

City of Hamilton

Arts – Creation & Presentation Application Guide

City Enrichment Fund
2027

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Arts – Creation & Presentation

Application Questions

The Creation & Presentation stream accepts applications from professional artists in support of the production and disseminating of a professional artist project. This stream is the only area within the City Enrichment Fund in which individual artists may apply.

The City Enrichment Fund application is shared among 6 Program Areas (Agriculture, Arts, Communities, Culture & Heritage, Community Services, Digital, Environment, Sports & Active Lifestyles) and accepts applications mainly on behalf of organizations.

In many areas of the application, questions will refer to organizations, or recurring programs. Please note that where the application refers to:

- 'Organization' that it is in fact referring to 'Applicant / Artist'
- 'Program' references 'Artist Project'

Please refer to the application tips included within this handbook for instruction on how to complete the application as an artist.

Application Information Form

Please complete all questions within the Application Information Form.

- **Applicant Contact Information**
- **Additional Contact Information** (If applying with a collaborator, or as part of a collective you may include additional contact information)
- **Organization Name / Applicant Full Name** – Please enter your public artist name ie. Artist name, stage name, band name, collective name.
- **Is your Organization / Applicant legal name different than the above organization full name?** Yes / No
- **Organization / Applicant Legal Name** – Please enter your legal name. Please note legal names will not be publicized, however it is required for the grant payment should the application be successful.
- **Should your application be successful, under what name are you able to deposit funds?**
 - *Ensure that your artistic / performance name can legally accept funding should your application be successful. Payment will be made to the Legal Name entered here.*

- Collectives must select one member to receive the grant payment and T4A. Cheques will not issue to collectives.
- Please contact ArtsGrant@hamilton.ca with any questions.
- **Organization Establish Date** Provide the date that organization was formed / incorporated. – Please enter N/A
- **Organization Address** – Please enter your address
- **Legal Status of Organization** (select all that apply)
 - Not-for-profit – *ineligible to apply to the Arts Creation & Presentation stream*
 - Registered Charity – *ineligible to apply to the Arts Creation & Presentation stream*
 - Individual artist or collective
 - Unincorporated group with not-for-profit goals and governance structure – *ineligible to apply to the Arts Creation & Presentation stream*
- **Will the program for which you are applying take place within the city of Hamilton?** Yes / No

Program Information Form

Please complete all questions within the Program Information Form. Refer to the question prompts tips on how to answer each question.

- **Program Area:** Arts
- **Is this application for a returning program?** No, only one-time projects are eligible to apply to the Creation & Presentation stream.
- **Arts Stream:** Creation & Presentation
- **Category:** Established or Emerging
- **Program Name:** The name of your project
- **Provide a brief summary of your program** – *Please note that this description will be included in a publicly accessible City of Hamilton Council report. This description is not scored. (Max 60 words)*
 - Write in third-person perspective
 - Include information as if the reader is unfamiliar with you as an artist and your past work
 - Include the project dates and location of the project if applicable
 - Do not use acronyms of organizations or program names
 - Example:
 - *Artist / Collective Name* is an established artist. The production and presentation project, *Translations (include the title of your project)*, investigate book culture and the collection at the Hamilton Public Library. The project involves community research, and production at

the library's maker space. *Artist / Collective Name* exhibits throughout Canada.

- **Organization Mission or Mandate or Artist Statement** (Approx. 200 words)
 - Provide your artist statement
- **Provide a brief history of your organization** (Approx. 250 words)
 - Provide your artist biography
- **Provide a detailed description of your program** (Approx. 1000 words)

Consider including:

- Project description and plan
 - Project scope and goal
 - Project timeline / schedule
 - Location (if relevant/applicable)
 - Participants / collaborators
 - Duty of Care – how will you ensure your project is safe/respectful? (if relevant/applicable)
 - *Use simple, clear, and direct language. When providing reference to artistic terms, please include definitions to ensure adjudicators from another background will understand.*
- **Specify how funding from the City Enrichment Fund will be used.** (Approx. 500 words).
 - Your description should relate to the details provided in your programming description and to your proposed budget.
 - **Describe how this program can be scaled should the total funding request not be received.** (Approx. 500 words)
 - The City Enrichment Fund does not guarantee that successful applicants will receive their full grant request. Applicants are asked to confirm how they will adapt to funding amounts below their request level.
 - **How will your program increase community participation?** (Approx. 500 words)
 - Not applicable, please enter N/A
 - **What are the measurable outcomes of your program?**
 - Describe the outcome of your program to your organization and / or to the community as a direct result to your activities. Ensure that each outcome is measurable. Multiple measures for a single outcome are acceptable. If your application is successful and you receive funding, you will be required to report back on the outcomes provided.
 - Provide one to two measurable outcomes.
 - The outcomes listed should reflect the program goals in a way that can be measured and evaluated.
 - What is your desired outcome / goal?

- How will you achieve your goal and measure success?
- What is the impact on your project or artistic practice?
- Examples:
 - **Example 1**
 - **Outcome:** Produce a 5–8-piece body of work that increases my profile within the visual art sector.
 - **Measure:** Creation of 8 new works that I can use to advance my practice.
 - **Impact or Results Expected:** With this new body of work, I plan on contacting regional and provincial galleries to earn representation and / or secure 1-2 exhibition invitations.
 - **Example 2**
 - **Outcome:** Increase general audience to 80 (per performance)
 - **Measure:** 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).
 - **Impact or Results Expected:** 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.
- **Describe both formal and informal program partnerships. How do these relationships enhance your program activities?** (Approx. 300 words)
 - Not applicable, please enter N/A
- **List the team members that will ensure your program is well managed and achieves your desired goals.** Include a brief explanation of how their expertise / specialization will make your program a success. (Approx. 300 words)
 - If applicable, list project collaborators, participants, technicians, etc
 - Provide their artistic biographies and background. Include what their contribution to the project will be, and why they were selected to participate.
 - Include if their participation is confirmed or pending.
 - If the project is representing / serving specific groups, how will you ensure safety / care of all those involved?
- **How does this program enrich the city?** (Approx. 300 words)
 - How is this project unique to Hamilton?
 - Description of how people will see or experience your project.

- **Community Vision** - [Review the City of Hamilton's Community Vision that aligns with this program.](#) Which of our community priorities align with this program? (select up to three)
 - Community Engagement and Participation
 - Economic Prosperity & Growth
 - Healthy and Safe Communities
 - Clean and Green
 - Built Environment and Infrastructure
 - Culture and Diversity
- **Describe how your program is aligned with the community priorities chosen.** (Approx. 200 words)
 - Please explain how the event / activity supports between one to three community priorities.

Program / Stream Specific Questions

- **How does the proposed project advance your practice? How does this contribute to your artistic field(s)** (Approx. 300 words)
 - Contribution to the field, Hamilton's arts sector, and city of Hamilton
 - Regional, provincial, and national contributions
 - Advancement of artist's practice
- **Have you previously received a City Enrichment Fund – Creation & Presentation grant?** If yes, please explain:
 - When,
 - How is this proposed project distinct and unique from the previous project that received funding?
 - What are the new learnings / career building skills you hope to learn by undertaking this project?
- **Indicate artistic field. Select one of the following:**
 - Dance
 - Fine Craft
 - Film
 - Literature
 - Music
 - New Media
 - Theatre
 - Visual Arts
- **Use of Predictive/Generative Artificial Intelligence**
- *Applicants to the City Enrichment Fund - Creation & Presentation stream must declare if predictive/generative AI (AI) has been used in the preparation or*

submission of an application or will be used in the final artwork of the application if successful. Materials must not infringe on copyright, whether in the creation of the application, or in the final product.

- **Has predictive/generative artificial intelligence been use in the submission of this application? or will the artwork proposed within this application utilize generative artificial intelligence? – Yes/No**
- **If yes, which AI tool(s) does your application use/will your proposed project utilize?**
- **Applicants must confirm that they are not infringing on copyright in either the application submission, or the (add 'the') final artwork artistic product. If you do not know whether materials created or used through generative AI infringe copyright, it is likely that the use of those materials may infringe the copyright of others. If you are unable to confirm that you are not infringing on copyright, your application cannot be considered by CEF.– I confirm/I do not confirm, or do not know**
- *If you have described a use of AI in your project that would result in copyright infringement in the final artwork, your application may receive a DNQ (Does Not Qualify) rating.*

Budget

Budget Form

Every City Enrichment Fund application requires a completed budget that represents the project budget including all revenues, expenses, and in-kind amounts. Reference the guidelines to ensure that all expenses are eligible. A good budget is realistic, thorough, detailed, and is reflected in the application.

- Please note your CEF Request for the 2027 year in the budget form under Request Program Year Amount (\$).
 - The maximum request within the Established artist category is \$10,000.
 - The maximum request within the Emerging artist category is \$5,000.
 - CEF funding requests cannot be 100% of the proposed program and must demonstrate additional funding/revenue sources (cash only, excludes in-kind).
 - Please note that all funding sources from the City of Hamilton cannot be 100% of the Total Eligible Program Budget.
- Submitted budgets must balance.

Please note that this budget is used by all CEF program areas. Use the most appropriate line items provided in addition to the blank spaces listed as 'other.'

Revenues Example

Item	Request Program Year Amount (\$)	Previous Program Year Actuals (\$)	Brief Revenue Descriptions
CEF Request			City Enrichment Fund grant amount request
Provincial Government			
Federal Government			
Admission Fees			
Fundraising Events / Activities			
Other			

Column 1: Item – List of budget line items

Column 2: Request Program Year Amount (\$) – Provide the project budget.

Column 3: Previous Program Year Actuals (\$) – Please leave blank, as ongoing projects are ineligible.

Column 4: Name of Funding Program(s) / Brief Explanation of confirmed amounts, rentals etc.

Provide point form, brief notes to support proposed budget of line items (point form). Some examples include:

- If you are listing additional government funding you may inform us if the funds are *Pending* or *Confirmed* and the funding source *OAC, SOCAN, etc.*
- Provide a breakdown of a line item i.e. *Total admission from three shows. 3 x \$15 x 70 ppl= \$3150*

Expenses Example

Item	Request Program Year Budget Amount (\$)	Previous Program Year Actuals (\$)	Brief Expenses Descriptions
Venue Rental			
Artist Fees			
Materials			
Other			

Column 1: Item – List of budget line items

Column 2: Current Program Year Amount (\$) – Provide the project expenses.

Column 3: Previous Program Year Actuals (\$) – Please leave blank, as ongoing projects are ineligible.

Column 4: Brief Explanation of Expense Line (Budgeted vs Actuals)

Provide point form, brief notes to support proposed budget of line items (point form).

Some examples include:

- Provide information on expense items i.e. *Consultant firm, includes x amount of research hours and culminative report (\$XXX)*
- *Increased staff hours to undertake research into capacity issue, x hours of work (\$XXX)*

In-Kind Example

Item	Request Program Year Budget Amount (\$)	Previous Program Year Actuals (\$)	Brief Expenses Descriptions
Estimated Volunteer Expenses			
In-Kind Rent Expenses			
In-Kind Materials and Supplies			
Other			

In-Kind expenses will not be included in the overall eligible budget but add to the overall understanding of the program.

- Remuneration. If your project timeline is 4 months, you may breakdown the artist remuneration paid to yourself i.e. *4mnth x \$1250. (see maximums on CEF Arts web-page)*
- Provide a breakdown for collaborative artists and / or technicians i.e., *Preparator \$200, Sound Tech \$300, Actors 3 x \$500 each etc.*
- Advertising i.e., *Print: Publication ad.*

Budget Notes

If needed, please provide brief, point form notes to support the proposed budget.

- Utilize this optional text box to capture anything else you would like to share about the project budget.

Attachments

Curriculum Vitae

- **CV – 3 page maximum** (Mandatory)
 - The submitted CV should provide information regarding professional training and artistic production experience

- The submitted CV should support the selected category (Emerging or Established)
- Collectives may only submit 1 CV in support of the collective as a whole, not each individual collective member
 - CV collectives should capture past presentations / experiences of projects undertaken on behalf of the collective together.
 - Please include education and training of each individual collective member

Support Material

- **Upload Support Material / Examples of your work following the instructions below.** (Mandatory)
 - Images: Maximum file size for each file is 6 – 15 MB
 - Video and Sound: Maximum file size for each file is 15 MB (or provide a link and password to the work online)
 - Acceptable file types include MP3, HTML, MOV, MPEG, JPG, GIF, PNG
- **Support Material Support Material Guide**
 - Dance
 - Up to 3 video files, 10 minutes max.
 - Film
 - One manuscript, up to 15 pages,
 - Up to 2 video files, 10 minutes max.
 - Fine Craft
 - Up to 15 digital images
 - Literature
 - Up to 25 manuscript pages, material can be from 1 body of work or up to a maximum of 3 works
 - Music
 - Up to 2 lyric samples
 - Up to 3 audio / video files, 10 minutes max.
 - Theatre
 - One manuscript, up to 15 pages
 - Up to 2 video files, 10 minutes max.
 - Visual Art & New Media
 - Select one of the following:
 - Up to 15 digital images or
 - Up to 10 digital images, and up to 3 audio / video files, 6 minutes max. or,
 - Up to 4 audio / video files, 15 minutes max

Follow the allowable number of files per artistic discipline for your application to be eligible to proceed to adjudication.

Support Material List

- **Prepare a list to share contextual information about your support material** (Mandatory)
- Include the following details:
 - Title
 - Year
 - Medium
 - Collaborators
 - Location (if applicable)
 - Size of artwork, or duration of video / audio
 - If durational file exceeds the maximum time allotted, you may include instructions for the adjudicators to consider specific timeframes. i.e. *Watch the first two minutes, and / or listen from 3:00 – 6:30.*
 - If applicable: One sentence demonstrating how this example relates to the proposed project.

Optional – Program Specific Material:

- **You may also upload up to three other materials specific to your project / practice** i.e. Reviews, articles, letter of support, project timelines, etc.

IDEA Form

Please note: this task is not scored.

A form collecting information about the IDEA (Inclusion, Diversity, Equity & Accessibility) groups supported through City Enrichment Funds. Applicants are asked to specify the target population(s) of their programs, and equity designated groups represented within the team.

Applications are not evaluated based on this form, which serves only for data collection.

Declaration

The declaration includes terms of use and receives applicant signature(s).

- **Communications** (confirming correct email)

- **Outstanding CEF Final Reports:** Yes / No

One signature is required

Submitting Your Application

After each task is finished, please press the **‘Mark as Complete’** button. Once all tasks are marked complete, and the application is ready to be submitted, please review the application for completeness by selecting the **‘Review’** button.

Applicants will be prompted to review each page. Any incomplete question / field will be clearly marked.

After you Apply

- The application owner will receive confirmation from the portal that the application has been submitted.
- Application results, including the application score and if successful, the recommended level of funding, will be presented to the City of Hamilton Grants Sub-Committee for review and approval in spring 2027. Applications which receive a passing score in the adjudication process (above 60%), may be eligible to receive a funding recommendation dependant on the available budget.

- CEF funding may be applied to expenses incurred from January 2027-June 2028
- Funding notifications will be delivered by email. The email will include instructions to receive the funds and a timeline of when funds will be released.
- Grantees must acknowledge the support provided by the City of Hamilton through the funds received by the City Enrichment Fund in program materials and promotion.
- Creation & Presentation grantees must complete a Final Report and submit it to CEF staff by August 1st 2028. A template will be provided by the grant portal by Fall 2027. In the Final Report, grantees are required provide the following information:
 - The anticipated vs. actual program budget
 - Examples of any marketing materials, supporting documents, photos, etc., that help tell the story of the initiative and its impact.
 - A follow up on the outcomes and measures included in within the application. Grantees must report on how your project achieved this goal by describing the direct or indirect impact of the artist or the community.
 - Describe any unanticipated changes made to the delivery or implementation of the project.
 - Describe learnings from this initiative and provide recommendations to improve this initiative if the organization were to initiate it again, or if the artist was providing advice others considering a similar initiative.

Applicants that do not provide complete Final Report(s) for each program that receives CEF funding will not be eligible to apply for future CEF grants.

