

# Cultural Grant Guidelines and Application

Cultural, Heritage and Special Awards Advisory Committee



Please read the Cultural Grant Guidelines before completing your application form.

## **Please note:**

- Not all submissions meeting the criteria will receive a grant, as the level of support depends on the number of submissions received and available funds.
- A grant in any year is not to be considered a commitment by the Town of Tillsonburg to provide such assistance in future years.
- Applications are to be submitted a minimum of six weeks before the event date.
- Applications can be submitted in hardcopy or electronically. Electronic submissions should be signed or followed by an original version.
- Applicants will be requested to present their application at the next scheduled Cultural, Heritage and Special Awards Advisory Committee meeting.

## **For more information, please contact:**

Cultural, Heritage and Special Awards Advisory Committee Staff  
Liaison: Jessica Elliott, Records and Legislative Coordinator  
204-200 Broadway  
Tillsonburg, ON N4G 5A7  
519-688-3009 Ext. 4043  
[jelliott@tillsonburg.ca](mailto:jelliott@tillsonburg.ca)

## **Guidelines and Criteria**

In general, Cultural Grants will be awarded only to initiatives that result in a unique contribution to the cultural life of the community or that promote activities in support of the artistic, historical or lifestyle heritage of the Town.

Eligibility Criteria for the program are:

1. Funding will be provided only to non-profit or not-for-profit organizations and committees.
2. Applicants for Cultural Grants must be located in the community or primarily provide cultural benefits for the Town of Tillsonburg.
3. The organization/committee must have been in existence for two (2) years and/or have demonstrated appropriate experience/expertise.
4. Funding will be provided only to festivals or events that include the arts as a significant component of their programming.
5. All events and festivals must be open to the public and publicized (if applicable).
6. Cultural Grants will be given to supplement current operating budgets and to reduce or eliminate existing deficits.
7. All successful applicants must acknowledge the contribution by the

Town of Tillsonburg (Cultural, Heritage and Special Awards Advisory Committee) when promoting their Project/Event.

8. All successful applicants will be required to submit a final report (to include use of grant funds) – one (1) month after the event to the Cultural, Heritage and Special Awards Advisory Committee Staff Liaison:  
Jessica Elliott, Records and Legislative Coordinator  
204-200 Broadway  
Tillsonburg, ON N4G 5A7  
519-688-3009 Ext. 4043  
[jelliott@tillsonburg.ca](mailto:jelliott@tillsonburg.ca)

In addition to the above criteria, preference will be given to:

- Organizations or committees that demonstrate relevant experience and expertise;
- New and innovative events, community outreach, and/or education relating to Arts & Culture; and,
- Applications that have a variety of funding sources and that provide a detailed financial statement and budget for the event/initiative.

The determination of the amount of funding allocated will be based on:

1. Purpose for which funding is to be utilized;
2. Whether another level of government is presently subsidizing this purpose;
3. How the organization has managed funds in the past;
4. The per capita benefit to the community.

### **Process**

Grant applications will be received and acknowledged by the Executive Assistant or designate.

The Cultural, Heritage and Special Awards Advisory Committee shall review all applications and supporting documentation to determine eligibility in accordance with the criteria established.

The Cultural, Heritage and Special Awards Advisory Committee Staff Liaison will advise ineligible applicants of the reason(s) why their application is deemed ineligible or request additional information in order to process the application.

The Staff Liaison or designate will advise the applicant of the Committee's decision and forward the grant amount if approved.

All applications are reviewed by the Cultural, Heritage and Special Awards Advisory Committee to ensure the applications meet the eligibility criteria. If an application is deemed ineligible by the committee, the organization will be notified in a timely manner and the organization has 20 days to appeal to the committee in writing, to the Staff Liaison.

Following this process a group or individual may appeal to Council through the

Council Delegation process by contacting the Clerk's Office:  
204-200 Broadway  
Tillsonburg, ON N4G 5A7  
519-688-3009  
[clerks@tillsonburg.ca](mailto:clerks@tillsonburg.ca)



## Cultural Grant Application

### Please enclose the following documents:

- A completed & signed application form (please ensure your answers are printed clearly and provide concise answers with brief descriptions)
- A list of your current Board of Directors or Committee Members
- Most recent Annual Report (if requested)
- Your Organization's audited financial statement or most recent financial statement endorsed by two (2) signing officials (if requested)

### Return completed form to:

Cultural, Heritage and Special Awards Advisory  
Committee c/o Jessica Elliott, Records and Legislative Coordinator  
204-200 Broadway  
Tillsonburg, ON N4G 5A7  
519-688-3009 Ext. 4043  
jelliott@tillsonburg.ca

Organization Name: \_\_\_\_\_  
Applicant(s) Name: \_\_\_\_\_  
Applicant(s) Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email : \_\_\_\_\_

Project/Event: \_\_\_\_\_  
Date(s)/Time(s) \_\_\_\_\_  
Start Date: \_\_\_\_\_  
Completion Date: \_\_\_\_\_

Is this a new Event?

- Yes  
 No

Has the organization received grants from the Cultural, Heritage and Special Awards Advisory Committee or its predecessors in the past?

- Yes  
 No

If yes, when and how much?

\_\_\_\_\_

Project/Event Purpose:

\_\_\_\_\_  
\_\_\_\_\_

If an existing event, please provide a brief history:

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Project/Event Description:

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Benefits to Community from Project/Event:

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Total Cost for Project/Event: \$\_\_\_\_\_

Explanation/itemization of costs:

Item amount: \$\_\_\_\_\_

Comments: \_\_\_\_\_

Item amount: \$\_\_\_\_\_

Comments: \_\_\_\_\_

Item amount: \$\_\_\_\_\_

Comments: \_\_\_\_\_

Item amount: \$\_\_\_\_\_

Comments: \_\_\_\_\_

\*If more space is required please attach as a separate document.

Amount of Grant Request: \$\_\_\_\_\_

Purpose for which funding is to be utilized:

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Other Sources of Funding Received or will receive for this Project/Event

Federal funding amount: \$\_\_\_\_\_

Provincial funding amount: \$\_\_\_\_\_

Municipal funding amount: \$\_\_\_\_\_

Private funding amount: \$\_\_\_\_\_

Other funding amount: \$\_\_\_\_\_ Source: \_\_\_\_\_

Total: \$\_\_\_\_\_

Please list how and where the Project/Event will be promoted and advertised:

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