

2008 Program Guidelines LITERARY PROGRAM: PROJECT FUNDING

PURPOSE

Through its *Literary Program*, Toronto Arts Council (TAC) provides Project funding to professional, non-profit, Toronto literary organizations and collectives to pursue one-time or time-limited literary projects involving production, presentation and other activities that contribute to the development of the literary arts in Toronto. The City of Toronto provides the funding for this program through its *Community Partnership and Investment Program*.

ELIGIBILITY

To be eligible for Project funding, applicants must be incorporated non-profit organizations or unincorporated collectives which operate on a not-for-profit basis. A collective is defined as a group of two or more artists working together under a group name, either on a single project or on an ongoing basis.

First-time applicants to the Literary Arts Program must speak with program officer William Huffman prior to submitting an application.

Organizations/collectives must be located within the City of Toronto and the activity for which the funding is requested must occur within the City of Toronto.

Organizations/collectives may receive only one grant per calendar year through TAC.

The payment of artist fees is a requirement in this program.

This program is not intended to support an organization/collective's ongoing activities. Organizations/collectives engaged in annual, ongoing literary activities may be eligible to apply for an Annual Operating grant. Please contact TAC's Literary Officer for details.

The following are not eligible to apply to this program:

- Organizations/collectives that receive Toronto Arts Council Operating funding;
- Educational and religious institutions, unless there is a clear demarcation at both the program and budget level between their regular activities (i.e. religious/congregation activities or educational/student body activities) and their arts activities;
- Schools that are part of Ontario's public or private education system;
- Individuals.

This program does not fund publishing.

Project applications submitted to the March 3 deadline must be for projects commencing after June 1. Project applications submitted to the August 1 deadline must be for projects commencing after November 1. TAC does not fund retroactively. Projects that have commenced prior to the adjudication will not be considered.

VALUE OF GRANT

TAC does not fund 100% of a project budget. Applicants must indicate a range of revenue sources, which may include donated goods and services. Applicants may receive less than the full amount requested.

These grants contribute to the direct costs associated with a literary project, including artistic fees, production and technical costs, marketing and publicity costs, administrative costs, etc.

Costs related to book and publication launches, publishing, equipment purchase, capital projects (e.g. building purchases, renovations, etc.), film/video production, archiving, awards and award ceremonies, art therapy, fundraising events/projects and deficit reduction are not covered by these grants. Costs related to activities occurring outside of the City of Toronto are also not covered (e.g. touring, travel, etc.).

APPLICATION PROCESS

Applicants are required to complete the *Literary Projects* application form and to submit all requested support material. The form and the support material are essential to the evaluation process.

Applicants should complete the application form as accurately as possible, adding separate sheets where necessary and taking careful note of any additional materials requested under the various headings. Each section

must be complete when the application is submitted and the application must be signed by two members of the organization/collective. (In the case of an incorporated organization, one of these signatures must be that of the Board President.) Attachments must be printed on white 8.5" x 11" paper, one side only; do not use coloured or fancy paper. The checklist included with the application form must be filled out to ensure that the application is complete.

Applicants must submit the original plus one copy of their application, including the application form and the written attachments in alphabetical order by section (A-G) as requested. Each copy must be collated and fastened with a secure paper clip; do not bind, staple or place applications in separate envelopes or folders. Submit one copy of the completed checklist and one set of support material (see Support Material section below for detailed requirements).

Applications must be received at TAC no later than 5:00 p.m. on the application deadline (regardless of postmark date) and are accepted earlier. The deadlines for Project applications are March 3 and August 1, 2008.

It is the applicant's responsibility to ensure the application is complete and on time. **Late or incomplete applications will not be accepted.** TAC does not accept applications submitted by e-mail or fax.

SUPPORT MATERIAL

Applicants may also submit a maximum of six pages of printed support materials (including press clippings and support letters) on white 8.5" x 11" paper, one side only.

Do not send originals. TAC is not responsible for the loss or damage of support material, however caused.

Support materials submitted with this application will not be returned.

ASSESSMENT PROCESS

All applications for Project Grants are reviewed first for eligibility by a TAC Grants Officer. TAC's Literary Committee then assesses all eligible literary applications. The Literary Committee's grant recommendations are approved by the TAC Board of Directors.

TAC's Literary Committee is a volunteer committee of writers, editors and other literary professionals. Committee members are selected on the basis of their familiarity with and specialized expertise in a broad spectrum of literary genres/styles/practices and their direct experience in the Toronto literary community. Committee members are also selected to ensure fair representation of gender, diverse cultural communities and City areas. Literary organizations/collectives are invited to nominate peers interested in serving on TAC's Literary Committee. These nominations should be submitted on a nomination form, available from TAC. Committee members serve maximum three-year terms.

Project funding is recommended only at the discretion of the Literary Committee. This is a competitive program. Applicants should be aware that approval is not automatic solely on the basis of meeting the general eligibility requirements.

The Literary Committee evaluates all eligible applications in a comparative context and makes funding decisions based on the availability of funds, the program objectives, and the following assessment criteria:

- the artistic merit of the proposed project and the strength of the applicant's artistic goals and objectives;
- the contribution of the project to the development of literary arts in Toronto;
- the contribution of the proposed project to the development of the applicant organization/collective and/or the artists involved;
- the public impact of the project, including the quality and effectiveness of the applicant's outreach, marketing and/or audience development strategies;
- the financial viability¹ of the proposed project and the ability of the applicant to carry it out.

In applying the assessment criteria, the Literary Committee will consider each applicant's self-defined artistic goals and objectives, geographic and artistic environment, available resources and stage of development.

¹Assessment of financial viability includes consideration of unrestricted reserves. Please refer to attached C3-Information Sheet for more details.

NOTIFICATION

Applicants to the Literary Projects program will be notified of results, by letter, within three months of the deadline. Results are not released over the telephone.

APPEALS

An appeals process is available to applicants to whom a grant is not recommended. Applicants eligible for appeals will be informed in the notification letter.

CONDITIONS OF FUNDING

Successful applicants will receive a Letter of Understanding with their notification letter. The Letter of Understanding will detail the terms and conditions of the funding. Cheques will not be released until the signed Letter of Understanding has been returned to TAC.

Successful applicants must include visual acknowledgement of TAC support in all promotional materials, advertising and programs related to the project being funded. The TAC logo is supplied to grant recipients; specifications for the size and placement of the logo should be commensurate with that of other donors or sponsors that have provided similar financial support. In lieu of the logo, the recipient may use the phrase "produced with the support of the City of Toronto through Toronto Arts Council."

Grants may only be used for the purposes outlined in the application. Material changes to the nature or scope of the project must be reported promptly to TAC. In such cases, TAC may require full or partial repayment of the grant. Grant recipients who have not commenced their work on the project within a year of the receipt of the grant must also notify TAC.

Grant recipients are required to file an artistic and financial report on their project within three months of the project's completion, using the project report form provided by TAC. Applications for future grants will not be considered until reports on previous grants have been received and approved by TAC. Applicants that receive grants over \$15,000 are required to submit audited financial statements prepared by a licensed public accountant (chartered accountant) as part of their project reports. The auditor must express an unqualified opinion or an opinion qualified only in respect to audit verification of revenues. The audit must be signed by two Board members to verify approval by the Board of Directors.

TAC Literary Committee members and staff attend client performances and events. Grant recipients are required to send TAC information on any public performances or events presented in the context of their grant-supported projects. This information should be mailed, faxed or e-mailed to the Literary Officer.

In addition to the aforementioned general conditions of funding, TAC reserves the right to place conditions on the release of grants (for instance, confirmation of venues, programming, performances, other sources of funding, etc.). Any specific conditions associated with a grant will be contained in the Letter of Understanding.

REPAYMENT OF GRANT

The grant must, on the request of TAC, be repaid (in whole or in part) to TAC, if the grant recipient:

- breaches any of the terms and conditions of the grant;
- knowingly provides false information in the grant application;
- uses the grant for purposes not approved by TAC;
- breaches any of the provisions of the Ontario Human Rights Code in its operations;
- ceases operating prior to completion of the project;
- ceases to operate as a non-profit organization or collective prior to completion of the project;
- winds up or dissolves prior to completion of the project;
- merges or amalgamates with any other party prior to completion of the project;
- commences or has commenced against it any proceedings in bankruptcy, or is adjudged a bankrupt, prior to completion of the project.

CITY OF TORONTO ANTI-RACISM, ACCESS AND EQUITY POLICY

The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant or other support from the City.

All applicants are required to submit:

1. a signed Declaration of Non-Discrimination (the form is available as PDF on TAC's website);
2. a copy of the minutes of the meeting at which the applicant organization/collective adopted the non-discrimination policy;
3. a statement as to how the applicant organization/collective intends to address the City's policy principles.

A copy of the following City documents can be downloaded from TAC's website, www.torontoartscouncil.org: *Anti-Racism, Access and Equity Policy Guidelines, Hate Activity Policy and Procedures* and *Human Rights and Harassment Policy and Procedures*.

FURTHER INFORMATION

For further information on this program, contact Associate Director William Huffman at:

Toronto Arts Council
141 Bathurst Street, Suite 101
Toronto, Ontario M5V 2R2
Telephone: (416) 392-6802, extension 208
bill@torontoartscouncil.org

Tips on using Microsoft (MS) Word Forms

The first page of the application and several other pages are designed to be filled out as forms on your computer. (The rest of your application will be comprised of attached pages.) You have the option of printing the “form” pages and completing them manually or duplicating them in another software program. However, if you choose to complete the MS Word form pages on your computer, here’s some useful information.

The document is locked, so you can enter information only in the text boxes and check boxes provided.

The text boxes and check boxes appear shaded when you view the application on a computer screen, but the shading does not appear when you print the document.

You can tab from one text box to another, even if the text boxes are several pages apart.

Some of the forms included in the application are formatted as tables.

- In cases where you have to enter information (e.g. names) in a column, press “enter” on your keyboard between names to create a list.
- If you are entering information in a row rather than a column, you should use a comma to separate names.

As you enter information in a text box, it extends the table, sometimes beyond the page end. This may result in extra pages when you print. Do not submit empty pages with your completed application. Submit only tables on which you have entered information.

DO NOT INCLUDE THIS PAGE WHEN YOU SUBMIT APPLICATION.

SECTION C: FINANCIAL AND STATISTICAL INFORMATION

C.1. Complete the attached budget template and statistical pages. An electronic version of this section (Excel) is available on TAC's website (www.torontoartscouncil.org) or phone TAC to request a disk. Please note that your budget must be balanced, i.e. your expenses must equal your revenues. Be sure to include the grant amount that you are requesting from TAC among your projected revenues.

C.2. Provide the following supplementary budget information in the order listed below:

- a breakdown of your grant revenue projections for the project, indicating the funding agencies and specific programs to which you applied, the amounts for which you applied, and when you expect to receive the results of each application;
- a detailed breakdown of your projected "Artistic Fees";
- a detailed breakdown of donated goods and services, if applicable;
- a detailed contingency statement, indicating how, if at all, you plan to proceed with your project if your applications to other funders are unsuccessful or if you fail to meet your fundraising objectives. If your contingency statement involves reducing the scope of the project, be specific about what will be changed.

C.3. All incorporated applicant organizations must complete the enclosed *Statement of Unrestricted Reserves* form. If you have an affiliated organization from which your organization receives income, attach a copy of the most recent audited financial statements for this affiliated organization and on attached sheets (white, 8.5" x 11" paper, one side only), describe the relationship of this affiliated organization to your organization.

C.4. Complete the enclosed C.4. Geographic Service Area form. All applicants must complete and submit this form.

SECTION D: HISTORY OF ORGANIZATION/COLLECTIVE

D.1. On an attached sheet (white, 8.5" x 11" paper, one side only) provide a brief history of your organization/collective, outlining your major accomplishments in the area of literary arts. This history is intended to provide context for the literary project for which you are applying. If your organization/collective formed solely to produce this project, explain why this particular group of artists came together and the nature of the collaboration. This history should be a maximum of one page.

D.2. Attach a list of your Board of Directors or collective members, including addresses.

SECTION E: PROJECT DESCRIPTION

E.1. On attached sheets (white, 8.5" x 11" paper, one side only), provide a detailed description of your proposed project, including the following information:

- the nature of your project, including a synopsis of the form and content;
- your artistic goals and objectives;
- how this project relates to your development as an organization/collective and/or the development of the artists involved;
- the constituency that you wish to serve through this project and the outreach, marketing and/or audience development strategies you will use to reach that constituency;
- logistical information, such as venues, dates, etc; and
- any other information that you feel is essential in describing your project.

This project description should be a maximum of 5 pages.

E.2. Complete the enclosed *Projects in Priority Neighbourhoods* form to indicate whether or not your project is taking place in a designated priority neighbourhood.

SECTION F: PROJECT CONTRIBUTORS

F. On attached sheets, provide a list of key artists and other contributors involved in your project (e.g. writers, editors, administrative coordinators, other artistic personnel, etc.). Include brief bios on each key artist/contributor.

SECTION G: ANTI-RACISM, ACCESS AND EQUITY

The City of Toronto recognizes that barriers exist for many members of the City's diverse communities, particularly for equity-seeking groups such as: women, people with disabilities, ethno-cultural and racial minorities, immigrants and refugees, faith groups, the poor, Aboriginal peoples, lesbian, gay, bisexual and transgendered people.

The City expects funded organizations to act as positive forces in helping to eliminate these barriers. For more information, please refer to the following City documents which can be downloaded from TAC's website, www.torontoartscouncil.org: *Anti-Racism, Access and Equity Policy Guidelines, Hate Activity Policy and Procedures* and *Human Rights and Harassment Policy and Procedures*.

The City of Toronto requires that all grant recipients adopt a policy of non-discrimination as a condition of receiving a grant or other support from the City.

All applicants are required to submit:

1. a signed Declaration of Non-Discrimination;
2. a copy of the minutes of the meeting at which the applicant organization/collective adopted the non-discrimination policy;
3. a statement as to how the applicant organization/collective intends to address the City's policy principles.

- G.1.** Complete the Declaration of Non-Discrimination which is available in PDF format on TAC website. Attach a copy of the minutes of the meeting at which the Declaration was adopted.
All applicants must submit the Declaration and minutes, regardless of whether they were submitted with previous application.
- G.2.** On attached sheets, include a statement indicating how, in carrying out your project, you will address the City's Anti-Racism, Access and Equity Policy Principles.
All applicants must submit this statement.

SECTION H: SUPPORT MATERIAL (OPTIONAL)

H. In addition to the information requested in the application form, applicants may also submit a maximum of six pages of printed support materials (including press clippings and support letters) on white 8.5" x 11" paper, one side only.

Two sets of support material is required.

Do not send originals. TAC is not responsible for the loss or damage of support material, however caused.

Support materials submitted with this application will not be returned.

Submitting your application:

Applicants must submit the original plus one copy of their application, including this application form and the written attachments in alphabetical order by section (A-G) as requested. Each copy must be collated and fastened with a secure paper clip; do not bind, staple or place applications in separate envelopes or folders.

Support material is optional. If submitted, two sets are required. See Section H for details.

Use the attached checklist to verify that your application is complete.

Applications and support material must be received on or before 5:00 p.m. on March 3 or August 1, 2008 at the Toronto Arts Council office, 141 Bathurst Street, #101, Toronto, Ontario M5V 2R2.

Applications may not be submitted by fax or e-mail.

SECTION C3: STATEMENT OF UNRESTRICTED RESERVES

This form must be completed by all incorporated applicant organizations.

Unrestricted reserves are those funds that have not been restricted by a donor and whose use is therefore at the discretion of the Board of Directors of the organization, or one of its affiliated organizations (such as a trust fund, property corporation or foundation). Unrestricted reserves may be referred to as a "fund", a "reserve", a "surplus" or by another name in your audited financial statements.

C3 (a) Do you have unrestricted reserves? YES NO

If yes, use the table below to provide details of the unrestricted reserves identified in your most recent audited financial statement. Provide the balance of the reserve in dollars, and also state what percentage it represents of the organization's total annual operating expenses. For each reserve, indicate whether there is a Board policy governing the use of the reserve. If there is no Board policy and the reserve exceeds 25% of total annual operating expenditures, you must include a statement explaining what you intend to do with the reserve.

NAME OF UNRESTRICTED RESERVE	Balance Audit 2005/06		Balance Audit 2006/07		Board Policy?	
	\$	% of operating expenses	\$	% of operating expenses	Yes	No
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>
TOTAL UNRESTRICTED RESERVES (\$)						

C3 (b) Do you have an affiliated organization (such as a trust fund, property corporation or foundation) from which your organization receives income?

YES NO

If yes, give the name of this affiliated organization:

C3 (c)

If you answered yes to the above question C3 (b):

- Attach a copy of the most recent audited financial statement for this affiliated organization. On attached sheet(s) (white, 8.5" x 11" paper, one side only) describe the relationship of this affiliated organization to your organization.

Toronto Arts Council recognizes that organizations should have a reasonable level of unrestricted reserve funds to meet needs such as:

- maintaining positive cash flow
- offsetting operating deficits
- establishing new or expanded programs
- repairing and renewing fixed assets

The size of an organization's unrestricted reserve will be considered by TAC during the assessment process. Organizations with unrestricted reserves greater than 25% of total annual operating expenditures may be required to submit additional information to establish the reasonableness of the size of the reserves. Similarly, organizations with insufficient reserves (less than one month's operating expenses) may be required to submit additional information to confirm their financial viability.

SECTION C4: GEOGRAPHIC SERVICE AREA: LOCATION OF PROJECT ACTIVITIES + TARGET AUDIENCE/PARTICIPANTS

Toronto Arts Council requires the following information in order to meet City of Toronto reporting requirements. These questions are not related to assessment criteria. All applicants must complete this form.

C4-1 What geographic area(s) will be served by your project activities? (i.e. Will your project activities be specifically aimed at those who live within one or more specific geographic neighbourhoods or are will they be aimed at the entire City?)

Please check one:

- Our project will serve the entire City of Toronto.
- Our project activities serve one or more specific geographic neighbourhood.

C4-2 If you checked “one or more geographic neighbourhood” above, you must specify the Ward numbers that define the area served by your activities. (A City of Toronto ward map in PDF format is available if you require assistance in identifying wards: www.torontoartscouncil.org/downloads.htm)

Ward number(s)

C4-3 Complete the following table to indicate the location of your activities:

	Venue Name and Address	Postal Code
Project activity venues (e.g. performance, exhibition, community arts activities, etc.)	1.	
	2.	
	3.	
	4.	
	5.	

E2 INFORMATION SHEET: ARTS PROJECTS IN PRIORITY NEIGHBOURHOODS

Toronto City Council has adopted the Toronto Strong Neighbourhoods Strategy to strengthen priority neighbourhoods through targeted investment. The strategy encompasses the learnings of the Community Safety Plan as well as the directions proposed by the Strong Neighbourhoods Task Force, a joint project of the United Way of Greater Toronto and the City of Toronto with the support of the Government of Canada and the Province of Ontario.

The City of Toronto has placed increasing emphasis on identifying vulnerable neighbourhoods and targeting resources to improve outcomes for their residents. The strategy for strengthening neighbourhoods takes place within a context in which some areas of the city are at greater risk of negative outcomes than others. Persistently low incomes and a widening income gap between the rich and the poor in many communities threatens the social cohesiveness that has marked the success of the city. Some neighbourhoods have experienced increasing levels of gun violence and criminal gang involvement resulting in city-wide concerns about community safety. An unequal distribution of services and facilities has left some neighbourhoods less well-equipped to deal with the social challenges they face.

The following 13 neighbourhoods have been identified as having priority for increased City investment:

Scarborough

- Malvern
- Galloway/Kingston Road
- Dorset Park
- Eglinton East
- Scarborough Village
- Westminster Branson
- Steeles
- Kennedy Park

North York

- Jane-Finch
- Victoria Village

East York

- Crescent Town

York

- Black Creek

Etobicoke

- Jamestown

Toronto Arts Council supports the City's efforts to strengthen neighbourhoods through its funding of arts activities taking place in these priority neighbourhoods.

Providing the information requested in Section G2 will allow this to be factored into the assessment of your application, but there is no additional targeted funding available for activity in priority neighbourhoods.

SECTION E2: ARTS PROJECTS IN PRIORITY NEIGHBOURHOODS

Will your project take place in a designated priority neighbourhood in Toronto?

Yes No

If yes, please complete the following:

LOCATION

Please check neighbourhood(s) where project will take place:

Scarborough

- Malvern
- Galloway/Kingston Road
- Dorset Park
- Eglinton East
- Scarborough Village
- Westminster Branson
- Steeles
- Kennedy Park

North York

- Jane/Finch
- Victoria Village

East York

- Crescent Town

York

- Black Creek

Etobicoke

- Jamestown

Is the Priority neighbourhood(s) identified above the sole location of the project?

Yes No

If No, provide a brief summary (maximum two sentences) of the portion of your project that will take place in the at-risk neighbourhood. (A more detailed description should be included in *Section E1: Detailed description of your proposed Project Description.*)

Toronto Arts Council

LITERARY ARTS PROGRAM: PROJECT CHECKLIST

The completed checklist must be submitted with your application.

Please to indicate compliance with requirement.

General

- Applicant has read the Literary Program: Project Guidelines.
- The applicant has spoken with the Grants Officer to confirm eligibility.

Number of copies and format of applications

- Number of copies of application to be submitted: 1) the original plus 2) one copy, Each copy must include the application form plus the written attachments. *Applications are incomplete if they do not include sections A through G.*
- Each copy must be collated in alphabetical order by section (A-G).
- Applications must be fastened only with a secure paper clip. Do not bind or staple applications. Do not place copies in separate envelopes or folders.
- Two sets of Support Material are included. (**OPTIONAL**)
- One copy of the completed checklist is submitted with the application and support material.

Section A1: Identification

- Applicant has completed Section A
 - Address must be City of Toronto address.
 - Fax number should be included only if it is a dedicated fax line with 24 hour access.

Section A2: Project Information

- Applicant has completed Section A2
 - "Amount Requested" should correspond exactly to TAC request in the Section C budget template.

Section B: Declaration

- Applicant has read and completed Section B
 - The application must have two signatures.
 - If the applicant organization is incorporated, one of those signatures must be that of the Board President.

Section C: Financial and Statistical Information

- C.1.** Applicant has completed the Budget template. The budget is balanced, i.e. expenses equal revenues. The amount requested from TAC is among the projected revenues.
- C.1.** Applicant has completed the Project Statistics form.
- C.2.** Applicant has included the following supplementary budget information:
 - a breakdown of your grant revenue projections for the project, indicating the funding agencies and specific programs to which you applied, the amounts for which you applied, and when you expect to receive the results of each application;
 - a detailed breakdown of your projected "Artistic Fees";
 - a detailed breakdown of donated goods and services, if applicable;
 - a detailed contingency statement, indicating how, if at all, you plan to proceed with your project if your applications to other funders are unsuccessful or if you fail to meet your fundraising objectives. If your contingency statement involves reducing the scope of the project, be specific about what will be changed.
- C.3.** If applicant is incorporated, Statement of Unrestricted Reserves form (C3) has been completed.
- C.4.** Applicant has completed the Geographic Service Area form (C4).Section D: Profile of Organization/Collective

Applicant has included the following:

- D.1.** Brief history of your organization/collective, outlining your major accomplishments in the area of literary arts. **Maximum 1 page.**
- D.2.** List of Board members or Collective members, including addresses.

Section E: Project Description

- E.1.** Detailed description of your proposed project is included. **Maximum 5 pages.**
- E.2.** Applicant has completed form E2: Arts Projects in Priority Neighbourhoods

Section F: Project Contributors

- List of key artists and other contributors involved in your project is included.
- Brief bios on key artists/contributors are included.

Section G: Anti-Racism, Access and Equity

- G.1.** Signed Declaration of Non-Discrimination is included.
- a copy of the minutes of the meeting at which the Declaration was approved is included.
- G.2.** Statement including how, in carrying out your project, you will address the City's Anti-Racism, Access and Equity Policy Principles is included.

Section H: Support Material - OPTIONAL:

- two sets of additional pages of printed material (e.g. press clippings, letter of support) on white 8.5" x 11" paper, one side only are included. **Maximum six pages.**