



Advance Brampton Fund

Advance Brampton Fund Grant Information Session

2026 Arts and Culture Space Improvement Stream

The Advance Brampton Fund



The City recognizes the unique and valuable role that the non-profit sector can play in delivering projects that meet community need, complement City services and contribute to advancing City Priorities.

As such the city is pleased to offer the Advance Brampton Fund: a community granting program that supports non-profit sector development and provides municipal funding to eligible Brampton-based non-profit or charitable organizations for strong project proposals that align with these priorities.

In 2026 the City Priority Areas that ABF will address are:

- Arts and Culture
- Recreation
- Community Safety

New this year

The Advance Brampton Fund is offering an Arts and Culture focused Space Improvement Stream directed at proven arts and culture organizations that lease or own space in Brampton that are interested in improving their space to better serve artists and the arts community. The offering connects to the City of Brampton's Culture Master Plan and responds directly to community raised challenges around evolving needs within the Brampton arts community.

Funding Streams at a Glance



Arts and Culture Space Improvement Projects	
Open to:	<ul style="list-style-type: none">• Registered Charities• Incorporated Non-Profits• Organizations must have a proven Arts and Culture mandate or purpose.
Insurance Required	\$2,000,000 in Commercial General Liability insurance
Project Eligibility	<ul style="list-style-type: none">• Capital projects delivered by arts and culture organizations interested in improving their space in Brampton to better serve the arts and artist community.
Available Funding	Up to \$10,000 in matching project funds to a maximum of 50% of total project costs.
Grant Term	ABF Funding must be spent between January 1, 2026, and December 31, 2026. Applicants must be able to report on expenses, outputs and outcomes 60 days after the project end date or by December 31, 2026, whichever comes first.
Application Intake	Annually: Open: September 2, 2025 Close: September 30, 2025
Payment Structure	90% of approved grant amount at the time of contract execution and 10% of grant amount upon completion and approval of a project close out report

Application Timelines



December/Holiday Break

Eligible Organizations



Brampton based Registered Charity – For ABF purposes an organization or foundation that has a valid and subsisting registration as a charitable organization under the Income Tax Act (Canada), has a registered permanent office address in Brampton and a verified Arts and Culture purpose.

Brampton based Incorporated Non-Profit – For ABF purposes an organization that is incorporated under the laws of Canada or Ontario as a not-for-profit corporation without share capital that has a registered permanent office address in Brampton and verified Arts and Culture object, purpose or mandate.

Proving Organizational Status

Corporation Profile Reports – Provincially Incorporated Organizations

Proving non-profit status and standing



Transaction Number: [REDACTED]

Ontario Ministry of Government and Consumer Services

Profile Report

[REDACTED]

Type
Name
Ontario Corporation Number (OCN)
Governing Jurisdiction
Status
Date of Incorporation/Amalgamation
Registered or Head Office Address

Not-for-Profit Corporation
Name
Address for Service
Date Began

Canada - Ontario
Active

[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Deborah Luckett
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act. Ranges and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a pre-specified date. If this report is generated for a pre-specified date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm format.

Page 1 of 7

Transaction Number: [REDACTED]

Active Director(s)
Minimum Number of Directors
Maximum Number of Directors

Name
Address for Service
Date Began

Name
Address for Service
Date Began

Name
Address for Service
Date Began

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Deborah Luckett
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act. Ranges and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a pre-specified date. If this report is generated for a pre-specified date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm format.

Page 2 of 7

Transaction Number: [REDACTED]

Active Officer(s)
There are no active Officers currently on file for this corporation.

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Deborah Luckett
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act. Ranges and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a pre-specified date. If this report is generated for a pre-specified date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm format.

Page 3 of 7

Transaction Number: [REDACTED]

Corporate Name History
Name
Effective Date

[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.
Deborah Luckett
Director Registrar
This report sets out the most recent information filed on or after June 21, 1982 in respect of corporations and April 1, 1984 in respect of Business Names Act and Limited Partnership Act. Ranges and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a pre-specified date. If this report is generated for a pre-specified date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "cut-off" date indicated on the report. Additional historical information may exist in paper or microfilm format.

Page 4 of 7

- Must show as active Non-Share corporation
- Must be dated for the year in which you are submitting your application
- Arts and Culture Space Improvement Guidelines share more about how to obtain.

Provincial Articles of Incorporation

Proving Arts and Culture Object or Purpose



2022 and newer

Pre 2022

NFPCA - Articles of Incorporation - [Redacted]

Ontario 

Ministry of Government and Consumer Services

Articles of Incorporation

Not-for-Profit Corporations Act, 2010

1. Corporation Name [Redacted]

2. Registered Office Address [Redacted]

3. Number of Directors [Redacted] Min 3 / Max 5

4. The first director(s) is/are:

Full Name [Redacted]
Address for Service [Redacted]

Full Name [Redacted]
Address for Service [Redacted]

Full Name [Redacted]
Address for Service [Redacted]

5. The purposes of the corporation are:

[Redacted]

This space is for Ministry Use Only
(Espace réservé à l'usage exclusif du ministère)

Ontario Corporation Number
Numéro de la personne morale en Ontario

1. [Redacted]

APPLICATION FOR INCORPORATION OF A COMPANY

REQUÊTE EN CONSTITUTION D'UNE COMPAGNIE

Form 1
Corporations Act
Formule 1
Loi sur les personnes morales

1. The name of the company is /Dénomination sociale de la compagnie:

[Grid for name entry]

2. The address of the head office of the company is/Adresse du siège social:

(Street & Number, or R.R. No., Lot & Concession No., or Lot & Plan No.; Post Office Box No. not acceptable; if Multi-Office Building give Room No.)
(Rue et numéro, ou R.R. et numéro, ou numéro de lot et de concession, ou numéro de lot et de plan; numéro de boîte postale inacceptable; s'il s'agit d'un bâtiment à bureaux, numéro du bureau)

(Name of Municipality)
(Nom de la municipalité)

(Postal Code/Code Postal)

3. The applicants who are to be the first directors of the company are:
Requérants appelés à devenir les premiers administrateurs de la compagnie:

Name in full, including all first, middle names
Nom et prénom au complet

Address for service, giving Street & No., or R.R. No. or Lot & Concession No., or Lot & Plan No., and Postal Code (Post Office Box No. not acceptable)
Domicile élu y compris la rue et le numéro ou la R.R. et le numéro ou le numéro de lot et de concession, ou le numéro de lot et de plan, ainsi que le code postal (Numéro de boîte postale inacceptable)

4. The objects for which the company is incorporated are:
Objets pour lesquels la compagnie est constituée:

5. The authorized capital is/Capital autorisé:

6. The designations, preferences, rights, conditions, restrictions, limitations or prohibitions attaching to the preference shares, if any, are:
Désignations, privilèges, droits, conditions, restrictions, limitations ou interdictions r attachés, aux actions privilégiées, s'il y a lieu:

7. The company is/is not to be a private company/La compagnie est/n'est pas une compagnie fermée.

8. The restrictions, if any, on the allotment, issue or transfer of shares are:
Restrictions, s'il y a lieu, à l'attribution, à l'émission ou au transfert d'actions:

9. The special provisions, if any, are/Dispositions particulières, s'il y a lieu:

10. The shares to be taken by the applicants are:
Actions devant être attribuées aux requérants:

Applicants full names, including all given names Nom et prénoms au complet des requérants	Number of shares Nombre d'actions	Class Designation Désignation d'actions	Amount to be paid Montant à verser \$

11. The names and address for service of the applicants are:
Nom et prénoms et domicile élu des requérants:

Name in full, including all first, middle names Nom et prénoms au complet	Address for service, giving Street & No., or R.R. No. or Lot & Concession No., or Lot & Plan No., and Postal Code (Post Office Box No. not acceptable) Domicile élu y compris la rue et le numéro ou la R.R. et le numéro ou le numéro de lot et de concession, ou le numéro de lot et de plan, ainsi que le code postal (Numéro de boîte postale inacceptable)

This application is executed in duplicate.
La présente requête est faite en double exemplaire.

Signatures of applicants/Signature des requérants

- Only used to prove arts and culture object or purpose.
- Should list arts and culture related work as the purpose of the corporation if incorporated after 2022 or as the object of the corporation is incorporated before 2022
- Arts and Culture Space Improvement Guidelines provide detailed instructions on how to obtain.

Corporate Information Pages – Federally Incorporated Organizations





Government
of Canada

Gouvernement
du Canada

Canada.ca

 → [Innovation, Science and Economic Development Canada](#)
→ [Corporations Canada](#) → [Search for a Federal Corporation](#)

Federal Corporation Information - [REDACTED]

Order copies of corporate documents

Note

This information is available to the public in accordance with legislation (see [Public disclosure of corporate information](#)).

Corporation Number

[REDACTED]

Business Number (BN)

[REDACTED]

Corporate Name

[REDACTED]

Status

Active

Governing Legislation

Canada Not-for-profit Corporations Act - 2020-09-03

Order a Corporate Profile

[\[View PDF Sample\]](#) [\[View HTML Sample\]](#)
[PDF Readers](#)

Registered Office Address

[REDACTED]

Brampton ON [REDACTED]

Canada

Note

Active NFP Act corporations are required to [update this information](#). Changes are only legally effective when filed with Corporations Canada. A [corporation key](#) is required. If you are not authorized to update this information, you can either contact the corporation or contact [Corporations Canada](#). We will inform the corporation of its [reporting obligations](#).

Directors

Minimum 1

Maximum 10

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Note

Active NFP Act corporations are required to [update director information](#) (names, addresses, etc.) within 15 days of any change. A [corporation key](#) is required. If you are not authorized to update this information, you can either contact the corporation or contact [Corporations Canada](#). We will inform the corporation of its [reporting obligations](#).

Annual Filings

Anniversary Date (MM-DD)

[REDACTED]

Date of Last Annual Meeting

[REDACTED]

Annual Filing Period (MM-DD)

[REDACTED]

Type of Corporation

[REDACTED]

Status of Annual Filings

[REDACTED]

Corporate History

Corporate Name History

[REDACTED]

[REDACTED]

Certificates and Filings

Certificate of Incorporation

[REDACTED]

- Must show as active Non-Share corporation
- Must be dated for the year in which you are submitting your application
- Arts and Culture Space Improvement Guidelines share more about how to obtain.



BRAMPTON

Community Services

Federal Articles of Incorporation

Proving Arts and Culture Object or Purpose



Certificate of Incorporation
Canada Not-for-profit Corporations Act

Certificat de constitution
Loi canadienne sur les organisations à but non lucratif

Corporate name / Dénomination de l'organisation
[Redacted]

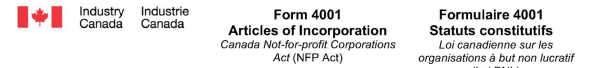
Corporation number / Numéro de l'organisation
[Redacted]

I HEREBY CERTIFY that the above-named corporation, the articles of incorporation of which are attached, is incorporated under the *Canada Not-for-profit Corporations Act*.

JE CERTIFIE que l'organisation susmentionnée, dont les statuts constitutifs sont joints, est constituée en vertu de la *Loi canadienne sur les organisations à but non lucratif*.

Virginie Ethier
Virginie Ethier
Director / Directeur
2015-01-16
Date of Incorporation (YYYY-MM-DD)
Date de constitution (AAAA-MM-JJ)

Canada



1 Corporate name / Dénomination de l'organisation
[Redacted]

2 The province or territory in Canada where the registered office is situated / La province ou le territoire au Canada où est maintenu le siège
[Redacted]

3 Minimum and maximum number of directors / Nombres minimal et maximal d'administrateurs
[Redacted]

4 Statement of the purpose of the corporation / Déclaration d'intention de l'organisation
[Redacted]

5 Restrictions on the activities that the corporation may carry on, if any / Limites imposées aux activités de l'organisation, le cas échéant
[Redacted]

6 The classes, or regional or other groups, of members that the corporation is authorized to establish / Les catégories, groupes régionaux ou autres groupes de membres que l'organisation est autorisée à établir
[Redacted]

7 Statement regarding the distribution of property remaining on liquidation / Déclaration relative à la répartition du reliquat des biens lors de la liquidation
[Redacted]

8 Additional provisions, if any / Dispositions supplémentaires, le cas échéant
[Redacted]

9 Declaration: I hereby certify that I am an incorporator of the corporation. / Déclaration : J'atteste que je suis un fondateur de l'organisation.

Name(s) - Nom(s) / Original Signed by - Original signé par
[Redacted] [Redacted]

A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(1) of the NFP Act).

La personne qui fait une déclaration fautive ou trompeuse, ou qui aide une personne à faire une telle déclaration, commet une infraction et encourt, sur déclaration de culpabilité par procédure sommaire, une amende maximale de 5 000 \$ et un emprisonnement maximal de six mois ou l'une de ces peines (paragraphe 262(1) de la Loi BNL).

You are providing information required by the NFP Act. Note that both the NFP Act and the Privacy Act allow this information to be disclosed to the public. It will be stored in personal information bank number RCPPL-049.

Vous fournissez des renseignements exigés par la Loi BNL. Il est à noter que la Loi BNL et la Loi sur les renseignements personnels permettent que de tels renseignements soient divulgués au public. Ils seront stockés dans la banque de renseignements personnels numéro RCPPL-049.

Canada

IC 3419 (2008/04)

Schedule / Annexe


Purpose Of Corporation / Déclaration d'intention de l'organisation

[Redacted Schedule Content]

- Only used to prove arts and culture object or purpose.
- Should list arts and culture related work as the purpose of the corporation either in Form 4001 or in an attached schedule
- Arts and Culture Space Improvement Stream Guidelines provide detailed instruction on how to obtain.

Charity Details Page – Registered Charities



 Government of Canada / Gouvernement du Canada

[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)
> [T3010 Registered Charity Information Return](#)

Detail page

i Use this page to confirm a charity's status and Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the charity.

Business/Registration number:
[REDACTED]

Charity status:
Registered

Effective date of status:
[REDACTED]

Sanction:
[REDACTED]

Language of correspondence:
[REDACTED]

Designation:
Charitable organization

Charity type:
[REDACTED]

Version 1 a/o 2020-12-06 Page 27 of 60

Category:
[REDACTED]

Address:
[REDACTED]

City:
BRAMPTON

Province, territory, outside of Canada:
ON

Country:
CA

Postal code/Zip code:
[REDACTED]

Charity Email address:
[REDACTED]

Charity website address:
[REDACTED]

View this charity's quick view information
[Quick view](#)

Links to Websites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-

Version 1 a/o 2020-12-06 Page 28 of 60

- Must show charity business/registration number
- Must show and Arts Culture purpose or mandate under Charity Type or Category.
- Must show your organization is in good standing with CRA
- Arts and Culture Space Improvement Guidelines share more about how to obtain this document.

Proving Leased or Owned Properties in Brampton



Eligible organizations must be verifiably located in Brampton.

- The Charity Details Page, Corporation Profile Report or Corporation Information pages must show a Brampton address as the organization's legal address. If they do not the provision of a Commercial Lease Agreement in the organization's name for a space in Brampton can prove the Brampton location of an organization.

Eligible space improvement projects can only be funded for projects in Brampton and organizations must prove the Brampton location through the provision of a Commercial Lease Agreement or a Commercial Mortgage in the name of the organization.

Commercial Mortgage:

- If a commercial mortgage is provided to demonstrate Brampton occupancy it must be accompanied by:
 - An up-to-date property tax certificate
 - A signed/stamped statement of good standing from the mortgage provider

Commercial Lease Agreement:

- If a Commercial Lease Agreement is provided it must clearly show unexpired term until at least December 31, 2026.
- Lessees must also provide:
 - A supplementary letter from the property's owner, landlord and/or property manager clearly authorizing the work of the space improvement. This letter should include contact information for the authorizing party and a statement of good standing on the lease.

Note: Only the BRAMPTON space noted in the mortgage or lease documents is eligible for funding through this stream.



Required Organizational Insurance


- Applicant organizations must carry Commercial General Liability Insurance to be considered for funding from the City of Brampton.
- Insurance must be in the name of the applicant organization and cover the obligations and operations of the organization against claims of bodily injury, including personal injury and death, and property damage or loss, indemnifying and protecting the recipient, their respective employees, servants, volunteers, agents, contractors, invitees or licensees, to the inclusive limit of \$2,000,000 per occurrence.
- Organizations prove their insurance coverage and extend it to the City of Brampton using **ONLY** the Certificate of Insurance form available in your application. This form must be filled out appropriately by an Insurance Industry Professional.
- More instruction on insurance can be found in section 4.3 of the Arts and Culture Space Improvement Guidelines.
- Organizations receiving grants are responsible for any additional insurance coverages, or WHIMIS certifications that may be necessary to undertake their projects.

Accessing Applications



Applications are available via the City of Brampton grants portal which is supported by Survey Monkey Apply.

Applicants can access applications via the ABF webpage – www.brampton.ca/abf. Click on the 'Apply Now' button next to the New and Small Projects Stream and you will be redirected to the applicant portal.

- If you are a new user, you will have to click the 'Register' button in the top right corner of the screen.
- For those already registered but who can not remember their login information The '*Forgot your password?*' button will allow you to reset your password via the email account used to originally register your account.
- Once registered, or if already registered and logged in you can access funding applications via the 'Programs' button in the top right corner of the screen. If you have already started an application within a funding stream the portal will no longer allow you to start another. You must edit the one you started to complete the application.
- **Remember – ABF only accepts one (1) application from each applicant organization.**
- If you have trouble accessing applications or with the portal you can connect with City Grant Staff – abf@brampton.ca or Survey Monkey Apply Provides support through the  button on the top left corner of the screen.

Application Sections



As outlined in the 2026 Arts and Culture Space Improvement Guidelines the application is broken down into 4 Stages of Review.

1. Eligibility Review – This is where you prove your address, insurance and provide supporting documents to do so. It is not scored by reviewers, but if not completed appropriately can leave you ineligible for funding. All questions in this section are mandatory.
2. Organizational Information – In this section there are a few mandatory questions and a few optional questions. None are scored by reviewers, but they do play a role in informing reviewers of your organization’s work and history. They also help the City plan and gather data that helps to advance and foster a commitment to diversity, equity and inclusion.
3. Strategic Alignment – Here you will select you the outputs and outcomes you will measure. These questions are all mandatory, you must select at least one outcome, and you must measure at least one output. If you are not measuring an output, please use a zero (0) to indicate this. If you measure one output your score will not be hurt by zeros in other output measure fields. This part of the application informs the score reviewers provide in the Project Alignment section of the next stage of review.
4. Project Evaluation – This is the part of your application where you will tell us about your project. All the questions in this part of the application are mandatory and scored by reviewers.

Appendix G – Application Questions and Evaluation
Criteria Matrix for the Arts and Culture Space
Improvement Stream

ARTS AND CULTURE SPACE IMPROVEMENT STREAM:
REVIEW STAGE 1: ELIGIBILITY REVIEW
Answers to questions in this section do not impact your application’s score but failure to answer them and provide necessary documentation could result in your application being deemed ineligible.

ARTS AND CULTURE SPACE IMPROVEMENT STREAM:
REVIEW STAGE 2: ORGANIZATIONAL INFORMATION
Answers to questions in this section do not impact your application’s score or eligibility. The data/information is being collected for organizational planning purposes and our commitment to advance and foster diversity, equity and inclusion.

ARTS AND CULTURE SPACE IMPROVEMENT STREAM:
REVIEW STAGE 3: STRATEGIC ALIGNMENT
Answers to these questions inform reviewers of your project’s alignment to City Priorities and inform the score provided in the “Project Alignment” section in Review Stage 4 outlined below.

ARTS AND CULTURE SPACE IMPROVEMENT STREAM:
REVIEW STAGE 4: PROJECT EVALUATION
Evaluation Scale: Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Breakdown of Review Stage 4 – Project Evaluation



Application Section	Score Value Arts and Culture Space Improvement Stream
Project Description	15%
Project Alignment	25%
Project Development	15%
Project Team	15%
Diversity, Equity and Inclusion	5%
Project Plan	15%
Utilization Plan	5%
Expenses	10%

- *Each application is scored by three City staff reviewers who work directly in the Priority Area to which you have applied. An average score is created, and applications are funded from highest scoring to lowest scoring until funds are depleted. Request amounts may be reduced upon allocations based on the volume of requests and City’s desire to impact as many eligible projects as possible.*
- ***Applications must achieve a minimum score of 60% in this stream to be funded***
- *The criteria for which reviewers review the application questions is provided in the appendices of the 2026 Arts and Culture Space Improvement Stream Guidelines.*

City Priorities – Project Scope



Arts and Culture Space Improvement Projects	
Priority Area focus:	Supporting Inclusive Artistic Expressions: Building Brampton's identity as a creative city with a vibrant and diverse artist community.
Eligible project type:	Projects that align with and support the City of Brampton's Culture Master Plan by improving, renovating or developing cultural facilities to enhance space functionality, support artistic expression and increase access for the Brampton community.
Outputs:	<ul style="list-style-type: none"> • Total square footage of space improved or newly activated • Capital project duration (months) • # of artists to benefit from space improvements • # of community members expected to benefit • Accessibility features added (e.g. ramps, doors, washrooms) • Estimated increase in earned or contributed revenue because of space improvements • Estimated lifespan of the space improvement • # of volunteers engaged with the project • # of volunteer hours contributed to the project
Outcomes:	<ul style="list-style-type: none"> • Brampton artists, creators, and arts organizations are better connected, share skills, and drive innovation in their practice. • Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression. • Brampton artists, creators, groups and audiences participate in meaningful exchange, enriching the community while embracing expression, which showcases innovation in arts derived through cross-cultural and diverse connection and collaboration. • Brampton artists, creators, groups, residents and audiences have access to more creative space to create, gather, share knowledge, perform and exhibit work.

Mandatory measurement

Ineligible Organizations, Projects and Expenses



Ineligible Organizations

(Not an exhaustive list. More information found in section 4.2 of the 2026 Arts and Culture Space Improvement Guidelines)

- Organizations without a proven Arts and Culture purpose/mandate/object.
- For-Profit Corporations
- Individuals
- Public Libraries, School Boards, Schools, Classrooms
- Orgs that receive core funding from the City
- Political organizations
- National or Regional Organizations except where the application is submitted by a local chapter with a provable Brampton address.
- Religious or Faith groups that require adherence to a faith to participate.
- Hospitals, Clinic-based services or medical treatment projects

Ineligible Projects

(Not an exhaustive list. More information found in section 5.4. of the 2026 Arts and Culture Space Improvement Guidelines)

- Space planning, strategizing or research
- Estimating
- Capital Campaigns
- Projects taking place outside of Brampton
- Projects including renovations, improvements, or developments that require a building permit but do not receive one
- Project occurring on/in private residences
- Project unable to spend grant funding between January 1, 2026, and December 1, 2026

Ineligible Expenses

(Not an exhaustive list. More information found in section 5.5 of the 2026 Arts and Culture Space Improvement Guidelines)

- Operating and administrative costs (e.g. mortgage payments, utility bills, etc.)
- Routine maintenance
- Temporary installations
- Salaries or other payments to individuals not directly related to the capital project
- Purchase of tools and heavy or specialized equipment (rental of these items is eligible)
- Moving expenses
- Computer software
- Food and beverage
- Costs associated with capital projects in private residences
- Other capital expenses not related to the renovation, improvement or development of an arts and culture facility/space in Brampton.

Example Eligible Project Types



Example Eligible Project Types

(Not an exhaustive list. Options are not limited to these examples)

- General improvements to enhance functionality, safety or accessibility of creative spaces
- Replacing worn or outdated materials (e.g. flooring, lighting, cabinetry) in rehearsal, studio or exhibition space
- Creating dedicated areas for equipment storage, or multi-use program delivery
- Installing signage, display, fixtures or partitioning to better serve artists and community users
- Installing mirrors, and sprung flooring in a dance studio
- Adding sinks and storage for artist studios or workshops
- Soundproofing music studios to improve recording quality
- Upgrading entrances and washrooms for accessibility compliance



Brief Project Description:

- Provide a brief description of your project (200 words or less)

Unscored

Project Description:

- Project Start Date
- Project End Date

Describe your capital project. Include details such as:

- What you plan to do
- How you plan to do it
- Identify the need for the space improvement and evidence of this need
- How this space improvement will benefit artists and the Brampton community

15% of total score

Project Alignment

- Describe your project's alignment with the City of Brampton's Culture Master Plan and how it addresses the need for artistic and creative space in Brampton

10% of total score

Project Alignment 2 - Outputs

- Describe how your organization will measure the outputs you selected earlier in the application and why they are important to the project. Include information on anything additional you may be measuring to assess the project's success

10% of total score





Project Alignment 3 - Outcomes

- Describe how your project will contribute to the outcome(s) you selected earlier in your application.

5% of total score

Project Development

- Describe the capital project's long-term impact on your organization's programs, services and plans

15% of total score

Project Team

- List internal and external team members, including other organizational collaborators, funders, subject matter experts as well as contracted services including contractors, and skilled trades involved. Include details such as qualifications and skill sets. If not yet hired let us know what skill sets, you are looking for. How does this team represent the necessary skills to deliver the project on schedule and as planned?

10% of total score

Diversity Equity and Inclusion

- Describe how the completed project will provide safe, inclusive and accessible space for Brampton's diverse population?

5% of total score

Project Details – 70% of total application score



Project Plan

- How will you ensure the project is delivered in a timely, efficient and effective manner? List key project activities that will help your organization plan, deliver, and assess or review the project and associated timelines. Be sure to include timelines that include approval on permits that may be needed.

15% of total score

Utilization Plan

- Describe how the space will be shared with artists and/or the community post project to ensure effective utilization.

5% of total score

Project Process (Work Plan) – 20% of total project score

2026 Arts and Culture Space Improvement Guidelines: Appendix G – Application Questions and Review Criteria



**ARTS AND CULTURE SPACE IMPROVEMENT STREAM:
REVIEW STAGE 4: PROJECT EVALUATION**
Evaluation Scale: Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Section	Question	Evaluation Criteria	Weighting
Brief Project Description	Brief Project Description: Provide a brief description of your project (250 words or less).	This brief description is not evaluated. It is used to provide evaluators with a high-level introduction to your project.	N/A
Project Details (70%)	Project Description: <ul style="list-style-type: none">Project Start DateProject End Date Describe your capital project. Include full details, such as: <ul style="list-style-type: none">what you plan to dohow you plan to do itIdentify the need for the space improvement and evidence of this need.How this space improvement will benefit artists and the Brampton community	The project description is clearly articulated and contains sufficient detail to demonstrate a thoughtful well-planned project that benefits the organization, Brampton artists and the Brampton community.	15%
	Project Alignment: Describe your project's alignment with the City of Brampton's Culture Master Plan and how it addresses the need for artistic and creative space in Brampton	The project's alignment to the Culture Master Plan is strong and evidence is provided to reinforce this alignment.	10%
	Project Outputs: Describe how your organization will measure the outputs you selected earlier in the application and why they are important to the project. Include information on anything additional you may be measuring to assess success.	The Output(s) identified are appropriate for the project, target numbers set are challenging yet reachable	10%

Section	Question	Evaluation Criteria	Weighting
	Project Outcomes: Describe how your project will contribute to the outcome(s) you selected earlier in the application.	The Outcome(s) identified are appropriate for the project and the project represents a contribution to achieving outcomes.	5%
	Project Development: Describe the capital project's long-term impact on your organization's programs, services and plans.	Demonstrates integration with long-term operation and program strategies and confirms intention of ongoing occupation of the space.	15%
	Project Team: List internal and external team members, including other organizational collaborators, funders, subject matter experts as well as contracted services including contractors and trades involved in the project. Include details such as qualifications and skill sets. If not yet hired, describe the required skill sets you are looking for. How does this team represent the necessary skills to deliver the project on schedule and as planned?	The project team is listed and possesses the necessary skills sets(s) to deliver the project on schedule.	10%
	Diversity, Equity and Inclusion: Describe how the completed project will provide safe, inclusive and accessible space for Brampton's diverse population.	Demonstrates consideration of equity, inclusion and accessibility in space modifications	5%
	Project Plan: How will you ensure the project is delivered in a timely, efficient, and effective manner? List the key project activities that will help your organization plan, deliver and assess or review the project and associated timelines. Be sure to include timelines that include approval on permits that may be needed. A minimum of five (5) project activities is required.	Key project activities are strongly aligned with the project description and are reasonable to carry out in the proposed timelines.	15%
Process (30%)	Utilization Plan Describe how the space will be shared with artists and/or the community post-project to ensure effective utilization	Demonstrates clear, planned commitment to maximizing artist and/or community benefit.	5%

Section	Question	Evaluation Criteria	Weighting
	Project Expenses: Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.	The Project Expenses Worksheet is complete, reasonable, and aligned to key project activities.	10%
Total Score (60% required to be considered for funding)			100%

Recipient Responsibilities



- Ensure and prove in application appropriate permissions to deliver the project in leased premises
- Consult with appropriate municipal departments on the need for permits; and obtaining those permits
 - Planning, Building and Growth Management – Building.Inquiries@Brampton.ca / <https://www.brampton.ca/EN/residents/Building-Permits/projects/Pages/welcome.aspx>
- Recruit and contract with responsible contractors, skills trades, or designers
- Ensure appropriate insurance provisions to protect your organization while the work is ongoing
- Ensure project scope in application can be completed by December 31, 2026
- Generate appropriate matching revenue
- Gain documentation from contractors, tradespeople and others contracted in the project that their work has been completed and paid for by December 31, 2026, or when close out reporting is due.
- Grant recipients are expected to remain an occupant in the property being improved until at least December 31, 2027.

Expense Reporting

Report of estimated expenses within the categories provided.

The City understands this is only a projection and that things could change.

Expense reporting templates should be detailed enough for grant reviewers to assess the eligibility of expenses. Requests can be declined based on a grant reviewers' inability to determine whether an expense is eligible or not.

Applicants should be aware that approved funding may not be provided for the full amount requested.

Expense Reporting in Applications



<p>Expense Category</p> <p><i>*All ABF Expenses should fall into one of the below categories. Please read the instructions for each category carefully in order to determine how to report on items and values.</i></p>	<p>Expense Items Listing</p> <p><i>*List all of the individual items in the expense category and provide a dollar value for each item</i></p>	<p>Paid With Grant Funding</p> <p><i>*Provide the summed value of any expenses in Column B - Expense Items Listing you will pay with grant funding. The total in this column should be no more than \$10,000 in the Arts and Culture Space Improvement Stream and equal the value of grant you are requesting.</i></p>	<p>Matching Expense</p> <p><i>*Provide the summed value of any expense in Column B - Expense Items Listing that will make up part of your matching expenses. The total in this column should be equal to or greater than the total value in Column C - Paid With Grant Funding</i></p>
<p><i>Example</i></p>	<p>Contractor - \$15,000 Lighting Fixtures - \$5,000 Sprung Flooring - \$10,000</p>	<p>\$10,000</p>	<p>\$15,000</p>
<p>Project Staff Wages</p> <p><i>*The value paid to organizational full-time, part-time or contracted staff while they work directly on this capital project. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses. NOTE: Only the time spent by staff while they work directly on the capital project can be billed to the project. It is important to document changes in work responsibilities in a ammended job description or through the creation of a new contract for the staff working on the renovation/improvement.</i></p>		<p>\$0.00</p>	<p>\$0.00</p>
<p>Construction and Renovation Costs</p> <p><i>*The amounts associated with contractor fees, labour, materials, site preperation, framing. Plumbing, HVAC, interior finishes, landscaping/exterior work, industrial cleaning and furniture.</i></p>		<p>\$0.00</p>	<p>\$0.00</p>
<p>Permits, Fees and Regulatory Costs</p> <p><i>*The amounts associated with building permits, inspection fees, impact/assessment fees, occupancy certification and environmental compliance.</i></p>		<p>\$0.00</p>	<p>\$0.00</p>
<p>Equipment Rental</p> <p><i>*Provide the value of any equipment you will be renting to deliver your project. These are eligible expenses and can be paid with grant funding. Include these expenses in Column C - Paid With Grant if they are expected to be paid with grant funding. Include them in Column D - Matching Expense if they are expected to be a part of your project's matching expenses. You can also split these values in any way between Column C and Column D if they are expected to make up portion of both your grant and matching expenses.</i></p>		<p>\$0.00</p>	<p>\$0.00</p>





Expense Category *All ABF Expenses should fall into one of the below categories. Please read the instructions for each category carefully in order to determine how to report on items and values.	Expense Items Listing *List all of the individual items in the expense category and provide a dollar value for each item	Paid With Grant Funding *Provide the summed value of any expenses in Column B - Expense Items Listing you will pay with grant funding. The total in this column should be no more than \$10,000 in the Arts and Culture Space Improvement Stream and equal the value of grant you are requesting.	Matching Expense *Provide the summed value of any expense in Column B - Expense Items Listing that will make up part of your matching expenses. The total in this column should be equal to or greater than the total value in Column C - Paid With Grant Funding
Example	Contractor - \$15,000 Lighting Fixtures - \$5,000 Sprung Flooring - \$10,000	\$10,000	\$15,000
Volunteer Hours *Include the value of your expected volunteer hours. The value of volunteer hours is \$17.20/hour as outlined in the 2025 Advance Brampton Fund Guidelines. This is not an expense that can be paid with grant funding. Provide details in Column B- Expense Item Listing and include the summed values in Column D - Matching Expenses.			\$0.00
Gifts In Kind *Include the value of any expected project related gifts-in-kind. The value of service or product gifts-in-kind is determined by a an advertisement for products or an estimate for services. This is not an expense that can be paid with grant funding. Provide details of these items in Column B- Expense Item Listing and include the summed values in Column D - Matching Expenses.			\$0.00
Insurance *The Advance Brampton Fund requires \$2,000,000 in commercial general liability insurance in order for organizations to be eligible for funding. This cost is administrative and can not be paid with grant funding, but can be a part of your matching expenses. Provide the cost of your project's commercial general liability insurance in Column D - Matching Expenses.			\$0.00
	TOTAL PAID WITH GRANT FUNDING AND REQUEST VALUE	\$0.00	
		Total Matching Expenses	\$0.00
	Total Project Value *This should be at least double the value of your request	\$0.00	



Expense Item Listing – Provide a list of ALL expenses within a category and its estimated value

Paid with Grant Funding – Provide the summed total off all expenses being paid with grant funding

Matching Expenses – Provide the summed total of all expenses comprising the matching expenses

Total Paid with Grant Funding and Request Value will auto populate to a maximum of \$10,000. This number should be placed in your application as the request amount.

Total Matching Expenses will auto populate with the total value of your matching expenses.

Total Project Value will also auto populate with a sum of all expenses.

Project Budget – 10% of total application score

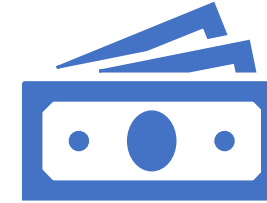
Close Out Reporting

All Advance Brampton Fund Grantees are expected to provide a Close Out Report. This close out report is due 60 days after the project end date in your application or by December 31, 2026, whichever comes first.



Items covered in Close Out Reports:

- Project Delivery Reporting
- Statement of Substantial Completion
- Project Impact Reporting
- Grant Program Feedback
- Expense Reporting



How to prove an expense:

An expense can be proven as **incurred** through a POS Receipt, invoice or contract.

An expense can be proven as **paid** through a POS Receipt, Cheque Copy, or Invoice clearly showing balance as paid.

An expense must be proven as paid **and received** through bank statements, returned cheques, credit card statements, POS Receipts

Payroll expenses can be proven through a submission of payroll documentation, paystubs, or in a lump sum through the provision of income tax reporting documentation.



Please share your feedback on this session with us. This is a very important part of the process, helping us ensure that we are delivering valuable content that empowers applicants to apply to the Advance Brampton Fund

<https://www.surveymonkey.com/r/TKFVGKQ>

Scan the QR code with your device's camera or click the link in the chat to share your feedback.

Contact Information

Amir Majid, Grants Administration Officer

Amir.Majid@Brampton.ca

Webpage for all necessary information

www.Brampton.ca/abf