

Public Program Proposal Form

Applicant Information

Applicant Type Please select one of the following two options:	
<input type="checkbox"/> Private Individual	
<input type="checkbox"/> Business/Organization This includes an individual acting in a business, professional, or official capacity. For business/organization representatives, please insert business contact information below).	
First Name	Last Name
<input type="checkbox"/> Check this box if First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name. Provide your Single Name.	
Single Name	Business/Organization Name (if applicable)
Telephone Number	Email

Background and Instructions

Thank you for your interest in facilitating a public program with the City of Toronto Archives.

The City of Toronto Archives preserves and provides access to City and non-City records that make a significant contribution to an understanding of the development of the City, its natural and built environment, and the people who lived, worked, or had an impact upon Toronto.

Public programs reflect the Archives' commitment to make the City's archival collections accessible. Each public program is built in collaboration between the program facilitator, collaborator, and/or co-creator and Archival Services to:

- be mutually beneficial.
- promote the City's archival collections and priorities.
- promote inclusion and diversity.
- encourage community participation.

Who should use this form:
 Any applicant interesting in facilitating a public program must complete this form, including City of Toronto staff, Agency and Corporation staff, and external facilitators, collaborators, and co-creators.

To complete this form:

- Populate and provide detail as prompted, describing the content, themes, and impacts of the proposed public program.
- Send the completed form and any attachments to archives@toronto.ca.
- Public programs are reviewed and selected in accordance with the Archival Public Programming Policy.

If you have questions about this form or would like accessibility supports, accommodations and/or a different format, please contact archives@toronto.ca, or (416) 397-0778.

City of Toronto Archives

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Type of Public Program

How would you like to work with the City of Toronto Archives? Exhibition, Event, Workshop, or other (please specify).

Proposed Program Name/Title

Program Background Information

Describe what the program is about and how it will be developed and delivered. (250 words)

City of Toronto Archives Connections

How does this program explore and amplify the City's archival collections and create benefit for the City of Toronto Archives?

Desired Timeline

Start Date (yyyy-mm-dd)	End Date (yyyy-mm-dd)	Are these dates flexible? (yes/no)

Additional Information from External Applicants

How did you hear about the City of Toronto Archives?

Have you partnered with the City of Toronto Archives or the City of Toronto Before? If so, please provide date(s) and project details.

Office Use Only

Date Submitted (yyyy-mm-dd)	Received by	Date Reviewed (yyyy-mm-dd)

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Notice of Collection (applicable to the collection of personal information from applicants who are private individuals)

City Clerk's Office collects Personal information on this form is collected under the authority of the City of Toronto Act, 2006, section 200(5). The information is used to process your public program proposal, for contact purposes, and aggregate statistical reporting. Questions about this collection can be directed to City Archivist, City of Toronto Archives, 255 Spadina Road, Toronto, Ontario, M5R 2V3, or by telephone at (416) 397-7979.

Business Information Notice (applicable to the collection of business identity information from applicants acting in a business, professional, or official capacity)

As stated in the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2), information collected on this form is considered business identity information. Business identity information could be publicly available and/or disclosed upon request, unless an exception applies.

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