



SAULT STE. MARIE

CDF – Arts & Culture Assistance Program (ACAP) Guidelines

Introduction

Support for the local arts and culture sector is an investment in a community's quality of life, economic growth, diversity and sustainability. To this end, the City of Sault Ste. Marie developed its first-ever [Community Cultural Plan 2019-2024](#) to create a vision statement, guiding principles, goals and recommendations to foster growth and development of the local arts and culture sector.

The Sault Ste. Marie Arts & Culture Assistance Program (ACAP) is a key tool in delivering the Community Culture Plan 2019-2024. The City's Community Development and Enterprise Services department is coordinating the grant application process. The following sections highlight the applications guidelines and review procedures.

Program Priorities

The goal of ACAP is to provide funding support, in line with priorities identified in the Community Cultural Plan 2019-2024, to foster the growth and development of the local arts and culture sector. Priority will be given to funding applications that demonstrate the following:

- Compliments and support existing City Initiatives, plans and projects while contributing effectively to the development of arts, culture and heritage in Sault Ste. Marie.
- Contributes to the community's economic diversity through the development of arts, culture products and tourism.
- Provides mentorship and participatory opportunities for youth and historically underrepresented groups in the community.
- Increased organizational capacity and sustainability of local arts organizations, collectives and artists.
- Provides professional development opportunities for emerging and professional arts and culture practitioners.
- Fosters community connections, partnerships and networks.
- Provides opportunities for volunteerism
- Significantly contributes to the quality of life and sense of identity in Sault Ste. Marie.

Applications should support and align with these program objectives. When developing grant proposals, applicants should also consider how their projects align with the goals and outcomes of the Community Cultural Plan 2019-2024.

General Notes to Applicants

- Total funds available for all grant types in the ACAP Program: \$104,400
- Only one request per applicant can be considered per fiscal year.
- Not all applicants are eligible for all funding streams – please check the guidelines carefully and contact City staff to ensure eligibility prior to applying.



- First time applicants are encouraged to contact City staff prior to submitting an application.
- Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future years' funding.
- Grants are not automatically awarded based on previous years' applications.
- Decisions regarding ACAP funding are recommended by the Cultural Vitality Committee and approved by City Council.
- Some exemptions to the eligibility criteria may apply and are at the discretion of the Cultural Vitality Committee. For questions and clarification, please contact City staff.
- Successful applicants will be required to submit progress and/or final reports.
- Successful applicants must acknowledge the support of the City of Sault Ste. Marie in any media communications – local or otherwise – and may be asked to provide general feedback on the grant.
- The applicant must extend services to the general public and must not exclude anyone by region of sex, age, race, religion or ethnic background.

Submission Dates

Applications for ACAP will be accepted in two intervals: **Early Intake and Late Intake**. These intakes are designed to better support applicants who have varying fiscal year commencements, along with project and/or festivals or events that occur early in the year.

Completed ACAP applications shall be accepted by the City of Sault Ste. Marie no later than the posted intake deadlines. Requests for financial assistance received after the intake deadline will not be considered.

Early Intake

Grant submission deadline: **Last Friday in October of each calendar year.**

Review period and approvals November-December of each calendar year. The Early Intake grants are scheduled to be disbursed to successful applicants by late-January.

Applications will be accepted from mid-September to the last Friday in October for all ACAP funding categories that have activities and/or whose fiscal year commences between January 1 and June 30.

EARLY INTAKE TIMELINE:





Late Intake

Grant submission deadline: **Last Friday in March of each calendar year.**

Review period and approvals April-May of each calendar year. The late intake grants are scheduled to be disbursed to successful applicants by early-June.

Applications will be accepted from mid-February to the last Friday in March for all ACAP funding categories that have activities and/or whose fiscal year commences between July and December 31.

LATE INTAKE TIMELINE:



Note to Applicants:

- 75% of the total funds available for the program will be granted in the early intake
- 25% granted in the late intake.
- If grant allocations are not fully utilized in the early intake, they may be re-allocated to the late intake. Grant allocations not fully utilized in the late intake may be distributed to approved allocations from the early intake.

Grant Types and Eligibility

Grants for ACAP fall within four streams:

- Project
- Operational
- Festival/Event
- Cultural Diversity

Project Grants

The Project Grants support small to large scale, one-time public and community arts, culture and heritage projects produced by Sault Ste. Marie based incorporated not-for-profit (NFP) arts, culture and heritage organizations, unincorporated arts, culture and heritage organizations/ collectives and individual cultural producers/practitioners. Projects should contribute to the discourse, practice or art form; should engage community; and must be a one-time, single creative project or a time-limited series and be completed within the fiscal year of funding approval.

This program has been designed to develop, support, promote and increase awareness of public and other community arts, culture and heritage projects that add beauty, vitality and character throughout the city.



Program Objectives:

- Enhance Sault Ste. Marie's public spaces.
- Engage and vitalize Sault Ste. Marie neighbourhoods through physical enhancements.
- Showcase local artists and mentor emerging talent.
- Celebrate the City of Sault Ste. Marie and foster a greater sense of belonging in the City and among community members.
- To encourage the creation of publicly accessible, permanent and temporary artworks demonstrating artistic merit and community benefit.
- To encourage collaborative partnerships between artists, arts organizations, communities, and local non-profits societies.
- To strengthen artistic and community outcomes of community-led public art projects.
- To foster community pride through the creation and appreciation of artistic works.

Funding may be used for (but not limited to): Performances, Installations, Sculptures, Murals, Monuments, Street furniture, or other creative endeavors supporting arts, culture and heritage sector development.

Project grants are divided into two sub-categories: Small Project Grants and Large Project Grants.

Small Project Grants

Amounts requested under \$2,999, to a maximum of 100% of the project budget.

The applicant must:


- Be an incorporated not-for-profit arts/culture organization, unincorporated arts/culture organization/collective or individual cultural producer/practitioner that is based in Sault Ste. Marie. If an organization/collective/individual is based outside of the city, funding may still be granted, provided there's a demonstrated substantial local benefit or involvement.
- Maintain a clear distinction in programs and budgets between the organization's ongoing activities and its arts/culture project where applicable.
- Have a stable volunteer/staff base in place to carry out activities where applicable. For instance, the organization must have a governance structure and identifiable partners.
- Requests from organizations whose primary mandate is not arts and culture may be considered if the project demonstrates a significant arts/culture component that enhances community access or promotes the development of the arts and culture sector in Sault Ste. Marie.

Large Project Grants

Amounts requested between \$3,000 up to \$20,000, to a maximum of 75% of the project budget.

The applicant must:

- Be an incorporated not-for-profit arts/culture organization that is based in Sault Ste. Marie. If an organization is based outside of the city, funding may still be granted, provided there's a demonstrated substantial local benefit or involvement.
- Maintain a clear distinction in programs and budgets between the organization's ongoing activities and its arts and culture project.
- Have a stable volunteer/staff base in place to carry out activities. For instance, the organization must have a governance structure and identifiable partners.
- Have an independent and volunteer board of directors that meets regularly and does not receive financial remuneration for this project.
- Submit financial statements for the applying organization that are in line with generally accepted accounting procedures (GAAP).

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- Requests from organizations whose primary mandate is not arts and culture may be considered if the project demonstrates a significant arts/culture component that enhances community access or promotes the development of the arts and culture sector in Sault Ste. Marie.

Regardless of the amount requested, the project must:

- Have a distinct start and end date within the year that the grant is provided.
- Have specific deliverables based on the project.
- Benefit the residents of Sault Ste. Marie.
- Fit within a realistic budget and have sources of funding other than the City of Sault Ste. Marie. To inquire about what a realistic request levels and expenses are, please contact City staff.
- Demonstrate a willingness to cooperate with related groups and partners in the community.

Operating Grants

Operating Grants are divided into two sub-categories: Operational Assistance and Seed Funding. Grants are subject to a new application process each year.

Operating Assistance Grants may not exceed a maximum of 25% of applicants' projected operating budget.

Operational Assistance

Operational Assistance Grants support organizations that have an ongoing presence within the City of Sault Ste. Marie and an established track record of successfully providing quality programming and/or services. Grants provide financial assistance to organizations working within the local arts and culture sector. This program aids in the fulfillment of mandates, artistic vision and artistic/professional development. It also fosters artistic excellence and enables local audiences to experience art, culture and heritage in a variety of forms.

Program Objectives:

- Support the creation, production, presentation, exhibition, and dissemination of arts, and culture within Sault Ste. Marie's culturally diverse community.
- Support the educational, training and service organizations that foster the development of local arts and culture.
- Support service organizations that foster the development of local professional artists, cultural producers and practitioners working in all disciplines and from all backgrounds.
- Support community-based artistic activities that engage audiences, build community and develop local arts and culture.

Funding may be used for (but not limited to):

- Fees related to operations such as marketing, legal and accounting.
- Non-capital program and office equipment and supplies necessary for the ongoing operation and development of the organization. Program equipment and supplies could include costumes, props, art supplies and equipment.
- Employee compensation and development related to the proposed activities.
- The space where the organization operates and related expenses – such as rent, insurance, utilities and maintenance – that are related to the proposed activities.
- Defray a portion of operating expenses or a portion of program costs for established cultural applicants that also receive substantial revenue from other sources,



including ticket or membership sales, donations from the private sector and support from other levels of government.


- Special/one-time activities, including exhibits, performances or specific aspects of festival participation such as website development and ticketing systems.
- Training and development for skills upgrading within the organization for the benefit of the community. This is commonly referred to as “capacity building.” Examples may include board training in governance or financial literacy, volunteer programs or development opportunities for staff.
- Acquisition of equipment necessary for the ongoing development of the organization, such as a point-of-sale system. The equipment can't be for one-time use. Applicants must demonstrate how the equipment fits with the following criteria to be considered eligible:
 - Is vital to the success of a larger project or program that aligns with the assessment criteria;
 - Is of reasonable cost and specification for the use described;
 - The organization has the training and capacity in place to use the equipment properly;
 - The organization will retain the equipment as a long-term resource and/or must be portable.

The applicant must:

- Be an established and incorporated not-for-profit organization, with arts and culture as its primary mandate, based in Sault Ste. Marie. If an organization is based outside of the city, funding may still be granted, provided there's a demonstrated substantial local benefit or involvement.
- Have been in existence for at least two years providing regularly scheduled artistic/cultural programming in the community.
- Outline its services with specific deliverables that benefit the residents of Sault Ste. Marie, as laid out in the Community Cultural Plan 2019-2024.
- Demonstrate a willingness to cooperate with related groups in the community.
- Maintain a clear distinction in programs and budgets between the organization's ongoing activities and its arts and culture projects.
- Have a stable staff/volunteer base in place to carry out activities; they must demonstrate governance structure and partners.
- Requests from organizations whose primary mandate is not arts and culture may be considered if the project demonstrates a significant arts and culture component that enhances community access or promotes the development of the arts and culture sector.
- If requested, the applicant must prove responsible management through detailed budgets, properly prepared financial statements and provide activity reports and other supporting data.
- The applicant must have an independent volunteer board of directors that will assume full responsibility for the administration of the funds, or an agent acceptable to City Council.
- Demonstrate the need for the requested funding and provide evidence that funds are confirmed/projected from a variety of other sources that are clearly stated in the application, including donations, sponsorships, user fees, other government sources.
- There must be a rationale to support the proposal.

Seed Funding

Seed or “start-up” assistance may be considered for applicants who require funds to start a worthwhile operation that will see a benefit to the local arts and culture sector if the following conditions are met:

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- The project should be innovative.
 - The project should serve a special need not being served in some other way or by another organization.
 - The applicant can demonstrate good organizational, financial and project management.

Eligible Expenses for Operating Grants

The costs incurred to deliver the organization's programs and services including:

- Employee compensation and development related to the proposed activities.
- The space where the organization operates – along with related expenses such as rent, insurance, utilities and maintenance, if the expenses are related to the proposed activities.
- Fees related to operations, including marketing, legal and accounting.
- Non-capital program and office equipment/supplies necessary for the ongoing operation and development of the organization. Program equipment may include costumes, props, art supplies and other equipment.

Note to Applicants:

- Operating Assistance grants are subject to a new application process each year.
- Only one application annually per organization will be considered for Operational Assistance.
- Operating Assistance grants may not exceed a maximum of 25% of applicants' projected operating budget.
- Please contact City staff prior to submitting a Seed Funding application to ensure that your start-up fits the above criteria and aligns with City and Community Cultural Plan 2019-2024 objectives.
- Seed Funding may only be applied for once by an organization. Start-ups seeking further operational funding, in subsequent years, may apply for funding through the Operational Assistance stream.

Festival and Event Grants

Festival and Event Grants are divided into two sub-categories: Community Events and Major Cultural Celebrations. Festival and Event Grants seek to sustain and encourage growth in existing events and to support the development of new events that foster community connections while contributing to residents' quality of life and sense of identity.

Community Event Grants (Under \$5,000)

Grants are available to support community events that provide opportunities for diverse populations to come together. Community events are typically (but not exclusively) single-day events.

Program Objectives:

- Encourage congregation or convening
- Evoke a sense of celebration
- Express the diversity and uniqueness of the residents of Sault Ste. Marie
- Foster community connectivity
- Inclusive, welcoming and entertaining
- Provide opportunities for local talent

Funding may be used for (but not limited to):

- Street parties
- Film screenings

- Organized performances
- Food festivals
- Farmers/art markets
- Fandom gatherings
- Other creative festivals and events that support the development of the arts and culture sector, along with the objectives of the Arts & Culture Assistance Program

The applicant must:

- Be an incorporated not-for-profit arts/culture organization that is based in Sault Ste. Marie. If an organization is based outside of the city, funding may still be granted, provided there's a demonstrated substantial local benefit or involvement and the event takes place in Sault Ste. Marie.
- Maintain a clear distinction in programs and budgets between the organization's ongoing activities and its arts and culture projects.
- Have a stable volunteer/staff base in place to carry out activities. For instance, the organization must have a governance structure and identifiable partners.
- Requests from organizations whose primary mandate is not arts and culture may be considered if the project demonstrates a significant arts and culture component that enhances community access or promotes the development of the arts and culture sector.
- If requested, the applicant must prove responsible management through detailed budgets, properly prepared financial statements, and provide activity reports and other supporting data.
- Incorporated not-for-profit applicants must have an independent volunteer board of directors that assumes full responsibility for the administration of the funds, or an agent acceptable to City Council.
- There must be a rationale to support the proposal.

Major Cultural Celebrations (\$5,000 - \$10,000)

Grants are available to support large scale, multi-day cultural celebrations or components of such an event.

Program Objectives:

- Support major local arts and culture festivals that attract both local and non-local audiences and that celebrate the artistic and creative expression of Sault Ste. Marie's artistic, heritage and cultural communities.
- Enhance the quality of life in Sault Ste. Marie by providing opportunities for community participation, social interaction and cultural involvement.
- Build the capacity and increase the sustainability of the local arts, heritage and cultural sector.
- Present a significant program of cultural activities and entertainment.
- Mix artistic programming with cultural attractions, entertainment, demonstrations and other activities to create a full event or festival program.
- Encourage congregation and celebrate community connectivity.
- Express the diversity and uniqueness of the residents of Sault Ste. Marie.

The applicant must:

- Be an incorporated not-for-profit arts/culture organization that is based in Sault Ste. Marie. If an organization is based outside of the city, funding may still be granted, provided there's a demonstrated substantial local benefit or involvement and the event takes place in Sault Ste. Marie.
- Have been in existence for at least four years providing regularly scheduled artistic/cultural programming in the community.
- Outline its services with specific deliverables that benefit the residents of Sault Ste.



Marie, as laid out in the Community Cultural Plan 2019-2024.

- Demonstrate a willingness to cooperate with related groups in the community.
- Maintain a clear distinction in programs and budgets between the organization's ongoing activities and its arts and culture projects.
- Have a stable volunteer/staff base in place to carry out activities. For instance, the organization must have a governance structure and identifiable partners.
- Requests from organizations whose primary mandate is not arts and culture may be considered if the project demonstrates a significant arts and culture component that enhances community access or promotes the development of the arts and culture sector.
- If requested, the applicant must prove responsible management through detailed budgets, properly prepared financial statements, and provide activity reports and other supporting data.
- Incorporated not-for-profit applicants must have an independent volunteer board of directors that assumes full responsibility for the administration of the funds, or an agent acceptable to City Council.
- Demonstrate the need for the requested funding and provide evidence that funds are confirmed/projected from a variety of other sources that are clearly stated in the application, including donations, sponsorships, user fees, other government sources.
- Provide evidence of past large-scale, multi-day festival/event production and management experience/success.

All applicants in the Major Celebrations category should have demonstrated capacity to run large events. Applicants must also demonstrate that they have an established audience, or be able to show clear potential for significant audience development. As well, that should be delivering a relatively unique experience not currently offered by other organizations.

Note to applicants:

- Only one application annually per organization will be considered for Festival & Events Grants.
- Festival & Event Grants may not exceed a maximum of 75% of total project costs.
- Community Event Grants may not exceed a maximum value of \$5,000.
- Major Cultural Celebration Grants are for requests of funding between \$5,000 and \$10,000.
- Festivals and events must have specific deliverables based on the project.
- Festivals and events must provide tracking and metrics for the project – including attendance numbers, ticket sales and audience development – in the post-project report.
- Festivals and events must benefit the residents of Sault Ste. Marie, as laid out in the Community Cultural Plan 2019-2024.
- All such community events and celebrations (free or ticketed) must be open to the public, publicized citywide and be offered within the boundaries of the City of Sault Ste. Marie.
- Festivals and events must fit within a realistic budget and have sources of funding other than the City of Sault Ste. Marie. To inquire about what a realistic request levels and expenses are, please contact City staff.
- There must be a demonstrated willingness to cooperate with related groups in the community.
- Festivals and events with budgets of more than \$10,000 may also apply to the Sault Ste. Marie Tourism Development Fund (TDF) - Festivals and Special Events Stream.

Cultural Diversity Grants

Cultural Diversity Grants support small to large scale, public and community arts, culture and heritage projects produced by Sault Ste. Marie and area based Priority Groups including Indigenous, New Canadian, LGBTQ2+, and other underrepresented cultural groups in SSM.



Incorporated not-for-profit arts, culture and heritage organizations, unincorporated arts, culture and heritage organizations/collectives or individual cultural producers/practitioners who fall within and/or service these groups are eligible to apply.

Projects should benefit traditionally underrepresented groups within the community and develop, support, promote and increase awareness, acceptance and knowledge of the diversity of arts, culture and heritage within the City and region, contributing to the cultural uniqueness and sustainability of the city.

Program Objectives:

- Enhance and create more meaningful arts, culture and heritage collaborations through cross-cultural exchanges and knowledge sharing in the community.
- Improve relationships between Indigenous and other underrepresented priority groups and Non-Indigenous peoples within the City.
- Celebrate diversity through inclusivity and access to shared cultural activity.

Funding may be used for (but not limited to):

- Performances
- Installations
- Workshops
- Festivals/Events
- Exhibitions
- Creative endeavors supporting diversity in the arts, culture and heritage sector in the community


Ineligible Expenses for all Grant Streams

- Capital costs, such as expenses incurred on the purchase of land, buildings and construction.
- Deficit funding (i.e. funds intended to be used to cover the organization's deficit position).
- Equipment or expenses for personal use (e.g.: uniforms, instruments, travel, etc.).

Exclusions for all Grant Streams

An application may be considered ineligible if:

- The applicant has submitted another application for ACAP funding that same year. While there may be individuals associated with multiple applications – such as board members, contact persons and participating artists – there must also be a significant difference in decision-making authorities from one organization to another.
- The organization receives direct ongoing annual municipal funding;
- The organization receives 80% or more of its funding from other government sources.
- The organization acts in the capacity of a funding body for, or makes grants to, any other group or organization that is/will also be funded by the City of Sault Ste. Marie. An example would be an organization whose core mandate is fundraising.
- The funding is not intended to support organizations that are primarily training or educational institutions.
- Its proposed activities duplicate support directly provided by the City of Sault Ste. Marie.
- The request includes capital or deficit funding.
- The applicant is in default to the Municipality due to failure to report satisfactorily for previous grants, failure to refund grant overpayments or due to unpaid accounts.
- "Stacking" of ACAP funding may be allowed with the Sault Ste. Marie Tourism Development Fund (TDF). However, the other municipal funding must not be used for the same expenses as ACAP funding. Budgets must explicitly indicate how all municipal funding will be used.

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- City of Sault Ste. Marie property held by the organization must have a current and up-to-date tax payments upon the City's receipt of application. Through the grant period, tax payments must be maintained and up-to-date. Organizations whose property taxes are in arrears will not be considered for this program. Organizations who default on their property taxes through the grant period will not receive any payment from the City of Sault Ste. Marie, and the grant agreement may be terminated immediately.

Assessment Criteria

Applications to all ACAP streams will be scored based on their ability to meet the following criteria:

1. Project Viability & Organizational/Financial Health:

- There is a clear and relevant past history of project and budget management related to the current project and indicates a high probability of success.
- The work plan is coherent and realistic and includes all major activities required and has sufficient time and resources dedicated to the project/activity to be undertaken.
- There is a clear, robust and realistic plan for raising sufficient funds to realize the project, including in-kind donations where relevant, an appropriate mix of revenue sources and a strong contingency plan is in place.
- Projections of fees and other expenses reflect appropriate compensation of artists and refers to established professional fee schedules (i.e. CARFAC).
- There is an available market for the programs or activities being offered.
- The applicant demonstrates a willingness to cooperate with related groups in the community with a clear relationship between and among the partners.
- The applicant demonstrates initiative and success in generating revenue other than public funding.
- There is a demonstrated need for financial assistance from the City of Sault Ste. Marie and the current proposal is well planned and achievable.

In addition to the above, the following criteria will also be considered for incorporated organizations:

- There is a clear mandate, competent administration, demonstrated use of consistent board governance practices and effective governance structure.
- There is financial stability and accountability and the budget for the request for funding is reasonable and realistic, with revenue streams showing stable growth with contingency or deficit reduction plans for shortfalls.
- There is a rationale provided for reserves and surpluses.
- Board succession plans are in place (where applicable).

2. Artistic and/or Cultural Merit:

- The activities demonstrate a high degree of artistic achievement and excellence in the cultural life of the community.
- The applicant has demonstrated standards of artistic/cultural achievement and excellence in past activities.
- The applicant demonstrates innovation and creativity in its programming and activities from one year to the next.
- The proposed project/activity is distinct and innovative in the context of comparable activities in the City of Sault Ste. Marie, and there is a demonstrated need.
- The project/activity encourages and provides unique opportunities for artists, other arts and cultural organizations, and the public.
- The artistic or cultural activities have an impact on group or individual artistic or cultural development in the community through factors such as the promotion of local talent and its expression, the introduction of all ages to arts and culture, the efforts and effects in encouraging an arts or cultural career, and accessibility of arts and cultural activities.
- Members of the arts and culture community are included in the planning of the project.
- There is a level of engagement with local arts organizations, artists and community groups.
- The project/activity meets the objectives of the Sault Ste. Marie Community Culture Plan.

3. Community Impact:

- The applicant's activities are directed at improving the quality of life in Sault Ste. Marie.
- Public access to the work is a priority including access to the City's diverse communities.
- There is a demonstrable positive impact in the arts and culture community stimulating economic development and cultural tourism opportunities.
- The applicant has the appropriate marketing and publicity plan in place for its activities or work, reaching out to community audiences.
- There is substantial and/or growing public interest and attendance for the activities or work, stimulating wider appreciation of the community's arts and cultural heritage.
- The applicant has well-chosen and highly appropriate collaborators, volunteers and/or community partnerships. If an incorporated non-profit is there a strong volunteer program and encourages membership in its organization.
- Value to the community can be demonstrated by the impact of its particular activities on artistic or cultural development in Sault Ste. Marie, through factors such as:
 - The promotion of local talent and its expression.
 - The introduction of all ages to the arts or community culture.
 - The efforts and effects in encouraging an arts or community cultural career.
 - Raising the profile of the local arts, culture and heritage community.

Evaluation Rubrics

In the grant assessment process, the Cultural Vitality Committee uses rubrics as a guide in rating applications. The following rubrics are used for relevant grant categories and use the assessment criteria described in the guidelines.

- [ACAP - Evaluation Rubric - Incorporated Non-Profit](#)
- [ACAP - Evaluation Rubric - Unincorporated Collective/Individual](#)

The rubrics are used as applicable, based on the context and/or priorities of each grant program, as described in the ACAP guidelines. Each of the three assessment criteria, for each appropriate applicant type, will count for a third (1/3) of the applicants overall rating. Applicants will be scored on a rating scale from 1 (poor) to 5 (excellent) in each of the assessment criteria for a maximum rating of 15.

Application Process

Applicants must complete the application form (link below) and attach all required documentation. If you are a first-time applicant, you must speak to City staff to ensure that you are eligible for this program and to discuss the application process.

The Sault Ste. Marie Arts & Culture Assistance Program (ACAP) Application Form is available on the City website or can be obtained from City staff. Check to make sure the application is accurate, complete and submitted with the proper formatting/naming of electronic files. Electronic files should be formatted/named as follows:

Project Name - Subject of File (budget, project overview, financial statement, promo materials, etc.) - ACAP 2022 (Funding Program and Date) followed by file extension type (.doc, .docx, .xls, pdf, etc.). Note: all files must be PC/Microsoft compatible. For example:

- ABC Arts – Project Overview – ACAP 2022.docx
- ABC Arts – Project Budget – ACAP 2022.xls
- ABC Arts – Financial Statements – ACAP 2022.pdf

The grant application must be complete and submitted on time to be considered.

A Post-Grant Report outlining previous year's funding (where applicable) must be submitted if you or your organization received funding from ACAP in the previous year.



All grant recipients must provide yearly financial statements, where applicable, in accordance with the requirements for each grant stream outlined above. The applicant must submit any further pertinent information as may be required by the Cultural Vitality Committee and/or by the City of Sault Ste. Marie.

Supporting Material

Supporting material is a significant part of your proposal and has a substantial impact on the assessment of the project's artistic and cultural quality. It can help explain or support the application. Attach only materials that directly relate to the activities proposed in your application. Attach any relevant supporting materials – such as concept drawings, final artwork, brochures, posters and programs – as electronic attachments formatted as prescribed in the guidelines of the ACAP Program. If these materials can be found on the applicant's website or social media platforms, a list of links to the materials is acceptable.

Applicant Information Sessions

Grant information sessions may be hosted prior to the grant deadline. All applicants are encouraged to participate in order to clarify any questions pertaining to the application documents and/or processes.

Grant Review Process

Intake

An announcement to solicit applications for the Arts & Culture Assistance Program (ACAP) will be shared with local media, posted on the City website and linked to other partner websites/outlets as appropriate. **Late or incomplete applications will not be considered for review.**

Staff Initial Review

Staff from the City's Community Development and Enterprise Services Department will review the applications to ensure completeness and, adhering to principles of due diligence, will prepare material for the Cultural Vitality Committee. Post-Project Reports (year-end) (where applicable) and/or interim reports are reviewed at the same time as current year's applications. Staff provide administrative support and prepare the required review documentation for the Cultural Vitality Committee.

Review and Recommendations

ACAP applications are reviewed by the Cultural Vitality Committee, which is comprised of:

- Mayor - Ex Officio;
- One (1) City Councillor;
- One (1) member of the Mayor's Youth Advisory Council (MYAC);
- Minimum of six (6) members of the community based on their knowledge, interest and involvement in culture as defined in the Cultural Policy.

All members of the Cultural Vitality Committee review every application. Recommendations are brought forward to City Council for final approval. An applicant's success in obtaining funding depends upon the committee's final assessment and the funding available with the program. All funding is subject to the approval of the annual Municipal budget by City Council.

Conflict of Interest

Members of the Cultural Vitality Committee may have relationships with one or more applicants that could lead to a conflict of interest. Under City guidelines, actual or potential conflicts must



be declared by those members at their earliest possible opportunity and prior to any discussions of application assessment. Prior to application reviews, the Committee Chair will ask members to declare any and all pecuniary and/or conflicts of interest. In a case where a conflict is declared, the member in conflict abstains from any discussion related to the application in question.

Situations of potential conflict may occur if a Cultural Vitality Committee member:

- Has direct financial interest in the success or failure of an applicant's project.
- Has an interest based on the fact that an applicant's project involves a spouse/partner or an immediate family member.
- Has a personal interest in specific applications other than what is normally expected of interested members of the cultural community.
- For any other reason is unable to objectively assess an application.

Confidentiality of Information

Information provided in the application, or as support material, may be made available to City of Sault Ste. Marie or Cultural Vitality Committee members. Personal information contained herein shall be dealt with on a confidential basis pursuant to the Municipal Freedom of Information and Protection of Privacy Act. Committee members are required to treat both the contents of applications and the deliberations of the committee as confidential.

At the end of the funding cycle, a summary of funding results is posted on the City website listing the names of all funding recipients. Until this list is posted, the names of successful applicants will not be revealed. The identity of unsuccessful applicants remains confidential.

Please be advised that application information may be shared with other City of Sault Ste. Marie staff as it relates to other funding programs, such as the Tourism Development Fund (TDF), or other relevant departments and/or programs. Applicants and applications will be reviewed to ensure they are in good standing and not in arrears in any way with the City of Sault Ste. Marie.

Finding Out About a Grant Decision

Applicants will be informed electronically as to whether or not they have received a grant. Upon approval by City Council applicants will be informed of decisions. If there is a change in contact person for your organization/project, you are responsible for providing timely notification to City staff.

If You Are Awarded Funding

Release of Funds

The electronic confirmation you receive will confirm the amount awarded. An electronic payment transfer of funds from the City of Sault Ste. Marie will follow. Successful applicants are encouraged to contact the Community Development and Enterprise Services Department for feedback and/or questions.

Use of Funds

Funds shall be used only for the purposes outlined in the original application. Any changes to the project scale or activities, including changes in budget, organizational structure and programming, must be reported as soon as possible and must receive approval from the Community Development and Enterprise Services Department.



Reporting

All funding recipients are required to submit a Post-Project Report detailing how they used the awarded funds. This report must be submitted to the City's Community Development and Enterprise Services Department by the deadline for the upcoming year's grant. Where activities have not yet been completed by the reporting deadline, applicants must provide an interim report by the deadline, and a final report at a date agreed upon with City staff. If you do not submit a satisfactory report by that date, the City of Sault Ste. Marie may require you to repay the grant, and you may be ineligible for subsequent City funding.

Acknowledgement of Support

Funding recipients are required to acknowledge the support of the City of Sault Ste. Marie by displaying the City logo on print/web materials and/or by making a public verbal announcement. Full requirements are outlined in the electronic confirmation provided upon notification of funding.

If You Are Not Awarded Funding

Try again next funding intake! If you do not receive funding, you are encouraged to contact staff from the City's Community Development and Enterprise Services department. If you have met the eligibility criteria, you are invited to reapply at the next funding intake.

ACAP's limited envelope cannot fund all applicants, regardless of their merit. All results are final. There is no appeal of the Cultural Vitality Committee on its recommendations regarding funding allocations. ACAP allows for reconsideration, but only in cases where a review of the applications and the Committee deliberations reveals evidence that the original application was not assessed according to the publicly-announced procedures and assessment criteria.

Contact Information

For questions regarding the ACAP, please contact:
Community Development and Enterprise Services
Civic Centre, 99 Foster Drive
Sault Ste. Marie, ON
705-759-5310
csd@cityssm.on.ca