



Hamilton

## CITY ENRICHMENT FUND

### - ARTS Creation & Presentation - INFORMATION SESSION



The City Enrichment Fund supports the 25 Year Community Vision “Our Future Hamilton” by providing funds across a range of program areas.

# CITY ENRICHMENT FUND

The City of Hamilton invests in the community by providing grants through the City Enrichment Fund.

## The City Enrichment Fund (CEF) Program Areas:

1. Agriculture
2. Arts
3. Communities, Culture & Heritage
4. Community Services
5. Digital (\*New – Pilot)
6. Environment
7. Sport & Active Lifestyles

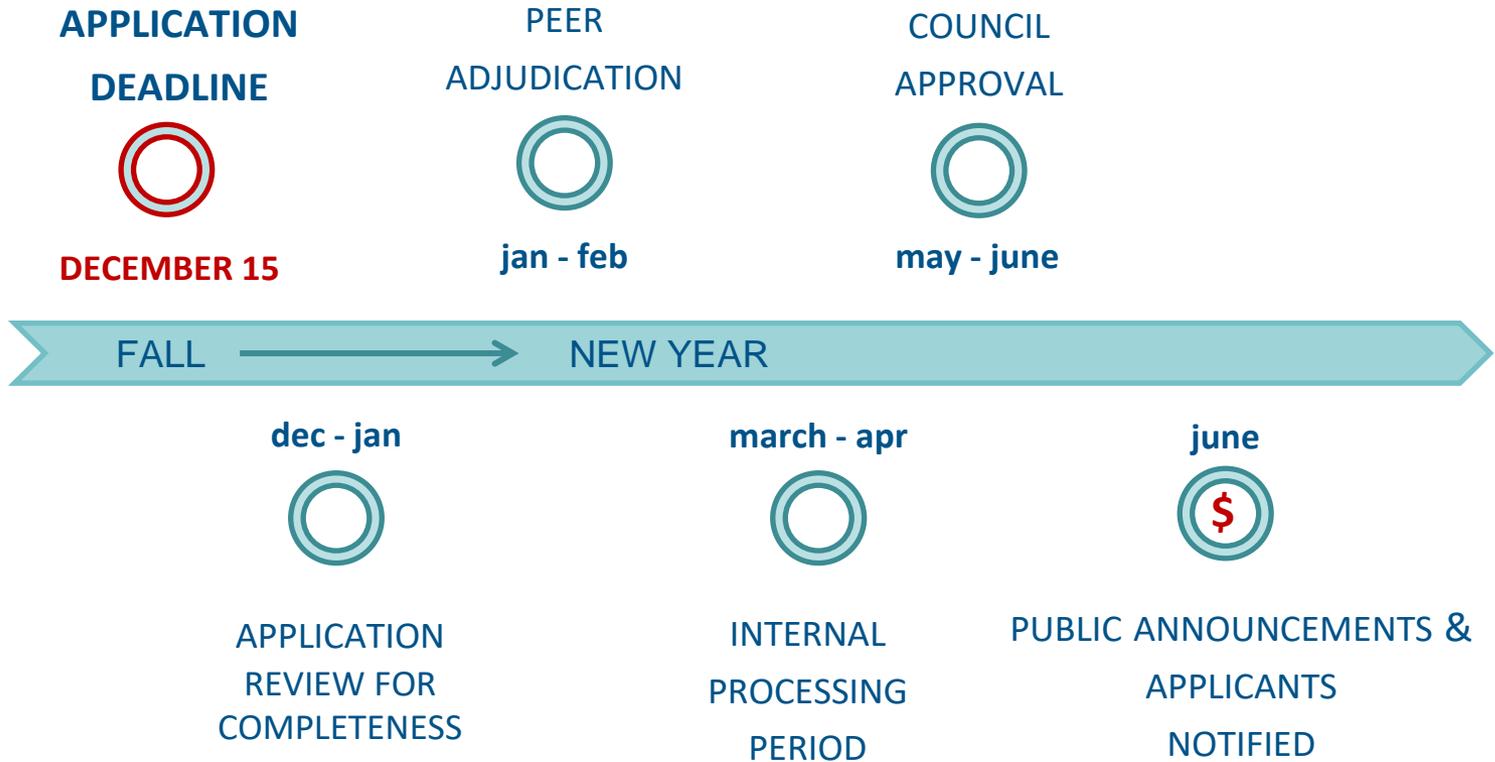


# City Enrichment Fund (CEF) Funding Areas

## PROGRAM AND STREAM OVERVIEW

AGRICULTURE	ARTS	Communities, Culture & Heritage	COMMUNITY SERVICES	DIGITAL (Pilot)	ENVIRONMENT	SPORTS & ACTIVE LIFESTYLES
Programs and Events	Operating	Events	No one is Hungry or Without Shelter	Digital Equity	Capacity Building	Long Term Development
	Festivals	Projects	Everyone Feels Safe		Projects & Programs	Sports Awareness
	Capacity Building	Capacity Building	Every Child and Family Thrives			Capacity Building
	Creation & Presentation		No Youth is Left Behind			Sport for Development / Inclusion
			Capacity Building			Accessibility
			Everyone Can Age in Place			Active for Life
			Community Capacity Grows			Multi-Sport Hosting

# Timeline and Process



# Creation & Presentation data

	2016	2017	2018	2019	2020	2021	2022	2023
<i>Total Applications Received</i>	51	45	40	35	35	49	26	30
<i>Total Applications Funded</i>	31	26	24	15	19	18	25	28
<i>Total Funding</i>	\$187,466	\$186,959	\$119,757	\$96,296	\$106,395	\$96,295	\$114,793	\$133,468
<i>Emerging Artist Projects funded</i>	11/21	9/18	11/18	5/14	9/14	5/16	4/4	12/13
<i>Established Artist Projects funded</i>	20/30	17/27	13/22	10/21	10/21	13/33	21/22	16/17

# HOW TO APPLY

- Review the CEF General Guidelines and Creation & Presentation Handbook (available online)
- Create an account (Select 'individual') or login if you already have one
- Contact your Program Manager with any questions and / or to discuss your project
- Submit before the **December 15<sup>th</sup> 4:00 pm, 2023 deadline**
- *Artistic / Public Name & Legal Name (if different)*





**Bull in a China Shop**

Juliana Lachance  
2018



Space Lines, Space Plots

# WHO IS ELIGIBLE TO APPLY?

- Be practicing professional artists
- Be a resident of Hamilton (minimum of 12 months)
- Specialized training in their respective field
- Be 18 years of age or older
- Projects must be presented within the city \*
- COH employees must also submit a *Confidential Code of Conduct Disclosure Form*

## Collectives:

- Each member of the collective must meet the definition of a professional artist
- The majority of members must reside in Hamilton
- The collective is not required to be an incorporated body
- The collective will be considered either Emerging or Established based on its forming / founding year

Artists may submit an application as part of a collective and as an independent artist within the same funding year for distinct projects.

# WHO IS NOT ELIGIBLE TO APPLY?

- Amateur / non-professionals are not eligible
- Full-time students are not eligible
- Managers, agents, curators
- Artists or collectives that have received funding in the previous year. (You may only apply in the second year after receiving a grant.)
- Projects that have been previously funded through the City Enrichment Fund

# FUNDING + ELIGIBLE EXPENSES

## Funding Categories

- Established Artist– up to \$10,000 max
- Emerging Artist- up to \$5,000 max

## Eligible Expenses:

- Production / technical costs
- Studio / practice space rental
- Equipment purchases (max \$2,000)
- Travel costs (within Ontario)
- Residency costs\*
- Artist remuneration (Emerging \$2500 max ; Established \$5,000 max )

## Ineligible Expenses:

- Administration, manager, agent,
- Expenses normally assumed by presenting organizations \*\*
- Public commission projects
- Completed projects or expenses incurred prior to funding submission
- Residencies that include academic instruction
- Fundraising- based projects are ineligible

\*Residencies cannot be teaching related, must be confirmed and must provide either financial or in-kind contributions.

\*\*E.g. shipping, marketing and advertising, publications, technical assistance.

# WHAT DO YOU NEED TO SUBMIT?

- Application  
Artist Statement, Project Description, Project Plan, etc.  
(A copy of the application and is part of the Handbook!)
- Budget *NEW*  
Budgets should be realistic, balanced, and represent diverse revenue streams. CEF will not fund 100% of a project's budget.
- Support Material + Support Material List  
Examples of your work (images, text, sound, video)
- CV (artistic resume)
- Project Specific Material (optional, up to 3)  
Reviews, articles, letter of support, album art, press packages, project timelines, etc.

# THE APPLICATION

The CEF application is shared among 7 Program Areas. Please note that where the application refers to: *Organization* that it is in fact referring to *Applicant / Artist* and *Program* references *Artist Project*.

*Review the Handbook for specific notes*

- **Artistic Statement**
- **Artist Bio**
- **Provide a brief summary of your program** \* This summary is published as part of the public report. Follow the format provided in the Handbook.
- **Provide a detailed description of your program** (Approx. 1000 words)
- *Consider providing details on the artistic elements AND the plan to execute your project*
  - Project description, scope and goal
  - Project plan, timeline / schedule
  - Location (if relevant / applicable)
  - Participants / collaborators (team)
- **Specify how funding will be used**
- **How does this program enrich the city? How will people experience your project?**
- **How does the proposed project advance your practice? How does this contribute to your artistic field(s)?**

# THE APPLICATION – PROJECT OUTCOMES

Describe the outcomes of your program (Project Goals)

You are asked to identify 1-2 outcomes that you expect the project to achieve.

Consider: What are the impacts and goals? Can they be measured?

Consider: What is your goal? What are you trying to achieve with this project?

Outcome	Measure
Produce a 5-8 piece new body of work.	<ul style="list-style-type: none"><li>Creation of 5-8 new works that I can use to advance my practice.</li></ul> With this new body of work, I plan on contacting regional and provincial galleries to earn representation and / or secure 1-2 exhibition invitations.
Increase general audience to 80 (per performance).	<ul style="list-style-type: none"><li>Audiences are an average of 60 people per show during the release of past work. I hope to increase my audience average to 80 people per show (#'s are captured at door).</li></ul> By focusing additional attention to marketing the release of this new album and securing shows at new venues I hope this new album increases my performing audience.
Publish novel	Solicit publishers XXX, XXX, and XXX and secure contract.
Screen short film	After completion of film (project proposal), receive XXX of invitations to screen film. Invitations will be submitted to film festivals in Hamilton, Windsor/Detroit, Vancouver, Berlin.

# THE BUDGET

Using the CEF Budget form online enter the projected (anticipated, planned) budget for your project.

- **Revenue**
- **Expenses**
- **In-kind**
- **Budget Notes – point form**

*The budget notes are extremely helpful in explaining how well the project is planned, if there is confirmed / pending funds, breaking down artist fees, and providing additional information for the jury.*

# EQUITY DIVERSITY INCLUSION – QUESTIONS

The City Enrichment Fund has included two new questions to gather data on the applicants and the programs serving the community.

These questions are not scored and do not impact the outcome of your application.

1. In an effort to ensure City Enrichment funds are better serving local community needs, please identify the target population for the specific program for this application. Please check all that apply.

*Mandatory*

2. In an effort to better understand the Cities local community, do any Board members within your organization publicly self-identify as the following? Please check all that apply.

*Mandatory – Not relevant to Artists and Collectives. Please select Other and write N/A*

# ADJUCATION PROCESS

Applications are reviewed by a panel of peer assessors using the following assessment criteria:

## **40% Artistic Direction**

- Strength of the articulated artists statement
- Artistic credentials and experience
- The overall quality of the plan, vision and goals
- Viability of the plan (realistic goals, appropriate planning, effective budgeting)

## **45% Project / Artistic Merit**

- Development of artistic practice
- Support material

## **15% Community and Creative Impact**

- Contribution to the field, Hamilton's arts sector and the city of Hamilton
- Advancement of artist's practice



# ADJUDICATION PERSPECTIVE

*The 3 person adjudication team is made up of experienced local and regional artists, representing various artistic disciplines.*

- Be sure to include information that relates and supports the *Assessment Criteria*.
- Be very clear, using simple, direct language.
- Provide information on your artistic intent.
  - Why is this your next project?
  - Who are you collaborating with, why?
- Provide information on your project's artistic merit. What do you plan to achieve through your project.

*Please let us know if you are interested in joining one of our juries or have a colleague that you would like to recommend*



## Paradise Project

Hamilton Aerial Group  
2017



## Video stills of Artist Process Project

Vanessa Crosbie Ramsay  
2016

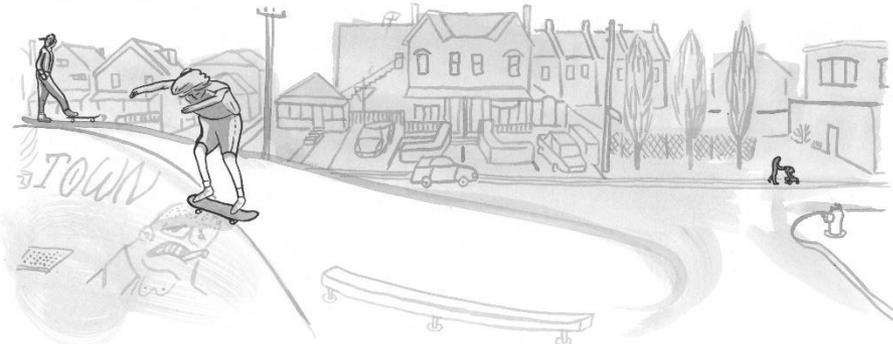
LATER



I push the stroller around this neighbourhood, killing time, almost every day.



Beaz Steez.\*



\* One's overall state of being, the condition of being in a Beasley state of mind.

## Creation , The First Three Chapters

Sylvia Nickerson  
2016



Alef, Beh, and Other Necessities. Performance Still

# APPLY ONLINE

The application portal can be found on the City Enrichment Fund webpage

## SUBMIT APPLICATION

**Step 1** Develop a grant proposal that explains how you plan to use the funds. Applicant estimate that includes how much funding you need and how the money will be spent.

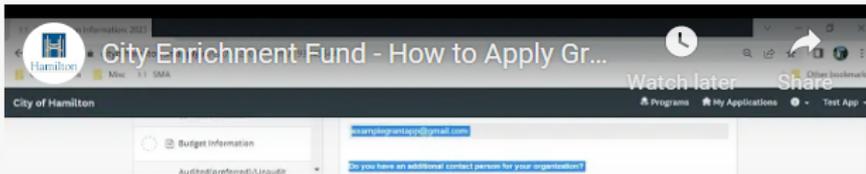
**Step 2** Complete the online application demonstrating that you meet the eligibility criteria.

**Please be advised there are specific items which are deemed eligible and ineligible in handbooks.** Please review this closely as the ineligible items will be removed.

[Complete the CEF Application](#) ↗

This short video will help you get started.

## How to Apply (Demo)



## Additional Support:

Watch the Demonstration Video

Application Translation \*new\*  
*Request a translated copy of the application into your language of choice. Contact Kristina*

Call or email Kristina or the Grant Coordinator

# APPLICATION TIPS

- Read the grant program and guidelines carefully
- Contact the program manager to discuss your project
- Draft, save, and edit your writing in a separate document – give yourself enough time
- Use clear and direct language – the adjudicators may not be artists in your field
- Prepare a well-researched budget, ensure it reflects the project you are proposing – don't forget the small expenses!
- Submit Support Material (examples of your work) that demonstrate your practice well and if possible, support the project you are proposing
- Get feedback from your peers and review your application before submitting

# CONTACT US

## Drop in / Q&A Appointments

### Virtual Sessions

(Please register by emailing [Kristina.Durka@hamilton.ca](mailto:Kristina.Durka@hamilton.ca). First come, first served)

Monday November 20<sup>th</sup>, 1-4pm

Tuesday November 21<sup>st</sup>, 1-4pm

Thursday November 23<sup>rd</sup>, 1-4pm

### In Person

(No Registration Required. First come, first served.)

Wednesday November 22<sup>nd</sup>, 2-4pm

Friday November 24<sup>th</sup>, 1-4pm

In-Person drop-in sessions will be held at Tourism Hamilton Visitor Information Centre (28 James Street N, Hamilton ON L8R 2K1, Canada).

# CONTACT US

## Arts and Communities Culture & Heritage Program Manager

Kristina Durka [Kristina.Durka@hamilton.ca](mailto:Kristina.Durka@hamilton.ca)

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For general information on the City Enrichment Fund, contact  
Rebecca Frerotte *Grant Coordinator*

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