



Hamilton

CITY ENRICHMENT FUND

Arts Creation & Presentation

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:

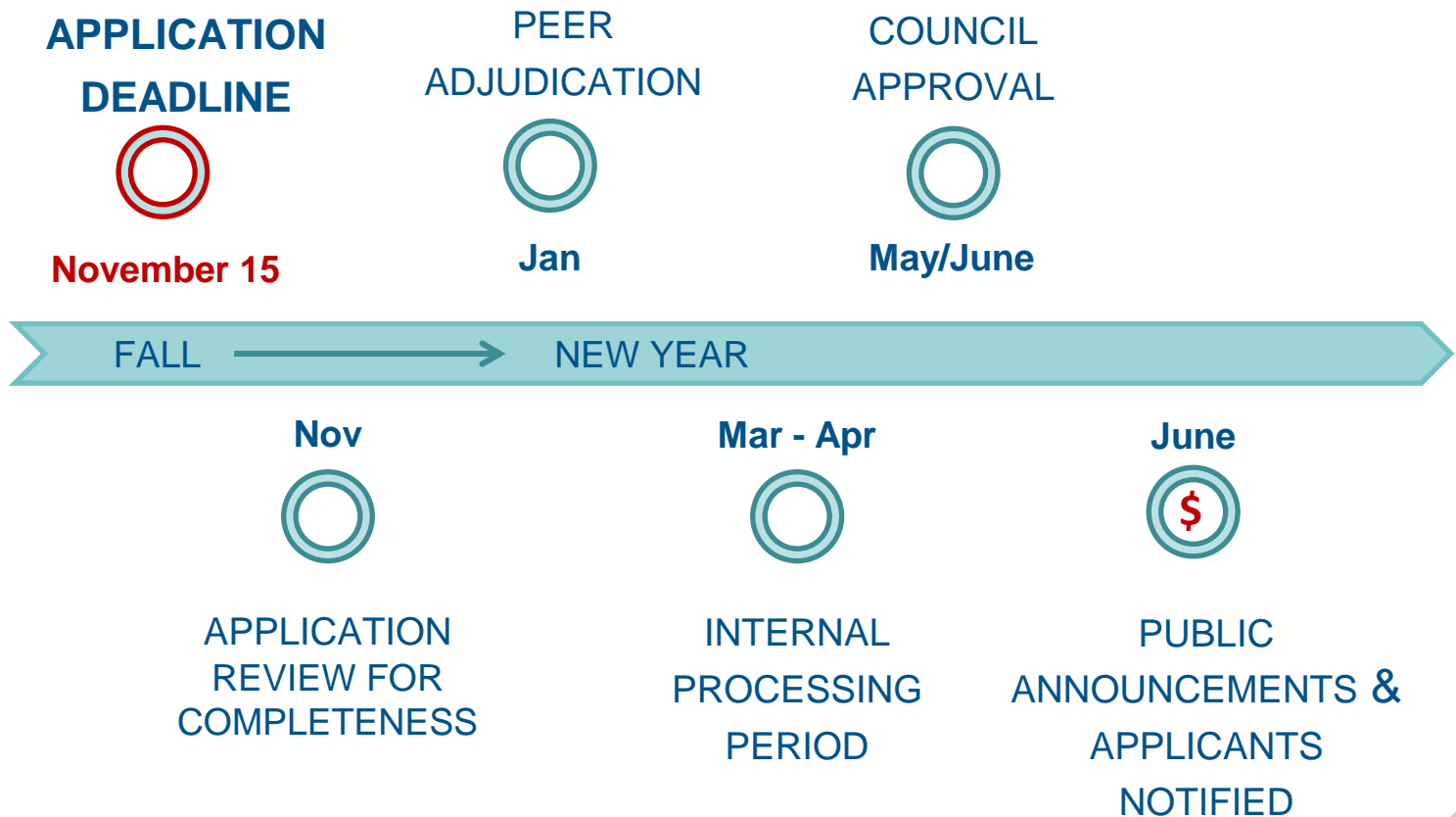
1. Agriculture
2. Arts
3. Communities, Culture & Heritage
4. Community Services
5. Digital
6. Environment
7. Sport & Active Lifestyles



CITY ENRICHMENT FUND (CEF) PROGRAM 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



ARTS CREATION & PRESENTATION



Objective

To provide the opportunity for artists to create new artistic work and to enhance public exposure to a body of work that will build and /or strengthen their careers and/or enhance the creative profile of the city of Hamilton



CREATION & PRESENTATION DATA

	2016	2017	2018	2019	2020	2021	2022	2023	2024
<i>Total Applications Received</i>	51	45	40	35	35	49	26	30	53
<i>Total Applications Funded</i>	31	26	24	15	19	18	25	28	41
<i>Total Funding</i>	\$187,466	\$186,959	\$119,757	\$96,296	\$106,395	\$96,295	\$114,793	\$133,468	\$162,892
<i>Emerging Artist Projects funded</i>	11/21	9/18	11/18	5/14	9/14	5/16	4/4	12/13	12/18
<i>Established Artist Projects funded</i>	20/30	17/27	13/22	10/21	10/21	13/33	21/22	16/17	29/35



HOW TO APPLY

- Review the CEF General Guidelines and Creation & Presentation Handbook (available online)
- Create an account (Select 'individual') or login if you already have one
- Contact your Program Manager with any questions and / or to discuss your project
- Submit before the **November 15th 4:00 pm**
- *Artistic / Public Name & Legal Name (if different)*



WHO IS ELIGIBLE TO APPLY?

- Be practicing professional artists
- Be a resident of Hamilton (minimum of 12 months)
- Specialized training in their respective field
- Be 18 years of age or older
- Projects must be presented within the city *
- COH employees must also submit a *Confidential Code of Conduct Disclosure Form*

Collectives:

- Each member of the collective must meet the definition of a professional artist
- The majority of members must reside in Hamilton
- The collective is not required to be an incorporated body
- The collective will be considered either Emerging or Established based on its forming / founding year

Artists may submit an application as part of a collective and as an independent artist within the same funding year for distinct projects.



WHO IS NOT ELIGIBLE TO APPLY?

- Amateur / non-professionals are not eligible
- Full-time students are not eligible
- Managers, agents, curators
- Artists or collectives that have received funding in the previous year.
(You may only apply in the second year after receiving a grant.)
- Projects that have been previously funded through the City Enrichment Fund



FUNDING + ELIGIBLE EXPENSES

Funding Categories

- Established Artist– up to \$10,000 max
- Emerging Artist- up to \$5,000 max

Eligible Expenses:

- Production / technical costs
- Studio / practice space rental
- Equipment purchases (max \$2,000)
- Travel costs (within Ontario)
- Residency costs*
- Artist remuneration (Emerging \$2500 max ; Established \$5,000 max)

Ineligible Expenses:

- Administration, manager, agent,
- Expenses normally assumed by presenting organizations **
- Public commission projects
- Completed projects or expenses incurred prior to funding submission
- Residencies that include academic instruction
- Fundraising- based projects are ineligible

*Residencies cannot be teaching related, must be confirmed and must provide either financial or in-kind contributions.

**E.g. shipping, marketing and advertising, publications, technical assistance.



WHAT DO YOU NEED TO SUBMIT?

- Application
Artist Statement, Project Description, Project Plan, etc.
(A copy of the application and is part of the Handbook!)
- Budget
Budgets should be realistic, balanced, and represent diverse revenue streams. CEF will not fund 100% of a project's budget.
- Support Material + Support Material List
Examples of your work (images, text, sound, video)
- CV (artistic resume)
- Project Specific Material (optional, up to 3)
Reviews, articles, letter of support, album art, press packages, project timelines, etc.



THE APPLICATION

Parts of the CEF application is shared among 7 Program Areas. Please note that where the application refers to: *Organization* that it is in fact referring to *Applicant /Artist* and *Program* references *Artist Project*.

Review the Handbook for specific notes!

- **Artistic Statement**
- **Artist Bio**
- **Provide a brief summary of your program** * This summary is published as part of the public report. Follow the format provided in the Handbook.
- **Provide a detailed description of your program** (Approx. 1000 words)
- *Consider providing details on the artistic elements AND the plan to execute your project*
 - Project description, scope and goal
 - Project plan, timeline / schedule
 - Location (if relevant / applicable)
 - Participants / collaborators (team)
- **Specify how funding will be used**
- **How does this program enrich the city? How will people experience your project?**
- **How does the proposed project advance your practice? How does this contribute to your artistic field(s)?**



THE APPLICATION – PROJECT OUTCOMES

Describe the outcomes of your program (Project Goals)

You are asked to identify 1-2 outcomes that you expect the project to achieve.

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

Outcome	Measure	Impact
Produce a new body of work.	<ul style="list-style-type: none"> Creation of 5-8 new works that I can use to advance my practice. 	With this new body of work, I plan on contacting regional and provincial galleries to earn representation and / or secure 1-2 exhibition invitations.
Increase general audience to 80 (per performance).	<ul style="list-style-type: none"> Audiences are an average of 60 people per show during the release of past work. I hope to increase my audience average to 80 people per show (#'s are captured at door. 	By focusing additional attention to marketing the release of this new album and securing shows at new venues I hope this new album increases my performing audience.
Publish novel	Solicit publishers XXX, XXX, and XXX and secure contract.	Securing a publisher would greatly increase the reach of my novel.
Screen short film	After completion of film (project proposal), receive XXX of invitations to screen film.	Proposals will be submitted to film festivals in Hamilton, Windsor/Detroit, Vancouver, Berlin which will spread awareness of my art practice internationally.

THE BUDGET

Using the CEF Budget form online enter the projected (anticipated, planned) budget for your project.

- **Revenue**
- **Expenses**
- **In-kind**
- **Brief Description – 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.



IDEA (Inclusion, Diversity, Equity & Accessibility)

The City Enrichment Fund has included two new questions to gather data on the applicants and the programs serving the community.

These questions are not scored and do not impact the outcome of your application.

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 Not relevant to Artists and Collectives. Please select Other and write N/A*



ADJUCATION PROCESS

Applications are reviewed by a panel of peer assessors using the following assessment criteria:

40% Artistic Direction

- Strength of the articulated artists statement
- Artistic credentials and experience
- The overall quality of the plan, vision and goals
- Viability of the plan (realistic goals, appropriate planning, effective budgeting)

45% Project / Artistic Merit

- Development of artistic practice
- Support material

15% Community and Creative Impact

- Contribution to the field, Hamilton's arts sector and the city of Hamilton
- Advancement of artist's practice



ADJUDICATION PERSPECTIVE

The 3 person adjudication team is made up of experienced local and regional artists, representing various artistic disciplines.

- Be sure to include information that relates and supports the *Assessment Criteria*.
- Be very clear, using simple, direct language.
- Provide information on your artistic intent.
 - Why is this your next project?
 - Who are you collaborating with, why?
- Provide information on your project's artistic merit. What do you plan to achieve through your project.

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



APPLY ONLINE

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



Additional Support:

Review the CEF General Guidelines and Creation & Presentation Handbook

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

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.



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 - QUESTION PROMPTS

The portal includes prompts to assist in answering each question.

For **Individual Artists/Collectives** applying to **Creation & Presentation**:

- Project description and plan
- Project scope and goal
- Project timeline/schedule
- Location (if relevant/applicable)
- Participants/collaborators

(Max 1000 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 – the adjudicators may not be artists in your field
- Prepare a well-researched budget, ensure it reflects the project you are proposing – don't forget the small expenses!
- Submit Support Material (examples of your work) that demonstrate your practice well and if possible, support the project you are proposing
- Get feedback from your peers and review your application before submitting



CONTACT US

Kristina Durka

Arts, and 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

Andrea Carvalho

Advisor, City Enrichment Fund & Community Outreach

Andrea.Carvalho@hamilton.ca





Hamilton

THANK YOU

