



Early intake submission deadline: Last Friday in October of each calendar year

Late intake submission deadline: Last Friday in March of each calendar year

In addition to this completed application, the following documents are to be formatted as described in the Application Process section of the [ACAP Guidelines](#) document and submitted as attachments:

List of Board of Directors and Officers of the organization and their contact information

Operating budget of the applicant organization for the current fiscal year

Financial statements from last year, including balance sheet and income statement

Documentation/support material of past projects that would demonstrate the Applicant organization's ability to successfully undertake and complete the project

[ACAP Project Plan Template](#)

[ACAP Application Budget template](#)

Quote documents for small capital/equipment purchases and/or print materials (if applicable)

### **Section 1: Organization Information**

- i. Organization Name:
- ii. Organization: Address: (Street, Postal Code, City)
- iii. Organization Contact Information: (Phone, Cell, Email)
- iv. Organization Contact Person & Alternative Contact Person:

Name	Name
Title	Title
Phone	Phone
Email	Email

- v. Please briefly describe the Organization's mandate, goals, and objective (maximum 250 words):
  
- vi. Please indicate the organization's discipline of focus:  
Visual arts, performing arts, media arts, literary arts, multi & interdisciplinary arts, heritage arts, public art, other, and describe (maximum 50 words)

## **Section 2: Type of Grant & Funding Amount Requested**

Applicants may choose either one or a combination of grant streams that best support their needs and objectives. Please refer to the [ACAP Guidelines](#).

Please select all that apply to the project:

- |                     |                                   |
|---------------------|-----------------------------------|
| Small Project Grant | Community Events Grant            |
| Large Project Grant | Major Cultural Celebrations Grant |
| Operating Grant     | Cultural Diversity Grant          |
| Seed Funding        |                                   |

### **Single Grant Stream Application:**

If the project application falls within only one grant stream, please enter the total requested amount for the project here:

ACAP Request Amount (\$)

### **More than One Grant Stream Application:**

If the project falls within more than one grant stream, please enter the total amount requested from each stream:

- |                          |  |  |
|--------------------------|--|--|
| Small Project Grant (\$) | Community Events Grant (\$)            |  |
| Large Project Grant (\$) | Major Cultural Celebrations Grant (\$) |  |
| Operational Grant (\$)   | Cultural Diversity Grant (\$)          |  |
| Seed Funding (\$)        |  |  |

Total Requested Amount (\$)

### **Section 3: Description of Activities, Projects and Events**

Please download, complete and include as an attachment the completed [ACAP Application Project Plan Template for](#) the proposed activity, project and/or event. If the request includes funding from two grant streams, specifically detail how and when funds will be used for each grant type in the Project Milestone section of the template

- i. Project Name:
- ii. Activity/Project and/or Event **Start Date**:
- iii. Activity/Project and/or Event **End Date**:
- iv. Activity/Project and/or Event Location:  
(Physical address or for virtual projects/programming/events please include links to websites, social media etc. where programming will take place/be present, maximum 50 words):
- v. Please describe the activity, project, or event and any relevant goals or objectives (maximum 750 words):

- vi. How does this activity, project, or event support the current Community Culture Plan?  
Please select all community program and impact priorities that the project supports.

Compliment and support existing City initiatives, plans and projects and contribute effectively to the development of arts, culture and heritage in SSM

Contribute to the economic and social diversity of SSM through the development of arts, culture and heritage product and tourism

Promote effective, meaningful and equitable community engagement and consultation processes

Provide mentorship and participatory opportunity for youth, diversity and historically underrepresented groups in the community

Increase organizational capacity and sustainability of local art organizations, collectives and artists (including Applicants)

Provide professional development opportunities for emerging and professional arts, culture and heritage practitioners (including Applicants)

Fosters community connections, partnerships and networks

Provide opportunities for volunteerism

Significantly contribute to the quality of life and sense of identity in Sault Ste. Marie

Please explain these selections (750 words maximum):

- vii. What are the benefits to audiences, participants, and/or the community of Sault Ste. Marie that are intended upon successful completion and implementation of this activity, project or event? (500 words maximum):
- viii. If ACAP funding for this activity, project or event is approved, please describe what the applicant considers to be successful implementation. How will the applicant measure success (250 words maximum):

#### **Section 4: Marketing**

- i. What audiences does the Activity, Project and/or Event seek to reach?  
Select all that apply:

Local (within the Municipality)

Regional (within Algoma)

Tourism (those who will travel to take part or view)

Other (Please describe)

Other please describe (250 words maximum):

- ii. Please describe any specific audiences that are intended to be reached with the activity, project, or event (150 words maximum):
- iii. How will the activity, project, or event be promoted? Please describe and include any links to social media accounts or relevant websites or organizations (maximum 250 words):
- iv. What age demographic(s) does the activity, project, or event seek to reach? (Select all that apply)
- |       |       |
|-------|-------|
| 0-18  | 60-75 |
| 19-34 | 75+   |
| 35-59 |       |

v. What is the estimated attendance or viewership of the activity, project and/or event?

1-50	501-1000
51-100	1001-2500
101-250	2500+
251-500	

vi. What is the estimated expected number of participants directly involved in the implementation/execution of the activity, project or event (including staff, volunteers, artists, etc.)?

1-10	26-50
11-25	50+

Please provide a brief description of participant composition (maximum 150 words):

### **Section 5: Existing In-kind & Previous Funding**

Applicants who are requesting **any** other type of financial or in-kind assistance from the City (all departments) as part of their activity, project and/or event must ensure that it is included in their [ACAP Application Budget Template](#).

Has the applicant organization received ACAP funding or any other City of Sault Ste. Marie municipal cultural financial assistance in the past?

Yes

No

### **Section 6: Project Budget**

Please download, complete and attach a copy of the [ACAP Application Budget Template](#).

Please indicate how ACAP funding will be used if the request is approved. Please include all cost categories, both eligible and ineligible, for each of the components/items of the Activity,

Project and/or Event, all expected funding sources and type of funding (grant, in-kind, cash, etc.).

If the Applicant is requesting small capital/equipment purchases and/or printed materials in their application, a minimum of one quote from a firm/business to provide the services/material must be provided. Links to quotes can be listed in the ACAP Application Budget Template document. Quote documents and files are to be attached to the application upon submission.

**Section 7: Authorization**

As an authorized representative of \_\_\_\_\_ (Organization/Collective Name), I, \_\_\_\_\_ (Organization/Collective Contact) attest that all information contained in this application, agree to fulfill the responsibilities for all activity, project and/or event deliverables contained therein and/or agreed to by the Cultural Vitality Committee and the City of Sault Ste. Marie. This application will act as a contract between the City of Sault Ste. Marie and the Applicant should the application be successful.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

Completed applications and supporting documentation may be submitted by email to:

[csd@cityssm.on.ca](mailto:csd@cityssm.on.ca)  
Subject Line: Cultural Financial Assistance Application – Attention: Arts and Culture Coordinator

Completed applications may be submitted by mail or in person to:

Community Development and Enterprise Services  
Attention: Arts and Culture Coordinator  
99 Foster Drive  
Sault Ste. Marie, ON P6A 5X6