

Burlington Arts and Culture Fund

The City of Burlington's Arts and Culture Fund (BACF) provides grants to local artists, multicultural groups, and arts and cultural organizations, to foster creativity and enrich how Burlington residents experience and engage with arts and culture. The program recognizes and supports diverse identities, perspectives, languages, cultures and artistic practices.

The BACF is facilitated to nurture the quality and capacity of the arts and culture sector in Burlington. City funding provided under the program must be used to further an applicant's not-for-profit activities. Project grants are intended to support a specific activity or event taking place between April 2023 and March 2024 and must take place in Burlington.

Eligibility Criteria

In order to apply for BACF funding, applicants must be located in the City of Burlington and be one of the following:

- An individual artist or arts and cultural collective (defined as three or more individuals that exhibit high achievement in arts and culture programming);
- An incorporated not-for-profit arts and culture organization or a charitable arts and culture organization;
- A multicultural group that fulfills a significant role in the Burlington community through the arts and culture.

Exclusions from Eligibility

- Academic units of educational institutions;
- Churches and other religious institutions;
- Schools, conservatories and other organizations, the primary mission of which is training or education;
- Applicants that have received any form of City funding within the same calendar year.

Exclusions from Eligible Costs

BACF project funding may not be used for major capital expenses including:

- Equipment and fixtures,
- Furthering a for-profit venture or creating an advantage for a for-profit partner,
- Land,
- Operating costs, and,
- Physical facilities.

The BACF grant program will not support:

- Any cost or reimbursement associated with ongoing or annual operating or administration costs;
- Any expenses or financial commitments made prior to receiving official written grant approval;
- Retroactive funding for projects/events that have already occurred;

- Infrastructure, construction, renovation, major purchases and equipment such as capital, property, etc.;
- Alcohol, tobacco and cannabis related products or gambling expenses;
- Contingency or unexplained miscellaneous costs;
- Any other expenditure that does not directly relate to the project.

Application Process

1. Read the BACF 2023 Criteria and Guidelines document;
2. Email artsandculturefund@burlington.ca to receive an application package which includes a project workplan template and program budget worksheet. Please include both documents with your application, they can be uploaded as attachments in the appendices section at the end of the online application form;
3. Complete and submit the online application by noon on February 3, 2023. A complete grant application including all required appendices must be submitted. No exceptions will be allowed, extensions will not be granted, and incomplete applications will not be accepted.

*To be considered for BACF funding, applicants must submit an online application form through the [Arts and Culture section of the city's website](#) by noon on February 3, 2023.

Objective and Overview:

Objective: To nurture the capacity of the arts and cultural sector in Burlington, while fostering creativity, encouraging social cohesion, enhancing quality of life, and stimulating cultural and economic development through direct investment.

Project Grants Overview

The BACF grant program is intended to support the creation and presentation of arts and cultural projects that reflect BACF objectives. Project grants are awarded for a term of one year and each applicant may apply for one project grant per year.

BACF applicants are responsible for all aspects of their project including insurance and securing an appropriate venue. The City is not responsible for any aspect of the project. BACF projects must adhere to all Municipal, Regional and Provincial [COVID-19 health and safety guidelines](#) at the time of the application and during the implementation of the project. Projects must also adhere to Municipal, Provincial and Federal regulatory compliance standards such as building codes, City by-laws, Fire Regulations, etc.

For organizations, groups or individuals that receive BACF funding in any year and reapply to the grant program the following year, a final project report must be integrated as part of the subsequent application form. Applications for projects that recur must be submitted annually and will be adjudicated based on assessment criteria as outlined in this document and on the following:

- Success of the project in the previous year;
- Innovation within the project;
- Availability of funds in the context of funding priorities.

Funding

- The maximum amount awarded for each project grant is \$7,000. The City has discretion with regard to the amount awarded and funding decisions are final.
- Depending on an application's score, partial project funding may be awarded.
- Project grants are intended to support a specific event or activity taking place between April 2023 and March 2024 and must take place in Burlington.
- Awarded applicants are required to sign a letter of agreement recognizing their obligations regarding the use of the funds and reporting requirements.
- Once the agreement has been signed by City staff and the awarded applicant, the City will issue a cheque for 80% of the grant funding.
- The remaining 20% will be issued upon receipt of the final project report, invoices and other documents as outlined in the letter of agreement.
- Applicants will not be eligible to receive further BACF funding until all required reports have been submitted to and accepted by the City of Burlington.
- A grant recipient in default of their grant agreement may be required to return funds to the City of Burlington and may be judged as ineligible for future grant programs.

Adjudication

For project grants the following assessment criteria will be considered:

There are four key areas of evaluation including: artistic merit, program merit and strategic initiative, citywide and community impact and economic impact.

Artistic Merit (30%) as determined by:

- **A comprehensive work plan that is ready for implementation;**
- Contributions to the development of arts and culture in Burlington;
- Distinctiveness of the applicant's activities in relation to comparable activities in Burlington. Does the project provide unique and innovative opportunities for Burlington artists, other arts and cultural organizations and the public?
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.);
- Quality or value of the project and the implementation team/program;
- Qualified, professional leadership.

Peer assessment jury members evaluate the artistic merit criteria of BACF applications. Jury members include arts and cultural professionals that are knowledgeable about the City of Burlington context, the broader arts and culture environment, and reflect the cultural diversity of Burlington. BACF peer assessment jury members are selected and approved by the Arts and Culture Council of Burlington (ACCOB).

Program Merit and Strategic Initiative (30%) as determined by:

- Clearly articulated outcomes expected from the project. Outcomes should align with the City of Burlington's [Strategic Plan](#) for community building through arts and culture via community activities. Does the project:
 1. Encourage better collaboration and co-ordination among new and existing cultural partners;
 2. Encourage multiculturalism and inclusion;
 3. Encourage targeted cultural programming that engages newcomers and a more diverse audience with the goal of promoting cultural diversity;
 4. Reach out to new and diverse communities to expand Burlington's cultural fabric;
 5. Support new and existing cultural celebrations and initiatives.

Citywide and Community Impact (20%) as determined by:

- The applicant conducts their activities in Burlington and for the benefit of Burlington residents. The applicant encourages the participation of a variety of diverse residents;
- The applicant measures the success of the activities and programs of its organization on an ongoing basis and shares the results of these measures with the City and other interested stakeholders.
- Demonstrated support from the community as determined by partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc;
- Level of engagement with other arts and cultural organizations, artists and community groups in Burlington. Evidence of promotional and/or outreach strategies are in place to encourage wide public participation, awareness and engagement;
- Level of public access to the work, activities or services. Evidence of growing interest and attendance.

Economic Impact (20%) as determined by:

- The ability to demonstrate how grant funding will directly support the project;
- The applicant demonstrates initiative and success in generating revenue outside of the Burlington Arts and Culture Fund. Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets and fiscal management;
- Direct and indirect spending in Burlington. Attraction of tourists to Burlington;
- Employment and training opportunities for Burlington artists, cultural workers and contractors;
- Strong and successful relationships and partnerships with the local businesses and the not-for-profit community.

City staff evaluates program merit and strategic initiative, citywide and community impact, and economic impact criteria. Final decisions on funding allocation is determined by City staff.

Glossary of Terms

Arts and Culture Collective: Three or more artists or cultural professionals whose project is focused primarily on artistic/cultural creation and presentation.

Charitable Arts and Culture Organization: A charitable organization whose mandate or mission is focused primarily on artistic/cultural creation and presentation.

Charitable Organization: To be considered charitable, an organization's purpose must be exclusively and legally charitable and it must be established for the benefit of the public or a sufficient segment of the public. It must also be registered with the Canada Revenue Agency as having charitable status under the Income Tax Act. Organizations so registered are able to issue tax receipts for charitable donations.

Community Arts and Culture Project: Broadly defined, a community arts and culture project involves a collaborative creative process between a professional practicing artist and the community. It is a collective method of art-making, engaging professional artists and self-defined communities through collaborative, artistic expression. It is as much about process as it is about the artistic product or outcome. A community arts and culture project provides a unique way for communities to express themselves and enables artists, through financial and other support, to engage in creative activity with communities.

Not-for-Profit Arts and Culture Organization: A not-for-profit organization whose mandate or mission is focused primarily on artistic/cultural creation and presentation.

Not-for-Profit Organization: An organization not conducted or maintained for the purpose of making a profit. Instead, it operates to serve a public good. Not-for-profit organizations are specifically incorporated as such. Any surplus generated by a not-for-profit organization is used by the organization for the purposes for which it was established.

Peer Assessment Jury: BACF jury members are arts and culture professionals, practitioners and/or individuals who are knowledgeable in the arts and culture with high standing in the arts and culture community. Jurors evaluate applications based on the artistic merit component of the application and provide feedback to city staff. Peer assessment ensures that the arts and culture community have a voice in how funds are distributed and that applications are evaluated by artists and other cultural experts with knowledge and experience of the specific art forms, art practices and communities involved. BACF peer assessment jury members are selected and approved by the Arts and Culture Council of Burlington (ACCOB).

Professional Artist: Someone who has developed skills through training and/or practice, is recognized as such by artists working in the same artistic tradition, has a history of public presentation or publication and seeks payment for their work and actively practices their art. Short breaks in artistic history are allowed. The source of this definition is the Ontario Arts Council.

External Arts and Culture Grant Opportunities

- [Actor's Fund of Canada](#)
- [Arts Access Fund](#)
- [Building Communities through Arts and Heritage Program](#)
- [Business for the Arts](#)
- [Canada Arts Training Fund](#)
- [Canada Council for the Arts](#)
- [Canada Cultural Spaces Fund](#)
- [Canada Cultural Investment Fund](#)
- [Canada History Fund](#)
- [Canada Music Fund](#)
- [Canada Post Community Foundation](#)
- [Canadian Art Writing Prize](#)
- [Canadian Heritage Funding and Assistance Programs](#)
- [Charles H. Ivey Foundation](#)
- [Community Support, Multiculturalism, and Anti-Racism Initiatives Program](#)
- [FACTOR \(Foundation Assisting Canadian Talent on Recordings\)](#)
- [Harold Greenberg Script Development Program](#)
- [McLean Foundation](#)
- [National Gallery of Canada Fellowship](#)
- [Ontario Arts Council](#)
- [Ontario Clay and Glass Association Fusion Awards](#)
- [Ontario Creates](#)
- [Ontario Cultural Attractions Fund](#)
- [Ontario Trillium Foundation](#)
- [RBC Emerging Artists Project](#)
- [R. Howard Webster Foundation](#)
- [Scotiabank Photography Award](#)
- [Telefilm Canada Feature Film Fund](#)
- [Writer's Trust of Canada Awards](#)