



# Project Grant Guidelines & Criteria

## Community, Youth & Cultural Funding Program

### Eligibility & Guidelines

This program is designed to provide periodic support to special projects of value to the community that are carried out by a variety of non-profit community, youth, and cultural organizations and individual artists in Thunder Bay.

The maximum term for this grant is **one (1) year**. The same activity will not be supported from year to year; however, enhancements for existing projects/events may be considered.

The maximum grant amount is **\$10,000**. This program does not fund 100% of the total project budget – alternative source(s) of revenue must be evident.

There are two intake periods for project grants (Spring and Fall). For information on deadlines, application forms and contact information, visit [www.thunderbay.ca/grants](http://www.thunderbay.ca/grants)

## Project Applicant Eligibility

### Non-Profit Organizations

To be eligible for a Project Grant, the applicant must:

- Have a community, youth, or culture sector focus/mandate.
- Be an incorporated non-profit community, youth or cultural organization or non-incorporated collective which operates on a non-profit basis.
- Have a clearly stated purpose and function and be fully responsible for the planning and provision of its services.
- Operate from a location in the City of Thunder Bay and carry out programs in this community for the benefit of its people.
- Extend its services to the general public and/or Indigenous public in Thunder Bay, and accommodate for needs related to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy and gender identity), sexual orientation, age, marital status, family status, and disability, unless to do so would cause undue hardship.
- Must maintain a clear distinction in programs and budgets between religious activities and its community service programs if operating under the auspices of a religious body.
- Have an independent, active governing board composed of volunteers and a considerable volunteer component.
- Demonstrate need for the requested funding and provide evidence that funds are confirmed/projected from other sources, e.g. donations/sponsorships, user fees, other government sources.

An application may NOT be considered if:

- The organization receives 80% or more of its funding from other government sources.<sup>1</sup>
- The organization possesses an operating surplus in excess of three (3) months of operating expenses.<sup>2</sup>
- The organization acts in the capacity of a funding body for, or makes grants to, any other group or organization that is eligible for funding through this program. Funds received through this program cannot be granted to another organization.
- The request includes capital, deficit, or continuing operating expense funding.
- The applicant is in default to the City due to failure to account satisfactorily for previous grants, or to refund grant overpayments.
- The organization's programs/services primarily benefit organization members as opposed to the general public, e.g. clubs, professional associations.
- The organization is already funded by the Community, Youth & Cultural Funding Program in the Sustaining or Operating category.

## Individual Artist(s)

To be eligible for a Project Grant, an individual artist must:

- Conduct a project on a non-profit basis within Thunder Bay and for the benefit of the community.
- Demonstrate need for the requested funding and provide evidence that funds are confirmed/projected from other sources, e.g. donations/sponsorships, user fees, other government sources.

An application may NOT be considered if:

- The project is funded 80% or more by other government sources.<sup>1</sup>
- The artist(s) intends to act in the capacity of a funding body for, or makes grants to, any other group, organization or individual as part of the project.
- The project's activities primarily benefit the individual applicant (eg. to create a piece of work that will generate profit for the artist and/or is not community-based)
- The request includes capital or deficit funding.
- The applicant is in default to the City due to failure to account satisfactorily for previous grants, or to refund grant overpayments.

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<sup>1</sup> *An application may not be considered if the project falls within the mandate for which the organization receives core funding from provincial and/or federal government funding sources and/or duplicates services already provided in the City.*

*If the organization receives more than 80% funding from government sources, please submit documentation that details the source and purpose of this funding, along with evidence of how the project falls outside the organization's government-mandated programming.*

<sup>2</sup> *Organizational surpluses and reserves will be examined. When a surplus in excess of three (3) months of operating expenses exists, the organization will be given the opportunity to justify.*

## **Project Eligibility**

### **Community, Youth & Cultural Organizations**

Projects may include, but are not limited to:

- Special one-time activities carried out as part of an organization's program for the year that are distinct from core/ongoing annual operations, e.g. events, exhibits, performances, specific aspects of festival participation;
- Training and development to assist with the upgrading of skills and knowledge of members of an organization in order to improve the performance of that organization for the benefit of the community;
- The acquisition of program equipment necessary for the on-going development of the organization – does not include furniture or equipment which must be replenished each year, equipment for personal use by individual members of the organization (e.g. uniform/costume), or equipment which becomes part of the physical plant/structure (e.g. workstations, storage units, lighting, etc.); and
- The establishment of a new organization (seed funding for purposes such as costs associated with incorporation, insurance, rent/utilities – seed funding does not include furniture).

### **Individual Artists**

Projects may include, but are not limited to:

- An individual artist or artists working together on the development and creation of a community-based arts or heritage project; and
- Artists in the community – assistance to help strengthen or revitalize a neighbourhood, community, or special interest organization through the application of - and participation in - the artistic process.

## General Project Funding Criteria

*The following applies to all focus areas.*

**Applications will be assessed on the extent to which they meet the following criteria:**

- All applicable fields are complete and applicant has contacted a program supervisor regarding application.
- There is a demonstrated need in the community for the program/service; the project does not represent duplication of programs/services in the community, nor is it part of annual ongoing activities (project is a special activity).
- The project addresses the special needs of the organization/artist.
- The project enhances quality of life for City of Thunder Bay residents.
- The applicant demonstrates operational effectiveness, financial stability and appropriate level of self-sufficiency, including involvement in fundraising and advocacy activities, to ensure financial support from the public.
- The organization has an active, independent board and an appropriate volunteer base (organizations only)
- Demonstrated partnerships and collaborative efforts.
- There is a demonstrated financial need for the funding.
- Consistent with the goals and objectives of the current [City of Thunder Bay Strategic Plan](#) (see page 9).

## Community Safety & Well-Being Funding Program Criteria

In addition to general criteria, community organization funding will also be assessed on the extent to which they meet the following criteria:

- Promotes equity and inclusion, health and wellness, safe spaces and connects people with the appropriate support services.
- Demonstrates accessible, inclusive, and evidence/best-practice based programs and services.
- Improves responses to current and emerging issues in the community, with a focus on systemic change and upstream prevention.
- Furthers improving the social determinants of health such as (but not limited to) alleviating poverty, and improving access to housing and education.
- Demonstrates a collaborative approach that includes inter-sectoral expertise and coordination, and a diversity of voices.
- Consistent with the goals and objectives of the [Community Safety & Well-Being Plan](#) (see pages 9-10)

## Youth Project Funding Criteria

In addition to the general criteria, youth projects will also be assessed on the extent to which they meet the following criteria:

- The project provides a youth-driven, safe and collaborative environment that is accepting and respectful of all youth, allowing for their development and success.
- Services and programs are accessible and inclusive and evidence or best-practice based.
- Youth are engaged and empowered.
- Location of programs/services help meet the objective of city-wide community programming and events.
- Provides youth services which may include, but are not limited to: recreation, health, jobs/volunteering, social justice, and mentoring.
- Consistent with the goals and objectives of the Youth Services Plan (*see page 11*).

## Cultural Project Funding Criteria

In addition to the general criteria, cultural projects will also be assessed on the extent to which they meet the following criteria:

- Contributes to a high degree of artistic achievement in the cultural life of the community.
- Strengthens the community base for cultural activities by building on community support, increasing membership and developing audiences.
- Stimulates wider appreciation of the City's cultural heritage.
- Assists in the creation or maintenance of jobs in the creative sector and/or the development of potentially marketable skills.
- Furthers cultural development through the innovative application of new technologies.
- Recognizes the value of reaching out to the wider community and understands the need to develop appropriate marketing strategies for activities.
- Consistent with the goals and objectives of the [Inspire Thunder Bay Culture Plan](#) (*see page 11*).

## Anti-Racism & Reconciliation Project Funding Criteria

In addition to the general criteria, Anti-Racism & Reconciliation projects will also be assessed on the extent to which they meet the following criteria:

- Help address and educate the public on racism against Indigenous and racialized persons.
- Strengthen the community's understanding of anti-racism through training, workshops, and/or special events.
- Support the ongoing process of truth, reconciliation, and inclusion within the community.
- Reduce barriers and/or promote participation for racialized persons to access social services, recreation, sport, arts, culture, employment, and/or leadership opportunities.

- Help address one or more recommendations from the following reports:
  - [Truth & Reconciliation Commission Calls to Action](#) (e.g., 47, 57, 87, 88);
  - [National Inquiry into Missing and Murdered Indigenous Women and Girls Calls for Justice](#); and
  - [Seven Youth Coroner's Inquest Recommendations](#).

Examples of projects may include, but are not limited to:

- Training, workshops, and awareness-building activities such as, but not limited to: events, film screenings, book readings, exhibits, or festivals.
- Education and awareness campaigns related to anti-racism violence prevention and combating inter-racial violence.
- Community-based arts or heritage projects that would enhance community awareness and inclusion.
- Inclusive education/recreation/sport/art and cultural programs.
- Volunteer and employment training programs for racialized persons.
- Resource development, such as communications materials (e.g. toolkits, brochures), to support service capacity for racialized persons inclusive of 2SLGBTQIA (two-spirit, lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual) populations.
- Policy and Research projects that can be demonstrated to advance positive change and an inclusive community.

## Sport Development Project Funding Criteria

In addition to the general criteria, community-based sport development projects must also focus on:

- Increasing and/or maintaining sport participation by diverse and under-represented populations (low income, girls and women, indigenous, people with disabilities and/or newcomers to Canada)
- Training, certification and development of coaches, officials and/or volunteers
- Increasing and/or updating equipment and/or technology
- Building capacity to host events and/or
- Organizational development

Projects will also be assessed on the extent to which they meet the following criteria:

- The community-based sport development project is community sport-led and organized, supported, and/or enabled by community volunteers and not-for-profit organizations
- Demonstrates collaborative approaches to building sport capacity through community-based partnerships (ie. between multiple sport organizations)
- Improves physical literacy
- Offers multi-sport programming
- Adheres to the principles of Safe Sport, Sport for Life and True Sport

Eligible expenses:

- Purchase of equipment and/or non-capital facility costs

- Marketing and advertising costs
- Travel costs to bring trainers to Thunder Bay
- Facility rental costs

The Sport Development category of the funding program is provided in part as a legacy from the 2024 Ontario Winter Games.

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Although every effort will be made to consider each application on the basis of the foregoing criteria, deserving applications that do not meet some of these criteria may be considered on their own merits.

## Grant Guidelines and Instructions

- Applications must be complete when submitted to the Community, Youth & Cultural Funding Program. Incomplete applications may not be accepted.
- Applications will be considered only if they are submitted **before**:
  - The event or activity occurs and any eligible costs associated with the project are incurred; or
  - The items to be purchased are ordered.
- No funds will be provided for activities started or items purchased prior to notification of a grant approval. The City will not contribute to funding shortfalls resulting from projects of any kind which were undertaken without prior approval from the City.
- The Budget must indicate all anticipated Federal, Provincial, and Municipal Funds, as well as the Community, Youth & Cultural Funding Grant request amount. It must also indicate whether stated funds are projected or confirmed.

## Notification

Applicants will be notified **via email** of their recommended funding allocation, term, and reason(s) for recommendation.

Applicants may not make a deputation or presentation to City Council or any Committee of Council in relation to their funding application or any other request for project funding.

Funding allocation recommendations are final. Applicants must sign a declaration in the application form acknowledging and agreeing to this condition.

## Reporting

A post-project report must be completed and submitted **within three (3) months** following the completion of the project.

## 2023-2027 Maamawe, Growing Together Strategic Plan

Project applications must be aligned with one or more of the Maamawe, Growing Together Strategic Plan priorities.

### Strategic Directions & Goals:

**1. Maamawe - All together.** We honour the truth and reconcile for the future.

**Goals:**

- Strengthen the City's relationships with Indigenous communities, leaders and organizations to advance Truth & Reconciliation priorities together.
- Integrate Indigenous perspectives in City services, programs and places.
- Work toward inclusion, diversity, equity, and respect for all.

**2. Safety and well-being.** Our community is healthy, safe, and strong.

**Goals:**

- Improve access to supports for priority populations to narrow gaps in equity.
- Enhance safety and well-being at the community level through climate action and environmental design.
- Create and maintain strong neighbourhoods and Indigenized spaces where people connect and engage.

**3. Growth.** We attract and retain new and diverse businesses and community members.

**Goals:**

- Collaboratively create an attractive and supportive environment where people and businesses can flourish.
- Support urban density through complete, compact, and walkable development.
- Make it easier to access City services.

**4. Sustainability.** We advance a thriving economy and environment.

**Goals:**

- Take decisive action to respond to the climate emergency.
- Plan and deliver cost-effective services.

To view more details on the goals and objectives of the Plan, visit:

[2023 - 2027 Maamawe, Growing Together Strategic Plan - City of Thunder Bay](#)

## THUNDER BAY COMMUNITY SAFETY & WELL-BEING PLAN

Thunder Bay's broader success is linked to the safety and well-being of all people in Thunder Bay. The ultimate goal of the Plan is to create a community where everyone feels safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression.

**VISION:** Thunder Bay is a safe, healthy and connected community, where everyone is valued and has opportunities to thrive.

**APPROACH:** *Collective Impact* - We believe community safety is everyone's responsibility. We recognize that large-scale social change requires a collaborative approach that includes intersectoral expertise and coordination, and all voices.

**UPSTREAM:** There is significant evidence that demonstrates investing upstream in social, health and community infrastructure and the social determinants of health can increase overall community safety and wellbeing. Addressing inequity and how our systems and structures affect people’s circumstances, opportunities, choices and actions can create the conditions to improve health and social outcomes. Moving upstream together will help achieve our shared vision of a safe, healthy and connected community, where everyone is valued and has opportunities to thrive.

### **Identifying Thunder Bay’s Six Local Priorities**

A combination of methods were used to identify local priorities for the Plan, including diverse community engagement methods and a comprehensive review of local CSWB-related data.

#### **Priority 1: Racism and Discrimination**

Targeted Outcomes:

- Decrease in racism especially targeting the Indigenous community
- Increase in number of signatories to the Anti-Racism and Inclusion Accord
- Increase in sense of belonging

#### **Priority 2: Housing and Homelessness**

Targeted Outcomes:

- Reduce Indigenous homelessness by 50 percent by 2027
- Increase transitional and supportive housing opportunities in Thunder Bay

#### **Priority 3: Mental Health and Substance Misuse**

Targeted Outcomes:

- Establishment of an integrated mental health and addiction crisis centre to support people across the lifespan
- Increased education and awareness about Adverse Childhood Experiences (ACEs), trauma and resilience

#### **Priority 4: Community Violence and Gender-Based Violence**

Targeted Outcomes:

- Reduction in violence
- A systemic response to domestic violence that holds everyone to account, and works to keep women and children safe
- Increased education and awareness about gender-based violence, human trafficking, gangs and home takeovers
- Increased perception of safety

#### **Priority 5: Poverty Reduction and Financial Empowerment**

Targeted Outcomes:

- Reduction in percentage of people living in poverty
- Decreased unemployment rate for Indigenous people

#### **Priority 6: Supports for Children, Youth and Families**

Targeted Outcomes:

- Establish and support neighbourhood hubs
- Increased numbers of youth graduating from high school in Thunder Bay

Visit <https://www.thunderbay.ca/cswb> for full plan.

## Youth Services Plan

Youth Services Strategy Vision for Thunder Bay: A youth driven, safe and collaborative environment that is accepting and respectful of all youth, allowing for their development and success.

### ***Principles and Values***

The principles and values upon which services and programs for youth will be shaped include:

- A. Accessibility and Inclusiveness
- B. Collaboration and Partnerships
- C. Engagement and Empowerment
- D. Evidence Based / Best Practice

### ***Strategy Goals:***

1. Improving access to City recreational and cultural programs
2. Increasing participation in recreational and cultural programs
3. Improving opportunities for youth involvement and/or participation in decision-making

## Inspire Thunder Bay Culture Plan Strategic Directions

- Foster Capacity in the Cultural Sector—develop a strong knowledge base for planning and decision making, cultivate corporate partnerships, develop partnerships and coordinate roles, responsibilities and delivery mechanisms among funding and support agencies.
- Develop Tourism Potential in the Creative Community—support collaborative efforts for enhancing tourism opportunities, make cultural assets marketable for tourism and create opportunities for forums and networking across disciplines, sectors and cultures.
- Activate Culture in Urban Places and Spaces—develop a year round festivals and events schedule, enhance existing clustering of cultural resources and activities and accelerate broad programming and animation initiatives at the Port Arthur and Fort William Historic Downtowns.
- Enable Cultural Participation in Neighbourhoods—support Cultural development initiatives at the neighbourhood level, develop a cultural facility and programming strategy and leverage other public policies and initiatives.
- Nurture Cultural Interaction and Exchange in Public Space—embed cultural diversity into the City’s planning and urban design processes, elevate awareness and support for cross cultural initiatives and facilitate and develop opportunities for diverse cultural expression in civic spaces and places.
- Foster the Potential for Creative Entrepreneurship in Youth—provide small business support for artists and creative entrepreneurs, investigate viability of physical incubator space for creative opportunities and forge strong links between high potential cultural industry segments and youth development programs.

## Definition of Terms

**Applicant** means the organization which submits this application to the City.

**City** means the City of Thunder Bay.

**Recipient** means the applicant organization which has submitted this application, has agreed to be bound by these terms and conditions, and has been awarded a Project Grant by the City of Thunder Bay.

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**Arts** encompasses painting, drawing, sculpture, installation, and architecture; material arts and crafts such as ceramics, design, carving, and fibre arts; performing arts such as theatre, dance, and music; literature such as fiction, non-fiction, poetry, and drama; media arts such as photography, video, and film; and interdisciplinary arts.

**Business Plan** is a blueprint and communication tool for the group/organization. It is comprehensive in reflecting the goals and objectives and how they are expected to be reached. It clearly outlines what and how and from where the resources to accomplish the goals and objectives will be acquired and utilized. It typically covers a period between three (3) and five (5) years.

**Capital Funding** includes renovations, upgrades, and construction to/of a structure. It also includes equipment which is part to the physical space in which the organization operates, e.g. workstations, large appliances, storage units, seating, lighting, etc.

**Community Organization** is a not for profit group whose mandate is to provide a social service to the community of the City of Thunder Bay.

**Community sport** is non-profit sport led, organized, supported, or enabled by community volunteers and institutions. It runs from the playground to the podium, ranging from simple pick-up games to community and school-based sport leagues to elite high performance competition.

**Culture** refers to the variety and richness of the expressions of all our communities in Thunder Bay which underlies arts and heritage ethno-cultural diversity. It encompasses arts and heritage, as well as all the associated disciplines.

**Cultural Industry** refers to the relationship between culture and the economy.

**Cultural Organization** is a not for profit group whose mandate is of an arts and/ or heritage nature.

**Deficit Funding** means using any portion of the requested funds to pay any portion of the principle owing on organizational debts and/or to reduce or eliminate an accumulated operating deficit.

**Heritage** includes the preservation and communication of Thunder Bay's multi-faceted history including museums, historic sites, built heritage, urban areas, natural and human-made environments,

archaeological sites, vistas, artefacts, heritage activities, archival materials, and stories.

**Independent Board** means that the board must have policies and procedures in place, including a conflict of interest policy, that are acceptable to the City.

**Youth Organization** is a not-for-profit group whose mandate is to provide programs and services to youth between the ages of 13 and 24.