

CULTURAL FESTIVALS FUNDING PROGRAM

2023

APPLICATION GUIDELINES



Program Purpose

The City of Toronto recognizes the importance of cultural festivals to the cultural, social, and economic life of the city. The Cultural Festivals Funding Program (CFFP) has been designed to support the development of the festival sector in a manner that is accessible, transparent and accountable. The CFFP will advance the City's access, equity and inclusion goals, including reconciliation with Indigenous peoples.

The program provides financial support to recurring cultural festivals whose programming supports city-building, focuses on engaging with the people of Toronto, serves Toronto residents across the city, and promotes opportunities for emerging artists, Indigenous artists, and artists from other groups. A significant programming component must occur in the public realm and be free to the public or offered at a nominal fee (less than \$5 per person).

The decision to fund all or part of an applicant's request will depend on the festival's alignment with City of Toronto's current strategic priorities, assessment criteria and overall demand for funds in the program.

Definitions

For the purpose of this program, a "cultural festival" is defined as a concentrated collection of arts and cultural activities with a common theme, presented over a minimum of a one-day period and no longer than one month. A festival may be devoted to one or more artistic discipline and be produced annually or once every two years. The cultural festival is primarily free to the public or offered at a nominal fee (less than \$5 per person), takes place in the public realm, has general appeal and a public profile.

The public realm is defined as the publicly owned places and spaces that belong to and are accessible by everyone. These can include municipal streets, lanes, squares, plazas, sidewalks, trails, parks, open spaces, waterfronts and conservation areas.

Cultural festival programming includes performing arts, visual arts, literary arts, interdisciplinary arts, craft, design and expressions of cultural identity.

"Indigenous-led organizations" are broadly defined as organizations with a mandate to serve Indigenous communities, operate under Indigenous governance models, have executive and senior management who identify as Indigenous, are primarily staffed by Indigenous community members and/or follow an Indigenous service model.

"Equity deserving groups" include women, racialized groups, people with disabilities, immigrants and refugees, undocumented individuals, 2SLGBTQ+ people, people of low income and other groups the City identifies as historically underrepresented.

Program Structure

There are three streams within CFFP; Multi-Year Operating, Annual Operating, and Project Funding.

Multi-Year Operating

Requirements

Applicant has been an incorporated not-for-profit organization for five years or more and has paid staff.

Applicant has a history of sustained festival programming for five years.

Audited financial statements demonstrating revenue of \$1 million or more.

Eligible for

Multi-year operating funding (3-year cycle)

Maximum grant: Up to 35% of eligible expenses, to a maximum of \$650,000 annually

Type: Contribution agreement

Annual Operating

Requirements

Applicant has been an incorporated not-for-profit organization for two years or more and has paid staff.

Applicant has a history of sustained festival programming over at least two years.

Audited financial statements demonstrating revenue of between \$100,000 and \$1 million.

Eligible for

Annual operating funding

Maximum grant: Up to 35% of eligible expenses, to a maximum of \$150,000 annually

Type: Contribution Agreement

Projects

Requirements

Applicant has been an incorporated not-for-profit organization for two years or more; Business Improvement Areas (BIA) may apply to this category. Not-for-profit community organizations partnering with unincorporated individuals or collectives to produce a cultural festival may be eligible.

Applicant can demonstrate a history of successful festival programming.

Financial statement demonstrating revenue of less than \$100,000; except BIA may have higher festival revenue.

Eligible for

Project funding

Maximum grant: Up to 50% of eligible expenses to a maximum of \$25,000 annually

Type: Grant

Application Dates

There is one application intake for all funding streams for 2023.

Multi-Year, Annual Operating and Projects

Applications open: September 9, 2022

Applications close: October 14, 2022

Verbal notification of funding: December, 31, 2022

Funds released: March 2023

Eligible Applicants

To be eligible, applicants **must**:

- Have a head office in the City of Toronto (except for Band Councils, Tribal Councils or other Indigenous governments).
- Be one of the following:
 - An incorporated not-for-profit organization
 - A local band council, a local tribal council or other local Indigenous government (First Nations, Inuit or Métis) or equivalent authority
 - A Business Improvement Area (Project stream only)
 - An incorporated not-for-profit community organization partnering with unincorporated individuals or collectives producing a cultural festival (Project stream only)
- Have successfully organized a prior edition of the festival, within the last two years, that meets the eligibility requirements of CFFP
- Present significant cultural programming that is free to the public or offered for a nominal fee (less than \$5 per person)
- Take place in the public realm

Please note that an organization can receive only one grant from the Cultural Festival Funding Program per calendar year.

Ineligible Applicants

- Organizations funded through any of the City of Toronto's annual operating grant programs
- Organizations receiving operating funding from the Toronto Arts Council (TAC)
- City of Toronto Agencies, Boards or Commissions (e.g. Toronto Zoo, Exhibition Place, TO Live, Heritage Toronto, Toronto Public Library)
- Educational institutions (including school boards), sports organizations, and agencies of the provincial government (including hospitals)
- Public libraries
- Unions

Eligible Activities

- Festivals that:
 - Take place in the City of Toronto
 - Are held annually or biennially
 - Offer programming that is primarily free, or at a nominal fee (less than \$5 per person)

- Are open to the general public without a requirement for membership in a club or group
- Take place in the public realm
- Cultural programming must be the focus of the festival
- Online programming is eligible, but it must be free and be offered in addition to in-person festival programming
- Outdoor art fairs

Ineligible Activities

- Festivals that are primarily ticketed
- Sporting and recreational events
- Competitions
- Trade shows, awards shows, business events, conventions and conferences
- Fundraising events
- Religious and political events, including celebrations of historical events of other countries
- Historical re-enactments
- One-time only festivals
- Festivals that are exclusively online
- Festivals that are primarily commercial or marketing-driven
- Any festival that would not comply with the City's anti-harassment and discrimination policies ([link](#))

Expenses

Eligible Cash Expenses Include:

- Artists fees (it is expected that artists will be paid and/or will have the opportunity to sell their work)
- Production and technical costs related to artistic programming
- Marketing costs
- Festival-related administrative and overhead costs such as rent, telephone and communication, computers, utilities and insurance
- Permanent and contract staff salaries and fees
- Volunteer support and training
- Development and execution of health & safety and accessibility plans

Ineligible Expenses:

- Volunteer hours or gifts
- Alcohol
- Capital costs/equipment purchase
- Activities taking place outside of the City of Toronto, with the exception of festivals being delivered by urban off-reserve Indigenous-led organizations, that yield direct benefits for the urban Indigenous communities of Toronto

Available Funding

Funding decisions will be determined by the number of applications received and the funds within the Cultural Festivals Funding Program budget. The City of Toronto cannot guarantee funding to all eligible applicants, nor can the City ensure that the total amount requested will be awarded to successful applicants. **Annual Operating or Project Funding received in a**

previous year does not guarantee funding in subsequent years. The decision to fund all or part of an applicant's request will depend on its alignment with City of Toronto strategic priorities, assessment criteria and overall demand for funds in the program.

Assessment Process

Applications will be reviewed and scored by an advisory committee comprised of cultural sector representatives and City staff. Eligible applications will be assessed against the General Assessment Criteria outlined below. Funding recommendations will be made by the advisory committee until all available funds have been allocated in a ranked manner. It is possible that festivals may be recommended for funding but may not receive funding due to lack of available funds.

Please note that all decisions concerning eligibility and funding amounts are final.

General Assessment Criteria

Applications will be assessed against four program priorities:

- Cultural vitality
- Public impact and citizen engagement
- Organizational capacity, resiliency and public health
- Financial sustainability

When submitting the application, please provide details on how the festival or projects meets the following criteria.

Multi-Year and Annual Operating Funding Criteria

Cultural Vitality (35%)

- The applicant has a clear and compelling cultural mission for the festival demonstrating that arts and culture are core festival elements, as evidenced by the number of artists presented and the budget allocated to artist fees and expenses (industry standards can be obtained by reaching out to the organizations below).
 - Visual arts: <https://carfac-raav.ca>
 - Music: <https://tma149.ca>
 - Theatre: <https://www.caea.com>
 - Dance: <https://cadaontario.wildapricot.org/>
- The artists programmed represent Toronto's diversity and the festival has inclusive policies that support Indigenous artists and artists from equity deserving communities; the festival offers opportunities for artist development and exposure to new audiences.
- Cultural programming partners associated with the festival are well established, bring value added to the programming and include diverse and under-represented communities.
- The applicant's programming fosters creativity and cultural opportunities in the local community.
- Any virtual, online programming demonstrates the potential for a broader audience across Toronto and beyond and the opportunities for new partnerships.

Public Impact and Citizen Engagement (35%)

- The festival program enhances social equity and citizen engagement to benefit all Torontonians. There are opportunities for participation by equity deserving groups,

people of all ages, abilities, sexual orientation, gender identities, ethnicities, cultural background, religion, language, and socio-economic conditions.

- The festival has an effective and publicly available accessibility plan.
- Festival programming is expected to attract a large attendance; a significant portion of activity is free or offered at a nominal entry fee (less than \$5 per person).
- Community engagement is demonstrated by the support of local business and community partners.
- There is a viable and well-resourced volunteer program; the volunteers participate in and contribute to the planning and realization of the festival.
- Tourism and economic impact measures, if relevant.

Organizational Capacity, Resiliency and Public Health (15%)

- The applicant has the financial and human resource capacity to plan and execute the festival.
- The quality of the marketing and promotional plan.
- The quality and breadth of contingency and emergency plans e.g. meeting public health guidelines, extreme weather, violent incidents, infectious disease outbreaks, etc.
- Your board, management, and staff reflect the population of Toronto, and measures are in place to ensure diversity on the Board.

Financial Sustainability (15%)

- The organization is financially stable and demonstrates the potential for growth and/or sustainability, based on previous iterations of the festival (bearing in mind the impact of COVID).
- Applicant's proposed budget is detailed, appropriate based on the festival's history (bearing in mind the impact of global challenges in the festival production industry). Applicants must submit a budget of a previous festival for comparison.
- Funds are allocated towards health & safety and accessibility measures.
- The organization has a revenue generation strategy and diversified revenue sources.
- Internal financial controls are in place.

Project Funding Criteria

Cultural Vitality (40%)

- The applicant has a clear and compelling cultural mission for the festival, as evidenced by the number of artists and the budget allocated to artist fees and expenses.
- The artists represent Toronto's diversity and the festival has inclusive policies to support Indigenous artists and artists from equity deserving communities; the festival offers artists the exposure to new audiences.
- Any virtual, online programming demonstrates the potential for a broader audience across Toronto and beyond and the opportunities for new partnerships.

Public Impact and Citizen Engagement (40%)

- The festival program enhances social equity and citizen engagement. There are opportunities for participation by equity deserving groups, people of all ages, abilities, sexual orientation, gender identities, ethnicities, cultural background, religion, language, and socio-economic conditions.
- Festival programming is expected to attract a significant attendance; programming is free to the public or offered at a nominal entry fee (less than \$5 per person).
- Community engagement is demonstrated by the support of local business and community partners.

- There is a viable and well-resourced volunteer program; the volunteers participate in and contribute to the planning and realization of the festival.

Organizational Capacity, Resiliency, and Health and Safety (10%)

- The applicant has the financial and human resource capacity to plan and execute the festival.
- The quality of the marketing and promotional plan.
- The festival can meet health and safety guidelines

Financial Sustainability (10%)

- Applicant's proposed budget is detailed, appropriate based on the festival's history (bearing in mind the impact of global challenges in the festival production industry).
- Applicants must submit a budget of a previous festival for comparison. The organization has a revenue generation strategy and diverse revenue sources
- Internal financial controls are in place.
- Funds are allocated towards health & safety and accessibility measures.

Application Requirements

- Completed and signed Application Form (through the City's application portal, TGRIP)
- Completed and signed City of Toronto Declaration of Non-Discrimination Policy Form
- Financial/budget form
- CADAC (Canadian Arts Data / Données sur les arts au Canada) financial and statistical forms for applicants seeking Multi-Year or Annual Operating funding
- As applicable:
 - Non-profit organizations and Business Improvement Areas should attach:
 - Proof of organizational status (e.g. Letters Patent, Constitution, By-Laws)
 - List of Board of Directors/Executive and Senior Staff
 - Band council, local tribal council or other local Indigenous government (First Nations, Inuit or Métis) should attach their status documents.

All applicants intending to apply for either Multi-Year Operating or Annual Operating Funding streams must also complete financial and statistical forms on the [CADAC](#) portal. If you do not already have a CADAC account, please contact CFFP@toronto.ca to request an account. You are not able to create a CADAC account on your own.

Reporting

All funding recipients are required to submit a final report four months after the completion of the festival which should include:

1. A narrative summary of festival activities
2. Key results and achievements
3. Impacts
4. Final budget / Expense Report (including breakdown of how the funding was used)
5. Statistical information

Note that if you received funding in 2022, you must submit a final report before applying for funding in 2023.

How to Apply

The City of Toronto has initiated a new online grant portal called the City of Toronto Grants, Rebates and Incentives Portal (TGRIP). Applications will open on TGRIP on September 9, 2023, and a link will be posted online on that date.

The following are some high-level tips for using TGRIP and establishing your account:

- All applicants must complete an Organization Profile before they can apply to the CFFP or other City programs. You only need to complete this once.
- You can save drafts of your Application or Organization Profile forms and return to finish later. You do not have to complete your application in one sitting.
- Your account allows you to access your saved and submitted applications at any time.
- Others in your organization with an account can also view and edit the application before it is submitted.
- An account also allows us to send you an email confirming receipt of your application and to notify you if additional information is required to process your application.

The Organization Profile form requests information under seven categories (organized under tabs across the top of the page). Please note that this information is for your organization as a whole, and not specific to the service areas, demographics etc. of your festival application.

The TGRIP user guide is appended to these guidelines. It is recommended that you review this as you are completing your contact information, organization profile and the application itself.

For **technical** questions related to the online application, please send an email to tgrip@toronto.ca.

For **program** questions related to the Cultural Festivals Funding Program please email program staff at CFFP@toronto.ca

The City recommends that first-time applicants speak to program staff about their festival plans prior to completing an application. Please email CFFP@toronto.ca

If you are intending to apply for Multi-Year or Annual Operating Funding, you must contact program staff to ensure you have an active CADAC account. Please email CFFP@toronto.ca

Acknowledgement of Support

If you receive funding, you are required to acknowledge the support of the City on any materials, reports, events, signage or publicity using the City of Toronto wordmark.

Deadline for 2023 applications is October 14, 2023

Applications close October 14, 2023, at 11:59 pm Eastern Standard Time. Any applications received after that time will not be considered.