



Hamilton

CITY ENRICHMENT FUND

Arts Organization

INFORMATION SESSION



The City Enrichment Fund supports the 25 Year Community Vision “Our Future Hamilton” by providing funds across a range of program areas.

CITY ENRICHMENT FUND









The City of Hamilton invests in the community by providing grants through the City Enrichment Fund.

The City Enrichment Fund (CEF) Program Areas:

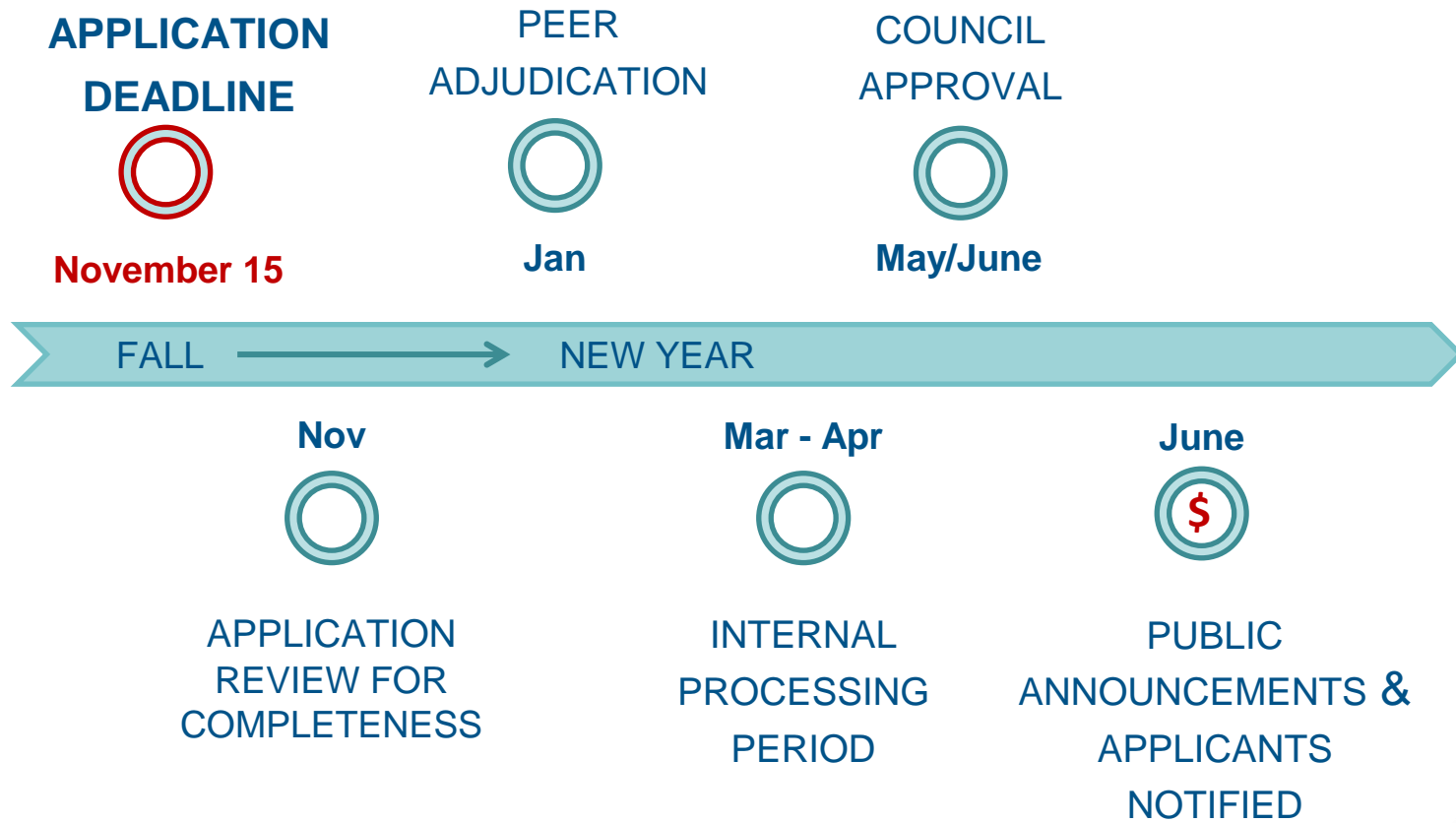
1. Agriculture
2. Arts
3. Communities, Culture & Heritage
4. Community Services
5. Digital
6. Environment
7. Sport & Active Lifestyles



City Enrichment Fund (CEF) Funding Areas

AGRICULTURE 	ARTS 	COMMUNITIES, CULTURE & HERITAGE 	COMMUNITY SERVICES 	DIGITAL 	ENVIRONMENT 	SPORT & ACTIVE LIFESTYLES 
Programs and Events	Operating	Events & Established Activities	No one is Hungry or Without Shelter	Digital Equity	Capacity Building	Long Term Development
	Festivals	New Projects	Everyone Feels Safe		Projects & Programs	Sports Awareness
	Capacity Building	Capacity Building	Every Child and Family Thrives			Capacity Building
	Creation & Presentation		No Youth is Left Behind			Sport for Development/ Inclusion
			Everyone can Age in Place			Accessibility
			Community Capacity Grows			Active for Life
			Everyone has Someone to Talk To			Multi-Sport Hosting
			Emerging Needs & Program Innovation			

Timeline and Process



GENERAL ELIGIBILITY CRITERIA

- Incorporated, not-for-profit organizations
- Programs must be presented within the city (Operating programs must present 80% of programming in Hamilton)
- The organization's head office must be located within Hamilton
- Applications signed by a City of Hamilton employee will not be considered
- **Budget for Arts Operating: The total grant request cannot be more than 30% of total organization's operating costs**
- **Budget for Art Festivals and Capacity Building: For requests above \$15,001 the total grant request cannot be more than 30% of the total program budget. For requests under \$15,000 applicants may request a larger percentage from the city. Please note CEF will not fund 100% of a program/project budget and applicants must show diverse revenue streams.**
- **Late submissions will not be accepted**



ARTS PROGRAM



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



ARTS - OPERATING

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 grants to support the operation (administration and programming) of established professional, semi-professional and emerging organizations in all artistic disciplines.

- 4 Categories: Established Professional, Established Semi-Professional, Emerging Professional, Emerging Semi-Professional
- Funding maximums are specific to each category
- Established 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.



ARTS - FESTIVALS

Objective

To enhance the ability of organizations to produce and present arts festivals that have high merit, strong impact and solid viability.

Description

This funding stream supports the planning and delivery of arts festivals in Hamilton that have a city-wide impact through grants for established festivals and emerging festivals.

- 2 Categories: Established and Emerging
- Funding maximums are specific to each category:
Established: \$100,000, Emerging, \$10,000.
- 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.



ARTS – CAPACITY BUILDING

Objective

To strengthen the relevance, responsiveness, effectiveness and resilience of Hamilton's art organizations.

Description

This funding stream provides project grants to arts organizations to support capacity building strategies, organizational development projects and professional development initiatives to building administrative and management capacity .

- \$25,000 maximum request.
- Organizations may collaborate on a capacity building project when facing similar organizational challenges
- Organizations may only receive funding once every two years



ARTS – CAPACITY BUILDING

Notes

- Opportunity for training, research, development
- To undergo internal organization project (not public programming)

Eligible Projects (examples)

- Retaining external expertise to work with the applicant on a specific capacity building initiative
- Organizational and human resource assessment, change management
- Board development and improved governance practices
- Professional development, training, mentorship, coaching and job shadowing
- Development of plans and strategies



WHAT DO YOU NEED TO SUBMIT?

- Application
 - Organization mandate / history, program description, plan etc. Operating applicants may submit additional program information as an attachment.
- Program Budget
 - Budgets should be realistic, balanced, and represent diverse revenue streams. Operating stream: the CEF grant request should not exceed more than 30% of the overall budget.
 - Art Festivals and Capacity Building streams: Funding Requests over \$15,001 should not exceed 30% of the total program budget. Funding Requests Below \$15,000 cannot be 100% of the proposed program budget.
- Financial Statements
 - Audited Financial statements are required for requests above \$30,000.
- Board of Directors and Staff List
- Marketing Example (if applicable for Capacity applications)
- Program Specific Material
 - i.e. Most recent annual report, additional marketing material, images, program statistics.



THE BUDGET

Using the CEF Budget form online enter the projected budget for the request year. Returning applicants must include actuals for the previous year.

- **Revenue**
- **Expenses**
- **Brief Notes – point form**

The budget notes are extremely helpful in explaining how well the project is planned, if there is confirmed / pending funds, breaking down artist fees, and providing additional information for the jury.

In-kind contributions are not included as part of the total eligible program budget (cash budget). It is valuable to capture the in-kind value/services contributing to the success of your program.

Surplus / Deficit

Include notes addressing any reported surplus or deficit amounts.



ADJUCATION PROCESS

Applications are reviewed by a panel of 3 local/regional peer assessors representing various artistic backgrounds and professional levels.

They review each application and provide scores representing the Organizational Capacity, Programming Merit, and Community Impact.

- Be sure to include information that relates and supports the *Assessment Criteria*
- Be very clear, using simple, direct language
- Provide as much detail as possible
- Share information on the program itself and the plan to execute it –
 - Program themes, audience, impetus, objectives
 - Timelines, schedule, staff/volunteers
- Consider a realistic plan and budget that is achievable and sustainable

Please let me know if you are interested in joining one of our juries or have a colleague that you would like to recommend



ADJUCATION PROCESS

Applications are assessed by stream and category using the criteria shared within the handbook.

A: 100-80, B: 79-70, C: 69-60, D: 59-0. Applications which score a D are not recommended for funding.

Evaluation Criteria	Arts Operating Established	Arts Operating Emerging	Arts Festivals	Capacity Building
Organizational Capacity	34%	35%	30%	50%
Program Merit	36%	50%	40%	40%
Community Impact	30%	15%	30%	10%



IDEA (Inclusion, Diversity, Equity & Accessibility)

Included within the application is a form collecting information about the IDEA 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

1. In an effort to help us understand how IDEA (Inclusion, Diversity, Equity & Accessibility) groups are currently supported through City Enrichment Funds, please identify the target population for the specific program you are apply to for this application. Please check all that apply. *Mandatory*

2. In alignment with the City's IDEA goals, please indicate whether any members of your organization's governance structure (i.e. Board of Directors, Administrative Board, or Board of Trustees self-identify with any of the following groups by checking all that may apply, understanding that a member may represent more than one of these groups. *Mandatory*



MULTI-YEAR FUNDING (MYF)

MYF is currently a 3-year pilot program beginning with the 2025 CEF cycle. Multi-Year Funding was identified during the initial build of the CEF program and again during the 2023 community consultation as a long-term strategy to provide sustained equitable funding. It is part of CEF's overall objectives to:

- Increase community impact – strategic and equitable
- To be more consistent with best practices
- Flexible to address the needs of the community

The MYF pilot offers qualifying grantees a commitment of funding over 3 years. Providing organizations with predictable and sustained funding through 15/27 funding streams.



MULTI-YEAR FUNDING (MYF)

3 Year Multi-Year Funding Pilot	Applicant	COH Staff
Year 1 (2024 Nov)	Application	Receive and review application
Year 1 (2025 May)	Agreement	Offer year 1 funding to qualifying A rated organizations
Year 2 (2026 Feb)	Interim Report	Review and approve year 2 funding
Year 3 (2027 Feb)	Interim Report	Review and approve year 3 funding
Year 3 (2028 Feb)	Final Report	Review and close multi-year funding period
Next Multi-Year Funding Period	Applicant	COH Staff
Year 1 (2027 Nov)	Application	Receive and review application



MULTI-YEAR FUNDING (MYF)

MYF Eligibility:

- **Returning Applicants** to CEF
- In order to be considered for MYF you must receive an **“A” rating** during the 2025 adjudication period.
- Additional criteria apply including:
 - Applying in a **Program Area and Stream that is eligible** for MYF
 - Arts Operating (Established Professional, Established Semi-Professional)
 - Arts Festivals (Established)
 - **Opting into MYF consideration** on the application form.
 - Submitting a **3-year Program Plan**. (*Templates for these are within the MYF Form in the Portal, download, complete, and re-upload*).
 - Organizations must be in a **healthy financial position** according to the CEF Financial Review, and, if applicable, providing either a deficit reduction plan or a surplus justification.
 - **Committing to providing the program** or services described in your application over the 3-year MYF period.



MULTI-YEAR FUNDING (MYF)

- **MYF FAQ** is available on the City Enrichment Fund Website and the **CEF General Guidelines**.
- This is a **Pilot Program for 3-year funding**. If successful and approved as permanent, the next intake will be in fall 2027.
- MYF grantees are required to submit a **report each year**, providing updated financial statements, but are not required to reapply for funding until the next MYF intake.
- MYF provides **consistent funding** over the 3-year pilot period. Changes to the overall budget may result in minor increases or reductions.



APPLY ONLINE

The application portal can be found on the City Enrichment Fund webpage



Additional Support:

Review the CEF General Guidelines and Arts Handbooks

[Operating](#)

[Festivals](#)

[Capacity Building](#)

Call or email Kristina Durka with any questions and / or to discuss your application.



APPLY ONLINE



Welcome to the City of Hamilton grant and event review portal. Please review the programs below and select the correct area to learn more and/or begin your application.

City Enrichment Fund

October 1 – November 15, 4pm

2025 CEF - Arts

Accepting applications from 1 Oct 2024 09:00 AM (EDT) to 15 Nov 2024 04:00 PM (EST)

2025 Application Intake now open. This application is for the Arts program area of the City Enrichment Fund.

Organizations and individual applicants can apply.

[MORE >](#)

2025 CEF - Sport & Active Lifestyles

Accepting applications from 1 Oct 2024 09:00 AM (EDT) to 15 Nov 2024 04:00 PM (EST)

2025 Application Intake now open. This application is for the Sport & Active Lifestyles program area of the City Enrichment Fund.

Organizations and individual applicants can apply.

[MORE >](#)



THE APPLICATION - ORGANIZATION INFORMATION FORM

“If you are applying for program-based funding, please indicate the number of years the program has been operational and start date.”

Provide a brief history of your organization or brief artistic biography - include important milestones and / or any changes to the organization's direction over time. Include anything important for us to know about your organization.

If you are applying for program-based funding, please indicate the number of years the program has been operational and start date.

Approx. 250 words

|

300 Word maximum. Current word count: 0



THE APPLICATION - QUESTION PROMPTS

The portal includes prompts to assist in answering each question.

Provide a detailed description of your program:

For Arts Organizations applying to Arts Operating or Arts Festivals:

- The programming direction
- A summary of artistic activities describing the quality, diversity, and innovativeness
- Programming schedule, or Festival dates and schedule
- Describe additional festival programming and activities
- A description of how artists/performers are selected and fees paid
- Community outreach efforts and additional programming activities such as artist talks, education programming, lectures, etc
- Arts Operating Established Organizations: How the programming contributes to the arts sector locally, provincially, or nationally
- Arts Festivals: Briefly describe your marketing plans

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



THE APPLICATION – PROGRAM OUTCOMES

Describe the 3 outcomes of your program

Consider: What are the impacts and goals? Can they be measured? What are you trying to achieve with this project?

Unclear Outcome	Strong Outcome	Measure	Impact
Social Media	Increased social media presence	<ul style="list-style-type: none">• 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.
Membership	Increase annual membership by 5%	<ul style="list-style-type: none">• 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.
Satisfied Sponsors	Maintain 2024 sponsorship levels.	<ul style="list-style-type: none">• 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.



THE APPLICATION – MULTI-YEAR FUNDING FORM

Applicants to Multi-Year must upload a 3 Year Programming Outline. Templates are available to download from the portal if eligible.

Arts Operating:

An Excel template to capture a list of your organization's activities to ensure that the CEF is aware of the breadth and depth of your organization's activities over the 3-year period.

Arts Festivals:

A Word/PDF template to capture continuous improvement for the festival over a 3-year period.

Understanding that changes may occur to planned program over the 3-year period, applicants will have the opportunity to provide annual updates on the outcomes of the 3 Year Plan. Instructions are available in the Templates, as well as the Handbooks



THE APPLICATION – MULTI-YEAR FUNDING FORM

Arts Operating

List activities for the 3-year period including:

Date

Frequency: Ex. One-time, weekly, annually, etc.

Type of Activity: Activity types by drop-down menu

Artist(s)

Partnership(s)

Artist Fee(s) Total dollar value per activity

Fee Notes: Breakdown of artist fees, and if any fee schedules were utilized

Target Audience: Audience types by drop-down menu

Brief Activity Explanation: 1-2 sentences outlining important themes of the activity. Include if tentative or confirmed.

Misc.: Additional space for any unique information

There is also a text box to include notes which will help understand how the years are planned:

Ex. Activities in Year 3 are still being negotiated at this time.



THE APPLICATION – MULTI-YEAR FUNDING FORM

Arts Operating



City Enrichment Fund | Multi-Year Funding | 3 Year Operating Plan

Organization Name

Year 1 Operating Plan (2025)

The City Enrichment Fund would like to ensure it is aware of the breadth and depth of your organization's activities.

Date(s)	Frequency	Title	Type of Activity	Artist(s)	Partnership(s)	Artist Fee(s)	Fee notes	Target Audience	Total Attendance
Input the date or date range the activity takes place.	Indicate if activity is one-time, weekly, monthly, etc.	Share the title of the activity if known.	Select a type of activity from the drop down menu.	List names of artists or groups as best represents your activity. Please indicate important visiting artists, conductors, directors etc.	List any potential partnerships associated with this activity.	Indicate the total artist fee(s) projected for this activity.	Breakdown artist fees per artist and note any fee schedules utilized which inform how artist fees are set for your organization.	Indicate the target audience for the activity by selecting an option from the drop-down menu.	Report on the attendance of the activity. (Complete after Year 1 for your MYF Interim Report in Winter/Spring 2026)



THE APPLICATION – MULTI-YEAR FUNDING FORM

Arts Festivals

This MYF 3-year Program Plan aims to capture the expected program results and learnings, which guide ongoing improvements. It emphasizes continuous improvement through impactful innovations, creative solutions, risk-taking, and minor adjustments.

This approach ensures steady program development and evaluates success over the 3 funding years.

Please note that continuous improvement is not measured by growth or expansion, but by aligning with each organization's capacity, program structure, and specific objectives.



THE APPLICATION – MULTI-YEAR FUNDING FORM

Arts Festivals

Year 1 Program Plan (2025) – Complete During Year 1 Application

Describe how Year 1 (2025) results will impact program delivery in subsequent years.

Consider

- *How results will be gathered or measured.*
- *Anticipated challenges and/or opportunities.*
- *Any known unknowns that will need to be managed.*
- *How year 1 learnings provide insights into year 2 planning.*

(Approx. 100-250 words)

Required

Year 2 Program Plan (2026) – Complete During Year 1 Application

*What are the continuous improvement efforts and/or areas in Year 2 (2026)?
Describe how Year 2 (2026) is expected to remain consistent or have instances of change from Year 1 (2025).*

Consider how the lessons from Year 1 (2025) may be applied in Year 2 (2026).

(Approx. 250-500 words)



APPLICATION TIPS

- Read the grant program and guidelines carefully
- Contact the program manager to discuss your project
- Draft, save, and edit your writing in a separate document – give yourself enough time
- Use clear and direct language
- Prepare a well-researched budget, ensure it reflects the program you are proposing
- Submit Program Specific Material that demonstrate your organization's activities well and if possible, support the project you are proposing
- Get feedback from your colleagues, review your application before submitting



TRANSLATION SERVICE

To better serve the community,
City Enrichment Fund applications can now be
translated into your language of choice.

Request a translated copy by contacting
Kristina Durka.



CONTACT US

Kristina Durka

Communities, Culture & Heritage Program Manager

Kristina.Durka@hamilton.ca

(905) 979-8026

Rebecca Frerotte

For general information on the City Enrichment Fund,
contact Rebecca Frerotte, Grant Coordinator

Grant.Coordinator@hamilton.ca

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Andrea.Carvalho@hamilton.ca





Hamilton

THANK YOU

