2020 Capacity Building Funding Program - COVID-19 Recovery Fund

Cultural Funding Support Unit
Arts and Heritage Development Branch
Recreation, Cultural and Facility Services Department

Deadline for application

Monday, September 21, 2020
Applications must be submitted by email, by 4pm on the deadline date to
infoculture@ottawa.ca.
Late and incomplete applications will not be considered.

Program background

In response to the pressures faced by Ottawa's culture community due to the pandemic, the 2020 Capacity Building Program will focus on COVID-19 recovery efforts to address immediate and emergent needs for local culture organizations.

The COVID-19 Recovery Fund has been developed by the Cultural Funding Support Unit (CFSU) in collaboration with the Cultural Development and Initiatives Unit (CDI), and the local culture community.

Program objectives

- To assist Ottawa's local arts, heritage, festival and fair organizations maintain organizational stability and capacity during the COVID-19 pandemic
- To fund successful applications to a maximum of $15,000
- To respond to immediate and emergent needs related to the COVID-19 pandemic

Funding priorities

Funding priorities will be determined by financial need, impact, and viability. Research on the financial losses and economic impact of the pandemic on the local arts, heritage and culture sector will inform the priorities of this program.

CFSU will also look at prioritizing applications from the following equity seeking communities:

- Algonquin Anishinabe Host Nation
- First Nations
- Inuit
- Métis
- Francophones
- 2SLGBTQIA
- Immigrants / Newcomers
- People living in poverty
- People of colour
- People with visible and invisible disabilities
- Deaf People
- Rural residents

- Seniors / Older adults
- Women+
- Youth

Eligibility

Who is eligible
Local not-for-profit organizations, including professional collectives, with an arts, heritage, festival, or fair mandate, including organizations representing and/or celebrating First Nations, Inuit and Métis communities and equity-seeking communities that:

- Serve their local community
- Have a Board of Directors consisting of a minimum of 3 members, at least 50% of members must reside in the Ottawa Region
- Have their office/mailing address and the majority of their programming and event(s) within the limits of the city of Ottawa, Algonquins of Pikwakanagan First Nation or Kitigan Zibi Anishinabeg First Nation
- Have the ability to receive payment in the organization's name

Who is NOT eligible
- Organizations unable to demonstrate financial need
- For-profit organizations
- Government agencies
- Organizations whose activities come under the jurisdiction of other levels or departments of government, including school boards, hospitals, universities, social services, military programs, business improvement associations.
- Political parties

What is eligible
Projects focused on one of the following objectives:

- Building organizational capacity to mitigate impact of COVID-19
- Adjusting programming to meet current safety restrictions on gatherings and events
- Adapting facilities to adhere to physical distancing measures
- Developing philanthropic partnerships
- Building overall strategic, financial and/or organizational capacity

Examples of eligible projects include, but are not limited to, the following:
- Creation of an online platform for the dissemination of programming
- Development of creative partnerships between artists and venues for alternate use of space
- Development and/or implementation of a community engagement strategy
- Development of operational and/or financial plans
- Development of collaborative approaches to share best practices and resources
- Minor renovations, small retrofits or equipment purchases to accommodate physical distancing measures

What is NOT eligible
- Projects for which the organization has already received municipal funding
- Projects that were completed before March 13, 2020

- Projects that do not respond to pressures related to the COVID-19 pandemic

Applicants may only submit one project application at a time within this program. Meeting all eligibility requirements does not guarantee funding

Assessment criteria

Peer assessors will use the following assessment criteria to evaluate requests for funding:

Demonstrated need

- Clear alignment of the project with the program objectives
- Potential for the project to meet applicant's current needs
- Financial need

Impact

- Project's impact on applicant's operations
- Impact on the broader local cultural community the applicant represents

Viability

- Strength of leadership, including staff, consultants and specialists engaged in the project
- Applicant's ability to implement the project
- Effective work plan
- Appropriate fiscal management and realistic budgeting

Application process

Applicants must read and abide by the [Information for applicants](#).

Applicants must complete the application form and attach all required documentation. Applications must be submitted by email, by 4pm on the deadline date to infoculture@ottawa.ca.

Your Cultural Funding Officer can provide additional information regarding this program, your organization's eligibility, and the application process.

Availability of City of Ottawa funding is subject to the approval of the annual City budget by Ottawa City Council.

A. Applicant information

Organization name:

Contact person:

Position title:

Official mailing address

Street:

City:

Province:

Postal code:

Telephone:

Email:

Is this a change of address or contact person since your last application?   Yes   No

Project title:

Project start and end dates:

Project summary (50 words maximum):

Amount requested:

Total project budget:

Mandate of your organization:

Brief history of your organization (250 words maximum)

B. Project description

1. How is the COVID-19 pandemic impacting your organization? (400 words maximum)

2. Provide a full description of the proposed project, including your objectives and desired outcomes. (750 words maximum)

3. Provide a work plan and timeline for the project. (200 words maximum)

4. How does your organization reflect and engage equity seeking communities listed in our funding priorities? (250 words maximum)

C. Financial documents

Provide the following financial documents:

1. Organization's most recent approved financial statement. Financial statements must include, at minimum, a statement of financial position (assets and liabilities) and a statement of income and expenses. (Attach to your submission email)
2. Cashflow statement for your current financial year (including, at minimum, actuals and projections from March 2020 to December 2020). (Attach to your submission email)
3. Complete project budget below. You may include notes to budget to clarify expenses and revenues.

BUDGET

	REVENUES	CONFIRMED	AMOUNT		EXPENSES	CONFIRMED	AMOUNT
1	Capacity Building (this request)	Yes / No		9		Yes / No	
2	Applicant contribution	Yes / No		10		Yes / No	
3		Yes / No		11		Yes / No	
4		Yes / No		12		Yes / No	
5		Yes / No		13		Yes / No	
6		Yes / No		14		Yes / No	
7		Yes / No		15		Yes / No	
8		Yes / No		16		Yes / No	
	TOTAL REVENUES				TOTAL EXPENSES		
					DIFFERENCE		

Total expenses must equal total revenues.

#	Notes to budget

D. Supporting documents

Provide the following supporting documents via links to a shared folder, such as Google Drive or Dropbox:

1. Support material (maximum of 3) that directly relates to the project. These documents may include quotes for goods and services, strategic planning documents, images, and renovation sketches.

URL LINK 1	
URL LINK 2	.
URL LINK 3	

Accepted formats: PDF for text-based documents and renovation plans; .jpg or .png for images; .mp3 for audio files; and .mpeg, .mp4 or .wmv for video files. All files must be compatible with Windows OS.

All file names must include the applicant's name.

2. List of your Board of Directors or collective members, including name, position, responsibilities, term(s) of office, city of residence, phone number and email.

   URL Link:

        Accepted formats: PDF or Microsoft Word

3. CVs and/or bios of the leaders involved in the proposed project, listing their skills and experience.

   URL Link:

        Accepted formats: PDF or Microsoft Word

E. Application confirmation

Two officers must authorize this application submission. For incorporated organizations, one of the officers must be a member of the Board of directors.

On behalf of and with the authority to legally bind the organization, we certify that the information provided in this document and any attachments is true, correct and complete in every respect. We certify that the Board of Directors/Collective/Indigenous Governing Body has authorized this submission.

   We have read the information for applicants

    We have read the eligibility requirements of this Program and certify that the applicant organization meets all eligibility requirements.

    We have read and accept the Terms and Conditions of this program. We agree to abide by the funding process and the peer assessment committee's decision.

 Completing the fields above represents final approval from the parties indicated, in lieu of providing a written signature.

Name and title 1:

Name and title 2:

Checklist

Your email application should include:

A. Applicant information

B. Project description

C. Financial documents

D. Supporting documents

E. Applicant confirmation

Contact information

For general information, contact infoculture@ottawa.ca

For specific information on your application, or to discuss eligibility, contact:
Marlène Barré
Cultural Funding Officer
marlene.barre@ottawa.ca

Municipal Freedom of Information and Protection of Privacy Act

Personal information on this application form is collected under the authority of section 107 of the Municipal Act, 2001 S.O. 2001, C. 25 in accordance with the City of Ottawa Grants and Contributions Policy. The City of Ottawa will use this information in the determination of eligibility and in establishing funding allocation recommendations.
Questions regarding the collection of this information may be addressed to: Portfolio Manager, Cultural Funding, at infoculture@ottawa.ca.