

Please read the Cultural Grant Guidelines & Eligibility Criteria before completing your application form.

Please note:

- Not all submissions meeting the criteria will receive a grant, as the level of support depends on the number of submissions received and available funds.
- A grant in any year is not to be considered a commitment by the Town of Tillsonburg to provide such assistance in future years.
- Applications are accepted on an ongoing basis.
- Applications can be submitted in hardcopy or electronically. Electronic submissions should be signed or followed by an original version.

For more information, please contact:

Patricia Phelps, Cultural Advisory Committee Staff Liason, Culture & Heritage
Manager/Curator Annandale National Historic Site 30 Tillson Ave, Tillsonburg, ON N4G 2Z8
(519) 842-2294 pphelps@tillsonburg.ca

Guidelines & Criteria

In general, Cultural Grants will be awarded only to initiatives that result in a unique contribution to the cultural life of the community or that promote activities in support of the artistic, historical or lifestyle heritage of the Town.

Eligibility Criteria for the program are:

1. Funding will be provided only to non-profit or not-for-profit organizations and committees.
2. Applicants for Cultural Grants must be located in the community or primarily provide cultural benefits for the Town of Tillsonburg.
3. The organization/committee must have been in existence for two (2) years and/or have demonstrated appropriate experience/expertise.
4. Funding will be provided only to festivals or events that include the arts as a significant component of their programming.
5. All events and festivals must be open to the public and publicized (if applicable).
6. Cultural Grants will be given to supplement current operating budgets and to reduce or eliminate existing deficits.
7. All successful applicants must acknowledge the contribution by the Town of Tillsonburg (Cultural Advisory Committee) when promoting their Project/Event.
8. All successful applicants will be required to submit a final report (to include use of grant funds) -1 month after the event to Patricia Phelps, Cultural Advisory Committee Staff Liason, Culture & Heritage Manager/Curator Annandale National Historic Site 30 Tillson Ave, Tillsonburg, ON N4G 2Z8

In addition to the above criteria, preference will be given to:

- Organizations or committees that demonstrate relevant experience and expertise;
- New and innovative events, community outreach, and/or education relating to Arts & Culture; and,
- Applications that have a variety of funding sources and that provide a detailed financial statement and budget for the event/initiative.

The determination of the amount of funding allocated will be based on:

1. Purpose for which funding is to be utilized;
2. Whether another level of government is presently subsidizing this purpose;
3. How the organization has managed funds in the past;
4. The per capita benefit to the community.

Process

Grant applications will be received and acknowledged by the Museum Curator or designate.

The Cultural Advisory Committee shall review all applications and supporting documentation to determine eligibility in accordance with the criteria established.

The Cultural Advisory Committee Liaison will advise ineligible applicants of the reason(s) why their application is deemed ineligible or request additional information in order to process the application.

The Staff Liaison or designate will advise the applicant of the Committee's decision and forward the grant amount if approved.

All applications are reviewed by committee to ensure the applications meet the eligibility criteria. If an application is deemed ineligible by the committee, the organization will be notified in a timely manner and the organization has 20 days to appeal to the committee in writing, to the Staff Liaison.

Following this process a group or individual may appeal to Council through the Council Delegation process by contacting the Deputy Clerk – clerks@tillsonburg.ca

Cultural Advisory Committee
Grant Application



Please enclose the following documents:

- A completed & signed application form (please ensure your answers are printed clearly and provide concise answers with brief descriptions)
- A list of your current Board of Directors or Committee Members
- Most recent Annual Report (if requested)
- Your Organization's audited financial statement or most recent financial statement endorsed by two (2) signing officials (if requested)

Return completed form to:

Tillsonburg Cultural Advisory Committee
c/o Patricia Phelps, Cultural Advisory Committee Staff Liaison,
Culture & Heritage Manager/Curator Annandale National Historic Site,
30 Tillson Ave, Tillsonburg, ON N4G 2Z8
(519) 842-2294
pphelps@tillsonburg.ca

Applicant information (please print):

Organization			
Contact Name			
Address			Postal Code
Telephone		Email Address	
Project/Event Date(s)/Time(s)	Start Date	Completion Date	
Is this a new Event? Yes ____ No ____			
Have you received grants from the Tillsonburg Cultural Advisory Committee or its predecessor, the Cultural Commission in the past? If so when & how much?			
Project/Event Title & Purpose			
If an existing event, please provide a brief history			

Project/Event Description

Benefits to Community From Project/Event

Total Costs for Project/Event		
Explanation/Itemization of costs		
Item	Amount	Comments
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Amount of Grant Request \$

Other Sources of Funding Received or will receive for this Project/Event	
Federal	\$
Provincial	\$
Municipal	\$
Private	\$
Other	\$_____ Source _____
Total	

Please list how & where the Project/Event will be promoted/advertised