



Hamilton

City Enrichment Fund

Arts Program

Objective

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

All programs funded through the Arts Program will support Hamilton's community vision, Our Future Hamilton. [Learn more about Our Future Hamilton here.](#)

How to apply for a grant

- Read the **City Enrichment Fund Guidelines** and the **Arts Handbook** for details about the program, stream objectives, eligibility and criteria.
- Attend a **Creation & Presentation** Information Session and / or contact Arts Program Manager- Andrea.Carvalho@hamilton.ca
- Use the **Application Details** section to complete the application.
- Upload all documents (use the checklist to confirm that you have submitted all attachments).

CREATION AND PRESENTATION FOR ARTISTS

Creation & Presentation - Arts Program

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.

Description

This funding stream provides project grants to artists who have an independent arts practice in any arts discipline, for the creation of new artistic work and its public presentation in Hamilton and further afield.

Funding Categories

Established Artists

Definition	Open to any 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.
Maximum Funding	Up to 30% of project expenses to a maximum of \$10,000
Assessment Weighting	45% Artistic direction 45% Project / Artistic Merit 10% Community and Creative impact

Emerging Artists

Definition	Open to any artist at the early stage in their career, who has received specialized training in their art form and who has created a modest body of artistic work. Typically, emerging artists have been practicing professionally for less than seven years.
Maximum Funding	Up to 30% of project expenses to a maximum of \$5,000
Assessment Weighting	45% Artistic direction 45% Project / Artistic Merit 10% Community and creative impact

Creation and Presentation Guidelines

These guidelines are in addition to the general CEF guidelines and eligibility criteria

<p>Eligibility</p>	<p>Applicants must:</p> <ul style="list-style-type: none"> • Be practicing professional artists • Be a resident of Hamilton with a minimum of 12 months residency at the time of submission. <i>Please note that the City reserves the right to require proof of residency</i> • Have specialized training in their respective field (not necessarily in academic institutions) and be recognized by their peers • Be 18 years of age or older <p>Collective: Artist collectives are eligible to apply for a work of creative collaboration and presentation.</p> <p>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.</p> <ul style="list-style-type: none"> • Each member of the collective must meet the definition of a professional artist • Each member must be 18 years of age or older • 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 <p>Collectives must designate a single member to be responsible for receiving funds and a T4A for a successful application.</p> <p>Artists may submit an application as part of a collective and as an independent artist within the same funding year for distinct projects.</p> <p>Artists or collectives may only receive Creation & Presentation funding once every two years.</p> <p>City of Hamilton employees who wish to apply to the Creation & Presentation stream must also submit a <i>Confidential Code of Conduct Disclosure Form</i>.</p>
<p>Ineligible Applicants</p>	<p>In addition to the general CEF ineligible criteria:</p>

	<ul style="list-style-type: none"> • Amateur / non-professionals are not eligible • Full-time students are not eligible • Managers, agents, curators
Eligible Projects	<ul style="list-style-type: none"> • The creation and presentation of new work. (The City will make no claim of ownership for work created with funding through this funding stream.) • The presentation of work, with a focus on new work
Ineligible Projects	<ul style="list-style-type: none"> • Projects that have previously received Creation & Presentation funding • Commissioned work • Projects where artistic creation and presentation are not central to the project • Professional development and training • Retroactive activity • Educational projects
Eligible Expenses	<ul style="list-style-type: none"> • Materials • Production / technical costs • Studio or practice space rental or fees • Equipment purchases (maximum \$2,000) • Equipment rental • Promotion (marketing materials, advertising, printing and other promotional costs) • Travel costs, must specify. (Travel is limited to within Ontario.) • Residency costs (residencies cannot be teaching related; residencies must be confirmed and must provide either financial or in-kind contributions) • Artist remuneration (Emerging artists \$2500 maximum; Established artists \$5,000 maximum) <p>Successful applicants will be required to provide expense receipts of \$500 or greater with their final report. It is recommended that all project receipts are kept for your records.</p>
Ineligible Expenses	<ul style="list-style-type: none"> • Administration, manager, agent, curatorial fees • Equipment purchases (exceeding \$2,000) • Expenses normally assumed by presenting organizations (e.g. shipping, marketing and advertising, publications, technical assistance)

	<ul style="list-style-type: none"> • Public commission projects • Completed projects or expenses incurred prior to funding submission • Residencies that include academic instruction
Financial Reporting	<p>Successful applicants must provide their nine digit SIN number along with the Funding Agreement Form.</p> <p>Following the grant period successful applicants are required to submit a Final Report outlining the results of their project and a final budget with the project 'actuals'.</p> <ul style="list-style-type: none"> • All expense budget line items greater than \$500 will require receipts to be submitted with the final report. • Please note that all project receipts must be maintained and provided to staff upon request.
Assessment Criteria	<p>All applicants must be able to demonstrate good use of public funds. The applications will be assessed according to:</p> <p>40% Artistic Direction as demonstrated by:</p> <ul style="list-style-type: none"> • 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) <p>45% Project / Artistic Merit as demonstrated by:</p> <ul style="list-style-type: none"> • Development of artistic practice • Support material <p>10% Community and Creative Impact as demonstrated by:</p> <ul style="list-style-type: none"> • Contribution to the field, Hamilton's arts sector and the city of Hamilton • Advancement of artist's practice

Online recommendations

Please turn off compatibility mode if you are using Internet Explorer as it may render false findings.

Creation & Presentation Application

- You are responsible for providing all the information and attachments requested.
- The City Enrichment Fund will make decisions regarding your eligibility based on the information provided in your application.

The City Enrichment Fund application is shared among 6 Program Areas (Arts, Environment, Sports, etc.). Therefore please note that where the application refers to:

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

Page: Organizational Information / Applicant Artist Information

Select the CEF Program Area and stream – *Art > Creation & Presentation*

1. Applicant contact
2. Organization Overview / Applicant Information

2. Organization Overview / Application Information (Individual Artists)

Organization Full Name:*

Is your organization legal name different than the above organization full name*? Yes No

Legal Name:*

Payable to* Organization name Organization legal name

- *Organization Full Name (Your Name or Collective's Name)*
- *Is your organization legal name different than the above organization full name? Y/N*
 1. **Ensure that your artistic / performance or collective name can legally accept funding should your application be successful. Payment will be made to the Legal Name entered here.**
 2. **Collectives must select one member to receive the grant payment and T4A. Cheques will not issued to collectives.**
- 3. Organization Information **(Provide your mailing or studio address)**
- 4. Head Office Address **(Provide your mailing or studio address)**
- 5. Mailing Address **(Provide your mailing address)** and *Organization Established Date***(Insert Nov/1999)**

6. Artistic Statement or Organization mandate or mission (**Approx. 200 words**)
7. Artist Bio or Provide a brief history of your organization – include important milestones and / or changes to the organization’s direction over time. (**Approx. 250 words**)

Page: Organizational Overview

1. Confirmation of 30% funding maximum
2. Provide the organizations legal status details (select “Individual Artist or Collective”)
3. Confirmation of program delivery in Hamilton

Page: Program Information

Name of program: Insert either “Emerging Artist Project” or “Established Artist Project”

1. **Grant request:** *Requests should not exceed 30% of the total program budget*
2. **Total program budget:** This must match the total amount in the budget sheet
3. **Did you receive funding for this program last year?** Yes / No
4. a. **Provide a brief summary of your program in 100 words max.**
This description will be published as part of your organization’s City Enrichment Fund Application Summary Report and is not scored (please note this response forms a part of a public facing document). Please use the example as a guide.

e.g. *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.

4. b. **Provide a detailed description of your program (Approx. 1000 words)**
 - Project description and plan
 - Project scope and goal
 - Project timeline / schedule
 - Location (if relevant / applicable)
 - Participants / collaborators
4. c. **Specify how funding from the City Enrichment Fund will be used.**
Your description should relate to the details provided in your programming

description and to your proposed budget.

4. d. **How will your program increase community participation**

Not Applicable (n/a)

4. e. **Describe the outcome of your program to your organization and / or to the community as a direct result of your project. Provide 1-2 measurable outcomes.**

The outcomes listed should reflect the project goals in a way that can be measured and evaluated.

- What is your desired outcome/goal?
- How will you measure your success?
- What is the impact or on your project or practice?

Examples :

OUTCOME	MEASURE
Produce a 5-8 piece body of work that increases my profile within the visual art sector.	<ul style="list-style-type: none"> • Creation of 8 new works that I can use to advance my practice. <p>With this new body of work, I plan on contacting regional and provincial galleries to earn representation and / or secure 1-2 exhibition invitations.</p>
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). <p>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.</p>

4. f. **Describe both formal and informal program partnerships. How do these relationships enhance your program activities? (Approx. 300 words)**

Not Applicable (n/a)

4. g. **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 bio's and background.

4. h. **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 work

Page: Your Program and the City's Community Vision

Review the City of Hamilton's Community Vision that aligns with this program.

1. Which of our community priorities align with this program? (check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Community Engagement and Participation | <input type="checkbox"/> Clean and Green |
| <input type="checkbox"/> Economic Prosperity & Growth | <input type="checkbox"/> Built Environment and Infrastructure |
| <input type="checkbox"/> Healthy and Safe Communities | <input type="checkbox"/> Culture and Diversity |

2. Describe how your program is aligned with the community priorities chosen. (Approx. 200 words)

Page: Program Specific Questions

1. Indicate your funding category – select one of the following

- Established Professional Organization / Artist
- Established Semi-Professional Organization
- Emerging Organization / Artist

2. Describe your organizational plans for the funding year. (Approx. 300 words)

Not Applicable (n/a)

3. Artists- Individuals

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 the city of Hamilton
- Regional, provincial, and national contributions / recognition
- Advancement of artist's practice

4. Indicate artistic field. Select one of the following.

- | | |
|------------|------------|
| Dance | Film |
| Fine Craft | Literature |
| Music | New Media |
| Theatre | Visual Art |

Support Material Information:

UPLOAD Support Material / Examples of your work using the online table.

- Images: Maximum file size for each file is 6 or 15 MB
- Video and Sound: Maximum file size for each file is 15 MB
- Acceptable file types include; AVI, MP2, MP3, HTML, MOV, MPEG, PSD, PUB, JPG, JPEF, GIF, PNG
- Prepare your Support Material List and attach it to your application using the *Program Specific Material* option found on the next application page. Include:
 - Title
 - Year
 - Medium / Collaborators
 - Location (if applicable)
 - Size or Full length

- You will be prompted to upload your support material using the online table
- Follow the allowable number of files per artistic discipline in the following chart:

Dance	Up to 3 video files, 10 minutes maximum
Film	One manuscript, up to 15 pages maximum Up to 2 video files, 10 minutes
Fine Craft	Up to 15 digital images
Literature	Up to 25 manuscript pages, material can be from 1 body of work up to a maximum of 3
Music	Up to 2 lyric samples Up to 3 audio / video files, 10 minutes maximum
Theatre	One manuscript, up to 15 pages maximum Up to 2 video files, 10 minutes
Visual Art & New Media	Up to 15 digital images or
Select one of the following	Up to 10 digital images and up to 3 audio / video files, 6 minutes maximum or
	Up to 4 audio / video files, 15 minutes maximum

Page: Attachments

- Board of Directors list (**Not Applicable – DO NOT SUBMIT**).
- Staff list (**Not Applicable – DO NOT SUBMIT**).
- Audited Financial Statements (**Not Applicable – DO NOT SUBMIT**).

- Program Marketing Material (if applicable). Poster, flyer, pamphlet.
- Program Specific Material **(Mandatory)**. Upload Support Material List here. You may also upload up to 3 other material specific to your project / practice e.g. Reviews, articles, letter of support, project timelines, etc.
 - Support Material List:
 - Title
 - Year
 - Medium / Collaborators
 - Location (if applicable)
 - Size or Full video / sound length
- CV **(Mandatory)**. 3 page maximum.
- Program Budget Form **(Mandatory)**. Must use the provided CEF Budget template*. *It is strongly recommended that budget notes are provided under Column D.*

Page: Declaration

1. **Have you received funding from other sources within the City of Hamilton? Yes / No**
2. **Declaration**
3. **Municipal Freedom of Information and Signatures**
Only 1 signature is required. Print your name and select Acknowledged.

Submitting Your Application

Once you are ready to submit the application, you are required to first review it for completeness by selecting **'Review'** (bottom right). You will be prompted to review each page. Any incomplete question / field will be clearly marked.

It is recommended that a copy of the application is saved for your records. Select the **'Print'** option to save a pdf copy.

When the review is complete, the bottom right button will now read **'Submit'**.



*** Additional Budget Template Information:**

1. Grant requests can be no more than 30% of the Total Eligible Program Budget (cash only, excludes in-kind). See *Budget Summary* tab line 22.
2. It is recommended that submitted budgets are balanced. Provide comments for programs that present a budget deficit or surplus on line 28 of the *Budget Summary* tab.

Revenue

Column B	Provide the project (program) revenue budget for the request year.
Column C	<u>NOT APPLICABLE</u> <i>Creation & Presentation Projects can only be funded once.</i>
Column D	Brief explanation of line items (point form). Some examples include: <ul style="list-style-type: none">○ If you are listing additional government funding you may inform us if the funds are <i>Pending or Confirmed and the funding source OAC, SOCAN, etc.</i>○ Provide a breakdown of a line item i.e. <i>Total admission from three shows. 3 x \$15 x 70 ppl= \$3150</i>

Expenses

Column B	Provide the project (program) expense budget for the request year.
Column C	<u>NOT APPLICABLE</u> <i>Creation & Presentation Projects can only be funded once.</i>
Column D	Brief explanation of line items (point form). Some examples include: <ul style="list-style-type: none">○ Remuneration. If your project timeline is 4 months, you may breakdown the artist remuneration paid to yourself i.e. <i>4mnth x \$1250.</i> (see maximums pg. 4).○ Provide a breakdown for collaborative artists and / or technicians i.e. <i>Preparator \$200, Sound tech \$300, Actors 3 x \$500 etc.</i>○ Advertising i.e., <i>Print: Culture Guide ad.</i>

In-kind

Provide the estimated volunteer hours (from other contributors to your project) and value of other in-kind contributions. The total in-kind value will automatically be reflected on the program revenue.

* Please note that this budget is used by all CEF programs. Use the most appropriate line items provided in addition to the “other” spaces available.