



Grants to Specialized Collections Museums

Program Guidelines & Assessment Criteria

DRAFT

**City of Toronto
Economic Development & Culture
Arts & Culture Services**

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Program Overview

Museums are fundamental to the vibrancy of Toronto's cultural sector, contributing to the establishment of creative and dynamic communities. Toronto's multi-faceted museum sector gives meaning to our history, providing residents and visitors with the opportunity to discover the world through unique collections and accessible programming.

The City of Toronto provides support to a range of cultural institutions in recognition of their social and economic importance. Museums foster both economic prosperity and community development, encouraging public engagement through programs, outreach, and educational activities. These institutions are an important feature of Toronto's cultural sector with the responsibility of interpreting, presenting, and preserving significant arts, design, and heritage collections.

Operating funding is granted to museums who are dedicated to providing Toronto residents with sustained cultural programming through unique collections, relevant programming, and accessible community activities. Museums accepted to the program demonstrate a level of discipline development, community participation, sound financial management, and professional collections management and museum standards.

The objective of *Grants to Specialized Collections Museums* is to:

- Provide funding for cultural organizations to sustain their operating capacity;
- Encourage diversity within the sector and to support the development of relevant programming for Toronto residents and visitors;
- Foster networks and partnerships among Toronto cultural institutions, from grassroots organizations to cultural organizations; and
- Maintain and grow Toronto's culturally and historically significant collections.

Grants to Specialized Collections Museums is administered by Cultural Partnerships within Arts and Culture Services. The program is separate from the work of Museum and Heritage Services, who maintains the responsibility of managing and operating City of Toronto owned museums.

Background

Grants to Specialized Collections Museums are delivered in accordance with the City of Toronto Grants Policy. The Grants Policy may be found here:

<http://www.toronto.ca/legdocs/mmis/2013/ex/bgrd/backgroundfile-57791.pdf>

The City of Toronto promotes and maintains responsible and accountable governance, where the interests of individuals and communities are balanced with those of the city as a whole. Public participation is an integral part of the City's decision-making process. The City of Toronto Grants

Policy is guided by five core values: accessibility, fairness and equity, openness and transparency, accountability, and responsiveness.

Mandatory Eligibility Requirements

To be considered for funding applicants must:

- Be an incorporated non-for-profit organization with an active board of directors;
- Operate under a museum mandate which is unique in Toronto.
- Maintain professional museum standards with policies for collections management (including insurance and liability measures), exhibition, conservation, interpretation, education, accession, and deaccession;
- Have paid professional staff in administrative and curatorial roles;
- Have been in existence for a minimum of 5 years;
- Have a number of activities and/or facilities that support cultural practitioners from outside the institution and/or are accessible to Toronto residents;
- Be open to all ages, abilities, sexual orientation, gender identities, ethnicities, cultural background, religion, language, and socio-economic conditions;
- Have year round operations;
- Have an operating budget that exceeds \$3 Million;
- Be in good standing with the City of Toronto;
- Have an account with Canadian Arts Data / Données sur les arts au Canada ([CADAC](#));
- Comply with the City of Toronto Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy; and
- Not receive grants from the Toronto Arts Council (TAC), or the City of Toronto's Major Cultural Organizations or Local Arts Service Organizations programs.

Assessment of Applications

Staff from Toronto Cultural Partnerships will review the applications for eligibility and completeness, and may request additional information and/or clarification where necessary.

The applications are reviewed by staff and community advisors representing a broad base of expertise. Community advisors are selected for their professional experience in the cultural sector or as a community development practitioner.

The role of the Advisory Panel is to advise staff on the merits of the applications, provide advice on the level and quality of cultural programming by organizations, and offer professional assessments of the organization's programs, governance, financial capacity and community impact. The Advisory Panel also identifies long-term issues, risks and trends. Feedback will be provided to applicant organizations upon request.

Application Requirements

All organizations must enter financial and statistical information online at Canadian Arts Data / Données sur les arts au Canada ([CADAC](#)) prior to submitting their application. A print copy of the CADAC financial and statistical information should be included with the application.

Application packages must include:

- Completed and signed funding request form;
- Report on organization's activities from the past year and from the year to be funded;
- Report answering all questions found on page 6 (10 pages maximum, 12 point font minimum size);
- List members of the current Board of Directors, including address and phone numbers, in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA);
- Staff List;
- Signed declaration that museum maintains appropriate professional museum standards with policies for collections management (including insurance and liability measures), exhibition, conservation, interpretation, education, accession, and deaccession;
- Itemization of services-in-kind received from the City of Toronto;
- Completed and signed City of Toronto Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy;
- Most recent audited financial statement;
- Current Strategic Plan; and
- If the applicant is carrying an accumulated deficit or surplus greater than 15% of its total revenues, a reduction or management plan must be in place and articulated in the application.

Application Questions

Cultural Impact

- How does your museum's mandate and curatorial vision inform your programming activities?
- How does your programming foster creativity in Toronto communities? Please speak to programming, organizational structure, outreach opportunities, and educational activities.
- How does your organization contribute to the development and sustainability of your discipline in terms of opportunities, professional development, collaboration, and networking and enhance the richness and diversity of the cultural sector?
- How does your organization leverage partnerships to contribute to the city's cultural sector?

Public Impact

- What is your commitment to maintaining or developing a diverse audience, one that reflects the residents of Toronto?

- What is your organization's commitment to enhancing cultural capacity in the City's Neighbourhood Improvement Areas?
- What strategies are you employing to provide programs and services that are accessible to and benefit to all Torontonians? How is your organization committing to being inclusive and accessible to people of all ages, abilities, sexual orientation, gender identities, ethnicities, cultural background, religion, language, and socio-economic conditions?
- How do your partnerships increase community participation and strengthen relationships with Toronto residents and build capacity in Toronto's communities?
- How does your organization address City of Toronto Strategic Actions and city-wide initiatives?

Organizational Resiliency & Financial Management

- What strategies do you adopt to attract and retain staff and what steps have you taken in terms of succession planning?
- What policies and standards are in place to ensure your museum's mandate can be met in a professional manner? Please speak to collections management (including insurance and liability measures), exhibition, conservation, interpretation, education, accession, and deaccession policies.
- How does your board, management, and staff reflect the population of Toronto? What measures do you take to ensure diversity on your board?
- How does your organization plan for and adapt to change and what areas are you a leader in change?
- How does your organization effectively plan for financial sustainability, what are the different revenue sources necessary to carry out your work, and how does your organization plan to secure them?

Requirements of Recipients

Recipients are expected to apply for the grant annually, unless given the opportunity to enter a multi-year funding term. The City of Toronto holds the sole discretion when approving multi-year funding. When the multi-year funding term has come to an end the organization will be required to re-apply, as per the instructions listed in the program guidelines.

If approved for multi-year funding, organizations will be expected to provide annual reporting throughout the agreed term. Reporting expectations include:

- Report on organization's activities from the past year and the future year;
- Audited financial statement;
- A print copy of the CADAC financial and statistical information

If approved, annual reporting requirements will be assessed by City of Toronto staff. If the City of Toronto identifies any concerns within the annual reporting, the organization may be asked to re-apply following year following the instructions as listed in the program guidelines.

Deadline for Applications

The deadline for receipt of applications is **March 1st, 2018 at 11:59pm**. Late applications will not be accepted. Applications may be submitted by mail or in person to:

Sally Han, Manager, Cultural Partnerships
Cultural Services, Economic Development & Culture
Toronto City Hall, 9th Floor, East Tower
100 Queen Street West
Toronto, ON M5H 2N2

Assessment Criteria

The applications will be assessed against the below criteria.

Cultural Impact (40%)

- Demonstrates vitality and uniqueness of museum mandate and curatorial vision through its activities, which include collections, creation, interpretation, production, presentation, exhibition, education, and programming, etc.
- Demonstrates role as a leader in the discipline through the preservation and curation of its collection.
- Consistently delivers unique cultural programming that enhances the richness and diversity of Toronto's cultural sector and its discipline.
- Demonstrates ability to gain support from other cultural institutions through the establishment and maintenance of cultural partnerships.

Public Impact (30%)

- Demonstrates commitment to cultivating new audiences through a range of outreach and educational activities that are accessible to a diverse group of communities, particularly those outside the downtown core.
- Demonstrates commitment to the inclusion of all Torontonians through programming, outreach activities, management and board governance. This includes being accessible to people of all ages, abilities, sexual orientation, gender identities, ethnicities, cultural background, religion, language, and socio-economic conditions.
- Demonstrates efforts to broaden and expand organizational reach through the establishment of sustainable local partnerships, to help build capacity in areas lacking in cultural infrastructure.
- Actively addresses City of Toronto Strategic Actions and city-wide initiatives through programming.

Organizational Resiliency and Financial Management (30%)

- Demonstrates sufficient, qualified and stable human resources, along with robust succession planning, necessary to maintain a consistent level of professional standards, and achieve the organization's mandate.
- Demonstrates that organization has the appropriate museum standards in place to meet its mandate, with policies for collections management (including insurance and liability measures), exhibition, conservation, interpretation, education, accession, and deaccession.
- Maintains a diverse governing body, management and staff that are reflective of the population of Toronto.
- Demonstrates organizational flexibility, and ability to adapt to change.
- Demonstrates that the museum has a realistic budget and a diverse base of public, private, and self-generated revenues necessary to carry out activities.
- Demonstrates that museum has the appropriate governance and financial structures in place to manage public funds.