



## **CULTURAL FINANCIAL ASSISTANCE POLICY PROVIDED BY THE CORPORATION OF THE CITY OF SAULT STE. MARIE**

### **1) DEFINITION OF CULTURAL FINANCIAL ASSISTANCE**

Throughout this report the term Cultural Financial Assistance will be used in place of the words "grants" and "subsidies".

The term Cultural Financial Assistance shall be used in the broadest sense to cover the full range of assistance to cultural groups, institutions or associations. This includes requests for the use of City facilities at reduced or no costs.

### **2) DEFINITION OF CULTURE**

Culture is a complex word; however, two interrelated definitions stand out:

- i. The social production and transmission of identities, means, knowledge, beliefs, values, aspiration, memories, purposes, attitudes and understanding;
- ii. The 'way of life' of a particular set of humans: customs, faiths, and conventions; codes and manners, dress, cuisine, language, arts, science, technology, religion and rituals; norms and regulations of behaviors; traditions and institutions.

For purposes of this document, culture refers to what is typically considered to be 'the arts'. Examples include:

**Performing Arts** - Theatre, dance, opera, music, puppetry.

**Visual Arts** - Fine art and craft including painting, sculpture, printmaking, pottery, fibre and fabric art, woodworking.

**Literary Arts** - Prose, poetry, storytelling.

**Heritage Arts** - Heritage conservation, identification, protection and interpretation of:

- i. intangible heritage (dance, music, song, story, etc.)
- ii. immovable heritage (buildings, cultural heritage, landscapes, natural heritage, archaeological and traditional use sites)
- iii. moveable property ( personal property art, artifacts, documents, natural objects and specimens)

**Media Arts** - Photography, film, video, print, audio and/or graphics.

### **3) REQUESTS FOR CULTURAL FINANCIAL ASSISTANCE**

Those cultural groups, institutions or associations that wish to apply for Cultural Financial Assistance can obtain a Request for Cultural Financial Assistance Application Form from the City of Sault Ste. Marie web site at [www.saultstemarie.ca](http://www.saultstemarie.ca) or can pick up a hard copy at the Civic Centre, Community Services Department located at 99 Foster Drive.

Each organization will be required to attach a copy of its audited financial statements to the Cultural Financial Assistance Application Form.

4) **SUBMISSION DATES**

The completed Requests for Cultural Financial Assistance Application Forms shall be returned to the Recreation & Culture Division, Community Services Department no later than January 15<sup>th</sup>. Unless there is an overwhelming argument for acceptance, requests for financial assistance received after January 15<sup>th</sup> will not be considered.

5) **CULTURAL ADVISORY BOARD**

All requests for Cultural Financial Assistance shall be submitted on the Request for Cultural Financial Assistance Application Form supplied by the City. It shall be the duty of the Recreation & Culture Division, Community Services Department to assemble the information contained on the Request for Cultural Financial Assistance Application Forms and the accompanying audited financial statements. The assembled material will then be submitted to the Cultural Advisory Board appointed by City Council. This Cultural Advisory Board consists of 1 City Councillor, five members of the Cultural Community and they shall be assisted by the Manager of Recreation and Culture or his/her designate.

The Cultural Advisory Board shall analyze all applications and recommend to City Council those applicants most deserving of Cultural Financial Assistance and the extent of that financial assistance.

In determining the extent of the Cultural Financial Assistance the Cultural Advisory Board shall work within the upper limit on total financial assistance set by City Council.

The Cultural Advisory Board may, if it so wishes, meet with the applicant requesting financial assistance to clarify any omissions or problems with the applicant's submission.

It shall be the duty of the Cultural Advisory Board to monitor the Cultural Financial Assistance Policy adopted by City Council to ensure it is operating in the best interests of the City of Sault Ste. Marie and its citizens. When deemed appropriate, the Cultural Advisory Board may make recommendations to City Council for modifications or amendments to the policy.

6) **CATEGORIES OF REQUESTS FOR CULTURAL FINANCIAL ASSISTANCE**

In order to assist the Cultural Advisory Board in making its recommendation to City Council, the requests for Cultural Financial Assistance shall be considered from not-for-profit organizations, societies or individuals located in and serving residents of Sault Ste. Marie in the cultural field as defined in the Policy Document. Programs, services and events must take place within the boundaries of the City of Sault Ste. Marie.

**Note**

The program or service must serve clearly identified community needs not already adequately addressed by another organization, be it government or corporate.

**Ineligibility**

- i) Financial assistance is for cultural purposes and applications are not normally considered for religious, sports or social service organizations; for groups whose prime purpose is to educate through course work, classes and training, as distinct from those who educate secondarily as a result of community outreach and performance.
- ii) Support is not available for National organizations except for Sault Ste. Marie oriented projects, which can be seen to be of unique value to the City.
- iii) Financial assistance for cultural purposes is not given to reduce or eliminate deficits.
- iv) Financial assistance for cultural purposes is not given to fund commercial enterprise or the rental of commercial space.
- v) Organizations receiving annual operating grants from the City of Sault Ste. Marie are ineligible to apply for a Cultural Financial Assistance grant.

7) **TYPES OF GRANTS**

i) **Operating**

Assistance with operating costs is given to not-for-profit organizations, societies or individuals which, in the judgment of City Council, make a unique contribution to the City's cultural life and can meet the following conditions:

- a) If requested, the applicant must prove responsible management through detailed budgets, properly prepared financial statements and provide activity reports and other supporting data.
- b) The applicant must have either a Board of Directors, which will assume full responsibility for the administration of the funds, or an agent acceptable to City Council.

- c) There must be a rationale to support the proposal.
- ii) **Special Events**
- a) The project must be seen as of cultural benefit to the people that the organization was created to serve and also to the public.
  - b) The project should be of limited duration.
- iii) **Seed**
- “Seed” or “start-up” assistance may be considered for applicants which require funds to start a worthwhile operation which can meet the following conditions:
- a) The project should be innovative.
  - b) The project should serve a special need not being served in some other way.
  - c) The applicant can demonstrate good financial management.

## 8) **GENERAL CONSIDERATIONS**

The following conditions apply to all financial assistance applications and may be taken into account when assessing the proposal of grantees.

- i) Financial assistance for cultural purposes may be awarded to defray a portion of operating expenses or a portion of program costs for established cultural applicants which also receive substantial revenue from other sources, including ticket or membership sales, donations from the private sector and support from other levels of government. Awards in any year are not to be regarded as a commitment by the City to continue such assistance in future years.

There should be significant voluntary financial contribution to the costs of the applicant's services, whether in money, rent reduction or other means (i.e. the organizations must present economical and efficient use of resources).

An applicant must demonstrate artistic and managerial expertise in the art form or cultural activity involved. The past performance of a previously funded applicant may be reviewed with particular regard to its community outreach and education; audience levels, audience development and approach to new or innovative programming.

Volunteers are expected to be actively involved at all levels. Priority may be given to services which are essentially delivered by volunteers.

- ii) The applicant must demonstrate that they have researched all other avenues of funding (i.e. private, business, donations, etc.)
- iii) The applicant should demonstrate a willingness to cooperate when possible with the activities of related groups in the community.
- iv) Recently formed applicants are eligible for financial assistance for cultural purposes, provided they have been in existence for one year and have demonstrated artistic and organizational ability and good financial management (see "Seed Grants".)
- v) Successful applicants will be required to submit progress and/or final reports.
- vi) Successful applicants must acknowledge the support of the City of Sault Ste. Marie in any media communications, local or otherwise, and may be asked to provide general feedback on the grant.

- vii) Financial assistance for cultural purposes may be provided for special events that include culture as a significant component of their programming. To be eligible for assistance, all such special events must be open to the public, publicized citywide and be offered within the boundaries of the City of Sault Ste. Marie.
- viii) Only one request per applicant is to be considered in a fiscal year. All programs, projects and undertakings shall be in the one request. This includes direct funds, property rental reductions, equipment donations, fee reductions and requests to sponsor.
- ix) In general only cultural groups, institutions, associations or individuals functioning within the confines of the City of Sault Ste. Marie are to be considered for financial assistance.
- x) The applicant shall show evidence that they have explored fully various other sources of financial support. Examples include other levels of government, private industry, churches, etc. The City should not be the sole contributor to any application but rather that it supplement financial assistance received from other sources.
- xi) The applicant must extend services to the general public and must not exclude anyone by reason of sex, age, race, religion or ethnic background.
- xii) Applicants being considered for Cultural Financial Assistance should be providing services or programs or be involved in projects which support the Cultural Policy of the Corporation of the City of Sault Ste. Marie.

9) **RATING**

Applicants are evaluated on the criteria listed above and assigned one of the following ratings:

- Rating #1 Organizations/programs deemed valuable to the community, where there is proven financial need.
- Rating #2 Applicants deemed able to survive with less local funding because of a perceived diminishing need in the community for services provided, whose functions over time could be absorbed by others or whose funding could be supplemented by other resources.
- Rating #3 Applicants given no financial assistance because of sufficient funding deemed available elsewhere, lack of concurrence with stated eligibility requirements, or inappropriateness for City funding.

10) **NOTIFICATION OF CITY COUNCIL'S DECISION AND REVIEW**

All applicants are to be notified in writing following City Council's decision. Any applicant which is successful in receiving Cultural Financial Assistance from the City agrees to meet with the Cultural Advisory Board at any time during the year to review the service being provided and generally to examine the operation of the applicant.



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE  
REQUEST FOR CULTURAL FINANCIAL ASSISTANCE  
APPLICATION FORM**

**NOTE:** This form must be returned to the Recreation & Culture Division,  
Community Services Department no later than January 15<sup>th</sup>  
If extra space is required for your information, append additional pages to  
this application form.

**PLEASE PRINT**

Name and Full Mailing Address of the Organization (all correspondence relating to this request  
for Cultural Financial Assistance will be directed to this address).

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Names and Addresses of Contact Persons (if different from above)**

Name	Mailing Address & Postal Code	Phone No.	E-Mail Address



Into which of the following categories does the organization fall (check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Visual Arts     | <input type="checkbox"/> Heritage Arts |
| <input type="checkbox"/> Performing Arts | <input type="checkbox"/> Media Arts    |
| <input type="checkbox"/> Literary Arts   |  |

These categories are described in the policy guidelines received with this application form.

Briefly describe in detail the function or purpose of your organization (i.e. include mandate, goals and objectives).

Total amount of assistance requested (see definition of Cultural Financial Assistance in Policy Guideline).

\$ \_\_\_\_\_

Please specify as accurately as possible how the Cultural Financial Assistance will be used if approved. Requests for capital purchases or printed material must include a minimum of one quote from a firm/business to provide the service/material.

Does your organization currently receive other financial assistance from the City, either in-kind or direct funding?

Yes       No

If yes, please specify:

Have you received Cultural Financial Assistance from the City previously?

No  
 Yes      Amount \$\_\_\_\_\_ and type  Operating     Special Events     Seed

What was the last year received: \_\_\_\_\_(specify year)

If yes, for the last year that a grant was received, append a copy of a Post-Project Report. For grants given to assist in capital purchases or printed material, please append an example and/or color photo of the item(s).

Please indicate why you feel your organization is worthy of Cultural Financial Assistance and why you think that the service you provide is best handled by your organization.

Submit the following required attachments with application:

- i) Financial statement for last year, including a balance sheet and income statement
- ii) Operating budget of the organization for the current fiscal year
- iii) Project budget including all sources of revenue/expenses
- iv) List of Board of Directors and Officers of the organization and their contact information. If applying as an individual(s) provide the name and contact information of the agent responsible for administration of the funds.
- v) Post Grant Report for previous year if applicable.

I CERTIFY that to the best of my knowledge, the information provided in the Request for Cultural Financial Assistance Form is accurate and complete and is endorsed by the organization, society or individual, which I represent.

DATED at Sault Ste. Marie, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Name	Title	Signature	Phone Number
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Name	Title	Signature	Phone Number
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- Two signatures are required. Applications submitted with only one signature will not be accepted.

**PLEASE RETURN THIS FORM AND RELATED SUPPORTING DOCUMENTATION TO:**

The Cultural Advisory Board  
c/o Manager Recreation & Culture Division  
99 Foster Drive, Sault Ste. Marie, ON P6A 5X6

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***

**FOR OFFICE USE ONLY**

**Application Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Collection of Personal Information Notice**

Personal information on the Cultural Financial Assistance Form is collected under the authority of the Municipal Freedom of Information and Protection of Privacy ACT R.S.O. 1990 m.c.M.56 and will be used solely to determine applicable information necessary for application. Questions about this collection should be directed to the address noted in the Competition Outline.

Thank you  
**Cultural Advisory Board**



**THE CORPORATION OF THE CITY OF SAULT STE. MARIE  
CULTURAL ADVISORY BOARD  
CULTURAL FINANCIAL ASSISTANCE POLICY  
(POST-GRANT REPORT)**

The purpose of the Post Grant Report is to provide accountability to the City of Sault Ste. Marie of the funds that have been granted.

Name of Cultural Group, institution or association: \_\_\_\_\_

Date of Grant: \_\_\_\_\_

Amount: \_\_\_\_\_

Or In-Kind Service Provided: \_\_\_\_\_

Type of Grant:      Operating      Special Events      Seed

Purpose of Grant as per original application:

Did the use of the Grant deviate from original purpose? If so, please explain what grant was used for.

Please provide details how the grant affected the activities of your organization.

If grant was for a one-time event, please provide a summary of expenditure and copies of invoices supporting the grant amount.

If grant was for the purchase of a capital item or printed material please include an example or photograph of the item or printed material.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be completed and returned to the Recreation and Culture Division prior to the end of the year in which the grant was received.