

**City of Toronto**

**Request for Expressions of Interest (REOI)**

**APPLICATION FORM**

**Weston Common Cultural Hub**

34 John Street, Toronto, M5V 3G6

(Ward 5 - York South Weston)

**Questions?**

Contact: Erika Hennebury, Senior Cultural Affairs Officer, Economic Development and Culture, City of Toronto Erika.Hennebury@toronto.ca

**Application Deadline:**

**October 3, 11:59 PM Eastern Standard Time (EST)**

REOI APPLICATION FORM

# *REOI APPLICATION CHECKLIST*

**Please complete this application form and submit it by email, along with all required attachments, to** **Erika.Hennebury@toronto.ca** **before 11:59 PM on October 3, 2024. Late and incomplete applications will not be considered.**

Note: Application evaluation results are the property of the City and are subject to the[*Municipal Freedom of Information and Protection of Privacy Act*](https://www.ontario.ca/laws/statute/90m56/v23) (the Act). Evaluation results may be subject to public release under the Act. City Council and individual members of the City Council have the right to view the responses, provided that their requests have been made under the Act.

**REQUIRED ATTACHMENTS:**

* Completed REOI Application Form (this form – ATTACH AS PDF)
* Completed REOI Budget Form (available on the REOI web page - ATTACH AS PDF or Excel)
* Audited financial statements (for the past two years), signed by the Auditor and two members of the Board of Directors (ATTACH PDF)
* Signed Declaration of Compliance with Anti-Harassment/Discrimination Legislation & City Policy Form – <https://www.toronto.ca/legdocs/mmis/2013/ex/bgrd/backgroundfile-58133.pdf> (ATTACH SIGNED PDF)
* Articles of Incorporation (ATTACH PDF)
* Staff list, including names, positions, and whether role is full-time or part-time (ATTACH PDF)
* Board list, including names, roles, postal codes (ATTACH PDF)

**OPTIONAL ATTACHMENTS:**

* Letters of support from community organizations, community members, partners, and/or funders in support of your application (ATTACH PDF)

# **REOI APPLICATION FORM**

### **PART 1: APPLICANT INFORMATION**

**Please complete this table. Add and edit cells as needed.**

|  |  |
| --- | --- |
| **Name of Organization:** |  |
| **Organization Mailing Address:** |  |
| **Name and Position Title of Lead Contact Person:** |  |
| **Lead Contact Phone Number:** |  |
| **Lead Contact E-mail:** |  |
| **Organization’s First Date of service (DD/MM/YY):** |  |
| **Organization's Date of Incorporation (DD/MM/YY):** |  |
| **Incorporation #:**  |  |
| **Revenue Canada Business Registration #:** |  |
| **Name/Position Signing Authority for Contracts:** |  |

1. Does your organization currently receive operating (core) funding from the City of Toronto or Toronto Arts Council?

**Answer**: YES OR NO

* 1. If yes, please indicate the funding program and annual operating grant amount. (type below)
1. Are you currently rent of lease property from the City of Toronto?

**Answer**: YES OR NO

* 1. If yes, please provide the address(es). (type below)

* 1. What is the nature of the terms of your current lease(s) with the City?
* Rent at commercial rate
* Community Space Tenancy / Below Market Rent Tenancy
* Purchase of Services
* License/Permit Agreement

### **MANDATORY ELIGIBILITY REQUIREMENTS**

The below are mandatory eligibility requirements. All requirements must be met to be eligible for consideration. Answer “YES” and delete “OR NO” to all the boxes below before proceeding with the rest of the application to confirm eligibility.

1. Is your organization incorporated as a not-for-profit corporation that is not a subsidiary or related entity of a for-profit corporation or a for-profit social enterprise?

**Answer**: YES OR NO

1. Does your organization provide arts, cultural, and/or social services and programs to Toronto residents?

**Answer**: YES OR NO

1. Is your organization in good financial standing and not in default under any existing lease, service agreement, grant, or other agreement with the City?

**Answer**: YES OR NO

1. Have you attended the REOI information session and site tour?

**Answer**: YES OR NO

### **PART 2: ORGANIZATIONAL & FINANCIAL CAPACITY (45/100 Points)**

Applicants should demonstrate substantial experience in delivering community programming, as well as strong organizational capacity, governance, and fiscal oversight. Applicants mustcomplete the REOI BUDGET EXCEL FORM and attach in PDF format.

1. Please attach a full **staff list** including names and titles, and specifying whether roles are full time or part time. (ATTACH PDF) and a **list of your board of directors**, including names, postal codes, roles, and areas of expertise (e.g., marketing, legal, finance, governance, fundraising etc.). (ATTACH PDF)
2. Please provide an organizational overview, including your history, mandate, mission, vision, and values. (type below - max. 500 words)
3. How does your organization’s mandate, mission, vision, and values align with the City’s objective to help provide affordable, accessible, and welcoming cultural space and community programs and services to the Weston-Mount Dennis community? (type below - max. 500 words)
4. Please provide a brief overview of your audited financial statements and any additional information about your organization’s financial position that supports your application. (type below - max. 200 words)
5. Please describe your organization’s financial, staffing, governance, and financial capacity to operate the Hub. (type below - max. 500 words)
6. Please describe your organization’s previous experience operating or managing community space. (type below - max. 200 words)
7. Please provide a rationale to accompany your attached 5-year Cash Flow (5 Year CF sheet in Budget Form). Explain how your organization will sustain the operating costs of the Hub. (type below - max. 500 words)
8. (OPTIONAL) If your organization is planning on renovating or undertaking substantial fit-ups to the Hub, please provide a rationale to accompany your attached Capital Budget (Capital Budget sheet in Budget Form). (type below - max. 500 words)

### **PART 3: COMMUNITY ALIGNMENT & SERVICE DELIVERY (45/100 Points)**

Applicants should demonstrate how their proposed tenancy and programming will serve the local Weston-Mount Dennis community, as well as the arts and cultural sector, and city, more broadly, by improving Hub animation, ensuring affordability, and improving discoverability of the Hub and its programming. Applicants should demonstrate how their proposed services and programs align with key community priorities and City of Toronto strategic priorities.

1. Please describe the proposed services and programs your organization will provide at the Hub. (type below - max. 500 words)
2. Please describe how the proposed services and programs align with the community’s key priorities (see REOI Guidelines, p.3, 4). (type below - max. 500 words)
3. Describe the overall impact of the proposed tenancy on the local Weston-Mount Dennis community. (type below - max. 500 words)
4. How will your organization engage local communities and artists, and partner with subtenants? Describe any local community partnerships and how you will work with community. (type below - max. 500 words)
5. How will your organization raise the profile of the Hub and make it accessible and welcoming to local community? (type below - max. 500 words)

### **PART 4: EQUITY & INCLUSION (10/100 points)**

The City of Toronto recognizes that barriers exist for many members of our city’s equity-deserving communities, particularly Indigenous communities, African, Caribbean, and Black communities, racialized communities, Deaf persons and persons with disabilities, refugees, and asylum-seekers, 2SLGBTQIA+ communities and low-income women, children, youth, and seniors.

Applicants should demonstrate how they are helping to eliminate barriers to cultural space, services, and programs faced by local equity-deserving residents and artists.

1. Please describe the steps your organization has taken to ensure it reflects the diversity of the community it serves. (type below - max. 500 words)
2. Pleasedescribe below your organization’s anti-racism, accessibility, equity, and inclusion processes and policies. Policies can be attached but are not mandatory. (type below - max. 500 words).
3. How will your organization improve access to cultural space, services, and programming for the local community, and in particular members of equity-deserving communities? (type below - max. 500 words)