

# City Enrichment Fund

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## Program Guidelines 2021



Hamilton

## **CITY ENRICHMENT FUND**

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The City of Hamilton invests in the community by providing grants through the City Enrichment Fund.

To provide greater transparency and access to the City Enrichment Fund as an overall granting program, this document consolidates the general guidelines that apply to all of its six distinct funding program areas. To acknowledge the unique needs within each of the six program areas and their funding streams, program specific handbooks provide further information.

**Applicants must consult both the general guidelines and the program specific handbooks in order to ensure all eligibility criteria are met.**

### **The City Enrichment Fund Six Program Areas**

#### **Agriculture Program**

To support organizations, events and activities that engage the public to strengthen and celebrate agriculture and its contribution to the economy and quality of life in Hamilton. To encourage action-oriented initiatives across the agriculture community that maintains and builds the strength of the sector.

#### **Arts Program**

To provide opportunities for residents of Hamilton to enjoy and actively participate in the arts while:

- Enhancing social, economic and cultural prosperity
- Building strength in the arts sector

#### **Communities, Culture & Heritage Program**

To support organizations, events and activities that engage the public in strengthening and celebrating community identity – the people, places and things that make up Hamilton.

#### **Community Services Program**

To invest in both established and emerging community programs that meet identified community needs, build community capacity, and support the new City of Hamilton's strategic priorities 2016-2025 through Our Future Hamilton - Community Vision.

Please note all new requests for funding, including previously funded Emerging Needs programs, must apply through the Emerging Needs stream.

## **Environment Program**

To invest in action-oriented initiatives that:

- Protect, rehabilitate, or enhance the natural environment
- Provide residents and visitors to Hamilton with access to natural spaces
- Reduce greenhouse gas emissions
- Address the challenges and/or build resilience to the impacts of climate change
- Strengthen the local environmental sector or local environmental organizations

## **Sport & Active Lifestyles Program**

To provide opportunities for all the people of Hamilton to enjoy and actively participate in sport while:

- Enhancing social, economic and cultural opportunities
- Building community pride and connection

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## GENERAL ELIGIBILITY

In addition to these general criteria, applicants are required to review the relevant program area handbook for additional stream specific eligibility information.

<p><b>Eligibility *</b></p> <p><i>*Note that meeting the eligibility criteria does not guarantee that you will receive funding.</i></p>	<p>The following types of organizations are eligible within the City Enrichment Fund.</p> <ul style="list-style-type: none"> <li>• Incorporated not-for-profit organizations</li> <li>• Organizations with a charitable number</li> <li>• Community associations</li> <li>• Unincorporated groups with not-for-profit goals and governance structure.</li> <li>• Creation &amp; Presentation artists and collectives (Arts Program Only)</li> </ul> <p>Funded activities <b><u>must</u></b> take place within the city of Hamilton.</p>
<p><b>Ineligible Organizations / Ineligible Activities</b></p>	<ul style="list-style-type: none"> <li>• For-profit organizations and ventures</li> <li>• Religious activities</li> <li>• Religious organizations*</li> <li>• Political parties</li> <li>• Hospitals</li> <li>• Foundations</li> <li>• Funding bodies or organizations</li> <li>• Sports Teams</li> <li>• Programs or events that promote the City of Hamilton</li> <li>• Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City or other governments, i.e. school boards, post-secondary institutions, social service organizations, hospitals, business improvement associations.</li> <li>• Fundraising activities</li> <li>• Activities that take place outside of the city of Hamilton</li> </ul> <p>* Funding requests from religious organizations and funding bodies or organizations must demonstrate clear boundaries between its religious / fundraising content and public programming in both the program details and budget.</p>

<p><b>Ineligible Expenses</b></p>	<ul style="list-style-type: none"> <li>• Capital projects*</li> <li>• Deficit reduction</li> <li>• Retroactive activity</li> <li>• HST</li> <li>• Programming outside of Hamilton</li> </ul> <p>* Environment Program Capacity Building Stream permits limited capital project expenses. Refer to the Environment Handbook for further information.</p>
<p><b>Other important criteria</b></p>	<p>Funding requests must be within the funding stream maximum and should not exceed 30% of the total program budget.</p> <p>Applicants with any outstanding City Enrichment Fund Final Reports or other requested follow up material are ineligible for subsequent funding.</p> <p>Late applications will not be accepted.</p> <p>Funding applications must not be signed by City of Hamilton employees or City Councillors. City of Hamilton employees who wish to apply to the City Enrichment Fund must contact the program manager prior to applying.</p> <p>All applicants are strongly encouraged to contact staff prior to submitting an application to discuss their program details.</p>

## **CONTACT INFORMATION**

### **Mimi John**

City Enrichment Fund Coordinator  
905.546.2424 ext. 4524  
[Grant.Coordinator@hamilton.ca](mailto:Grant.Coordinator@hamilton.ca)

## **City Enrichment Fund: Program Manager Contact Information**

### **Agriculture**

#### **Brian Morris**

Business Development Consultant  
905.546.2424 ext. 5602  
[Brian.Morris@hamilton.ca](mailto:Brian.Morris@hamilton.ca)

### **Communities, Culture & Heritage**

#### **Andrea Carvalho**

Policy Analyst – Grants  
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### **Environment**

#### **Diane Butterworth**

Clean & Green Coordinator  
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### **Arts**

#### **Andrea Carvalho**

Policy Analyst - Grants  
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### **Community Services**

Redeployed due to COVID  
Contact Grant Coordinator  
905.546.2424 ext. 4524  
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### **Sport & Active Lifestyles**

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## **IMPORTANT DATES / TIMELINE**

September 1, 2020

Application submission period open

September to October 2020

Guidelines and handbooks available online

November 2, 2020

Public information sessions / workshops

Late Spring 2021

Application deadline

Funding recommendations are submitted in a report to the Grants Sub-Committee, then to Audit, Finance and Administration with Final Approval to City of Hamilton Council

Late Spring to Early Summer 2021

Funding notifications to applicants are made following the final report approval. A funding agreement is included with notifications to successful applicants

November 1, 2021

Final Submission date for 2021 Funding Agreement Forms

## THE APPLICATION PROCESS

The City Enrichment Fund supports the City’s strategic directions - Our Future Hamilton - Community Vision by funding across a wide range of program areas. If you have read the eligibility criteria and would like to apply, familiarize yourself with the various funding streams available.

### CITY ENRICHMENT FUND REFERENCE GUIDE

The City Enrichment Fund is the overall name for the City of Hamilton’s municipal investment in a wide range of program areas that support the City’s strategic plan -Our Future Hamilton - Community Vision. It is comprised of program areas, streams, and categories / funding priorities.

**Program Areas**           The six unique sector areas are served by the City Enrichment Fund.

**Funding Streams**       Specific grants available within each program area.

**Categories**               There are categories within funding streams. Please refer to the individual program handbook for details.

ARTS	COMMUNITIES, CULTURE & HERITAGE	COMMUNITY SERVICES	SPORT & ACTIVE LIFESTYLES	AGRICULTURE	ENVIRONMENT
1. Arts Operating	1. Events & Established Activities	1. No One is Hungry or Without Shelter	1. Long Term Athlete Development Planning & Implementation	1. Programs & Events	1. Capacity Building
2. Arts Festivals	2. New Projects	2. Everyone Feels Safe	2. Sport Awareness		2. Projects & Programs
3. Capacity Building	3. Capacity Building for Cultural Organizations	3. Every Child and Family Thrives	3. Capacity Building		
4. Creation & Presentation Grants for Arts Professionals		4. No Youth is Left Behind	4. Sport Development / Inclusion		
		5. Everyone Can Age In Place	5. Accessibility		
		6. Community Capacity Grows	6. Active for Life		
		7. Everyone Has Someone to Talk To	7. Multi-Sport Hosting		
		8. Emerging Needs & Program Innovation			

**Legend:**  
**Black: Open Streams**



## Agriculture Program

- To support organizations, events and activities that engages the public in strengthening and celebrating agriculture and its contribution to the economy and quality of life in Hamilton.
- To encourage action oriented initiatives across the agriculture community that maintain and build the strength of the sector.
- To help the City of Hamilton achieve its strategic goals.

<b>Grant Stream</b>	<b>Funding Category</b>
<b>Program &amp; Events</b> To provide not-for-profit agriculture organizations with assistance towards a stable funding base to enable them to further their mission.	Not Applicable

## Arts Program

To provide opportunities for all the people of Hamilton to enjoy and actively participate in the arts while:

- Enhancing social, economic and cultural prosperity
- Building strength in the arts sector

<b>Grant Stream</b>	<b>Funding Category</b>
<b>Arts Operating</b> To provide not for profit arts organizations with assistance towards a stable funding base to enable them to further their mission.	<input type="checkbox"/> Established Professional Organizations <input type="checkbox"/> Established Semi-Professional Organizations <input type="checkbox"/> Emerging Organizations
<b>Arts Festivals</b> To enhance the ability of organizations to produce and present arts festivals that have high merit, strong impact and solid viability.	<input type="checkbox"/> Established Festivals <input type="checkbox"/> Emerging Festivals
<b>Capacity Building for Arts Organizations</b> To strengthen the relevance, responsiveness, effectiveness and resilience of arts organizations.	Not applicable
<b>Creation &amp; Presentation Grants for Arts Professionals</b> To provide the opportunity for arts professionals to create and to present a body of work that will build and / or strengthen their careers and / or enhance the creative profile of the city of Hamilton.	<input type="checkbox"/> Established Artists / Collectives <input type="checkbox"/> Emerging Artists / Collectives

## **Communities, Culture & Heritage Program**

To support organizations, events and activities that engage the public in strengthening and celebrating community identity – the people, places and things that make up Hamilton.

<b>Grant Stream</b>	<b>Funding Category</b>
<b>Events &amp; Established Activity</b> To support public participation in the celebration of community identity through related activities (e.g. programs and events) delivered by cultural organizations that provide reoccurring experiences, which have merit, impact and viability.	<input type="checkbox"/> Small Requests <input type="checkbox"/> Large Requests
<b>New Projects</b> To support new projects from cultural organizations that increase public access to cultural experiences, expressions, and content.	Not applicable
<b>Capacity Building for Cultural Organizations</b> To strengthen the relevance, responsiveness, effectiveness and resilience of cultural organizations.	Not applicable

## **Community Services Program**

To invest in both established and emerging community programs that meet identified community needs, build community capacity, and support the City of Hamilton’s Our Future Hamilton - Community Vision.

Please note all new requests for funding, including previously funded Emerging Needs programs, must apply through the Emerging Needs stream

<b>Grant Stream</b>	<b>Funding Category</b>
<b>Established</b> To provide funding stability to established community programs within identified funding priority streams a separate application is required for each program for which funding is being requested.	<input type="checkbox"/> No one is hungry or without shelter <input type="checkbox"/> Everyone feels safe <input type="checkbox"/> Every child and family thrives <input type="checkbox"/> No youth is left behind <input type="checkbox"/> Everyone can age in place <input type="checkbox"/> Community capacity grows <input type="checkbox"/> Everyone has someone to talk to
<b>Emerging Needs</b> To foster community programs that identify new emerging community needs, underserved target groups/areas, or service delivery innovation	Not applicable

## **Environment Program**

To invest in action-oriented initiatives that:

- Protect, rehabilitate, or enhance the natural environment
- Provide residents and visitors to Hamilton with access to natural spaces  
Reduce greenhouse gas emissions
- Address the challenges and/or build resilience to the impacts of climate change
- Strengthen the local environmental sector or local environmental organizations

<b>Grant Stream</b>	<b>Funding Category</b>
<b>Capacity Building</b> To strengthen the relevance, responsiveness, effectiveness and resilience of environmental organizations.	Not Applicable
<b>Projects &amp; Programs</b> To support projects and programs that promote clean air, water, and soil, protect and enhance biodiversity, provide access to natural spaces, and address the challenges of climate change, either by reducing greenhouse gas emissions or by building resilience to climate change impacts.	Not Applicable

## **Sport & Active Lifestyles Program**

To provide opportunities for all the people of Hamilton to enjoy and actively participate in sport while:

- Enhancing social, economic and cultural opportunities
- Building community pride and connection

<b>Grant Stream</b>	<b>Funding Category</b>
<b>Long-Term Athlete Development (LTAD / PD) Planning &amp; Implementation</b> To enable sport organizations to further their mission and align with their provincial and / or national body's Long-term Athlete / Player Development model.	Not Applicable
<b>Sport Awareness</b> To enhance the ability of organizations to grow, develop and promote programs with high merit and strong impact.	Not Applicable
<b>Capacity Building</b> To strengthen the relevance, responsiveness, effectiveness and resilience of sport-related organizations.	Not Applicable
<b>Sport Development / Inclusion</b> To engage marginalized populations by supporting creative and visionary projects	Not Applicable

<p>that use sport as the mechanism for something greater than itself.</p>	
<p><b>Accessibility</b>          To increase participation and engage persons with disabilities that would not otherwise be able to participate in sport or physical activities through enhancing the resources in collaboration with community partners.</p>	<p>Not Applicable</p>
<p><b>Active for Life</b>          To provide the opportunity for new and expanding programs for a targeted population that will build and/or strengthen physical literacy skills and support healthy, active lifestyles.</p>	<p>Not Applicable</p>
<p><b>Multi-Sport Hosting</b>          To provide the opportunity for organizations to host Multi-Sport competition / tournaments and larger events that will showcase Hamilton as a Canadian Sport for Life community. The event must align with the Long-Term Athlete Development model.</p>	<p>Not Applicable</p>

## **HOW TO BEGIN**

The application process is similar across all program areas. To begin read through these guidelines and the program handbook specific to the funding stream you would like to apply to.

**The program specific handbooks provide additional eligibility criteria, eligible expenses, information regarding the application questions, and the criteria used to assess your application**

## **APPLYING ONLINE**

City Enrichment Fund applications must be submitted online at [www.hamilton.ca/cityenrichmentfund](http://www.hamilton.ca/cityenrichmentfund). Applicants are able to create a profile, review applications, find application handbooks, upload support material and attach documents on the online submission platform.

Browser requirements:

- Internet Explorer 9.0 and above
- Microsoft Edge
- Firefox 4.0 and above
- Safari 5.0 and above
- Chrome 4.0 and above

Please note application will not currently run on the Microsoft Pocket PC.

Applicants out of country will not be able to access the application form on-line for security safety.

## **The Application**

### **Components of the Grant Application**

*Remember to reference the program specific handbook for detailed information.*

*Note that all word counts are approximate.*

<b>Application Section</b>	<b>Content or Information requested</b>
<b>Organization/Applicant Information</b>	<ul style="list-style-type: none"><li>• Please select the CITY ENRICHMENT FUND Program Area and stream.</li><li>• General organization / applicant information and contact</li><li>• Organization mandate or Mission Statement or Artistic Statement</li></ul>

	<ul style="list-style-type: none"> <li>• Organization History or Artist Bio</li> </ul>
<b>Organizational Overview</b>	<ul style="list-style-type: none"> <li>• Program Budget Form Upload</li> <li>• Legal status</li> </ul>
<b>Program Information</b>	<p>Provide details of your program*, specific funding use, community benefits, program outcomes, and community partnerships, etc.</p> <p>For a detailed description, consult the relevant program and program specific Handbook.</p> <p><i>*The term Program is inclusive of operations, projects, activities, events, and initiatives</i></p>
<b>Your Program and the City's Strategic Plan</b>	Align your program with the City's Strategic Plan through Our Future Hamilton - Community Vision.
<b>Program Specific Questions</b>	For the program specific questions, consult the relevant program specific handbook.
	<b><u>NOTE: WORD COUNTS ARE APPROXIMATE.</u></b>
<b>Attachments</b>	<p>General List of support material. Refer to the program specific handbook for specific requirements.</p> <ul style="list-style-type: none"> <li>• Board of Directors list</li> <li>• Staff list</li> <li>• Audited Financial Statements*</li> <li>• Program Marketing Documents (brochures, pamphlets, posters, etc)</li> <li>• Program specific material</li> <li>• CV</li> </ul> <p>*Audited Financial Statements are required for grant requests greater than or equal to \$30,000. Please consult the program specific handbook for requirements.</p> <p><i>Do not submit originals. The City Enrichment Fund is not responsible for the loss or damage of support material submitted.</i></p>
<b>Declaration</b>	<p>Declaration, terms of use, applicant signature(s)</p> <p>*The City's investment is not to exceed 30% of the total initiatives budget per calendar year. The Recipient will track funding from all departments of the City (departmental budgets, Councillor contributions; area rating etc.) and immediately inform the City Enrichment Fund Coordinator if funding exceeds the 30% rule from all sources within the City budget in a calendar year to discuss a repayment plan.</p>

## **PROGRAM BUDGET**

In addition to financial statements, every City Enrichment Fund application requires a completed budget that represents the entire program including all revenues, expenses, and in-kind amounts. Reference the guidelines and handbook to ensure that all of your expenses are eligible. A good budget is realistic, thorough, detailed, and is reflective of your application.

You must use the budget form provided (MS Excel file). You will need to download the blank form, complete all required and relevant sections, save and upload your budget as part of your online application. Instructions are provided within the budget form.

## **THE ADJUDICATION PROCESS**

The adjudication process begins immediately after the submission deadline. Staff begin by reviewing applications for completeness and eligibility. **Ineligible and incomplete applications will not be assessed.**

Applications are assessed based on the assessment criteria **specific to each program area and funding stream.**

**You MUST consult the relevant program Handbook for the specific assessment criteria and weighting**

## **WHO REVIEWS THE APPLICATIONS?**

Applications must demonstrate good use of public funds. They are assessed according to program area, stream, and category. For example, organizations applying within the *Agriculture Program & Events* category will be assessed in the context of applications from other established agricultural organizations. Adjudication panels review each application, including attached documents against the assessment criteria.

Adjudication panels are composed of selected City of Hamilton staff (or relevant sector based individuals) based on their familiarity with the specific program area and fair-mindedness. In cases of unique or unforeseen circumstances, a two-person adjudication panel is acceptable.

Arts adjudication panels are composed of peer assessors and staff from the Tourism and Culture Division. Participants on the assessment panel will be selected based on familiarity with the arts sector and fair-mindedness and may be chosen from across the province if required.

The names of all adjudicators are published on the City of Hamilton website.

Peer assessors are required to complete a conflict of interest form which is maintained by the City Enrichment Fund program area manager. City staff who act as adjudicators are covered by

the City's Conflict of Interest policy and are responsible for informing the program area manager of any direct or indirect conflict of interest.



## **ADJUDICATION PROCESS**

1. Adjudicators receive all of the application material for review.
2. A financial analysis is completed on all financial information.
3. The financial reports inform the adjudication panel on the financial health of an organization.
4. Prior to a team adjudication meeting, adjudicators first review each application independently to provide initial scores.
5. A passing score for an application is 60. A score of 60 or above does not guarantee a recommendation of funds.

## **APPLICATION SCORING**

A panel of adjudicators assess the applications based on the assessment criteria specific to each program area, determining a final score. The application final score will have a direct impact on staff recommendations and funding outcomes. A passing final score of 60 or above will qualify, but not guarantee the application for possible funding. The applications will be categorized into one of three categories based on the final score:

- Excellent Application (Final score 80 or above): Applicant demonstrates strong program merit and alignment to the City of Hamilton's strategic funding priorities. Staff will be prioritizing these applicants for funding consideration.
- Fair Application (Final score between 60 and 79): Applicant demonstrates good program merit and alignment to the City of Hamilton's strategic funding priorities. Staff will recommend funding to these applicants, prioritizing higher scoring applications until program area funds are exhausted.
- Failed Application (Final score below 60): Applicant fails to demonstrate program merit and / or alignment to the City of Hamilton's strategic funding priorities. Staff will not recommend funding to these applicants.

In addition to the final score, the status of the applicant as a New or Returning program will also have funding implications. A Returning program may be prioritized over a New program in order to ensure the Returning program's long-term viability.

## **APPROVAL PROCESS**

1. The adjudication panels' findings inform recommendations developed by City of Hamilton staff.
2. City staff will prepare a report containing a summary sheet for each application that contains the names of the organization and program, the funding request, the previous year's funding amount, the program budget, the funding recommendation, and a brief program summary.
3. The report will be reviewed by the Grant Sub-Committee for approval.

4. The report is then submitted to the Audit, Finance and Administration Committee for approval.
5. Final approval of the report is made by City Council.

**Funding amounts for grants is dependent on the available budget of the City Enrichment Fund as well as the amount allocated in each program area.**

## **NOTIFICATIONS**

All City Enrichment Fund applicants are notified with the result of their application(s) by the Grants Coordinator. Following City Council approval, notifications are distributed via email. Successful applicants will receive an agreement form to initiate payment of funds.

## **SUCCESSFUL APPLICANTS**

### **FUNDING AGREEMENT**

A funding agreement (contract) is required from all applicants receiving funding from the City of Hamilton.

- Successful applicants will receive a funding agreement included with their notification letter.
- The form must be filled out, signed, and returned to the City Enrichment Fund coordinator in order for funding to be processed.
- Funding will not be released without the receipt of a signed agreement.
- City Enrichment Fund agreement forms may be submitted at any time after notifications, but no later than the submission deadline.
- The agreement form outlines the terms and conditions of funding.

### **PAYMENT PLAN**

Upon City Council approval and the receipt of the signed City Enrichment Fund funding agreement, the following payment plan will apply:

<b>Funding Amount</b>	<b>Payment Schedule</b>
\$0 - \$10,000	Paid out 100%
\$10,001 - \$100,000	Paid 80% on Council Approval; 20% November 1 <sup>st</sup>
Over \$100,000	Paid monthly

### **REPORTING REQUIREMENTS**

- Reporting requirements and forms will be distributed by program managers.
- Grant recipients must submit a report and demonstrate that grant funds were spent on programming as described in the application.

**Final Reports may include the following information:**

- Financial information with actual program costs
- Statistics
- Program summary
- Results of measurable outcomes
- Summary of CITY ENRICHMENT FUND acknowledgment

All final reports must be submitted before subsequent grant applications can be approved. Non-Returning applicants will be required to submit a complete final report for audit purposes.

<b>Program Areas</b>	<b>Reporting Requirements and Deadline</b>
<b>Agriculture</b>	Report required: Due February 1 <sup>st</sup> annually
<b>Arts</b>	Report required: Due February 1 <sup>st</sup> annually
<b>Communities, Culture, &amp; Heritage</b>	Report required: Due February 1 <sup>st</sup> annually
<b>Community Services</b>	Report required: Due April 30 <sup>th</sup> annually
<b>Sport &amp; Active Lifestyles</b>	Report required: Due February 1 <sup>st</sup> annually
<b>Environment</b>	Report required: Due February 1 <sup>st</sup> annually

## **GLOSSARY OF TERMS**

### **Introduction**

These definitions have been prepared by the City of Hamilton to provide additional clarity around the terms used in the City Enrichment Fund program. Please note that the language and definitions used are intended to be as inclusive of the breadth and depth of each funding sector and may differ from definitions used by other funding programs.

### **General**

#### **Activity**

Activities includes programs and / or events that have general appeal, a theme of interest, a public profile and public access on a free and / or paid basis. Activities must occur on a reoccurring basis, e.g. annual or seasonally.

#### **Agriculture Organization**

An agriculture organization has a mandate or mission to encourage an awareness of agriculture and to promote improvements in the quality of life of persons living in an agricultural community. For the purposes of this program, Agriculture Organizations may include farmers' markets, community gardens and horticulture societies

#### **Artist - Amateur / Non Professional Artist**

An individual who undertakes artistic activity for personal pleasure and / or recreation without an expectation of financial gain.

#### **Arts Professional**

An individual who has professional experience in the creation, production and / or presentation of the arts.

#### **Amateur / Non Professional Arts Organization**

An amateur/non-professional arts organization is generally led by volunteers who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

#### **Artistic Merit**

The City of Hamilton recognizes that all artists strive for excellence in their work. The fact that everyone experiences artistic work in his / her own way can make the assessment of artistic merit challenging. Three dimensions will be considered when assessing artistic merit:

- Idea – the intention or artistic impetus behind the work
- Practice – the effectiveness of how the work is put into practice and the impact it has on those experiencing it
- Development – the contribution the work makes to the development of the artist, the art form and the arts sector

#### **Arts Festival**

A festival is a collection of arts activities presented over a set period of time with some theme of interest. A festival may be devoted to one or more arts disciplines and can be produced annually, on a reoccurring basis, or one-time. A festival has general appeal, public profile and public access on a free and/or paid basis.

### **Arts Organization**

An arts organization has a mandate and a mission to create, produce, present, and/or disseminate art in one or more artistic discipline.

### **Assessment / Adjudication**

An evaluation of the submitted application made by an adjudicator, and/or adjudication panel comprised of professionals currently practicing and/or knowledgeable in a discipline relevant to the applications being considered. Applications are assessed using assessment criteria as identified in these guidelines.

### **Capacity Building**

A process that strengthens four interrelated pillars – the relevance, responsiveness, effectiveness and resilience of organizations.

### **Capital**

Capital assets are tangible assets that a business requires in order to operate. Capital assets are not intended for sale and usually have lifespans of a year or longer (ie. land, building, machinery, furniture, etc.)

### **Capital Improvement**

A capital improvement is the addition of a permanent structural change or the restorations of some aspect of a property that will either enhance the property's overall value, prolongs its useful life, or adapt it to new uses.

### **Collective**

A collective is defined as a group of two or more artists working together under a group name, either on a single project or on an ongoing basis.

### **Community**

A group of people bound by common beliefs, values or interests, ethnicity or place of origin, geography or other self-identified commonality.

### **Community Identity**

The unique people, places and things that honour Hamilton's past, celebrate its present and envision its future.

### **Community Impact**

The way in which local residents, organizations and businesses are involved with the activity. Involvement can include volunteers, participants, audience members, partners, sponsors, etc.

### **Cultural Organization**

A cultural organization has a mandate and a mission to preserve, research, document, interpret, celebrate and / or disseminate community identity – the people, places and things that make up the city of Hamilton.

### **Emerging Artist**

An artist who is at an early stage in their career, who has specialized training in the art form, and who has created a modest body of artistic work. Typically emerging artists have been practicing professionally for less than seven years.

### **Emerging Arts Organization**

An emerging arts organization is a not-for-profit professional or semi-professional arts organization that has been incorporated for between one and four years and has a history of sustained activity on an annual basis.

### **Established Artist**

An artist who has developed skills through training and / or practice in an arts discipline, has a significant history of professional public exposure and presentation, is recognized by their peers, and is paid professional fees. Typically established artists have been practicing professionally for seven years or more.

### **Established Arts Organization**

An established arts organization is a not-for-profit professional or semi-professional arts organization that has been incorporated for five or more years and has a history of sustained activity.

### **Environmental Organization**

An environmental organization has a mandate and a mission to protect, rehabilitate, or enhance the natural environment.

### **Event**

A one-off single activity, occurrence or celebration, typically taking place over a concentrated period of time, such as a few hours. Examples of events are rallies, demonstrations, single performances or other single artistic activities.

### **Economic Impact**

Economic Impact is the effect a particular program, festival, or event may have on the economy (neighbourhood or city). Direct and indirect results can be measured in the changes to employment, membership, spending, participation, etc.

### **Grant**

A sum of money given by the City of Hamilton for a particular purpose.

### **Capital Grant**

A capital grant provides financial support towards building upgrades and technical or specialized equipment.

**In-Kind**

A contribution of equipment, supplies, resources, volunteer time, or other tangible resource. In-kind contributions are given a fair-market monetary value.

**Not-for-profit**

Is an organization who:

- Is dedicated to purposes other than pursuing a profit,
- Is a corporation without share capital, which means that the corporation does not issue ownership shares,
- May not distribute any profits to its members, directors or officers,
- Must use any profit exclusively for its not-for-profit purposes, and,
- Includes both charitable and non-charitable organizations.

Organizations may demonstrate their non-profit status through letters patent or a combination of organizational documents.

**Operating Grant**

An operating grant provides support for the day-to-day costs of running a not for profit organization as it fulfills its mission. Operating funding cannot be used for capital expenses.

**Peer Assessor**

A professional in a specific sector with specialized knowledge and experience in one or more area and / or disciplines.

**Peer Assessment**

Peer assessment is an evaluation of the submitted application made by an assessor, and / or assessment panel comprised of knowledgeable representatives of a specific sector who may be currently working / practicing in that sector.

**Project Grant**

Project grant programs provide one-time funding for time-limited projects.

**Professional Arts Organization**

A professional arts organization is led by arts professionals who observe best practices and pursue standards of excellence within their discipline. Professional organizations are those who work with other arts professionals whom they pay, at minimum standard fees, for the artistic work.

**Professional Services / Consultant**

Fees paid to outside professionals for expertise; consultants, branding agencies, specific support workers, website designers. These professionals are considered experts in their field and your organization or its parenting company do not have the expertise to provide this specific service. Contracts with program providers, facilitators or presenters are not allowed.

**Public Access**



Public access implies that any member of the public may attend or participate whether the activity is free or an admission fee is charged. Events where membership is required to participate do not meet the definition of public access.

**Rural**

The area within the municipal boundary of the City of Hamilton but outside of the urban boundary.

**Semi-Professional Arts Organization**

A semi-professional arts organization is generally led by arts professionals who pursue standards of excellence within their discipline and includes participants who are not generally paid for the artistic work they do within the organization.

**Sport Organization**

A sport organization has a mandate and a mission to create and provide organized sport opportunities.