



2025

**Barrie Arts and
Culture Investment
Program
Guidelines**

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2025 Application Deadline: 11:59 P.M. on Monday, February 3, 2025

ARTS & CULTURE INVESTMENT PROGRAM

The overall goal of the Barrie Arts and Culture Investment Program is to help strengthen Barrie's arts and culture ecosystem through strategic investments in the work of arts and culture organizations. Through this investment, the program provides Barrie residents and visitors to the area with the opportunity to enjoy and actively participate in arts and cultural activity while:

- Strengthening the relevance, responsiveness, effectiveness and resilience of Barrie's arts and culture sector
- Supporting capacity building by arts organizations
- Developing Barrie's identity as an arts-friendly city
- Enhancing Barrie's social, economic, and cultural prosperity by supporting Council's Strategic Priorities

The City of Barrie welcomes and encourages diversity of cultural and artistic expression and practice.

The total amount of money dispersed through the Arts and Culture Investment Program is approved by Barrie City Council through the Economic & Creative Development Department's annual budget.

Equity Statement

The City of Barrie is committed to equity and inclusion. We welcome and encourage applications from all qualified organizations. We continuously seek to improve access to our programs and ensure grant applications are received from diverse and under-represented Barrie communities. We recognize the diversity of the people of Barrie and encourage communities to provide feedback on how this grant program can better meet the needs of Barrie residents.

Land Acknowledgement

The City of Barrie acknowledges the traditional territory of the Anishinaabeg people, which include the Odawa, Ojibwe, and Pottawatomi Nations collectively known as the Three Fires Confederacy. We also acknowledge the Wendat Nation (Huron) who occupied these lands prior to the middle of the 17th century.

We are dedicated to honouring Indigenous history and culture and recognize the enduring presence of Indigenous peoples on this land. We are committed to moving forward in the spirit of reconciliation and respect with all First Nations, Métis, and Inuit People.

2022-2026 Barrie City Council Strategic Priorities and Goals

- Affordable Place to Live
 - Encourage a range of housing options to make housing attainable
 - Open for business environment to help encourage job creation
 - Develop and attract talent to support our employers
- Community Safety
 - Support neighbourhood safety and crime prevention
 - Address speeding and aggressive driving to ensure street and pedestrian safety
 - Work with our partners to implement a community safety and well-being plan
 - Support community-based policing initiatives

- Thriving Community
 - Champion equity, diversity, and inclusion
 - Create and foster programs and opportunities to support community wellness
 - Foster growth in arts and culture
 - Expand and maximize access to parks and recreation opportunities
 - Continue to support a vibrant downtown
- Infrastructure Investments
 - Make it easier to move around the city
 - Fix roads that need attention
 - Update and improve infrastructure
 - Support active transportation and pedestrian connections
 - Implement climate action plans
- Responsible Governance
 - Support the services our community needs while keeping tax increases low
 - Maintain focus on city core services
 - Financial stewardship which includes finding efficiencies and innovation
 - Advocating to other levels of government for support
 - Ensure accountability and transparency

Goals of the Economic & Creative Development Department

- Position Barrie as a premier business investment destination
- Develop a robust entrepreneurial and small business ecosystem
- Cultivate a dynamic workforce and pipeline of talent
- Foster a vibrant Downtown Economic Corridor
- Promote growth of a diverse and sustainable arts and cultural sector
- Implement strategies to strengthen development of key sectors

Principles in Awarding of Funds

Peer assessment ensures that the department uses knowledgeable arts professionals to assess funding applications, advise on priorities, and make recommendations on the awarding of funds. Through peer assessment, the department will directly utilize the expertise of the broader regional, provincial and national arts community to ensure that funds are awarded to arts organizations and projects with the utmost integrity, transparency and fairness. Peer assessment is regulated by departmental policies, processes and procedures that are approved by Barrie City Council and are consistently communicated and applied.

Building Capacity in the Arts

Supporting excellence through the awarding of funds helps to build better arts organizations and is essential to the development of arts audiences, fostering excellence within our arts sector, growth of our arts and culture economy, and the promotion of Barrie as a cultural tourism destination.

Supporting the growth and sustainability of the arts in Barrie through focused investment in our arts and cultural organizations enriches the quality of life of Barrie residents, provides increased educational opportunities, and supports the growth of our economy. The department will, through its Arts and Culture Investment Program, sustain excellence, regional activity, and linguistic and cultural diversity and identity.

Community participation is also a priority outcome of our arts funding. Barrie's Arts and Culture Investment Program will support and encourage opportunities for arts education, public participation, and community involvement.

FUNDING CATEGORIES

The City provides ongoing support to not-for-profit arts and culture organizations in Barrie through three types of grants – operational, project, and capacity building.

OPERATIONAL CATEGORY

Provides funding to support the operation (administration and programming) of established professional, semi-professional, and emerging arts and culture organizations operating within Barrie to enable them to further their mission.

Two Streams:

1. Operating Budget of \$75,000 or more – An incorporated not-for-profit professional or semi-professional arts and culture organization that has an operating budget of \$75,000 or more at the time of application and has a history of sustained activity on a year-round basis.
2. Operating Budget of less than \$75,000 – An incorporated not-for-profit professional or semi-professional arts and culture organization that has an operating budget of less than \$75,000 and has a history of sustained activity on a seasonal or year-round basis.

Note: For organizations whose operating budgets are \$75,000 or more funding requests cannot exceed 30% of the total organization budget. For organizations whose operating budgets are less than \$75,000 funding requests cannot exceed 60% of the total organization budget.

Eligibility:

- Must be an incorporated not-for-profit organization or co-operative operating as a not-for-profit.
- The organization's head office must be located within Barrie with most of their funded activities occurring in the city.
- Must have been in operation for two years or longer at time of application.
- Must be operating year-round with a demonstrated record of offering programs and services that are open to the public and publicized city-wide.
- Must have proof of sound financial management (i.e., balance sheet, statement of income and expenses, auditor's report, etc.).

Eligible Expenses:

- All ongoing artistic and administrative expenses are eligible.

Ineligible Organizations & Expenses:

- For-profit organizations and ventures
- Religious activities
- Religious organizations
- Political parties
- Hospitals
- Foundations
- Funding bodies or organizations
- Business Improvement Area Associations

- Sports Teams
- Programs or events that promote the Corporation of the City of Barrie
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City of Barrie or other governments (i.e., school boards, post-secondary institutions, social service organizations)
- Fundraising activities
- Activities that take place outside of the city of Barrie
- Capital projects
- Purchasing of buildings / real estate
- Renovations
- Equipment purchases
- Alcohol
- Travel
- Deficit reduction
- Retroactive activity
- HST

Other Eligibility Notes:

- To be eligible for future funding, the organization’s funding report form for the year in which they received funding must be received before a new application for funding is submitted.
- In the absence of a funding report form, it will be assumed that the awarded funds have gone unspent, and the organization will be ineligible for future funding until the reporting requirements have been fulfilled, confirming that the funds were spent on eligible expenses.
- Late applications will not be accepted.
- Funding applications must not be signed by City of Barrie employees or City Councillors.
- All applicants are strongly encouraged to contact staff prior to applying to discuss their program details.
- Organizations that receive an Operating grant may also apply for either a Project or Capacity Building Grant (one stream only) and only if they are applying for under \$50,000 in operating funding.
- City of Barrie employees who wish to apply to the Barrie Arts & Culture Investment Program must contact the program manager (Culture Development Officer) prior to applying and may be asked to sign applicable Conflict of Interest forms.

PROJECT & CAPACITY BUILDING CATEGORY

Provides grants to arts and culture organizations to support project-based initiatives that contribute to the development of Barrie’s arts and culture sector by exposing more individuals, communities and areas of the city to creative experiences (Projects), or to support capacity building strategies, organizational development projects, and professional development initiatives to build administrative and management capacity in the arts (Capacity Building).

The maximum funding available for a Project or Capacity Building grant is \$5,000.

Two Streams:

(Applicants may only apply to one stream per year)

1. Projects - Open to both established and emerging not-for-profit professional or semi-professional arts and culture organizations that have been in operation for at least one year.
2. Capacity Building - Open to both established and emerging not-for-profit professional or semi-professional arts and culture organizations that have been in operation for at least one year.

Eligibility:

- Can be an incorporated not-for-profit organization or an unincorporated group with not-for-profit goals and governance structure.
- Most of the organization's operations or the funded project activities are occurring in Barrie.
- Must have been in operation for at least one year at time of application.
- Must have a demonstrated record of offering programs and services that are open to the public and publicized city-wide.
- Must have proof of sound financial management (i.e. balance sheet, statement of income and expenses, etc.).

Eligible Expenses:

For Project-related activities:

- Costs including supplies, fees and expenses for artists, artisans, demonstrators, and performers of arts and cultural activities
- Volunteer costs (e.g., training, food, non-alcoholic beverages, distinctive clothing)
- Logistical, production and technical requirements (except for alcohol-related costs)
- Marketing, promotion, and audience development
- Administration
- Insurance
- Policing and security costs (except for those costs related to alcohol)
- Road closure expenses
- Evaluation

For Capacity Building-related activities:

- External experts / consultants / coaches' fees and travel costs (travel limited to Ontario)
- Professional development fees and travel for participation in seminars or workshops
- Mentor and job shadowing honoraria and travel costs (limited to within Ontario)
- Fees related to the use of licensed organizational development tools and related costs
- Direct administrative costs related to the project
- Public consultation costs

Ineligible Organizations & Expenses:

- For-profit organizations and ventures
- Religious activities
- Religious organizations
- Political parties
- Hospitals
- Foundations
- Funding bodies or organizations
- Business Improvement Area Associations
- Sports teams
- Activities, events or projects that have taken place before the program deadline date or that have been completed before the results of the granting process have taken place
- Programs or events that promote the Corporation of the City of Barrie
- Organizations whose activities are deemed to come under the jurisdiction of other levels, divisions, departments or agencies of the City of Barrie or other governments (i.e., school boards, post-secondary institutions and social service organizations)
- Fundraising activities
- Capital projects
- Purchasing of buildings / real estate
- Renovations
- Alcohol
- Deficit reduction
- Retroactive activity

- HST

Additional Project stream-specific ineligible expenses:

- Ongoing operations not directly related to the project
- Day-to-day collections management activities not directly related to the project such as acquisitions, conservation, accessioning / deaccessioning, cataloguing, inventory, photography and the digitization of collections
- Purchase of equipment not directly related to the project
- Capital costs
- Development of project proposals or applications
- Website development projects linked to in-house operations and not related to the project
- Alcohol and associated expenses (permit fees, police, fencing, etc.) required to provide alcohol to project participants
- Creation, production and / or distribution of souvenirs
- Travelling costs
- Expenses related to competitions (e.g., purchase of prizes, expenses of jury members)
- Expenses not directly related to the project or project components / activities that take place outside of the city of Barrie
- Applications for funding in 2025 are ineligible if funding from 2024 has not yet been spent

Additional Capacity Building stream-specific ineligible expenses:

- Attendance at annual professional service organization general meetings or conferences
- Ongoing operating costs (including staff time)
- Publications
- Undergraduate, post graduate or other academic and professional training
- Capital project planning studies
- Capital and equipment costs
- Mandated training (e.g., Workplace Hazardous Materials Information System (WHMIS) or Accessibility for Ontarians with Disabilities Act (AODA))

Please note:

- The acceptance of an organization's application is not a guarantee of funding; an organization that has received funding in the past may be denied.
- An application may be denied if the organization has not submitted its funding report from the previous year prior to applying for the current year.
- The City expects other community support through other government contributions and/or self-generated income, and the City of Barrie Arts and Culture Investment Program is never to be the sole source of revenue of any application.

Organizations That Qualify

Performing Arts Organizations: (includes theatre, dance, music, and spoken word)

- Producing and presenting programming, activities, and services primarily in the disciplines of dance, theatre, spoken word and music; or
- Contributing to public participation, community involvement in performing arts and arts education.

Performing arts grants contribute to the development of and provide operating support to performing arts organizations in Barrie; these grants assist in producing and presenting programs and providing services to the public. The program funds performing arts organizations that contribute to arts education, public

participation and community involvement in the performing arts. Through their professional staff, or board of directors, performing arts organizations create a context in which performances and performers are seen in relationship to their discipline, to their community, and to the national professional practice within each field.

Visual Arts Organizations: (includes public art galleries)

- Preserving, interpreting, and presenting works of art and holding art collections in trust; or
- Creating a context in which artists and their works are viewed in relationship to visual arts, culture and the community at large.

Visual arts grants assume an organization's leadership role in the promotion, encouragement, and interpretation of the visual and media arts. These organizations provide a meeting place that stimulates dialogue, advocacy, animation and education. Within their facilities and the broader Barrie community, visual arts organizations support an atmosphere that encourages an appreciation and comprehension of the visual arts. Through qualified staff, they create a context in which artists and works of art are seen in relationship to the visual arts, to community and to culture. For the benefit of the people of Barrie, visual arts organizations, including public art galleries, preserve, present, and interpret works of art and can hold art collections in trust.

Arts Service Organizations:

- Membership-based organizations providing services and programming in support of advancing individual or organizational development capacity and promoting awareness of arts and culture in Barrie; or
- Contributing to community participation, arts education and public involvement in the arts and culture in Barrie.

Arts service organizations support Barrie's artists and arts organizations. Grants will contribute to the development of arts service organizations (ASOs) that provide services and programs to support their members' professional and amateur careers or organizational development and promote an awareness of the arts in Barrie. The program funds activities that contribute to arts education, public participation, and community involvement in the arts in Barrie. Priority is given to organizations that provide service to Barrie's artists and arts organizations, who reflect the range of artistic practices in the community, while supporting excellence, regional activity and linguistic and cultural diversity. Activities and initiatives supported should contribute to the professional and/or career development of artists and arts organizations in Barrie such as:

- Skills development programs and workshops
- Networking opportunities (conferences, seminars, etc.)
- Delivery of training and advice to members
- Communications to and information for professional artists and arts organizations
- Need analysis, membership and audience surveys
- Arts organizations board development and governance issues

Literary Arts Organizations:

- Producing literary works in forms that include, but are not restricted to fiction, non-fiction, short stories, poems, play writing and screen writing; or
- Contributing to public participation and community involvement in the literary arts.

Literary arts can be defined as an art form that is expressed and draws its inspiration and subject matter from literary texts. It may include, but is not restricted to fiction, non-fiction, short stories, poems, play writing and screen writing. Organizations that are collectives of literary artists or associations serving literary artists are eligible to apply.

New Media Organizations:

- Producing and presenting programming, activities and services primarily in a form that creates, displays, and interacts with imagery, sound and text involving technologies including, but not limited to video, film, internet, computer graphics, computer animation and interactive technologies; or
- Contributing to public participation, community involvement in new media arts.

New media organizations are organizations that may have evolved because of newly developed technologies. New media can be defined as an arts genre that creates, displays, and interacts with imagery, sound and text involving those technologies. New media therefore encompasses arts works created with these recently developed technologies, and include, but are not restricted to video, film, internet, computer graphics, computer animation and interactive technologies.

Heritage Organizations:

- Principal focus: Celebrating Barrie's heritage, history and increasing public appreciation and awareness of historical events, people and places through creative and innovative collaboration between historians, archivists, artists and the Barrie community.
- Scope of eligible activities to be aligned with the mandate of the City of Barrie's Heritage Committee.

Heritage organizations are organizations that have evolved their programming around preserving the traditions and historical practices of the community. Heritage practices, such as storytelling, are ones handed down from our ancestors.

Financial Reporting for Operating Grants only:

- Verification of financial results of the last completed fiscal year must be submitted with each application.
- For requests over \$50,000, audited financial statements are required. Requests between \$20,000 and \$50,000 require a review engagement report. Requests \$20,000 and under require an unaudited financial statement that includes a balance sheet and a statement of income and expenses.

Evaluation Criteria and Weighting

The following criteria recognize that all applications are examined in the context of the strategic goals and objectives set by Barrie City Council each year, as well as the program budget and the number of applications to the program.

Adjudication panels evaluate organizations applying for funding using the following criteria in the context of each organization's stated mandate, the scale of its operations and the aesthetic, geographic and/or cultural environments in which it works.

Each application will be evaluated by a peer-adjudication panel using the following criteria and weighting:

OPERATIONAL CATEGORY

35% - Artistic / Programming Merit and Impact

35% - Organizational Effectiveness and Capacity

30% - Community Contribution and Impact / Alignment with City Strategic Priorities

Artistic / Programming Merit and Impact as demonstrated by:

- Contributes to the development of the art form and the artistic / cultural field:
 - Clear programming vision that reflects the organization's mandate and/or mission.
 - Successful track record of artistic achievement evidenced by standards of excellence in creation, production, exhibition, writing, editing, performance, design, programming and /or services.
 - The applicant's activities bring provincial, national and/or international recognition to Barrie.
 - Leadership contribution to the development of the arts sector.
 - Artistic resources allocated to fulfill its mandate, activities and plans.
 - A demonstrated commitment to the development of Canadian work through creation, presentation and or programming at the local, regional, national and/or international level.
 - Relationships with artists and other arts and culture organizations.
- Contributes to the development of itself as an arts and culture organization:
 - Clear and detailed artistic goals and objectives.
 - A demonstrated commitment to the development, presentation and promotion of Canadian talent, provincial and/or local and regional artists.
 - Qualified professional artistic and management personnel.
 - Policies and practices to compensate artists, artistic and management personnel appropriately.
 - Professional development opportunities for artists, artistic and management personnel.
- Contributes to the development of its audience:
 - Artistic programming that engages its audience.
 - Additional activities and/or education programs that inform, deepen, broaden and diversify its audiences and their involvement in the organization's work and its experience of the core artistic program.
 - Audience development initiatives aimed at reaching Barrie's broad, diverse community.

Organizational Effectiveness and Capacity as demonstrated by:

- Governance and planning infrastructure via:
 - Responsible oversight and active engagement of a board of directors.
 - A governing body with the necessary structure, composition, and range of skills that reflects Barrie's demographics.

- A governing body with job descriptions, defined roles, and a system for evaluating its own performance and policies for governing body renewal and recruitment.
- Succession plans for members of the senior staff and/or board of directors.
- Short and long-term artistic and business plans that guide the governing body and organization in evaluating its success and adapting to changing conditions.
- Effective evaluation systems to inform planning and fulfill their mission / mandate.
- Operational infrastructure via:
 - Responsible and accountable management.
 - Plans that guide the allocation of financial and human resources and qualified professional artistic and administrative staff of the necessary size and composition.
 - Policies / plans including, human resources, compensation, codes of conduct and professional development policies and practices to ensure safe and equitable working conditions.
 - Plans that guide the management and maintenance of physical resources, including collections, archives, equipment and inventory applicable, production, presentation or exhibition space.
 - Plans to adjust operations to adapt to unforeseen circumstances (i.e. pandemic-like events).
- Sound financial infrastructure via:
 - Financial stability and viability.
 - Balanced sources of earned, private and government revenues with plans that generate earned, private, and government revenues.
 - Break-even or surplus budgeting that includes accurate and timely financial records and financial projections that are justified are detailed in the application.
 - Plans for any accumulated unrestricted surplus or restricted reserves exceeding 25% of the budget, a viable deficit reduction plan if there is an accumulated deficit exceeding 10% of the budget, and policies for and management of organizational assets.

Community Contribution and Impact / Alignment with City Strategic Priorities as demonstrated by:

- Economic Contribution via:
 - Employment and training opportunities for Barrie artists, cultural workers and contractors.
 - Direct and indirect spending in Barrie.
 - Strong and successful relationships and partnerships with the business community.
- Quality of Life Contribution via:
 - Activities that build partnerships/relationships with the arts sector and with the broader community by fostering a sense of place/community.
 - Artistic programming and activities that encourage public appreciation and participation in the arts.
 - Artistic programming and activities that promote equity and inclusion by engaging with and providing access to artistic and cultural opportunities to under-represented communities.
 - Offering meaningful opportunities for volunteers.
 - Strong and successful relationships and partnerships with the not-for-profit community.
 - Commits resources to and monitors the effects of public engagement activities, and has strategies for volunteer and donor engagement and management.

PROJECT STREAM

35% Organizational Effectiveness and Capacity
 35% Project Merit
 30% Community Impact

Organizational Effectiveness and Capacity as demonstrated by:

- Applicant's capacity to deliver the project as proposed and in a manner that demonstrates responsible management.
- Projected project outcomes are realistic.
- The ability to generate earned and private sector revenue for the project (as needed).
- The project demonstrates good use of public funds.

Project Merit as demonstrated by:

- A successful track record in project planning and delivery.
- A clear project direction which reflects the organization's mandate.
- Effective plan including all necessary resources to allow the project to take place- a balanced and realistic budget, volunteers, staff, time management, etc.
- A clear plan to evaluate the success of the project.
- Appropriate and effective marketing and promotion of the project and identification of a target audience.

Community Impact as demonstrated by:

- The project will add to the unique identity of Barrie by providing new, improved or innovative ways for the public to participate.
- The project's potential to generate public support, participation, attendance, and its ability to offer meaningful opportunities for volunteers.
- The project demonstrates strong and successful relationships and partnerships with the for-profit and the not-for-profit community.
- The project offers a unique cultural experience for the residents of Barrie.

CAPACITY BUILDING STREAM

50% Organizational Effectiveness and Capacity

40% Project Merit

10% Community Contribution and Impact / Alignment with City Strategic Priorities

Organizational Effectiveness and Capacity as demonstrated by:

- Alignment of the project with the organization's vision, mandate / mission and place in the community.
- The capacity of the organization to successfully complete the project.
- The probable impact on the organization and its ability to respond to change.
- The capacity of the organization to apply the results of the project.

Project Merit as demonstrated by:

- The approach to monitor and evaluate the results of the project.
- The suitability of the external expertise (if applicable).
- The project budget.
- The understanding of the capacity issue(s) facing the organization.
- The suitability of the project to address the capacity issue(s).

Community Contribution and Impact / Alignment with City Strategic Priorities as demonstrated by:

- The suitability of the project participants and / or collaborating organizations.
- The skills exchange and / or learning that will be achieved.

APPLICATION PROCESS

Application Information Use

In addition to providing important information for the assessment of the funding application, both the financial and statistical parts of the application provide the City with valuable information enabling them to effectively advocate on behalf of the arts in and for Barrie.

Application Forms

All application forms are posted on the City of Barrie website. There are three mandatory forms: the application, the statistical form and the financial form.

Microsoft Excel versions of the Financial and Statistical forms can be downloaded from the City of Barrie [website](#). Formulae have been entered into these documents for subtotals, totals, and carry-overs from one year to the next. The formulae along with the line items cannot be changed. Forms with altered formulae will not be accepted. You may adjust the months along the top column to reflect your operating year.

Please use the checklist provided at the start of your application form. This will ensure you have submitted a complete application.

What to Submit

For Operational funding, you must submit either audited financial statements or verified financial results along with your application, financial and statistical forms.

For requests over \$50,000, audited financial statements are required. Requests between \$20,000 and \$50,000 require a review engagement report. Requests \$20,000 and under require an unaudited financial statement that includes a balance sheet and a statement of income and expenses.

Important: Please check to ensure that your application is complete, signed, accurate, legible and submitted with the correct supplementary forms. The City of Barrie will not automatically notify applicants when an application package has been received. Incomplete submissions will not be considered.

Please check your application with this following checklist before submitting.

Operating

- Operating application (over \$75K or under \$75K)
- Corresponding financial form (over \$75K or under \$75K)
- Statistical form
- Financial statements

Project

- Project application
- Project financial form
- Statistical form

Capacity Building

- Capacity Building application
- Capacity Building financial form
- Statistical form

How to Complete the Statistical Form

The Statistical form is separated into the following sections:

- Cultural and Arts Service and Heritage Organizations
- Performing Arts and Literary Arts Organizations and Festivals
- Visual and Media Arts Organizations
- Arts Education Activities and Programs
- Staffing and Volunteers

You should only complete the sections that are relevant to your organizational activities. Activities not listed can be added in the “Other” section near the bottom of the form. If an organization offers arts education activities, that section should be completed in addition to the section relevant for that type of organization. All organizations should complete the Staffing and Volunteers section at the bottom of the form.

You can fill in your relevant fiscal years for the last completed year of programming, the current programming year and the request or next year at the heading for each section you complete and provide statistics for each of those years.

How to Submit Your Application

Applications and required forms and documents must be submitted via the online submission link for APLI available on the [City of Barrie website](#). If you have not used APLI in the past, you will be required to create an account before submitting your application, so it is recommended that you login in early to do so. It is the applicant’s responsibility to send their application in on time. The City of Barrie will accept applications **no later than 11:59 pm on Monday, February 3, 2025**. Your application must be complete before submitting. **Applications that are late will not be accepted.**

Submission Steps:

1. Download all applications and supplemental forms relevant to your application, complete and save to your computer. The “Operating Application 75K+ Barrie Arts and Culture Investment Program 2025” can either be signed digitally or printed and signed by board members, then scanned and uploaded as a PDF.
2. To apply, you must register an account at [eservices.barrie.ca](#). A registration email will be sent to complete the process. If you registered last year, you can to sign in with that account.
3. Once registered, log in, then click on “Submit an Application”.
4. From there, use the "Grants" drop-down to select “Barrie Arts & Culture Investment Program”.
5. Review the general disclaimer and click “I have read and accepted the above terms”, then click “Continue Application”.
6. You will now see the submission page. **All relevant applications and forms as well as any support materials must be submitted here.** Click “Select From Account” to fill in Applicant details.
7. Operating Grant and Project Grant/Capacity Building applications must be submitted separately and submitted with all necessary supplemental forms to be accepted. If you are applying for both streams, you can submit the same Statistical Form with each application.
8. When you upload the documents, you must select the corresponding form type from the drop-down menu for each document, then hit save. If you are missing any required forms,

- you will get a message telling you that you are missing something. You cannot proceed until you have attached all required documents. Financial statements can be attached as PDFs.
9. Support materials can be attached as files, or if they are quite large, a link can be provided on the submission page.
 10. Upon submission of your application, you will receive a confirmation email from APLI.
 11. Cultural Development staff will follow up after the grant deadline to advise of next steps, including a timeline for announcing the results.

Support Materials

It is highly recommended that you submit support materials; they can enhance your application and provide insight for the jury panel. Support materials include manuscripts, slides, audio and video, brochures or posters.

Please attach support materials no larger than 10 MB total to the submission in APLI. You may also include a link to support materials in the APLI submission form.

Assistance with Forms

The City of Barrie's Cultural Development staff is available to support you in your application. If you are a new applicant or are unclear how to complete the application process, please do not hesitate to call the Economic & Creative Development Department at (705) 728-9850 or email Amanda.Dyke@barrie.ca.

ASSESSMENT PROCESS

Adjudication Panel

Adjudication panels are comprised of arts professionals. Adjudicators have a wide range of professional experience including working as individual artists or administrators within government and for arts service, new media, literary arts, performing arts and visual arts organizations. The panel is comprised of four adjudicators that are external to the community and one who is chosen from local experts. Each year, a new adjudication panel will be convened unless it is not possible to do so. The composition of the adjudication panel is intended to represent the range and diversity of applications in the competition. The panel reflects regional, culturally diverse, artistic practices found within Barrie and similar communities in the region of Simcoe County. Adjudicators are paid honoraria for their services and are reimbursed for their expenses.

The City of Barrie will select adjudicators who:

- have a broad spectrum of knowledge and experience regarding relevant art form/s, artists, arts organizations, and related issues;
- have knowledge of the cultural needs of Barrie or similar communities;
- will provide fair and objective opinions and are able to articulate their opinions and work in a group decision-making environment.

Selection of Adjudication Panel

Community members are encouraged to recommend potential adjudicators for the panel. Forms are posted on the [City of Barrie website](#). Recommendations for adjudicators will be accepted up to January 6, 2025. If you submit a recommendation after that date, it will be considered in next year's recommendations.

Role of Adjudicators

Prior to the meeting to assess the applications, adjudicators are required to become familiar with the program, its assessment criteria, and the City's strategic goals. Adjudicators are required to read all applications and to make notes about each application and grade them accordingly. At the meeting held virtually, in a group decision-making environment, the adjudication panel will discuss the applications. Using their knowledge and expertise, the adjudicators will identify funding priorities and decide on allocations.

Confidentiality

Adjudicators are required to keep the contents of all applications and discussions during the assessment meeting confidential. Adjudicators must not disclose that they have been selected until after the panel has convened. Names of adjudicators will be released with the grant results following each program competition.

Conflict of Interest

The City of Barrie is particularly concerned with potential conflicts of interest. There are two dimensions of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

An adjudicator is in direct conflict of interest with a particular application if they, or a member of the adjudicator's immediate family (spouse or equivalent, son or daughter, parent, sibling or members of the immediate household), has a financial interest in the success or failure of an application. Staff or board members of an organization, or members of their immediate families, would also be considered in direct conflict.

An adjudicator is in direct conflict of interest with a particular application, if they have a private interest in the success or failure of the application. Staff or board members of an organization, or member of their immediate family (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household), would be in direct conflict. A private interest also includes affiliations or activities that compromise or unduly influence decision making.

Any reason that makes it difficult for an adjudicator to evaluate an application objectively may create an indirect conflict of interest. The City will not choose adjudicators who are in direct conflict of interest with any of the applications being assessed. If a direct conflict of interest becomes apparent, the City will ask the adjudicator to stand down from the panel.

All adjudicators are asked to sign forms to identify conflicts of interest as a further means of documenting the integrity of the process. At the adjudication panel meeting, the City will answer questions and assist adjudicators with clarification of information on the applications being reviewed. Their role is to remain objective and facilitate decisions based on the adjudicators' impartiality.

ADJUDICATION OF APPLICATIONS

Decision Making Process

All applications are examined in the context of the City's strategic goals, the assessment criteria and program priorities. For fairness, the eligibility streams within each funding category will be evaluated separately so that applicants from similar sized organizations are assessed amongst like applicants. Within each stream, applications will be evaluated in a comparative context.

Applications will be assessed by the adjudication panel based on the evaluation criteria specific to each funding category. The evaluation criteria and the weighting of the criteria as it relates to the application's final score is detailed in the *Evaluation Criteria & Weighting* section for each funding category. The final application score will have a direct impact on adjudicator decisions and funding outcomes.

Each member of the adjudication panel will use a 5-point scale to assign a score to the application to indicate how well it meets the evaluation criteria (5 = "excellent", 4 = "very good", 3 = "good", 2 = "fair", 1 = "poor"). Values of 0.5 and 0.25 may also be utilized. An overall score out of 5 for each application is determined after multiplying each score by the % weighting for each criterion. This score will then be submitted to City staff prior to a meeting of the entire Peer-Adjudication panel.

At the meeting of the adjudication panel, each application will be reviewed one by one. Each adjudicator will have an opportunity to share their score and their rationale behind it. City staff will facilitate the conversation to ensure that the rationale presented is linked to the evaluation criteria. The adjudication panel will then have an opportunity to further evaluate and discuss each application and come to a consensus score out of 5. City staff will document evaluation criteria-related feedback and comments that emerged from the discussion to feed back to the applicant.

After all applications have been discussed by the adjudication panel, the applications will be categorized into one of three categories within each eligibility stream based on the final score. This will create a ranked order of the applicants. Funds will be allocated beginning with the top ranked application and proceeding down the list until the allocated budget amount for the funding category is exhausted.

Excellent Application (Final score between 4 and 5): Applicant demonstrates strong merit across all evaluation criteria. Staff will be prioritizing these applicants for funding consideration.

Fair Application (Final score between 3 and 3.9): Applicant demonstrates good program merit across all evaluation criteria. Staff will recommend funding to these applicants, prioritizing higher scoring applications until program area funds are exhausted.

Failed Application (Final score below 3): Applicant fails to demonstrate program merit and / or alignment with evaluation criteria. Staff will not recommend funding to these applicants.

Upon confirmation of funding amounts by the adjudication panel, funding results letters will be emailed to organizations. Upon return of the signed funding letters, cheques will be prepared and mailed to the contact addresses provided in the funding applications. Funding decisions are final and cannot be appealed. If there is evidence that due process was not followed in the decision-making procedures, the City of Barrie will investigate.

Expectations for Grant Recipients

Organizations who receive funding are required to complete a post grant report. This report must be received by the City before the time of their next grant application. City grants must be broken out on the financial statements, either in the body or as a note to the statement.

Grant recipients must acknowledge the support of the City by using City of Barrie's logo in all forms of communication related to the artistic activity for which they were funded. Prior to receiving their cheque, grant recipients are required to sign an agreement with the City to utilize the City logo on their printed materials.

All applicants will be notified of funding results by the Economic & Creative Development Department once adjudicators have made funding decisions.