and/or mission • Successful track record of achievement: quality and quantity of programming • Leadership contribution to the development of the arts sector • The applicant's activities bring provincial, national or international recognition to Hamilton • Improving the quality of life for the residents of Hamilton • Audience development initiatives aimed at reaching Hamilton's broad, diverse community **30% Community Impact** as demonstrated by: • Employment and training opportunities for Hamilton artists, cultural workers and contractors • Direct and indirect spending in Hamilton • Strong and successful relationships and partnerships with the business and the not-for-profit community • The applicant's audience development and reach into Hamilton's broad diverse community • Offering meaningful opportunities for volunteers

Arts Operating Application - Online

- Create an account for organization.
- Applicants are responsible for providing all the information and attachments requested.
- Make updates to the saved organization information, contacts etc. before beginning a new application
- Save information as you move between pages.
- The City Enrichment Fund will make decisions regarding your eligibility based on the information provided in your application.

APPLICATION

Application Information Form

Applicant Contact Information

Additional Contact persons for your organization: (We recommend including a secondary contact for your organization)

Organization Full Name

Is your organization legal name different than the above organization full name? Yes / No

Organization Legal Name:

Should your application be successful, under what name are you able to deposit funds? Please note that legal names of organizations will be published.

Organization Establish Date

Organization Address

Legal Status or Organization (select all that apply)

Not-For Profit Registration Number and/or Registered Charitable Number

Is your organization's head office located in the City of Hamilton? Yes/No

Program Information Form

Program Area: Arts
Is this application for a returning program? Yes/No
To be considered returning, a program or service must be delivered by the same organization and have received funding through the same CEF program area and stream.
Arts Stream: Operating
Category: Established Professional, Established Semi-Professional, or Emerging

Would you like to be considered for Multi-Year Funding if eligible? Yes/No

This question will only be visible to those who answered Yes to the question: Is this Application a returning program?

Program Name: Annual Operations

Provide a brief summary of your program – Please note that this program will be included in a publicly accessible City of Hamilton Council report. This description is not scored.

Organization Mission or Mandate (Approx. 200 words)

Provide a brief history of your organization – include important milestones and / or changes to the organization's direction over time. (Approx. 250 words)

Provide a detailed description of your program (Approx. 1000 words)
- The programming direction
- A summary of artistic activities describing the quality, diversity, and innovativeness
- Programming schedule
- A description of how artists are selected and fees paid
- Community outreach efforts and additional programming activities such as artist talks, education programming, lectures, etc.
- *(Established Organizations only)* How the programming contributes to the arts sector locally, provincially, or nationally

  Note: Established and Semi-Professional Established Organizations may submit additional programming information, text format and / or statistics, under Program Attachments. (2 page maximum)

Specify how funding from the City Enrichment Fund will be used. (Approx. 500 words)

Your description should relate to the details provided in your programming description and to your proposed budget.

Describe how this program can be scaled should the total funding request not be received. (Approx. 500 words)

How will your program increase community participation? (Approx. 500 words)
- Describe your audience/participants
- Volunteer program(s). How do you recruit volunteers?
- Artistic contributions/cultural impact

What are the measurable outcomes of your program?

Describe the outcome of your program to your organization and / or to the community as a direct result to your activities. Ensure that each outcome is measurable. Multiple measures for a single outcome are acceptable. If your application is successful and you receive funding, you will be required to report back on the outcomes provided.

Provide three measurable outcomes.

The outcomes listed should reflect the organizational and / or programming goals for the request year in a manner that can be measured and evaluated.

- What is your desired outcome / goal?
- How will you measure your success?
- What is the impact or affect for the organization?

Examples:

Outcome	Measure(s)	Impact or Results Expected
Increased social media presence.	• 100% increase in Facebook 'likes' (total of 400 likes). • 5 Facebook 'shares' per event / program.	An increase in social media activity will expand our audience reach and increase direct communication
Increase annual membership by 5%.	• 100% renewal rate for 2024 membership (300). • Enroll 15 new members (5%)	Our membership has remained at approx. 300 for the past 2 years. With the increased social media presence and focus on membership benefits we hope to attract new members.
Maintain 2024 sponsorship levels.	• After losing 2 significant sponsors in 2023, the organization is focusing on maintaining our 9 longtime sponsors.	By evaluating the mutual benefits of each sponsor relationship, the organization hopes to enhance the value to current and future sponsors.

Describe both formal and informal program partnerships. How do these relationships enhance your program activities? (Approx. 300 words)
- Community outreach partners and relationships
- Partnerships with other not-for-profits and the partnerships
- Other organization partners
- For-profit partnerships and relationships

List the team members that will ensure your program is well managed and achieves your desired goals. Include a brief explanation of how their expertise / specialization will make your program a success. (Approx. 300 words)

This may include members from your staff, Board of Directors, and / or committee members. Consider how these team members reflect the community you serve.

How does this program enrich the city? (Approx. 300 words)
- What are the benefits and contributions to the community?
- How does your organization develop its audience and reach Hamilton's broad diverse community?

Community Vision
Review the City of Hamilton's Community Vision that aligns with this program.

Which of our community priorities align with this program? (check all that apply)
- ☐ Community Engagement and Participation
- ☐ Economic Prosperity & Growth
- ☐ Healthy and Safe Communities
- ☐ Clean and Green
- ☐ Built Environment and Infrastructure
- ☐ Culture and Diversity

Describe how your program is aligned with the community priorities chosen. (Approx. 200 words)

Multi-Year Funding Form

Multi-Year Funding is eligible for returning CEF applicants, in good financial standing, with a commitment to delivery the program or service from 2025-2027. Applicants must receive an A rating on the 2025 CEF application to be recommended for Multi-Year Funding.

Does this organization confirm its intention to continue this program annually for the duration of the Multi-Year Funding (3 Years)? – Yes/No

Upload 3 Year Operational Outline
Download required Operating Plan Template from the portal: PDF Version or Word Version. Complete, and then re-upload attachment. **More instructions available on pages 13-17.**

Program/Stream Specific Questions

Describe your organizational plans for the funding year. (Approx. 300 words)
- Your significant organizational plans for the request year and how they were shaped by the successes and challenges of last year?
- Discuss your organizational structure and any changes to staff or significant volunteer roles.

Describe the economic impact of your activities on the City of Hamilton? Provide an economic impact statement. Your response may include qualitative and or quantitative information. (Approx. 400 words)

Budget

Additional Budget Template Information

In addition to financial statements, every City Enrichment Fund application requires a completed budget that represents the entire program including all revenues, expenses, and in-kind amounts. Reference the guidelines and handbook to ensure that all expenses are eligible. A good budget is realistic, thorough, detailed, and is reflected in the application.

1. Please note your CEF Request for the 2025 year in the budget form under Request Program Year Amount ($).
2. Grant Requests cannot be more than 30% of the Total Eligible Program Budget and must demonstrate additional funding / revenue sources (cash only, excludes in-kind).
3. It is recommended that submitted budgets are balanced. Provide comments for programs that present a budget deficit or surplus under Budget Form Notes.
4. Please note that this budget is used by all CEF program areas. Use the most appropriate line items provided in addition to the blank spaces listed as 'other'.

Example:

Item	Request Program Year Amount ($)	Previous Program Year Actuals ($)	Brief Revenue Descriptions
Membership Fees			
Admission Fees			
Sales and Commissions			

Item
List of budget line items

Request Program Year Budget Amount ($)
Provide the operating budget for the request year (2025)

Previous Program Year Budget Actuals ($)
Provide the Operating budget from the previous year (2024)

Brief Descriptions

Provide point form, brief notes to support proposed budget. Of line items (point form)
Some examples include:

- o Confirm government funding, sponsorship etc., with *Pending or Confirmed.*
- o Provide a breakdown of a line item i.e. *Total rental fees, 5 rentals x $800.*
- o Provide notes for significant variances between the previous and request year i.e. *Projecting a 15% fundraising increase with launch of fundraising initiative and team members.* OR *$10K decrease as 2024 was final year of OAC 'XXXXXX' project grant.*

In-kind

Provide the estimated volunteer hours and value of other in-kind contributions. They are not included within the cash portion of the program budget. For Volunteer Expenses calculated at $21/Volunteer hour contributed.

Attachments

Organization Attachments:

- o Board of Directors list **(mandatory)**. Include role titles, length on BOD**.**

- o Staff list **(mandatory).** Include job titles and whether full or part-time for both administrative and artistic staff.

- o Financial Statements **(mandatory).** If audited financial statements are not available, then unaudited statements are required. Please note, for grant requests greater than or equal to $30,000 audited financial statements are mandatory.

Program Attachments:

- o Program Marketing Material **(mandatory)**. Poster, flyer, pamphlet.

- o Program Specific Material

  Optional up to 4 program materials, including;
  - Most recent annual report
  - Additional marketing material
  - Performance programs
  - Images
  - Programming statistics and data

IDEA Form

Please note: this task is not scored.

A form collecting information about the IDEA (Inclusion, Diversity, Equity & Accessibility) groups supported through City Enrichment Funds. Applicants are asked to specify the target population(s) of their programs, and equity designated groups represented within their organization's governance structure.

Applications are not evaluated based on this form, which serves only for data collection.

Declaration Form

Declaration, terms of use, applicant signature(s).

Communications (confirm correct email)

Outstanding CEF Final Reports: Yes / No

Two signatures are required – Recommended 1 Board Member and 1 Staff member.

Submitting Your Application

Once you are ready to submit the application, please review the application. Completeness by selecting **'Review'** (bottom right). You will be prompted to review each page. Any incomplete question/field will be clearly marked.

City Enrichment Fund | Multi-Year Funding | 3 Year Operating Plan Instructions
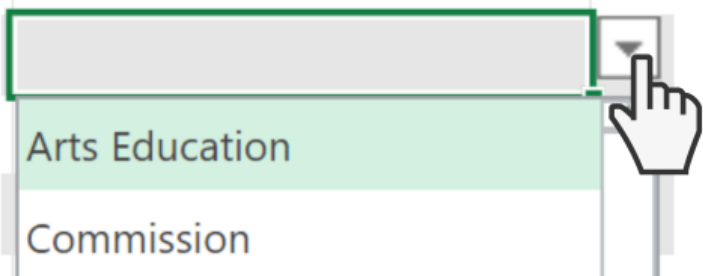
The City Enrichment Fund would like to ensure it is aware of the breadth and depth of your organization's activities over the multi-year period. Please use the space provided to capture the activities that are known or planned. Information is required for each year. There is no maximum number of activities an organization may list. Organizations may add additional lines if required.

Using the form found within the online application, provide brief activity information. It is recommended that the following format is used:
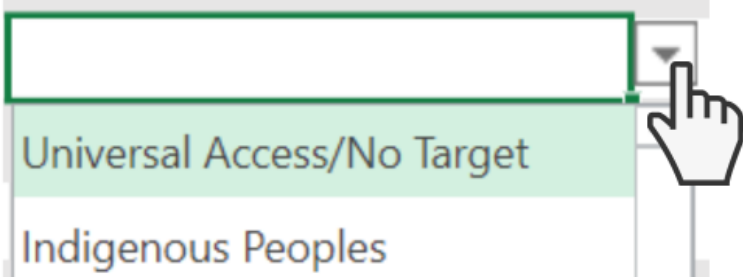
- In chronological order list activities, programming, resources, services, etc. as appropriate.
- Specify if activities are held on an ongoing basis or held on a single date.
- Activities that occur regularly and are similar in scope may be grouped together. Please group similar activities together whether full details are known or unknown.
- Individual activities should be listed on separate lines.

Reporting: The City Enrichment Fund recognizes that plans may fluctuate as activities develop. Record actuals or changes to operating plan during MYF Interim and Final Reports as they are known. Please indicate your actuals and explain reasons for significant changes.

Overview of planned activities

Date(s)	Input the date or date range of the activity. Provide an estimate should exact dates be unknown at the time of submission.
Frequency	Indicate if the activity is one-time, weekly, monthly, seasonally, or ongoing, etc. Examples include weekly tours, ongoing classes, monthly performances, etc.
Title	Share the title of the activity. Include TBC (to be confirmed) if unknown at the time of submission.
Type of Activity	Select an activity type of activity from the drop-down menu. To activate the drop-down menu, click on the cell and a down arrow will appear. Clicking on the down arrow will open the drop-down menu.

	Examples: • Arts Education • Commission • Community Outreach Activity • Concert/Concert series • Event • Exhibition • Festival • Performance • Production • Public Program/Talk • Publication • Residency • Screening • Touring project • Work in development • Workshop • Other: Please specify in Brief Explanation
Artist(s)	Provide a list of artist names or groups for each activity. Examples of individual artist names: artists within solo or group exhibitions, important visiting artists, guest performers, directors, conductors, etc. Examples of group names: Collectives, Choir, Ensemble, Orchestra etc.
Partnership(s)	List any potential partnerships associated with this activity. Partners may be community outreach partners, presentation partners, partnerships with other not-for-profits, other organization partners, for-profit partnerships, and relationships. Do not include vendors or groups that are associated with paid for service goods, etc.
Artist Fee(s) Projected	Indicate the total projected artist fee(s) projected for each activity. Cells in this column will only accept a numerical value.
Fee Notes	Breakdown artist fees per artist and note any fee schedules utilized which inform how artist fees are set for your organization. Explain any commission fees, distribution fees, fee negotiations, royalty expectations, and other monetary supports provided to the activity artists. Examples of fee schedules or resources to inform how artist fees can be determined: • ACTRA (Alliance of Canadian Cinema, Television, and Radio Artists) • Associated Designers of Canada (ADC)

	• Canadian Actor's Equity Association • Canadian Alliance of Dance Artists (CADA) • Canadian League of Composers (CLC) Schedule of Minimum Commissioning Fees • Canadian Freelance Guild • CARFAC-RAAV Minimum Recommended Fee Schedule • Canadian Theatre Act (CTA) • Independent Theatre Agreement (ITA) • International Alliance of Theatrical Stage Employees (IATSE) • City of Hamilton Musicians Fair Payment Policy • Dance Opera Theatre Policy (DOT) • Independent Media Artists Alliance (ICAA) Arts Fee Schedule • Literary Managers and Dramaturgs of the Americas (LMDA) Recommended Freelance Pay Ranges
Target Audience	Indicate the target audience for the activity by selecting an option from the drop-down menu. To activate the drop-down menu, click on the cell and a down arrow will appear. Clicking on the down arrow will open the drop-down menu. Target Audience • Universal Access / No Target • Indigenous Peoples • Racialized peoples and communities/visible minorities • 2SLGBTQIA+ peoples and communities • Women • Persons with disabilities • People in poverty or experiencing economic insecurity • People experiencing housing insecurity or homelessness. • Children • Youth • Older adults / Seniors • Recent Immigrants / Newcomers / Refugees • Non-official language speakers

	• Francophone • Rural and remote communities • Other If the target audience is Other, please expand within the *Brief Activity Explanation*. Should there be multiple target groups, please include them within the *Brief Activity Explanation* section.
Total Attendance	Report on the attendance of the activity. Do not complete this column until the corresponding Interim / Final Report is due.
Brief Activity Explanation	1-2 sentences outlining important themes of the activity and or additional information. Include whether the activity is confirmed or tentative.
Year-end outcomes and updates	1-2 sentences reporting on actuals for the activity. Do not complete this column until the corresponding Interim / Final Report is due. Utilizes this space to share updates to the activity. Please note if the activity was changed or cancelled and explain why.
Miscellaneous	Utilize this column to share any information unique to your program which does not fit anywhere else. Example: Visiting director was international and reason they were brought to present at your organization.

Written Sections

Year x Notes	Utilize this section to share anything else you would like the City of Hamilton to know about your Operating Plan for the specific funding year. This is an optional space for additional information at the time of application. Year 1 Example: Our organization intends to complete the activities listed above however x and x activities are contingent on a successful project grant from x funding body. If not received, activities will be scaled or postponed until proper funding is secured. Our organization offers x activity every 3 years. It will be offered in Year 1 (2025) and next in 2028 not captured in this form. Year 2 Example: Grant received from x funding body in 2024 will be utilized to develop an extra activity for x specific target audience in

	2026. Year 3 Example: Please note that activity details such as artist fees and partnerships are still being negotiated at this time.
Year x Reports	This section is to reflect on outcomes from the completed year and share any new contextual information relevant to future year planning. At the time of application leave all report fields blank. Record actuals or changes to operating plan during MYF Interim and Final Reports: Year 1 Report: Complete after Year 1 for the MYF Interim Report in Winter/Spring 2026 Year 2 Report: Complete after Year 2 for the MYF Interim Report in Winter/Spring 2027 Year 3 Report: Complete after Year 3 for the MYF Final Report in Winter/Spring 2028 In Year 3, please share the impact of 3-year operating funding has had on the organization. Examples: The organization hosted # activities and paid a total of $# to # artists. Due to successful activity x in Year 1, our organization now plans to offer it again in Year 2 and 3. Activity x was cancelled and replaced with activity y. Explain reason.