



Ministry of
Culture
Programs and
Services Branch

CREATIVE COMMUNITIES PROSPERITY FUND

Guidelines

August 2009

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Creative Communities Prosperity Fund (CCPF) 2009-2010

Ministry of Culture Vision

The Ministry of Culture is providing leadership in building a strong and stable cultural sector that contributes to a prosperous creative economy and vibrant, liveable communities.

The Creative Communities Prosperity Fund

The Creative Communities Prosperity Fund (CCPF) will strengthen culture's role in building vibrant, liveable communities across Ontario by supporting municipalities and innovative organizations that increase local capacity for Municipal Cultural Planning (MCP) and community economic development.

The Creative Communities Prosperity Fund will support a wide range of initiatives in two ways:

- Supporting municipalities and First Nations communities in undertaking MCP-related activities; and
- Supporting not-for-profit organizations to deliver capacity-building initiatives that support MCP at the community level, strengthen local cultural capacity and encourage community building and economic development.

Objectives of the Creative Communities Prosperity Fund

The objectives of the Creative Communities Prosperity Fund are to:

- Provide municipalities with incentives and support to help them in undertaking MCP-related activities and integrate cultural planning with land-use planning, economic development, environmental responsibility and social equity.

- Encourage innovative organizations and initiatives that strengthen Ontario's cultural sector's capacity to transform Ontario's communities and economies through culture.
- Encourage innovative new cross-cultural (e.g. arts, cultural industries, heritage, and/or libraries) and cross-sectoral (e.g. culture, business, environment, social, etc.) partnerships and models to support the cultural vitality, creativity and economic sustainability of Ontario's communities.

Eligible Applicants

The Creative Communities Prosperity Fund has two funding streams (see below).

We encourage all applicants, including municipalities, to work with one or more partners. If you have one or more partners for your project, one organization must act as the lead applicant for funding. Lead applicant eligibility depends on the funding stream, as set out below.

Stream 1: Municipalities & First Nations

This funding stream will assist municipalities and First Nations communities with their Municipal Cultural Planning and related activities.

To be eligible for funding under Stream 1, the lead applicant must be an Ontario municipality or First Nations band council. The applicant must have formally identified Municipal Cultural Planning as a priority.

Stream 2: Not-for-Profit Organizations

This funding stream will support specific capacity building initiatives at the community level that enhance MCP, strengthen local cultural capacity and encourage community building and economic development. The lead applicant must be an incorporated not-for-profit organization.

Examples of Eligible Projects

The following are only examples. Applicants must contact the CCPF Program Advisor or their local Regional Consultant to discuss the eligibility of their proposed project.

Stream 1:

- Developing community engagement strategies
- Mapping of local cultural resources
- Hiring of expertise to guide Municipal Cultural Planning process
- Training of municipal staff in Municipal Cultural Planning
- Research and evaluation

Stream 2:

- Building capacity in local culture sectors to support Municipal Cultural Planning
- Undertaking research to advance Municipal Cultural Planning
- Planning and implementing municipal cultural planning events that combine cultural fields (e.g. arts, cultural industries, heritage, libraries)
- Developing new, innovative cross-sectoral partnerships that integrate culture into community building and economic development
- Building local leadership and governance to support Municipal Cultural Planning through training, tools, resources, and other services
- Hiring staff to deliver professional development, training, consulting and/or capacity building services and events for municipal cultural planning

General Criteria

Your application must:

- Describe the project in detail, including deliverables and a timetable for completion;
- Describe the cultural, economic, social, and/or environmental need for the project and how the project addresses that need;

- List of all the partners/participants from the not-for-profit, public, and private sectors and indicate how partners are involved in the project (if applicable);
- Include plans for monitoring results and tracking effectiveness;
- Describe how the project will continue in the long term (e.g. identify the next steps following the completion of this project and/or how you will use or share the results of the project); and
- Demonstrate sufficient project resources, management capability and organizational track record to carry out the project within an acceptable level of risk.

The completed funding application must also demonstrate:

- The need for the project in achieving local economic and community-building goals;
- How the project links with and supports Municipal Cultural Planning;
- How the project relates to the Ministry of Culture Vision (see above); and
- How the project meets one or more of the Objectives of the Creative Communities Prosperity Fund (see above).

You must include a Project Budget. Stream 1 applicants must include the latest available audited financial statement for the municipality or band council. Stream 2 applicants must provide the latest available audited financial statement for funding requests over \$75,000. For lesser amounts, provide the most recent board-endorsed financial statement.

Applicants must also:

- Have a minimum of \$2 million in liability insurance.
- Certify that they have fulfilled all the requirements of grants received from other Government of Ontario programs.

Additional Criteria

All **Stream 1** applications must also include:

- A copy of a resolution by members of municipal or band council to undertake the Municipal Cultural Planning process and apply to the Creative Communities Prosperity Fund or evidence that the

community has some history of Municipal Cultural Planning (e.g. cultural mapping, training forum or workshop, cross-sector roundtable on the role of culture in municipal planning, etc.)

- Description of current level of broad cross-sector engagement in the Municipal Cultural Planning process (developing, implementing and/or evaluation).

For **Stream 2**, priority will be given to projects that:

- Are innovative models for increasing cultural sector capacity at the community level.
- Have an impact on more than one cultural sector (e.g. arts, cultural industries, heritage, libraries).
- Engage in cross-sector partnerships that better integrate culture in community building and economic development.
- Impact multiple communities or regions across Ontario.

Stream 2 applicants must describe their organization's previous experience in cross-cultural and cross-sectoral initiatives which support the cultural vitality and economic sustainability of communities.

Contribution to Creative Community Prosperity

For both funding streams, your application must show how the project will contribute to prosperity in the creative community in at least two of the ways listed below. If your application is successful, the following **performance measures** will be used to evaluate your project when it is complete:

- Increased practice of Municipal Cultural Planning across Ontario communities.
- Increased number of Ontario municipalities with integrated cultural plans.
- Increased cross-cultural and cross-sectoral collaborations supporting culture's role in community building and local economic development.

- Increase in municipalities' job creation as a result of the project.
- Increase in community support for culture as a result of the project.
- New and innovative models developed as a result of the project to support the cultural vitality, creativity and economic sustainability of Ontario's communities.

General Funding Terms

Stream 1: The Ministry will fund a percentage of total eligible project costs, to a maximum of \$100,000, as follows:

- Communities with a population over 20,000: up to 50%
- Communities with a population below 20,000: up to 80%

Stream 2: The Ministry will fund up to 50% of total eligible project costs, to a maximum of \$150,000.

Both streams:

- Multi-year funding or funding in excess of the maximum will only be considered when supported by a strong business case.
- You may receive funding for your project from other levels of government.
- You may receive funding from other Ontario ministries for the project, but only for components not covered by CCPF.
- Donated services and materials are included in the calculation of the total project value/expenditures. The value of donated services and materials may not exceed 20% of total eligible project costs.
- The Ministry's contribution will not exceed the actual cash expenditure for the project.

Project Budget Questions and Answers

The Ministry is providing these questions and answers to assist prospective applicants in completing the CCPF application. If you have further questions, please contact Michelle Jones, Culture Program Advisor, in the

Ministry's Culture Programs Unit at (416) 314-5171, email: michelle.jones3@ontario.ca.

Project Costs

Q1. What are eligible project costs and where are they reported in the Project Budget?

A 1. Eligible project costs are reported as Expenditures in Category A, located on the left hand side of the Project Budget financial statement. They include all expenditures on goods and services that the applicant intends to make to undertake the project, except those which are cited as ineligible in question 2 below. Eligible project costs include the cost of hiring additional staff or the cost of extending staff hours that are specifically required for the applicant to undertake the project.

Q 2. What are ineligible project costs and where are they reported in the Project Budget?

A 2. Ineligible project costs are reported as Expenditures in Category B, located on the left hand side of the Project Budget financial statement. They are all expenditures on goods and services related to the project that the applicant intends to make which are ineligible for CCPF funding. Examples of ineligible costs include all hospitality, operating and capital costs.

Q 3. What are donated services and materials and where are they reported in the Project Budget?

A 3. Donated services and materials are reported under Total Expenditures/ Project Value in Category C, located on the left hand side of the Project Budget financial statement. In this section of the CCPF Project Budget,

applicants report the value of any donated goods and services that the applicant expects to receive from another organization to support the project (e.g. donated equipment).

Remember that donated services and materials cannot total more than 20% of the project value.

Project Funding

Q 4. What is the maximum one applicant can receive from the Creative Communities Prosperity Fund?

A 4: Stream 1:

The Ministry will fund a percentage of total eligible project costs, to a maximum of \$100,000, as follows:

- Communities with a population over 20,000: up to 50%
- Communities with a population below 20,000: up to 80%

Stream 2

The Ministry will fund up to 50% of total eligible project costs, to a maximum of \$150,000. Grants exceeding this amount will be considered under exceptional circumstances and if supported by a strong business case.

Q 5. Can an applicant acquire more funding for an approved project if costs increase?

A 5. No. There are no provisions to increase funding for an approved project if the costs to deliver that project increase.

Q 6. Are changes to the project budget allowed? For example, what if costs increase for one item but decrease for another?

A 6. You will need written consent from the Ministry to change how you spend grant funds. You should discuss any proposed changes to your project

budget with the Ministry's CCPF Program Advisor.

Q 7. What are the rules about banking the grant funds?

A 7. Grant funds must be placed in an account that is in the applicant's name at a Canadian financial institution.

Deadline for Applications

The deadline for applications is October 15, 2009.

Evaluation of Applications

Ministry of Culture staff will evaluate all qualified applications. Successful applicants will work with the Ministry on the details of their projects and enter into a funding agreement with the Ministry.

Project Reports and Results Analysis

The Ministry will require interim reports for all projects. The details of what is to be included will be set out in the funding agreement.

You must complete a post-project report (PPR) form within three months of completion of the project. The PPR will contain a financial reconciliation and a report on results that includes the performance measures. You may be required to submit further reports at the Ministry's request.

Administration of the Program

The Ministry's Programs and Services Branch Culture Programs Unit will administer the program. Applicants must discuss potential projects with the Ministry's CCPF Program Advisor or their local Regional Advisor before proceeding with an application. Such a discussion does not mean that a project will be recommended for approval.

For further information, contact:

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