



FROM INCEPTION TO COMPLETION

Funding Your Capital Project

Resources and Links





Government and Agency Grants

1. The Ontario Trillium Foundation
2. Ontario Arts Council
3. Canada Council
4. Canadian Cultural Spaces Fund



www.trilliumfoundation.org



Program Guidelines and Online Forms



building healthy and
vibrant communities

The Ontario Trillium Foundation's grant application deadlines are March 1, July 1 and November 1.
Online applications must be submitted by 5:00 p.m. on the deadline date.

Applications submitted on paper must be received at our 45 Charles Street East, Toronto office
no later than 5:00 p.m. on the deadline date.

If the deadline falls on a statutory holiday or weekend, your request must be received by 5:00 p.m. the next business day.

NEW!

Standard Application Guidelines

[PDF 200kb](#)

(click here to download)

Simplified Guidelines for Small Capital Grants

[PDF 76kb](#)

(click here to download)

[Online Registration](#)

[Apply Online](#)

[Find out more about the
online system](#)

[Tips for Dial-up Users](#)

Register

Your organization must be registered before applying

Apply online

Use our streamlined application forms. Avoid time-consuming and costly paper submissions!

[Now that you've registered, apply online](#)

Update your Registration

[Want to update your organization registration information?](#)

Identify Your Organization Type



Please tell us what type of organization you represent so that we can determine the kind of information we need you to provide.

A range of different organization types appears on the list below. Please choose the type that best matches your organization. If you are unsure, please call the Call Centre for help.

Organization Type	Explanation
<u>Registered Charity</u>	<ul style="list-style-type: none"> An organization or foundation that is registered as a charity with the Canada Revenue Agency.
<u>Not-for-Profit</u>	<ul style="list-style-type: none"> An organization incorporated as a not-for-profit corporation without share capital in a Canadian jurisdiction. Operating without share capital means that no part of the income or equity of an organization, whether current or accumulated, may be made available for the personal benefit of any member of that entity. <i>If you are an Agricultural or Horticultural Society, a Royal Canadian Legion, a Conservation Authority, a Board of Trade, a Chamber of Commerce or an Historical Society, select this Organization Type.</i>
<u>First Nations/Métis/Inuit/Other Aboriginal Organizations</u>	<ul style="list-style-type: none"> First Nations -- a band council of a registered First Nations community. Métis -- Métis Charter organizations, not-for-profit organizations, incorporated without share capital, or registered charities serving Métis communities. Inuit -- Not-for-profit organizations, incorporated without share capital, or registered charities serving Inuit communities. Other Aboriginal Organizations -- Not-for-profit organizations, incorporated without share capital, or registered charities serving other Aboriginal communities.
<u>Small Municipalities under 20,000</u>	<ul style="list-style-type: none"> A municipality with a population of 20,000 or less based on the most recent census.
<u>County Library Board</u>	<ul style="list-style-type: none"> A library board that serves the entire county, which includes more than one municipality, and which has at least one municipality that is eligible according to OTF policy (under 20,000 as of the most recent census).
<u>Local Services Board</u>	<ul style="list-style-type: none"> A Local Services Board is an organization which is contracted by the Government of Ontario to provide municipal-level services in a community, which is not part of an incorporated municipality.
<u>Unincorporated Branch/Chapter</u>	<ul style="list-style-type: none"> An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization. The incorporated organization or registered charity must authorize the application and accept responsibility for any approved grant.

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Ontario Trillium Foundation

Online Registration and Application process

November 2009

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Overview of the OTF Online System

- Grant applicants must register their organizations with OTF before they can apply for a grant.
- Once registered, applicants receive a login link and password to their portal.
- Grant applications can be created, saved and submitted from the portal.





Registration

Applicants are asked to first identify their organization type.

Identify Your Organization Type

Need help? Please call 1-877-963-7974 to reach our Call Centre.

Please tell us what type of organization you represent so that we can determine the kind of information we need you to provide.

A range of different organization types appears on the list below. Please choose the type that best matches your organization. If you are unsure, please call the Call Centre for help.

building healthy and vibrant communities

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<u>First Nations/Métis/Inuit/Other Aboriginal Organizations</u>	<ul style="list-style-type: none"> First Nations – a band council of a registered First Nations community. Métis – Métis Charter organizations, not-for-profit organizations, incorporated without share capital, or registered charities serving Métis communities. Inuit – Not-for-profit organizations, incorporated without share capital, or registered charities serving Inuit communities. Other Aboriginal Organizations – Not-for-profit organizations, incorporated without share capital, or registered charities serving other Aboriginal communities.
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<u>Unincorporated Branch/Chapter</u>	<ul style="list-style-type: none"> An unincorporated branch or chapter of a registered charity or incorporated not-for-profit organization. The incorporated organization or registered charity must authorize the application and accept responsibility for any approved grant.

If your organization does not fit into one of the preceding categories, your organization may not be eligible to apply to OTF. If you have questions, please call the Call Centre at 1-877-963-7974.





Registration

Example of a Registration Form (page) for Not-for-profit Organizations



Organization Information		Help
*Type of Organization:	-- Please Select --	more
Year of Incorporation:	<input type="text"/>	more
Does your organization operate under a name other than your legal name?:	No	more
*Address:	<input type="text"/>	more
Address Line 2 (PO Box, Rural Route #, Suite/Unit #, etc.):	<input type="text"/>	more
*City:	<input type="text"/>	more
*Province:	-- Please Select --	
*Postal Code:	<input type="text"/>	
*Country:	Canada	
*Telephone:	<input type="text"/>	more
Fax:	<input type="text"/>	more
Website:	<input type="text"/>	more
Organizational Email Address:	<input type="text"/>	more
Organizational TTY:	<input type="text"/>	more
* Total Annual Revenue Last Year:	\$ <input type="text"/> .00	more
* Total Annual Revenue Previous Year:	\$ <input type="text"/> .00	more
* Operating Year End:	-- Please Select --	more
Number of Full Time Employees:	<input type="text"/>	more
Number of Part Time Employees:	<input type="text"/>	more
Number of Board Volunteers:	<input type="text"/>	more
Number of Volunteers:	<input type="text"/>	more
*Preferred Language of Communication with OTF:	-- Please Select --	more

Mission and Mandate:	<input type="text"/>	more
Typical Activities:	<input type="text"/>	more

Chair or Executive Director Information		Help
*Prefix:	-- Please Select --	
*First Name:	<input type="text"/>	
*Last Name:	<input type="text"/>	more
*Title:	<input type="text"/>	
*Email:	<input type="text"/>	

Contact Information (if other than above contact)		Help
*Prefix:	-- Please Select --	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	more
Title:	<input type="text"/>	
Email:	<input type="text"/>	

Disclaimer

The information in your organizational profile belongs to your organization. You may not wish this information to be accessible to people at all levels of the organization. To ensure that only authorized persons have access to this information, we require that registration information be authorized by someone who has decision-making authority. You will be able to add additional users once your organization is registered.

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Post-Registration

- Once the information is completed in the Registration Form and 'Submit' button is clicked, the organization is registered with OTF.
- On submission, the person who submitted the registration will receive automated email with a link to the organization's portal which allows them to move on to the next step.





Portal Interface – Logging in

- The login page requests the username and password.
- If forgotten, users can request a new password be emailed to them.

Authorized User Login / Identification

Username:
Nom d'utilisateur :

Password:
Mot de passe :

[Login / Démarrer](#)

[Forget your password?](#)
Vous avez oublié votre mot de passe?
Veuillez [cliquer ici](#).

Browser configuration? Please [click here](#).
Configuration de votre browser?
Veuillez [cliquer ici](#).

The username is your email address

Password is case sensitive

Request a new password using this link



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Applicant portal

The applicant portal currently features:

- Organizational Profile management
- Personal Profile management
- Change Password feature
- Application writing (start and edit drafts)
- Support tools



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Applicant portal



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Portal

zTesting_Register_Charity_Org

[Home](#) | [Logout](#)

Need help? Contact our Call Centre at 1-877-963-7974

1. Organization and Contact Information



Organization Profile

Click here to view your organizational profile

For more information, click [here](#)



Personal Profile

Click here to modify personal settings

For more information, click [here](#)



Change Password

Click here to change your password

For more information, click [here](#)



Bookmark this Page /
Add to Favorites

To easily find this page again, bookmark it or add it to your favourites.

2. Applications and Submissions



My Grant Applications

Click here to start or continue working on your OTF grant applications.

For more information, click [here](#)

3. Approved Grants



View My Grant

View signed LOA and copy of application

Support



OTF Directory

Click this link to get the OTF Staff List



Submit an online help request

Click here to submit an issue to our call centre



Need Help?

Contact our Call Centre at 1-877-963-7974

Guidelines for the Simplified Application Process

The Ontario Trillium Foundation is pleased to offer a simplified application process for organizations seeking capital grants of \$15,000 or less.

In 2005 we undertook a series of *Community Conversations* to hear directly from the people of Ontario. At those meetings we heard communities say that they value the Foundation's investments in capital projects. We also heard that applicants preferred a more streamlined application process for smaller grants.

The Foundation recognizes our unique role in providing capital funding to eligible not-for-profit organizations in Ontario. We have invested over \$132 million in capital since 1999, which includes accessibility renovations, office equipment, musical instruments, fuel-efficient furnaces and community-centre roofs. These items contribute to the health and vibrancy of communities in a fundamental way.

Who should use this form?

- Eligible organizations applying for capital funds only, up to a maximum of \$15,000.

What is capital?

Capital grants are used for repairs, renovations or improvements to land or buildings and to purchase equipment to support program activities.

Sectors

We welcome applications in the arts and culture, environment, human and social services and sports and recreation sectors.

Priorities

OTF places priority on supporting organizations that work in the following areas to help Ontarians achieve their potential:

- Enhanced success for students and learners
- Healthier and more physically active Ontarians
- Enhanced employment and economic potential for workers and their families
- More effective volunteers and more people engaged in their communities

What will we fund?

OTF funds equipment only for personal use if the purpose of the proposal is to increase access to a group that has limited access. Equipment for personal use includes uniforms, costumes and equipment that cannot be reused by other people either concurrently or in the following season.

Guidelines for the Simplified Application Process

Assessment Criteria

In addition to assessing an application's fit with our granting priorities, we assess all organizations and their applications according to the following criteria to ensure fairness and accountability.

Organizational criteria

- Ability to carry out the proposal and to achieve the desired results
- Ability to manage the requested OTF grant and the resources needed

Application criteria

- Clear, measurable benefits to the community
- Community support in the form of volunteer time, contributions from other organizations, cash or in-kind support from corporate sponsors, individual donors and the applicant
- Support from people who are knowledgeable about the sector, the community and/or the proposal
- Significant need for OTF funding

Of special note to organizations applying for small capital grants:

- Application deadlines are March 1st, July 1st and November 1st.
- Decisions will be made within 120 days of the deadline.
- Organizations may ordinarily hold one grant at a time, and may only hold one small capital grant per year.
- All other OTF policies and criteria apply to this process. Please see our Program Guidelines for a full description.



Arts and culture

We invest in arts, culture and heritage activities that expand community access and involvement, build community capacity to support activities in arts and culture and recognize the role this sector plays in stimulating economic activity. We support both amateur and professional organizations in their efforts to expand volunteerism and to be more effective and responsive within their community. We fund initiatives that celebrate community heritage and diversity, expand the availability of arts and cultural events and encourage tourism.



Environment

We fund initiatives that protect and restore the environment or that increase awareness of our vital relationship with the ecosystem. We fund activities that help communities take a leadership role in protecting their natural environments and habitats and that promote healthy living. We support environmental organizations in their efforts to become more efficient and to use their volunteers more effectively.



Human and social services

We invest in projects that help communities prevent social problems and respond to emerging community challenges. We encourage civic participation, recognize diversity and promote healthy and safe communities. We support projects where organizations work together in partnerships to create integrated community solutions that improve access to programs and services and stimulate economic activity.



Sports and recreation

We fund a wide range of sports, leisure and recreation programs so that people of all ages and abilities can participate in community activities. We encourage initiatives that promote active living and enhance social and physical well-being. We help sports and recreation organizations in their efforts to be more effective and responsive to community needs and fund new equipment and the repair of community facilities to improve access to sports and recreation. We support communities in their efforts to attract and host special sports and recreation events that encourage economic activity.

Types of grants available

There are three types of grants available:

- Operating grants are for an organization's ongoing program costs. Operating grants may be for a single year or multi-year but may not exceed a maximum of five years
- Project grants are for one-time activities or activities with a defined time frame. Project grants may be for a single year or multi-year but may not exceed a maximum of five years
- Capital grants are for renovations and equipment purchases. OTF encourages applications that enhance community spaces, improve accessibility, increase energy efficiency to "green" the not-for-profit sector, or make use of innovative technology.

Applicants are eligible to apply for a combination of grant types. For example, an applicant may request a grant to deliver a program that includes an operating grant component for costs such as staff salaries and a capital grant component for renovations and equipment.

For applications that combine grant types, the capital component cannot exceed \$150,000 per project.

A single organization may ordinarily have only one active OTF grant at a time. A new application will ordinarily be accepted only after the active grant has been completed and all reporting requirements have been met. However, an organization may have a grant and also participate in a collaborative grant at the same time provided the grants are for different activities.

Please note: To ensure equitable access for communities throughout the province, under certain circumstances, OTF does allow organizations to hold more than one grant at a time, subject to the approval of the local Grant Review Team. These include First Nations, Local Services Boards, Small municipalities, and eligible organizations serving rural/and or Northern areas. Please contact your local Program Manager or Grants Associate for more information.

OTF will not fund:

- Duplication of funding received from another funder
- Budget deficits
- Religious activities, including renovations to a place of worship unless it is also used for community activities or is a significant, designated heritage site used for the general benefit of the community
- Political and/or advocacy activities, such as partisan activities or activities that promote a biased viewpoint or a political position on issues of public concern
- Activities that could be deemed discriminatory, as defined by the Ontario Human Rights Code
- Dollar-for-dollar replacement of government funding
- Medical research or medical equipment
- Direct contributions to annual fundraising drives, capital campaigns or special fundraising events/campaigns
- Construction of new buildings
- The dismantling, moving and reassembling of buildings
- The purchase of land or buildings

The Community Program

The Community Program provides grants for proposals that have primarily a local impact.

The Community Program is delivered by staff and volunteers located in 16 catchment areas across the province. Each catchment area has local staff supported by Grant Review Teams made up of between 18 and 25 local volunteers that help assess applications by examining how well proposed activities fit with OTF's granting priorities and assessment criteria and meet local needs.

Through the Community Program, the Foundation makes grants of up to \$375,000 over five years. This can include up to \$75,000 per year for operating or project expenses and up to \$150,000 over one or more years for capital initiatives such as building renovations and/or equipment purchases. The decision to fund all or part of a request depends on how well an application fits with OTF's granting priorities and assessment criteria as well as the overall demand and granting budget in the catchment area.

Examples of Community grants may be found on our website www.trilliumfoundation.org.

Additional information for small municipalities and Local Services Boards

Small municipalities (populations of 20,000 or less) and Local Services Boards may apply for Community grants in the arts and culture and sports and recreation sectors only.

An application may include funding for more than one initiative in a sector as long as the initiatives have related goals and outcomes. Small municipalities and Local Services Boards may hold two grants at a time provided one of the grants is for a library. Eligible municipalities who are part of a County Library system may hold two grants so long as one is for an Arts and Culture initiative.

Applications, on behalf of a library or any other municipal agency must be submitted by the municipality itself.

Operating costs that have been previously funded by the municipality are not eligible for OTF funding.

In addition to meeting the standard assessment criteria, applications from small municipalities and Local Services Boards must demonstrate:

- Strong community partnerships and clear community support for the initiatives for which funding is being requested
- Volunteer involvement in the delivery of and decision-making for the initiative
- Clear rationale as to why the municipality, rather than another community organization, is the best choice to lead the initiative
- The ability of the municipality to attract contributions from other sources, including cash, in-kind contributions and volunteer hours

Community Program staff serving the 16 catchment areas may be reached at the following office locations. Province-Wide Program staff are located in the Toronto office and may be reached at 416.963.4927* or toll-free at 1.800.263.2887*. Service is available in French at numbers identified with an *.

Catchment area	Office location	Local telephone	Toll-free
Algoma, Cochrane, Manitoulin, Sudbury	Sault Ste. Marie	705.254.6804 *	1.866.454.6804 *
		705.254.6830	1.866.454.6830
Champlain	Ottawa	613.239.0680 *	1.866.939.0680 *
		613.239.0681 *	1.866.939.0681 *
		613.239.0682 *	1.866.649.0683 *
		613.239.0683 *	1.866.239.0683 *
Durham, Haliburton, Kawartha, Pine Ridge	Peterborough	705.743.1520	1.866.443.1520
		705.743.3808	1.866.443.3808
Essex, Kent, Lambton	Windsor	519.736.1600	1.866.336.1600 1.800.263.2887 *
Grand River	Brantford	519.752.3862	1.866.752.3862 1.800.263.2887 *
Grey, Bruce, Huron, Perth	Waterloo	519.880.0770	1.866.880.0770 1.800.263.2887 *
Halton-Peel	Mississauga	905.855.7032	1.866.655.7032
		905.855.1365	1.866.855.1365
		905.855.1816	1.866.666.1816
		905.627.7161 *	1.866.458.7513 *
Hamilton	Hamilton	905.628.4934	1.866.628.4934
		905.627.7161 *	1.866.458.7513 *
Muskoka, Nipissing, Parry Sound, Timiskaming	North Bay	705.474.0707 *	1.866.474.0707 *
Niagara	Niagara Falls	905.704.1829	1.866.704.1829
		905.627.7161 *	1.866.458.7513 *
Northwestern	Thunder Bay	807.623.3822	1.866.623.3822
			1.866.454.6804 *
Quinte, Kingston, Rideau	Kingston	613.530.3857	1.866.530.3857
		613.530.3863	1.866.530.3863
			1.866.239.0683 *
Simcoe-York	Barrie	705.734.1040	1.866.734.1040
		705.734.2030	1.866.734.2030
		416.963.7941 *	1.800.263.2887 *
Thames Valley	London	519.439.7160	1.877.439.7160
			1.800.263.2887 *
Toronto	Toronto	416.963.4927	1.800.263.2887
		416.963.7941 *	1.800.263.2887 *
Waterloo, Wellington, Dufferin	Waterloo	519.880.0660	1.866.880.0660 1.800.263.2887 *

ONTARIO ARTS COUNCIL COMPASS GRANTS

<http://www.ontarioartsfoundation.on.ca/Page127.aspx>



COMPASS

Program for: All

Purpose: The objective of the Compass program is to assist arts organizations with organizational development projects, and to assist arts managers with professional development projects, to help build administrative and management capacity in the arts.

Eligibility: Please refer to **Eligibility** on pages 2 to 4 of the *Program Guidelines* for the OAC's residency requirements and definitions of professional artists and organizations.

In addition, in order to apply to the Compass program you must:

- An Ontario-based professional arts manager

Or

- an arts organization specifically engaged in not-for-profit professional arts activity in Ontario and be eligible to apply to OAC granting programs; or
- a book or magazine publisher eligible to apply to OAC's literature programs; or
- a non-arts organization which presents the arts as a part of a larger engagement with its community that would be eligible to apply to OAC granting programs; or
- a collaborative – a group of two or more organizations working together on a joint initiative.

The OAC does not recommend specialists or mentors to applicants to the Compass program. However, there are a number of resources that you can use to find an appropriate specialist.

- If your organization is a member of an arts service organization, the staff, board or other members of the ASO may know which specialists have been working with organizations like yours.
- Talk to other organizations in your community. They may very well have had good experiences with specialists that

APPLYING FOR A GRANT

[Types of grants available](#)

[How to apply for a grant](#)

[FAQ](#)

RELATED LINKS

[New to OAC?](#)

[Outreach and Development](#)

[Program deadlines](#)

[List of grant recipients](#)

[Staff directory](#)

ADDITIONAL INFORMATION

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[Collaborations](#)

[News](#)



[Research](#)

[Strategic plan](#)



Deadline Dates: March 1, June 1, September 1 and December 1, 2010

Program Guidelines

The following guidelines are for information only. Before making an application, please ensure you have the most up-to-date guidelines, and a complete package, which can be obtained by contacting the OAC (see below). Guidelines and application forms are available on the web at least three months before the deadline.

- Project Grant Basics  ([print version](#))
- Program Guidelines  ([print version](#))

Final Report Form

-  ([form-fillable Word](#))  ([print version](#))

For more information

- Pat Bradley, Theatre and Compass Program Officer, 416-969-7433, toll free 1-800-387-0058 extension 7433, pbradley@arts.on.ca
- Colleen Dauncey, Program Assistant, 416-969-7412, toll free in Ontario 1-800-387-0058 extension 7412, odauncey@arts.on.ca

For Results Announcements for this program, please [click here](#).

CANADA COUNCIL FLYING SQUAD

<http://www.canadacouncil.ca/grants/iu127676494620069427.htm>

Canada Council for the Arts / Conseil des Arts du Canada

Canada

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GRANT PROGRAMS... ENDOWMENTS & PRIZES... RESEARCH... NEWS ROOM... ABOUT US...

Grant deadlines Who received a grant?

DANCE
INTER-ARTS
MEDIA-ARTS
MUSIC
THEATRE
VISUAL ARTS
WRITING & PUBLISHING
EQUITY
AUDIENCE AND MARKET DEVELOPMENT
ABORIGINAL ARTS

FOR FURTHER INFORMATION, PLEASE CONTACT:
Su Ditta
Flying Squad Coordinator
1-866-359-7782 (toll-free)
or (613) 566-4443, for
Visual Arts, Media Arts
and Inter-Arts

Home / Grant Programs /
The Flying Squad: An Organizational Assistance
Program in Visual Arts, Media Arts and Inter-Arts

GUIDELINES

The specific objectives of this program are to:

- assist professional arts organizations in targeted organizational development
- assist individuals working in the management of organizations to develop skills, networks and support systems within their communities and the community at large, and
- assist associations and groups of non-profit organizations that propose innovative organizational development activities.

The program has four components:

1. **Organizational Research and Planning** - Organizations may apply for funds to contribute to costs associated with research and planning related to their organizational development. Eligible costs include travel, accommodation, per diem and consultants' fees.
2. **Mentorship** - Organizations may apply for funds to allow their management personnel to be mentored by an in-service arts professional at another arts organization. A clear and substantial plan defining the timelines and terms of the mentorship arrangement must be established by both parties.
3. **Collaborative Initiatives** - Applicants may apply for support of collaborative initiatives involving a group or association of professional organizations connected by region or sector, or support of collaborative initiatives that serve the general needs of their artistic milieu.
4. **Professional Development** - Applicants may apply to assist their senior management (such as artistic directors).

QUICK LINKS
Final report forms
Who received a grant?
Employment
Peer assessment
Grant deadlines

NAVIGATE THIS PAGE

- Eligibility
- Deadlines
- Grant Amount
- How to Apply
- Confirmation of Receipt
- Assessment of Applications
- Payment and Grant Conditions
- Acknowledgement of Canada Council Support
- Note to Inter-Arts Office Applicants
- Application Form
- Further information

GUIDELINES

APPLICATION FORM AND GUIDELINES

- Application Form (pdf, 207 KB)
- Guide to using the Flying Squad Program (2009) (pdf, 162 KB)
- Final Report (doc, 60 KB)

Program Priorities

All eligible organizations, associations or groups of organizations are encouraged to apply for support of activities that meet an organizational development need. This includes applicants that are geographically isolated, are undergoing restructuring or reorganization, are in transition, are experiencing a growth spurt, or represent culturally diverse or Aboriginal communities. For established organizations, priority will be given to those whose identified needs lie beyond the scope of the company's regular operations. This includes new and emerging organizations, as well as organizations producing or presenting works for young audiences.

Applicants who wish to hire a foreign specialist or participate in a foreign mentorship must demonstrate that appropriate Canadian expertise is not available.

This program of the Canada Council for the Arts is accessible to Aboriginal artists or arts organizations and artists or arts organizations from diverse cultural and regional communities of Canada.

Eligibility

Eligible Activities

Application may be made for research, planning, professional development, mentoring or collaborative initiatives assistance in the area of visual arts, media arts and inter-arts management, including:

- determining organizational vision and strategic planning
- general management and administrative capacity development
- marketing and audience development
- developing tours and circulation activities
- collections management
- education or public programs management
- financial management, fundraising and capital projects (for capital projects, only planning and management studies on the organization's operations are eligible)
- board development, and
- leadership development.

While the research and planning phases of the above-mentioned activities are eligible for support when done in collaboration with a specialist or a mentor, their implementation is considered to be part of the ongoing operations of organizations and is not eligible for assistance (for example, planning a new marketing strategy is eligible, but implementing it is not).

CANADIAN CULTURAL SPACES FUND **(formerly Cultural Spaces Canada)**

<http://bit.ly/7dG91q>



Home > Cultural Spaces Canada

Subjects

- A-Z Index
- Arts and Culture
- Citizenship and Identity
- Diversity and Multiculturalism
- International
- Sport
- Youth

Our Minister & Ministers of State

The Department

- About us
- Public Consultations
- Application Forms
- Funding Programs
- Legislation
- Organizational View
- Publications
- Regional Offices
- The Portfolio Agencies and Corporations
- Proactive Disclosure

Cultural Spaces Canada

- ▼ [What's new](#)
- ▼ [Recent Announcements](#)
- ▼ [Cultural Spaces Canada program](#)
- ▼ [Guidelines and Application Form](#)

What's new

Program Renewal

On June 26, 2009, Minister Moore announced renewal of funding for the arts. He also noted that the Cultural Spaces Canada Program will now be called the Canada Cultural Spaces Fund and that its funding will be kept at the current level for fiscal years 2011-12 to 2014-15. The program's mandate and objectives remain the same.

Economic Action Plan 2009

As part of the Government's Economic Action Plan 2009, an additional \$60 million over 2 years was announced to stimulate the economy by investing in cultural infrastructure through the Canada Cultural Spaces Fund (CCSF).

The response to this additional \$60 million has been very successful. As of fall 2009, funding commitments have been made for many projects in communities across Canada. **As a result, the majority of funding for the two years 2009-2010 and 2010-2011 is now allocated.**

Applications for projects which can be completed by March 31, 2010:

Limited funding remains available for a number of projects which can be completed by March 31, 2010. Please contact your local Canadian Heritage office to discuss your project and the availability of funds.

Applications for projects with funding requirements starting in April 2010:

Given the program's success, we are accepting **letters of intent only** for projects requiring funding after April 1, 2010. Please contact your local Canadian Heritage office before submitting letters of intent.



Cultural Spaces Canada program

Objective

Cultural Spaces Canada seeks to improve physical conditions for artistic creativity and innovation. It is also designed to increase access for Canadians to performing arts, visual arts, media arts, and to museum collections and heritage displays. The Program supports the improvement, renovation and construction of arts and heritage facilities, and the acquisition of specialized equipment as well as conducting feasibility studies.

NEW! In January 2009, the Federal Government announced \$60M over two years (2009-2010 and 2010-2011) to support infrastructure for local and community cultural and heritage institutions. The program has temporarily increased its maximum level of support to 50% of eligible costs. It had previously been 33% or 40% (depending on project type).

For funding available in 2009-2010 and 2010-2011, priority will be given to projects that clearly demonstrate a contribution to economic stimulation through immediate job creation and longer-term economic impacts. Submitted projects must be fully completed by March 31, 2011 to be considered for funding.

Who can apply?

Non-profit arts and heritage organizations incorporated under Part II of the Canada Corporations Act or under corresponding provincial or territorial legislation. Provincial/territorial governments, municipal or regional governments, and their agencies, as well as First Nations and Inuit equivalent governments, are also eligible. Federal organizations and Federal crown corporations are not eligible for funding.

All potential applicants must contact a CSC Program Advisor at the nearest Department of Canadian Heritage regional office before submitting a funding application.

A list of the Department's regional offices can be found on the [Canadian Heritage website](#).

Fundraising

1. **Guide to Creating a Capital Campaign Plan**
2. **Outline of a Capital Campaign**
3. **Planning a Capital Campaign for Grassroots Groups**
4. **Blackbaud Nonprofit Management and Fundraising Resource**

GUIDE TO CREATING A CAPITAL CAMPAIGN PLAN

GUIDE TO CREATING A CAPITAL CAMPAIGN PLAN: CONTENTS

- A. Organizational Background**
 - 1. Fundraising History
 - 2. Board and Management
 - 3. Organizational Culture
 - 4. Community Relationships

- B. Case Statement**
 - 1. Project Description
 - 2. Need for Project
 - 3. Vision and Values
 - 4. Impact on the Community
 - 5. Benefits to Organization

- C. Campaign Strategy**
 - 1. Feasibility Study
 - 2. Donor Identification by Constituency
 - 3. Goal Setting
 - 4. Fundraising Strategy and Timing
 - 5. Project and Campaign Calendar
 - 6. Stewardship and Cultivation
 - 7. Capital Campaign Relationship to Organizational Fundraising
 - 8. Events
 - 9. Donor Recognition and Naming

- D. Campaign Staff and Volunteers**
 - 1. Staffing
 - 2. Board Roles
 - 3. Capital Campaign Committee
 - 4. Consultant(s)
 - 5. Education and Training

- E. Materials and Communications**
 - 1. Case Statement
 - 2. Printed and Electronic Materials
 - 3. Internal Communication
 - 4. External Communication

- F. Budgets**

- G. Appendix**
 - 1. Feasibility Study
 - 2. Gift Charts
 - 3. Case Statement
 - 4. Integrated Capital Project Calendar
 - 5. Printed Materials and Individual Donor Packets
 - 6. Phased Sources & Uses of Funds
 - 7. Estimated Capital Campaign Expenses

OUTLINE OF A CAPITAL CAMPAIGN

<http://bit.ly/5xavVg>

Outline of a Capital Campaign

Capital campaigns take on many shapes and sizes, but each campaign has certain common elements. This outline of a capital campaign presents the most common components of a campaign.

The Case for Support

This is a flexible document that provides details on what the capital campaign is about. It answers questions, challenges readers, and sells the effort. It is used to develop proposals and brochures, inform speeches and tours, and establish accountability with donors. The case will speak to fundraising for buildings, renovations, equipment, programs, research, and/or endowment.

Campaign Readiness

There are many aspects to establishing if and how an organization is ready to conduct a capital campaign. They include the following:

- **Prospect Analysis**

Prospects need to be screened, rated, and reviewed according to four factors: financial capacity, relationship to the organization, interests, and personal network. Prospects are “divided and conquered” in order to align them with different phases of the campaign.

- **Prospect Research**

The best prospects require additional information in order to prioritize and build the best strategy for cultivation and solicitation. Prospect profiles are developed to inform the discussion for key prospects.

- **Prospect Management**

In a campaign, there is a need, from beginning to end, to manage prospects carefully. By recording information, strategies, and tactics, each prospect is moved closer to solicitation. Regular, disciplined prospect review meetings keep the focus on raising money from the best prospects. A Prospect Management System is required to track activity.

- **Gift Table**

This is a chart of gifts needed to reach a campaign goal. It follows a flexible formula, providing the best educated estimates as to how many prospects are needed at what level of gift. It also allows staff to assign potential prospects to

- **Staffing**

A capital campaign involves all the development staff in one way or another. In some organizations, new staff is hired to do only campaign work. A fundraising consultant is another “staffing” option.

- **Timeline**

Based on information from various stakeholders, a Timeline for fundraising is developed and categorized. The Timeline generally follows sequential fundraising and outlines the entire effort, from pre-campaign work to wrap-up.

- **Feasibility study**

Conducted by a consultant, the study tests the case for support and the organization’s standing in the community, identifies potential prospects and volunteer leaders, and engages key stakeholders as insiders. It provides validation and/or correction to the Case for Support based on what the philanthropic market will support. Studies consist of 40 - 80 interviews, typically. The Feasibility Study Report recommends the campaign goal (if any) and addresses many issues relating to the conduct of the campaign.

- **Recruitment**

In the pre-campaign phase, many of the key volunteer leaders are recruited. These volunteers, including the Chairman of the Campaign, the Executive Campaign Committee, and others, are gateways to the community.

- **Recognition Opportunities**

Donor recognition is a crucial element in campaign planning. This work involves identifying ways donors will be recognized for their gifts. In general, the larger the gift, the greater the recognition. It is essential to develop gift acceptance and naming policies for this part of the work.

The Role of the Board

The Board of Directors has several roles in a capital campaign. Those roles include:

1. Approving the case for support
2. Approving the capital campaign organization
3. Making a generous gift to the campaign up front
4. Identifying and rating potential donors
5. Assisting with solicitations
6. Attending campaign events

PLANNING A CAPITAL CAMPAIGN FOR GRASSROOTS GROUPS

<http://bit.ly/5SRy0o>

Planning a Capital Campaign for Grassroots Groups

By Kim Klein

For grassroots organizations, planning a capital campaign can be both challenging and exciting. There's a lot to be done before you are ready to approach your first prospect, and some people planning campaigns get anxious about all the details. While you shouldn't disregard those details, it's important to keep in mind that your donors know you are a grassroots organization. This may well be your first capital campaign and the first capital campaign of everyone involved. Your donors don't expect you to have the sophistication a major university might bring to such a campaign and they might even be suspicious if you did. You will make mistakes, but none of them will be fatal. You will also have some of your most interesting meetings and do some of your most creative thinking before your campaign is over.

Before embarking on a capital campaign, any organization needs to have a campaign case statement and budget, an adequate donor database, gift acceptance policies, and an active, motivated board of directors. Once those are in place, you're ready to develop a gift range chart, set out a timeline for the campaign, and identify prospects.

A campaign, by definition, is time limited and should have a specific beginning and end. It might seem simple to begin and end a capital campaign, and it can be: Begin the campaign when you need to raise money and end it when the money is raised. Organizations doing small campaigns (to raise less than \$500,000) often do just that. They approach a few individuals and foundations and possibly send a general appeal to their donor list, doing their best to raise the money in a year or so. However, if you are raising more than \$500,000, you will probably run your campaign over two and possibly three years.

The Goal and the Gift Range Chart

The gift range chart will map out how you will meet your goal. A gift range chart is built around an observation numerous fundraisers have made: If you go into your community to raise money, you will notice that a few people give a lot, a few more give less, and a lot of people give a little. Keeping this principle in mind, you can map how many gifts of what size you are going to need to meet your goal.

NONPROFIT MANAGEMENT AND FUNDRAISING RESOURCE

<http://bit.ly/81ttwy>



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HOW DO YOU COMPARE?

Check out the latest quarterly results of the **Index of National Fundraising Performance**.

[Learn more here](#)

Gift Range Calculator

Planning a capital campaign? Trying to fund a new program? We can help. This tool will calculate the number and size of gifts you will need to achieve your campaign goal so that you can adjust resources or goals appropriately. The calculator is based on industry standards that fundraising professionals have been using for decades. This pyramid is more applicable for capital campaigns but can be adapted for annual appeals.

It's easy! Just enter the goal amount for your campaign, hit the Calculate button and see your results.

If you use Internet Explorer, you can print or export the chart (into Excel for example) so you can share it with your colleagues and board. Get everyone involved in your nonprofit's success with this free Gift Range Calculator.

NOTE: Do not include extra characters in your Goal Amount, such as dollar signs, commas, or periods.

Gift Range Chart

Goal Amount:

Gift Range	No. Gifts required	No. Prospects required	Subtotal	Cumulative total	Cumulative percentage
50,000.00	1	4	50,000.00	50,000.00	10%
38,000.00	1	4	38,000.00	88,000.00	18%
25,000.00	2	8	50,000.00	138,000.00	28%
19,000.00	3	12	57,000.00	195,000.00	39%
13,000.00	5	20	65,000.00	260,000.00	52%
9,400.00	8	32	75,200.00	335,200.00	67%
6,300.00	10	40	63,000.00	398,200.00	80%
3,200.00	12	48	38,400.00	436,600.00	87%
1,300.00	12	48	15,600.00	452,200.00	90%
Under 1,300.00	73	294	47,800.00	500,000.00	100%
Totals	127	508		500,000.00	

Financing

1. Infrastructure Ontario Loan Program
2. Credit Unions
3. Banks

INFRASTRUCTURE ONTARIO LOAN PROGRAM

<http://bit.ly/88Q2jB>



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Location: [home](#) > [loans and services](#)

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Loan Program

FREQUENTLY ASKED QUESTIONS

- [Infrastructure Ontario's Loan Program](#)
- [Applying for a Loan](#)
- [Short & Long Term Financing](#)
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Infrastructure Ontario's Loan Program

What is Infrastructure Ontario's Loan Program?

Infrastructure Ontario's Loan Program is one of the alternative financing approaches that the government is using to help municipalities, universities and other public sector partners renew Ontario's public infrastructure.

Since 2003, we have helped improve the quality of life in communities across Ontario by providing affordable, long-term financing in support of infrastructure development.

With almost 200 public sector clients, Infrastructure Ontario has helped finance various types of infrastructure projects – from the construction of roads, bridges, arena complexes, and long-term care homes to the acquisition and installation of capital assets like fire trucks, smart meters and energy efficient lighting.

To date, IO has committed to the financing of over \$2.4 billion in approved loans, of which over \$2 billion has been advanced to clients. Modern and efficient public infrastructure is key to building a strong economy, prosperous communities and a clean healthy environment.

What organizations are eligible to apply for loans?

The following organizations are eligible to apply for loans:

- [Hospices](#)
- [Local Services Boards](#)
- [Non-profit Long-term Care Homes](#)
- [Municipal Corporations](#)
- [Municipalities](#)
- [Non-profit Professional Arts Training](#)
- [Housing Providers](#)
- [Universities & Affiliated Colleges](#)

For more details on eligibility please see the program guidelines on the webpage of each sector.

[Click here](#) to go to the Loan Program webpage.



RESOURCES

[Loan Program Flyer \(pdf\)](#)

Renew Ontario
The Province's five-year infrastructure investment plan

Building a Better Tomorrow
An infrastructure planning, financing and procurement framework for Ontario's public sector

CLIENT PROFILES
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