



## The Municipality of Port Hope Community Grant Application

### Part A: Community Grant Request - SUMMARY

Name of Organization/Agency: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: [REDACTED] \_\_\_\_\_

Alternative Phone Number: [REDACTED] \_\_\_\_\_

Email: [REDACTED]

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

Non-Profit Organization? YES  or NO

Registered Charity? YES  or NO

If yes, what is your Charitable Registration number? \_\_\_\_\_

Name of Event/Program: \_\_\_\_\_

Amount Requesting: \$ \_\_\_\_\_

Prior Year Request: \$ \_\_\_\_\_

Prior Years Grant: \$ \_\_\_\_\_

Schedule "B"

**Part B: Community Grant Application – INFORMATION**

**1. Please briefly describe the organization's programs and services:**

**2. Please provide a statement of the organization's goals/objectives:**

## **Continued from Question #1**

Slidestreet art festival, "Hydrophobic Farley Mowat" sidewalk stencils, the launch of our miniature museum of contemporary art (a 1/12th scale gallery), and various artist talks. In partnership with the Come Alive Outside program we animated Augusta Street with 5,000 sq ft of SOD, turning it into a playable space and creating an organic connection between the Farmers' Market and Memorial Park during the Arts Festival. For Ontario 150, we hosted a Port Hope heritage themed Print Project (including community workshops, a 2-day print festival in conjunction with Cultivate Festival, and public exhibitions). We have also recently introduced some public art contributions such as a giant Canadian Goose mascot as a 'tongue in cheek' nod to Port Hope's ongoing geese issue; working with PRC we facilitated a 100ft mural of a Chinook Salmon by emerging indigenous graffiti artist, Mique Michelle (whose mandate is to debunk the negative perceptions associated with graffiti art) to highlight the natural beauty of the Ganaraska River during peek salmon migration season - bringing a contemporary art experience to engage the local community, tourists and fishing community. We have also just concluded another migration themed public participatory art project for Lent Lane which will find a permanent home above the therapy at Jack Burger Sports Complex. Working with hundreds of elementary students and adults within the community, we created a participatory art installation from reclaimed sailcloth to celebrate the power of collaboration and to create conversation around migration and how to better respect our salmon, river and local ecosystem.

We have recently signed a long-term agreement with the Port Hope branch of the Architectural Conservancy Ontario, to lease the former Little Train Station (now situated in Lent Lane), and we will undertake transforming this heritage building into a centre for art, in the heart of Port Hope. We will engage Port Hope citizens in active arts-based learning opportunities 3 seasons of the year from this new cultural space. We will offer community workshops, immersive art installations, exhibits, artist talks, and a central location and community resource from which to experience and participate in arts happenings and gatherings.

Critical Mass was established as an incorporated non-profit arts organization in 2012. It is currently comprised of 9 Board of Directors, and community volunteers who contribute to committee work and events. No paid staff members. Critical Mass adheres to standards set by CARFAC (Canadian Artists Representation) with respect to payment of artist fees, and are committed to the education of Board Members in their responsibilities with respect to governance, financial oversight, due diligence and upholding accepted professional standards for visual arts organizations.

## **Continued from Question #2**

keep our focus on helping to redefine and shape Port Hope's cultural identity, with project paying special attention to Port Hope assets such as the Ganaraska River, Lent Lane and our agricultural and rural heritage. We will continue to prioritize and choose high-impact, low input projects as we work on growing our organization.

Another important goal for us is to start a conversation with the Municipality of Port Hope to plan to support arts & culture in Port Hope (our organization in particular) through some commitment to annual Municipal contribution to seed and support the sustainability of this new cultural space for Port Hope.

Schedule "B"

**3. If Council approves the organization's Community Grant request, what will the funding be used for?**

**4. Please provide a description of how the organization intends to measure the success of the program or service:**

Schedule "B"

**5. What is the approximate geographic audience demographic that you plan to target? (i.e. 300 Adults and 50 Kids: 75% Port Hope Residents)**

**6. What new initiatives will the organization be doing in the upcoming year?**

**Continued from question #5**

Town Park Rec Ctr, PH Public Library, etc) which will also provide access to some community members who may not have otherwise encountered the art downtown. We have also facilitated the addition of a 100 ft salmon mural on the Cavan Street River wall (during the height of the salmon migration and in conjunction with our Print festival and Cultivate) which is an attraction for anglers, tourists, and locals alike.

Schedule "B"

**7. Does the organization work jointly with any other community or organization – if yes, please provide details:**

**8. What other financial support does the Municipality provide to your organization? (i.e. fee waiver etc.):**

### **Continued from Question #7**

Cultivate Festival -- Steamroller Print Festival was hosted in collaboration with Cultivate Festival.

OCADU -- We have also been working collaboratively with a number of faculty members at Ontario College of Art and Design University in Toronto. We believe this collaboration with OCADU has long-term positive impact for Port Hope.

ACO -- partnership, allowing us to transform and animate their heritage building into a centre for art for the benefit of Port Hope community.

Our involvement in bringing ArtsVest to the municipality in 2015/16 also resulted in direct financial benefits, as well as governance training and mentorship opportunities, for a number of local cultural organizations including Friends of Music, SONG, Jazz Fest and AGN.

Schedule "B"

**9. How is the organization decreasing reliance on Municipal funding?**

**10. Please indicate how the Municipality's financial support will be acknowledged.  
If possible, please provide an example:**

**11. Additional information:**

**Municipality of Port Hope  
Community Grant Application**

**NAME OF ORGANIZATION  
Organization's Statement of Operations**

Please note: additional lines can be inserted. Please enter values as a positive number.

	2017 Actual	2018 Year End Projection	2019 Budget	Notes
<b>Expenses</b>				
Advertisiting and Promotion	\$ 1,624	\$ 2,000	\$ 3,500	Increased advertisting and promotions required to promote programming at Little Station
Artist Fees	\$ 9,532	\$ 10,500	\$ 15,000	Additional artist fees for ongoing programming at Little Station
Bank Charges	\$ 82	\$ 100	\$ 100	
Insurance	\$ 2,473	\$ 3,000	\$ 3,500	
Events, Licences	\$ 19,121	\$ 6,000	\$ 15,000	
Office Supplies	\$ -	\$ 1,500	\$ 2,500	Increase in supplies budget due to new location and increased need.
Travel	\$ -	\$ 1,000	\$ 1,500	Travel fee stipend for artists.
Website	\$ -	\$ 2,000	\$ -	
Summer Student		\$ 4,500	\$ 4,500	Pending successful canada summer student grant applicatin
Equipment & Renos for Little Station			\$ 60,000	Pending successful ON Trillium grant application.
<b>Total Gross Expenditures:</b>	<b>\$ 32,832</b>	<b>\$ 30,600</b>	<b>\$ 105,600</b>	
<b>Revenues</b>				
Donations	\$ 15,834	\$ 3,250	\$ 5,000	Conservative estimate. Will aim or more. 2017 budget included event sponsorship in 'donations'.
Event Earnings - Auction Event Earnings + Additional Misc Earnings	\$ 15,659	\$ 5,000	\$ 5,000	Conservative estimate. We plan to hold an annual art auction, building on the success of our successful MEGA print auction as a fundraiser. We are cautious of using the first auction as a benchmark for estimated revenues for others. However, we hope to generate similar results.
Grants - ON150	\$ 9,000	\$ -	\$ -	
Grants - Ontario Arts Council		\$ 8,000	\$ 10,000	This is anticipated grant, not actual.
Grants - Canada Summer Student		\$ 3,700	\$ 3,700	This is anticipated grant, not actual.
Grants - Ontario Trillium Foundation			\$ 60,000	This is anticipated grant, not actual.
<b>Prior Year's Total Revenue:</b>	<b>\$ 40,493</b>	<b>\$ 19,950</b>	<b>\$ 83,700</b>	
<b>Net Surplus(Deficit):</b>	<b>\$ 7,661</b>	<b>\$ (10,650)</b>	<b>\$ (21,900)</b>	
<b>Grants from Municipality:</b>	<b>\$ 5,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 25,000.00</b>	
<b>Total Net:</b>	<b>\$ 12,661</b>	<b>\$ (650)</b>	<b>\$ 3,100</b>	

I can't seem to add a fiel to this template. Please note: There was also a surplus at the beginning of 2017 in the amount of \$9,777. Surplus at end of fiscal year (March 2018) should total \$22,438. This surplus was due to mega print auction held in March. Critical Mass held onto surplus funds longer than usual in anticipation that we would be need a bit of a reserve for Little Station expenses. We will be applying for additional grants for 2019 with the aim of securing funds to pay staff, in order to offer consistent hours of operation for the Little Station (as it will currently be run on volunteer efforts).

**Note: This form is to include any amounts included in the event/programs statements**

**Municipality of Port Hope  
Community Grant Application**

**Critical Mass: A Centre for Contemporary Art (Balance Sheet, year ending March 31 2017)  
Organization's Financial Position**

Please note: additional lines can be inserted. Please enter values as a positive number.

Assets		Liabilities	
Current Assets:		Current Liabilities:	
Cash	10,098	Accounts Payable	\$ 321
		Net Assets	\$ 9,777
Total Current Assets:	<u>\$ 10,098</u>	Total Liabilities:	<u>\$ 10,098</u>
		<b>Equity</b>	
Long-term Assets:		Equity:	
Total Long-Term Assets:	<u>\$ -</u>	Total Owner's Equity:	<u>\$ -</u>
Total Assets:	<u>\$ 10,098</u>	Total Liabilities and Owner's Equity:	<u>\$ 10,098</u>
Balance Check		\$	-

Please note: I have also attached the Balance Sheet for the year ending March 31, 2018. It seems I cannot delete my initial entries which were 2017, not 2018, so I am attaching 2018 balance statements to our application.

**Note: This form is to include any amounts included in the event/programs statements**

Critical Mass: A Centre For Contemporary Art  
 Balance Sheet  
 (Unaudited)

March 31 2017

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Assets

Current

Cash \$ 10,098

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Liabilities and Net Assets

Current

Accounts Payable \$ 321

Net Assets \$ 9,777

\$ 10,098

On behalf of the Board:

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

Critical Mass: A Centre For Contemporary Art  
 Statement of Operations and Changes in Net Assets  
 (Unaudited)

For the Year Ended March 31 2017

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Revenue

Donations \$ 12,700  
 Event Earnings -  
 OAC Grant (5,500)  
7,200

Expenditures

Advertising and promotion 339  
 Artist fees 1,678  
 Bank charges 13  
 Insurance 1,699  
 Licenses, Events -  
 Office supplies 231  
 Travel 9  
 Website 141  
4,110

Excess of revenue (deficit) over expenditure 3,090

Surplus, beginning of year 6,687

Surplus, end of year \$ 9,777

# Critical Mass: A Centre For Contemporary Art Balance Sheet (Unaudited)

March 31 2018

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## Assets

### Current

Cash \$ 22,438

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## Liabilities and Net Assets

### Current

Accounts Payable \$ -

Net Assets \$ 22,438

\$ 22,438

On behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

# Critical Mass: A Centre For Contemporary Art Statement of Operations and Changes in Net Assets (Unaudited)

For the Year Ended March 31 2018

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## Revenue

Donations \$ 20,834  
Event Earnings 15,659  
ON150 Grant 9,000  
45,494

## Expenditures

Advertising and promotion 1,624  
Artist fees 9,532  
Bank charges 82  
Insurance 2,473  
Licenses, Events 19,121  
Office supplies -

Travel	-
Website	-
	<u>32,833</u>
Excess of revenue (deficit) over expenditure	12,661
Surplus, beginning of year	<u>9,777</u>
Surplus, end of year	<u>\$ 22,438</u>



## The Municipality of Port Hope Community Grant Application Attestation

**PLEASE PRINT THIS PAGE AND PROVIDE AUTHORIZING SIGNATURE. THIS FORM CAN BE PROVIDED TO THE MUNICIPALITY AS A PDF OR HARD COPY.**

Name of Organization/Agency: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: [REDACTED] \_\_\_\_\_

Alternative Phone Number: [REDACTED] \_\_\_\_\_

Email: [REDACTED]

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

Amount Requesting: \$ \_\_\_\_\_

Having requested financial assistance from the Municipality, the Organization agrees to the following conditions if a grant in any amount is awarded:

- A) The Organization confirms that the representations contained in the application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Municipality.
- B) If there are any changes in the funding of the project from that contemplated in the application, the Municipality will be notified of such changes through the Director of Finance.
- C) That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- D) That the Organization will keep proper books of accounts of all receipts and expenditures, relating to the program, services or project.
- E) That the Organization will retain and make available for inspection by the Municipality or its auditors all records and books of accounts of the Organization upon request from the Municipality which may be made within 2 years of the grant award.
- F) That if the programs or services proposed in the Organization's application are not commenced, or are not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality.

Schedule "B"

- G) That the program or services not be represented as a Municipal program or service, and that the Organization does not have authority to represent itself as an agency of the Municipality in any way, the only relationship being that the Municipality has approved the granted financial assistance to the Organization.
- H) That should the Organization receive grant funding and subsequently disband, the Organization must dispose of their assets in a responsible manner that meets the approval of the Municipality.

**SIGNING AUTHORITY**

We certify that to our knowledge, the information provided in this application for a Municipal Community Grant is accurate and completed, and endorsed by the organization which we represent.

<b>Name (please print):</b>	<b>Signature</b>	<b>Date (MM/DD/YYYY)</b>
<u>Debbie Beattie</u> Authorized Signing Officer #1		<u>10/12/2018</u>
<u>Charles Wickett</u> Authorized Signing Officer #2		<u>10/12/2018</u>

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