

# About This FAQ

The City of Brampton is excited to support the amazing work happening in our cultural communities in 2019. **Please note that this FAQ will only provide you a quick overview of the potential granting opportunities so that you can started thinking about submitting an application.**

The official guidelines are contained in the [Community Grant Program Handbook](#). It is very important that you review the CGP Handbook prior to applying so that you clearly understand the requirements of your stream including submission limits or to ask questions early!

If after reviewing this FAQ, you do have questions, concerns, or accessibility requests, you can always feel free to contact Bandana Singh, Coordinator, CGP, whose contact information can be found at the end of this document.

## Q1: What is the Community Grant Program?

The goal of the CGP, is to continue developing a robust, culturally-vibrant non-profit sector program that is designed to provide eligible organizations with funding assistance for community-based activities that will have a positive city-wide impact.

This program has 4 major streams to distribute funding. Each stream has unique attributes and eligibility, and there are limits to how many streams a project can apply to in a calendar year:

- a) **Arts and Culture Programs, Projects and Capacity Building**
- b) **Festivals and Events**
- c) **Recreation and Active Living**
- d) **Neighbourhood Initiatives**

For specific and detailed information about the funding streams including how many a project can apply to each year, please review the [CGP Handbook](#) and Program Specific Documentation on our website.

**\*\*\*For any Sport Tourism Hosting inquires please contact Linda Oliner by email at [Linda.Oliner@brampton.ca](mailto:Linda.Oliner@brampton.ca) or by phone at (905) 874-5938 and please view the Sports Tourism Hosting Guidelines by [clicking here](#).\*\*\***

## Q2: Who is eligible to apply?

All CGP streams will consider applications for projects that are to take place in Brampton and are led by Brampton-based organizations (defined as having a permanent address in the City of Brampton):

- A non-profit organization\* which is a not-for-profit corporation;
- A non-profit organization\* which is an unincorporated association of individuals provided that two (2) or more of the organization's named directors or officers execute the grant application and the City's grant agreement personally or;
- A charitable organization which is registered as a charity under the Income Tax Act of Canada and which provides acceptable evidence of a valid charitable registration number issued by Canada Revenue Agency.

Neighbourhood Initiatives, in addition to the organizations noted above, will also accept applications from neighbourhood groups with a non-profit/not-for-profit organization sponsor.

*\*as defined by the Income Tax Act of Canada*

## Q3: What kinds of initiatives are eligible for funding and how much can I request for my initiative?

Each stream has a different way of distributing its funds to meet the many different needs of the City's cultural community:

**a) Arts and Culture Programs, Projects and Capacity Building:** Arts & Culture has two (2) components and a non-profit can submit an application to both streams in 2019:

- *Programs & Projects* provides 50% of eligible expenses to a maximum of \$12,500
- *Capacity Building* provides 100% of eligible expenses to a maximum of \$2,500

**b) Festivals and Events:** Festivals and Events has two (2) components and a non-profit can *only* apply to one (1) of the components in 2019:

- "New" Festivals and Events – festivals and events that are either in their first year or are requesting City of Brampton Community Grant Program funding for the first time regardless of how long the festival or event has existed. This stream provides 50% of eligible expenses to a maximum of \$12,500.
- "Established" Festivals and Events - festivals and events that have received City of Brampton Community Grant Program funding for at least one (1) year,

must be consecutive years of funding. This stream provides 50% of eligible expenses to a maximum of \$65,000.

In both cases, the festival or event, rather than the organization, is being referred to.

**c) Recreation and Active Living:** This stream supports recreation and active living initiatives.

- Applicants may submit one (1) application per calendar year to this stream
- Applicants are eligible for up to 50% of eligible expenses to a maximum of \$12,500.

**d) Sport Tourism Hosting:** This stream supports sport tourism hosting initiatives.

- Applicants may submit up to a maximum of two (2) applications per calendar year to the STH Stream.
- An event will be eligible for funding up to 50% of the event's eligible expenses to a maximum of \$50,000.00.

**e) Neighbourhood Initiatives:** Neighbourhood Initiatives has different attributes from the other streams as it accepts applications every month year round until funding is depleted. This stream opens January 3<sup>rd</sup>, 2019.

- Applicants can request up to \$1,000 in matching funds for community based initiatives.

For all the specific details and requirements for what specifically is an eligible activity in each stream please visit the [CGP Handbook](#), refer to the Funding Streams section.

## Q4: How are applications assessed?

Each stream has unique attributes, and applications are assessed by a combination of City staff and volunteer adjudicators, based on a matrix of evaluation for each stream. Recommendations are then taken to the City Council for endorsement (approval).

Each application is assessed on its own merit in the context of meeting the funding stream goals, objectives and eligibility criteria. Additionally, applications are reviewed and evaluated based on areas of measure as specified in each specific funding stream guideline: Organizational Capacity, Merit and Community Outcome.

For all the specific details and requirements about how an application is assessed, please see the [CGP Handbook](#), refer to the Evaluation of Applications section.

## Q5: When do the streams open for applications?

Please note that there are different opening dates for different streams

### **Opening December 13, 2018:**

- Arts and Culture Programs, Projects and Capacity Building
- Festivals and Events
- Recreation and Active Living
- Sport Tourism Hosting

### **Opening January 3, 2019:**

- Neighbourhood Initiatives

Please note that January 3, 2019 is the first opportunity to apply to this stream. Neighbourhood Initiatives open the first business day of every month in 2019.

For Further Information please see [CGP Handbook](#), Application Intake Window.

## Q6: When do the streams close?

Please note that there are different closing dates for different streams. The portal closes and stops accepting applications as of 4:30pm EST on the following dates for the following streams:

### **Closing January 31, 2019:**

- Arts and Culture Programs, Projects and Capacity Building
- Festivals and Events
- Recreation and Active Living
- Sport Tourism Hosting

### **Closing January 31/Last Business day:**

- Neighbourhood Initiatives

Please note that January 31, 2019 is the first closing of this ongoing stream. Neighbourhood Initiatives closes the last business day of each month.

For further information please see [CGP Handbook](#), refer to the Application Intake Window section.

## Q7: When are applicants notified of the results?

### **Late February 2019:**

- Arts and Culture Programs, Projects and Capacity Building
- Festivals and Events
- Recreation and Active Living

## Sport Tourism Hosting

**Ongoing - Neighbourhood Initiatives** are notified of their application status the third week of the month following application submission.

## Q8: How do I submit my application?

All applications are made through our online portal. You will complete the application online and upload any requested documents as part of the application to this portal which can be found at the link below:

[www.brampton.ca/communitygrants](http://www.brampton.ca/communitygrants) & look for “**Start An Application.**”

If you have any technical questions or considerations related to technology, or accessibility, the Coordinator, Community Grant Program, Bandana Singh, (905) 874-3395

Or via email at [communitygrants@brampton.ca](mailto:communitygrants@brampton.ca) or and we will be happy to be in touch with you.

We encourage first time applicants in particular to be in touch to learn more about how your initiative might be a fit for the program.

For more specific information about submitting an application, please see [CGP Handbook](#), refer to the How to Apply section.

## Q9: Can I meet with someone at the City about the granting programs?

Yes! We will be holding in person Information Sessions and Workshops at local recreation centres throughout Brampton and it will be great to see you there! [Please visit our website for all the dates](#), times and spaces where we will be holding:

### Community Grant Program Information Sessions

December 17th, 2018 – January 21st, 2019

- These events are drop in sessions from 3pm-7pm and no RSVP is required.

### Special Grant Writing and Sponsorship Workshops with WorkInCulture

January 7<sup>th</sup> and January 12<sup>th</sup>, 2019

This event requires an RSVP at:

<http://bit.ly/GrantsmanshipWorkshop101>

<http://bit.ly/SecuringSponsorshipWorkshop>

If you would like to be in touch with someone directly, you can reach the Coordinator, CGP Bandana Singh via email at [communitygrants@brampton.ca](mailto:communitygrants@brampton.ca) or by phone at (905) 874-3395.

## Q10: If my application is unsuccessful, will I get feedback?

If your application is unsuccessful, you can send an email to the Coordinator to specifically ask for a time to be set up to discuss your application. Feedback is only provided by appointment.

For further information please see [CGP Handbook](#), refer to the General Funding Provisions.

## Q11: If I am successful and get a grant, what are my next steps?

After receiving notification of a successful grant application, you'll meet with a member of our team to review and sign the letter of agreement. There are a number of things you need to keep in mind about receiving a grant. This includes, but is not limited to, documenting how you spend the funds, submitting a final budget, submitting a final Project Close-Out report showing how you evaluated the impact and outcomes of your initiative.

For further details about grantee responsibilities, please see [CGP Handbook for:](#)

- Successful CGP Recipient Review Meeting
- Grant Payment Schedule
- Final Project Close-Out Report Requirements

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*To reach the Community Grant Program staff:*

*For further questions about the application process or queries about accessibility, please be in touch with the Coordinator of the Community Grant Program:*

*Bandana Singh at [communitygrants@brampton.ca](mailto:communitygrants@brampton.ca) or (905) 874-3395*

*A final note on applying to the Community Grant Program:*

*Thank you for sharing your work with us for granting consideration. The Community Grant Program and its streams are considered competitive with limited resources. If you are unsuccessful in your grant application, please note that it is not reflective of the value of your initiative. We recognize your work and thank you for your contributions to the cultural community of the City of Brampton.*