



2018 Arts Funding Program

**Project Funding
Arts Organizations**

Guidelines

**Deadline:
Monday, January 15, 2018 - 4 p.m.**

**Late and or incomplete applications will not be
considered.**

**Cultural Funding Support Section
Recreation, Cultural and Facility Services Department**

(Pour obtenir la version française de ce document, veuillez composer le 613-580-2424, poste 29404 ou infoculture@ottawa.ca)

Project Funding

Program Objectives

- To spark and support the creation, production, presentation, exhibition, and dissemination of the literary, performing, visual and media arts, and independent film and video within Ottawa's bilingual and culturally diverse community.
- To support the educational, training and service organizations that foster the development of the arts in Ottawa.
- To support local professional artists of all disciplines and backgrounds.
- To support community-based artistic activities that develop local arts audiences and communities.
- To support activities that address the priorities identified in the *Action Plan for Arts, Heritage, and Culture in Ottawa* (2012 - 2018). To learn more please visit: <http://ottawa.ca/en/renewed-action-plan-arts-heritage-and-culture>

Cultural Funding Support Section Values

- The Cultural Funding Support Section (CFSS) assists independent, local, not-for-profit organizations, as well as professional artists and heritage professionals in the presentation of arts and heritage events and activities that reflect a broad representation of communities within Ottawa.
- The City of Ottawa supports cultural activity that is inclusive of Ottawa's diverse community, including people from a diversity of ancestries, abilities, ages, countries of origin, cultures, genders, incomes, languages, races and sexual orientations.
- The City of Ottawa is built on unceded Algonquin Anishinabe territory. The Cultural Funding Support Section honours the Algonquin Anishinabe Nation as host nation.
- Submissions from applicants reflecting Ottawa's diversity, as well as First Nations, Inuit and Métis are welcome and encouraged.
- The City of Ottawa recognizes both official languages as having the same rights, status and privileges, and therefore accepts applications in both English and French.

Eligibility

First-time applicants are encouraged to contact the Cultural Funding Officer responsible for their discipline to ensure their organization or collective meets eligibility requirements.

An Eligible Organization must:

- be not-for-profit
- be Ottawa-based
- have an active Ottawa-based Board of Directors or Steering Committee

And one of the following:

- be an incorporated **organization with an arts mandate**
- be a non-incorporated **professional artists collective**
- be a **non-arts organization** (including a First Nation, Inuit, or Métis organization) that is proposing a project with an arts goal to be produced in partnership with a non-profit professional art organization or **professional artist(s)**

For a more detailed description of eligible organizations see **Annex 1-Definitions of Eligible Organizations and Professional Artists**.

Eligible Activities must:

- demonstrate significant support for local Ottawa artists
- be managed and/or sponsored by members of the Ottawa artistic community
- enhance the City's quality of life, with activities being conducted in Ottawa, Kitigan Zibi Anishinabeg First Nation Community or Algonquins of Pikwakanagan First Nation Community
- be accessible and of interest to the public
- significantly involve participation of the local cultural community
- be singular in scope and must occur within a specific period of time

Ineligible Organizations:

- government agencies and for-profit organizations
- organizations whose activities come under the jurisdiction of other levels or departments of government (school boards, hospitals, universities, social services, military programs, business improvement associations, etc.)
- political parties
- organizations that receive operating funding from the Cultural Funding Support Section
- **with accumulated deficits greater than 10% of total revenue, OR accumulated surpluses (excluding capital assets) greater than 100% of total revenue**

Ineligible Activities:

- fundraising projects and initiatives
- self-promotional / marketing activities
- commercial ventures, art sales, competitions
- projects involving the manufacture and distribution of product in multiple copies
- activities funded by an operating grant from any City program
- projects where participation is conditional upon partaking in the religious activities of the organization
- activities that are solely intended for the membership of an organization
- capital purposes (i.e., purchase of land, equipment, facilities, etc.)
- projects that have been completed on or before the application deadline date
- projects that do not include sources of revenue other than the City's contribution
- an organization's full season of programming
- projects submitted by managers, consultants or agents

City of Ottawa employees or elected representatives may not apply for individual cultural funding or awards.

City of Ottawa staff from the following Branches may not hold a key position within an organization requesting cultural funding from the City: Community, Recreation & Cultural Programs; Business and Technical Support Services; and Archives. Exception: where staff participation has been approved as one of the duties of their position.

City of Ottawa staff are required to act in compliance with the City of Ottawa Employee Code of Conduct and all applicable laws and regulations. For further inquiries, please contact your Cultural Funding Officer.

Types of Funds

Literary Arts Fund

Supports production, presentation, dissemination and other professional activities that contribute to the development of the literary arts in Ottawa. Aimed at professional presenters of written and oral literary artists, and book and magazine publishers.

Performing Arts Fund

Supports creation, production, presentation, dissemination and other professional activities related to the performing arts in Ottawa. Aimed at professional choirs, bands, orchestras, ensembles, theatre companies, dance companies, presenters, opera and musical theatre groups, and includes dance, music and theatre.

Visual Arts / Media Arts / Independent Film and Video Fund

Supports activities that contribute to the development of visual and media arts, and film and video in Ottawa. Supports exhibition, collective distribution of independent film and video works and the production of contemporary visual or media arts. Aimed at professional artist-run centres and public galleries, film and video production co-operatives, and professional artists' and curatorial collectives.

Arts Events & Arts Festivals Fund

Supports arts organizations in the production and presentation of artistic programming for local festivals and/or events that celebrate and highlight artistic disciplines including literary, performing, visual and media arts, or independent film and video.

Arts Training & Arts Education Fund

Supports professional arts organizations with a mandate to provide arts training and/or arts education (including community arts). Open to all artistic disciplines. Groups must employ professional artists, instructors or educators and must pay professional fees.

- **Arts Training** provides professional instruction for the development of artistic skills.
- **Arts Education** provides opportunities to learn about the arts through direct exposure to, and/or participation in, professional artistic practices.

Arts Services & Arts Venues Fund

Supports the umbrella activities of professional arts service associations and of venues dedicated to the presentation of the arts in Ottawa. Aimed at:

- **Professional arts service organizations** - associations of individual artists or arts organizations that carry out a broad range of functions such as cooperative promotions, marketing, administration, advocacy, networking, information dissemination and professional development.
- **Professional arts venues** - arts facilities that provide access to artists and arts groups and carry out other related services for the performing, visual, media, film and video, and/or literary arts in Ottawa.

Amateur Arts Fund

Supports community-based artistic activities that provide opportunities to local residents to participate in the arts. Aimed at supporting performance, exhibition, collective art making, and other community-based arts activities and includes music, theatre, literary arts, dance, visual and media arts, film and video, and multidisciplinary events.

Categories of Funding

If you wish to apply to a category different from one in which you have previously applied, please consult a Cultural Funding Officer to discuss the eligibility criteria.

Changes in funding categories must be approved by the Cultural Funding Support Section.

Project Funding

Project Funding is available to collectives and not-for-profit organizations with an arts mandate. A project proposed by a non-arts group will be considered, provided that it has an arts focus and is produced in partnership with a professional arts organization, collective or professional artist(s).

Projects are to be carried out within a specific timeframe and consist of a single activity. The activity must possess strong artistic merit, as determined by the assessment committee, and produce an impact on the community and the discipline. The budget must include sources of revenue other than the City's contribution. Project grants in recent competitions rarely exceeded \$10,000. Receipt of a project grant in previous years does not guarantee subsequent funding.

Annual Operating Funding

Annual Operating Funding is available to established, incorporated as not-for-profit arts organizations that have been in existence for at least two years, possess an arts mandate and have a minimum two year history of providing regularly-scheduled artistic programming to the community throughout the year. Recognition for excellence in their artistic discipline and financial stability must be demonstrated. Arts organizations must receive at least one project funding allocation before being considered for operating funding.

Three Year Operating Funding

Three year Operating Funding is available to established, incorporated as not-for-profit arts organizations that have been in existence for at least four years. Applicants must have received Annual Operating funding through the City of Ottawa's *Arts Funding Program* for at least one year, have an arts mandate, be recognized for excellence in their artistic discipline, provide annual programming to the community, demonstrate long-range financial stability and be able to articulate their long-term artistic visioning and planning.

Funding for Individuals

Creation and Production Fund for Professional Artists

This fund supports the creation and production of new work or completion of works in progress in all artistic disciplines by professional individual artists residing in the City of Ottawa. The fund provides grants to both established artists and emerging artists.

Applications from artistic collaborations comprised of up to three professional and local artists are also accepted under this program.

The deadline for this program is Monday, December 11, 2017 – 4 p.m.

Guidelines and Application forms are available on our website at <http://ottawa.ca/en/residents/arts-heritage-and-culture/cultural-funding/arts-funding-program>

For more information contact us at infoculture@ottawa.ca; or by telephone at 613-580-2424 ext. 29404.

Assessment Criteria

Peer assessors will use the following assessment criteria to evaluate your organization's request for funding. Applicants are assessed based upon their respective mandates, type of funding being requested, size and scope, and according to the criteria outlined below:

Artistic Merit

Artistic merit is the principal assessment criterion. The assessment committee looks for clear artistic goals and objectives, high standards in artistic programming, innovation within the discipline, professional standards in artistic leadership and a solid track record in the discipline.

Community Impact

Community impact refers to local support and participation. The assessors review the contribution an organization makes to the general public through community participation, audience development, accessibility of programs, and partnerships; and for the artistic discipline by involving and nurturing local artists, filling an artistic niche, and peer recognition.

Organizational Effectiveness

Organizational effectiveness speaks to effective planning, fiscal responsibility, track record (past successes), ability to generate alternative revenue (fundraising, sponsorship, self-generated, in-kind donations, etc.), professional standards, and active leadership by the Board of Directors.

Application Process

Applicants must complete the *Application Form* and attach all required documentation.

If you are a first-time applicant, you may wish to speak to a Cultural Funding Officer to ensure that you are eligible for this program, and to discuss the application process.

If municipal funding was previously received from the City of Ottawa, an Activity Report detailing how the funds were used must be attached, if not already sent.

Failure to provide an Activity Report approved by the City of Ottawa Cultural Funding Support Section may result in ineligibility for subsequent City of Ottawa funding.

Vulnerable Sector Policy

Organizations are morally and legally required under the Duty of Care concept to do everything reasonable to care for and protect their staff and participants. As such, not-for profit organizations and collectives are required to have a Vulnerable Sector Policy in place that identifies the risks related to vulnerable persons and outlines procedures to ensure program quality and protection of vulnerable participants (this may include volunteer/staff screening procedures, police record checks, operational procedures, etc.).

Section 6.3 of the [Criminal Records Act](#) defines a vulnerable person as a person who, because of his or her age, a disability or other circumstances, whether temporary or permanent, (a) is in a position of dependency on others; or (b) is otherwise at a greater risk than the general population of being harmed by a person in a position of trust or authority towards them. This includes children, youth, senior citizens, people living in poverty, people experiencing homelessness, people with physical, developmental, social, emotional, or other disabilities, as well as people who are victims of crime or harm.

For more information on Police Record Checks, please contact the [Ottawa Police Service](#).

Insurance

The *Terms and Conditions* for this program specify that an organization must have insurance coverage that complies with the City's Insurance Service requirements.

These requirements stipulate that an organization must have comprehensive general liability insurance, and is subject to limits of not less than five million dollars (**\$5,000,000**) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The comprehensive general liability insurance policies must name the City of Ottawa as an additional insured.

For more information regarding insurance, please read the attached *Terms and Conditions*.

Support Material

All applicants must submit support material which will be reviewed by the evaluation committee and plays an important role in the assessment of the application. It gives the evaluators an indication of the merit of the work proposed and provides documentation of past and proposed activities.

In the application materials you will find information on what to submit as support material and how to submit it.

Please do not send originals. The Cultural Funding Support Section does not have the facilities for their proper care and storage. The City of Ottawa retains printed materials such as program books, brochures and critical reviews. The applicant agrees that the City of Ottawa is not responsible for loss or damage, however caused, to support material.

If you wish to have support material returned, please enclose a self-addressed envelope with the required postage. Applicants may also arrange to pick up support material by contacting the Cultural Funding Support Section at infoculture@ottawa.ca or 613-580-2424 ext. 29404.

How Funding Decisions Are Made

Peer Assessment Principles

The Cultural Funding Support Section uses a peer assessment model in the evaluation process that involves professionals who are active within their cultural community. Evaluators and outside assessors are selected for their recognized expertise within specific fields of related work. Committee members represent the community they are assessing but not any particular group or institution, and have an awareness of a broad range of artistic, heritage and/or cultural activity as well as an appreciation of the diversity of the local cultural community.

Key principles of assessment committee composition strive to create a balanced representation of diversity of content, program and discipline expertise, as well as fair representation of official languages, gender, geographic areas and culture-specific communities.

Peer assessment is a nationally accepted best practice, credible to the arts, heritage, and cultural communities, and has been approved by City Council.

Peer Assessment Process

Assessment committees are convened to evaluate funding submissions. Each committee consists of three members who assess applications according to the publicly-stated assessment criteria. Individual evaluators first review the funding applications independently. The members then meet as a committee to review the applications and support material together. For each application, the committee establishes the funding priority, decides whether to award funding, and makes funding recommendations. If required, external assessments in specialized areas beyond the range of a particular committee's expertise are solicited and taken into consideration. All results are final.

How Jurors and Assessors are Chosen

Cultural Funding Officers are responsible for the selection of peer assessors and are continually researching and adding names of qualified individuals to the juror database. Members of the cultural community are encouraged to recommend qualified individuals. If you are interested in participating as an assessor or would like to refer someone, please send a résumé to our mailing address or by email to infoculture@ottawa.ca.

Conflict of Interest

Since the purpose of the peer assessment model is to select qualified and knowledgeable assessors from the local arts, heritage and/or cultural community, these individuals may have relationships with one or more applicants that could lead to a conflict of interest. Under the City's guidelines, an actual or perceived conflict must be declared.

Prior to the assessment meetings, assessors receive a copy of the *Conflict of Interest and Confidentiality Policy* with a form for declaring conflicts. All assessors must complete this form and submit it prior to the assessment meeting. In a case where a conflict is declared, the assessor in conflict abstains from any discussion related to the application in question.

Situations of potential conflict are, if an assessor:

- is employed by or is a member of the Board of Directors of an applicant organization
- has financial interest in the success or failure of an applicant's project
- has an interest based on the fact that an applicant's project involves a spouse/live-in partner or an immediate family member
- has a personal interest in specific applications other than what is normally expected of interested members of the cultural community
- for any other reason, is unable to objectively assess an application

Confidentiality of Information

Information provided on the application form, or as support material, may be made available to City of Ottawa staff and assessors. Personal information contained therein shall be dealt with on a confidential basis pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*.

Assessors and committee members are required to treat both the contents of the applications and the deliberations of the committee as confidential. At the end of the assessment meeting, committee members turn in their copies of the application materials for shredding.

At the end of the year, the Cultural Funding Support Section publishes a summary of funding results on the City of Ottawa's website listing the names of all funding recipients and assessors:

(<http://ottawa.ca/en/residents/arts-heritage-and-culture/cultural-funding>)

Until this list is published, the names of successful applicants and assessors will not be revealed. The identity of unsuccessful applicants remains confidential.

Allocation of Funding

An applicant's success in obtaining funding depends upon the assessment committee's final evaluation and the funding available within the program. All funding is subject to the approval of the annual City budget by Ottawa City Council. The amount requested is not necessarily the amount awarded.

Meeting all eligibility requirements of the program does not guarantee funding.

If You Are Awarded Funding

Release of Funds

If you are awarded funding, you will receive a letter from the Cultural Funding Support Section informing you of the amount. The letter will include the conditions governing the release of funds and the *Terms and Conditions* document, which describes conditions attached to the use of these funds. A payment from the City's Financial Services will follow. The Cultural Funding Support Section aims to provide results to all applicants within six months of the application deadline.

Use of Funds

Funds shall be used only for the purposes outlined in the original application. Any changes to the project scale or activities, including changes in budget, leadership, organizational structure and programming, must be reported **in writing to and receive approval from** the Cultural Funding Support Section.

Please read the *Terms and Conditions* document for more information on the use of funds.

Reporting

All funding recipients are required to submit a final report detailing how they used the funding awarded to them. This report must be **submitted to and approved by** the Cultural Funding Support Section either following completion of the funded activities, twelve months after receipt of the funds, or at the time of subsequent application to the program, whichever is soonest.

For projects that have not yet been completed or have been delayed, an interim report is required.

Failure to provide the required report may result in ineligibility for subsequent City of Ottawa funding.

To obtain a reporting form, please contact infoculture@ottawa.ca or call 613-580-2424 ext. 29404.

Acknowledgement of Support

Funding recipients are required to acknowledge the support of the City of Ottawa as indicated within the official *Acknowledgement of Support* document which will be mailed to all successful applicants.

Letter of Welcome from the Mayor

If your organization wishes to request a Letter of Welcome from the Mayor to be included in your event program and/or brochure, please contact the Communications Officer, Mayor Support Service Unit, at 613-580-2424 ext. 28868.

If You Are Not Awarded Funding

Try again! If you do not receive funding, you are encouraged to try again. The program's limited envelope cannot fund all applicants, regardless of their merit.

All results are final. There is no appeal of assessors' decisions regarding the merit of your organization's proposed project or the assessment committee's recommendation of an award amount. The Cultural Funding Support Section allows for reconsideration, but only in cases where a review of the application and the committee's deliberations reveals evidence that the application was not assessed according to the publicly-stated procedure and assessment criteria.

Annex 1 – Definitions of Eligible Organizations and Professional Artists

Eligible applicants are:

Arts Organizations that:

- are incorporated as not-for-profit organizations
- have a mandate to support the creation, production, presentation dissemination and/or development of the arts in the City of Ottawa
- have their office/ mailing address within the limits of the City of Ottawa
- have the majority of their programming and event(s) within the Ottawa region
- have a Board of Directors; the majority (51%) of the members of the Board of Directors must be residents of the City of Ottawa
- have, in the case of Francophone, Inuit, Métis and First Nations organizations, a Board of Directors that is comprised of at least 50% of directors residing in the Ottawa **region**

An Amateur Arts Organization will also:

- generally be led by **arts professionals*** who pursue standards of excellence within their discipline
- include participants who are not generally paid for the artistic work they do within the organization
- provide opportunities to its local community to participate in and be exposed to the arts

***Arts professional** – is an individual who is recognized by professional peers and is paid professional fees for service

Professional Artists Collectives that:

- are an unincorporated not-for-profit group
- consist of 3 or more artists contributing to a specific artistic goal or a series of common arts projects
- have at least 3 members of the collective who are professional artists as defined below. These three members must reside in the City of Ottawa and be part of the Steering Committee. The remaining members of the Collective may be made up of professional artists and/or amateur artists, curators, arts administrators, etc.
- have the ability to receive payment in the collective's name
- have their office/ mailing address within the limits of the City of Ottawa
- have the majority of their programming and event(s) within the Ottawa region
- have a Steering Committee, which is the core group of voting members who are the legal entity that oversees and monitors all aspects of their project and/or activities; the majority (51%) of the members of the Steering Committee must be residents of the City of Ottawa
- have, in the case of Francophone, Inuit, Métis and First Nations collectives, a Steering Committee that is comprised of at least 50% of members residing in the Ottawa **region** and at least 3 members who are professional artists residing in the Ottawa **region**

Please note that Professional Artists Collectives are ineligible to apply for operating funding.

Non-arts organizations, including First Nation, Inuit and Métis organizations, that:

- are incorporated as not-for-profit organizations
- are proposing a project with an arts goal in partnership with a not-for-profit professional art organization or professional artist(s) (as defined in Annex 1) from the City of Ottawa.
- have their office/ mailing address within the limits of the City of Ottawa
- have the proposed arts programming and artistic event(s) within the Ottawa region
- have a Board of Directors; the majority (51%) of the members of the Board of Directors must be residents of the City of Ottawa.
- have, in the case of Francophone, Inuit, Métis and First Nations organizations, a Board of Directors that is comprised of at least 50% of directors residing in the Ottawa **region**.

Professional Artist

The City of Ottawa defines a professional artist as someone who:

- is 18 years or older
- has completed specialized training in their artistic discipline (not necessarily in academic institutions) for which they are applying; can include mentorship, apprenticeships, etc.
- is no longer a student (including master's programs)
- has worked for a minimum of two years as a practicing professional artist (following completion of training program)
- has produced a reasonable body of professional work created separately from basic training, apprenticeship programs, educational programs or commercial industry
- is dedicated to the professional practice of art in their chosen discipline, as evidenced by a significant investment of time and resources
- has received payment for artistic work (i.e. artist fees)
- has received public exposure through professional showings at not-for-profit public arts venues, screenings, publications, or performances where selection was carried out by an objective, arm's length body such as a jury or publisher
- has received professional recognition through critical reviews, involvement in Ottawa's professional arts community activities and/or membership in professional associations
- is not a City of Ottawa employee or an elected representative*

*City of Ottawa staff are required to act in compliance with the City of Ottawa Employee Code of Conduct and all applicable laws and regulations. For more information, contact your Cultural Funding Officer.