



# **City Enrichment Fund (CEF)**

## **2025**

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### **Arts Program Area**

#### **Creation & Presentation Handbook**



# **City Enrichment Fund**

## **Arts Program Area**

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### **Objective**

To provide opportunities for all the people of Hamilton to enjoy and actively participate in the arts while:

- Enhancing social, economic and cultural prosperity
- Building strength in the arts sector

All programs funded through the Arts Program will support Hamilton's community vision, Our Future Hamilton. [Learn more about Our Future Hamilton here.](#)

### **How to apply for a grant**

- Read the **City Enrichment Fund Guidelines** and the **Arts Handbook** for details about the program, stream objectives, eligibility, and criteria.
- Attend a **Creation & Presentation** Information Session and / or contact Arts Program Manager – [Kristina.Durka@hamilton.ca](mailto:Kristina.Durka@hamilton.ca)
- Use the **Application Details** section to complete the application.
- Upload all documents (use the checklist to confirm that you have submitted all attachments).

## **CREATION AND PRESENTATION FOR ARTISTS**

# Arts Program Area – Creation & Presentation

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## **Objective**

To provide the opportunity for artists to create new artistic work and to enhance public exposure to a body of work that will build and / or strengthen their careers and / or enhance the creative profile of the city of Hamilton.

## **Description**

This funding stream provides project grants to artists who have an independent arts practice in any arts discipline, for the creation of new artistic work and its public presentation in Hamilton and further afield.

## **Funding Categories**

### **Established Artists**

Definition	Open to any artist who has developed skills through training and / or practice in an arts discipline, has a significant history of professional public exposure and presentation, is recognized by their peers and is paid professional fees. Typically, established artists have been practicing professionally for seven years or
Maximum Funding	Up to a maximum of \$10,000 CEF funding requests cannot be 100% of the proposed project and must demonstrate additional funding/revenue sources.
Assessment Weighting	45% Artistic direction 45% Project / Artistic Merit 10% Community and Creative impact

### **Emerging Artists**

Definition	Open to any artist at the early stage in their career, who has received specialized training in their art form and who has created a modest body of artistic work. Typically, emerging artists have been practicing professionally for less than seven
Maximum Funding <i>New</i>	Up to a maximum of \$5000 CEF funding requests cannot be 100% of the proposed project and must demonstrate additional funding / revenue sources.
Assessment Weighting	45% Artistic direction 45% Project / Artistic Merit 10% Community and creative impact

## **Creation and Presentation Guidelines**

These guidelines are in addition to the general CEF guidelines and eligibility criteria.

<b>Eligibility</b>	<p>Applicants must:</p> <ul style="list-style-type: none"><li>• Be practicing professional artists</li><li>• Be a resident of Hamilton with a minimum of 12 months residency at the time of submission. <i>Please note that the City reserves the right to require proof of residency</i></li><li>• Have specialized training in their respective field (not necessarily in academic institutions) and be recognized by their peers</li><li>• Be 18 years of age or older</li></ul> <p><b>Collective:</b> Artist collectives are eligible to apply for a work of creative collaboration and presentation.</p> <p>A collective is defined as a group of two or more artists working together under a group name, either on a single project or on an ongoing basis.</p> <ul style="list-style-type: none"><li>• Each member of the collective must meet the definition of a professional artist</li><li>• Each member must be 18 years of age or older</li><li>• The majority of members must reside in Hamilton</li><li>• The collective is not required to be an incorporated body</li><li>• The collective will be considered either Emerging or Established based on its forming/founding year</li></ul> <p><b>Collectives must designate a single member to be responsible for receiving funds and a T4A for a successful application.</b></p> <p>Artists may submit an application as part of a collective and as an independent artist within the same funding year for distinct projects.</p> <p>Artists or collectives may only receive Creation &amp; Presentation funding once every two years.</p> <p>City of Hamilton employees who wish to apply to the Creation &amp; Presentation stream must also submit a <a href="#"><u>Confidential Code of Conduct Disclosure Form.</u></a> (<i>Must be on City Network to access</i>)</p>
<b>Ineligible Applicants</b>	<p>In addition to the general CEF ineligible criteria:</p> <ul style="list-style-type: none"><li>• Amateur / non-professionals are not eligible</li></ul>

	<ul style="list-style-type: none"> <li>• Full-time students are not eligible</li> <li>• Managers, agents, curators</li> </ul>
<b>Eligible Projects</b>	<ul style="list-style-type: none"> <li>• The creation and presentation of new work. (The City will make no claim of ownership for work created with funding through this funding stream.)</li> <li>• The presentation of work, with a focus on new work</li> <li>• Collaborative projects</li> </ul>
<b>Ineligible Projects</b>	<ul style="list-style-type: none"> <li>• Projects that have previously received Creation &amp; Presentation funding</li> <li>• Commissioned work</li> <li>• Projects that are municipally funded and or where the artist does not retain artistic control</li> <li>• Projects where artistic creation and presentation are not central to the project</li> <li>• Professional development and training projects</li> <li>• Retroactive activity</li> <li>• Educational projects</li> </ul>
<b>Eligible Expenses</b>	<ul style="list-style-type: none"> <li>• Materials</li> <li>• Production / technical costs</li> <li>• Studio or practice space rental or fees</li> <li>• Equipment purchases (maximum \$2,000)</li> <li>• Equipment rental</li> <li>• Promotion (marketing materials, advertising, printing and other promotional costs)</li> <li>• Travel costs, must specify. (Travel is limited to within Ontario.)</li> <li>• Residency costs (residencies cannot be teaching related; residencies must be confirmed and must provide either financial or in-kind contributions)</li> <li>• Artist remuneration (Emerging artists \$2500 maximum; Established artists \$5,000 maximum)</li> </ul> <p><b>Successful applicants will be required to provide expense receipts of \$500 or greater with their final report. It is recommended that all project receipts are kept for your records.</b></p>
<b>Ineligible Expenses</b>	<ul style="list-style-type: none"> <li>• Administration, manager, agent, curatorial fees</li> <li>• Equipment purchases (exceeding \$2,000)</li> <li>• Expenses normally assumed by presenting organizations (e.g. shipping, marketing and advertising, publications,</li> </ul>

	<p>technical assistance)</p> <ul style="list-style-type: none"> <li>• Public commission projects</li> <li>• Completed projects or expenses incurred prior to funding submission</li> <li>• Residencies that include academic instruction</li> </ul>
<b>Financial Reporting</b>	<p>Successful applicants must provide their nine digit SIN number along with the Funding Agreement Form.</p> <p>Following the grant period successful applicants are required to submit a Final Report outlining the results of their project and a final budget with the project 'actuals'.</p> <ul style="list-style-type: none"> <li>• All expense budget line items greater than \$500 will require receipts to be submitted with the final report.</li> <li>• Please note that all project receipts must be maintained and provided to staff upon request.</li> </ul>
<b>Assessment Criteria</b>	<p>All applicants must be able to demonstrate good use of public funds. The applications will be assessed according to:</p> <p><b>40% Artistic Direction</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• Strength of the articulated artists statement</li> <li>• Artistic credentials and experience</li> <li>• The overall quality of the plan, vision and goals</li> <li>• Viability of the plan (realistic goals, appropriate planning, effective budgeting)</li> </ul> <p><b>45% Project / Artistic Merit</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• Development of artistic practice</li> <li>• Artists' cultural knowledge</li> <li>• Support material</li> </ul> <p><b>15% Community and Creative Impact</b> as demonstrated by:</p> <ul style="list-style-type: none"> <li>• Contribution to the artistic field, Hamilton's arts sector and the city of Hamilton</li> <li>• Advancement of artist's practice</li> <li>• Projects ability to enrich the city and engage residents</li> </ul>

## **Creation & Presentation Application - Online**

- Applicants are responsible for providing all the information and attachments requested.
- Save information as you move between pages.
- The City Enrichment Fund will make decisions regarding your eligibility based on the information provided in your application.

*The City Enrichment Fund application is shared among 6 Program Areas (Arts, Environment, Sports, etc.). Therefore, please note that where the application refers to:*

- ‘Organization’ that it is in fact referring to ‘Applicant/Artist’
- ‘Program’ references ‘Artist Project’

## **APPLICATION**

### **Application Information Form**

#### **Applicant Contact Information**

**Additional Contact persons for your organization:** Yes/No (If applying with a collaborator, or as part of a collective you may include additional contact information)

#### **Organization/Applicant Full Name**

**Is your Organization/Applicant legal name different than the above organization full name?** Yes / No

#### **Organization/Applicant Legal Name**

**Should your application be successful, under what name are you able to deposit funds?** Please note that legal names of individuals will not be made public however legal names of organizations will be published.

**Ensure that your artistic / performance or collective name can legally accept funding should your application be successful. Payment will be made to the Legal Name entered here.**

**Collectives must select one member to receive the grant payment and T4A. Cheques will not issued to collectives.**

Please contact [ArtsGrant@hamilton.ca](mailto:ArtsGrant@hamilton.ca) with any questions.

**Organization Establish Date** N/A

**Organization/Applicant Address**

**Legal Status or Organization** Individual artist or collective

**Is your organization's head office located in the City of Hamilton?** Yes/No

*Applications to Creation & Presentation must reside in Hamilton for at minimum of 12 months at the time of submission to be eligible.*

## **Program Information Form**

**Program Area:** Arts

**Is this application for a returning program?** No

**Arts Stream:** Creation and Presentation

**Category:** Established or Emerging

**Program Name:** The name of your project

**Provide a brief summary of your program** (60 words max)

- This description will be published as part of your organization's City Enrichment Fund Application Summary Report and is not scored (please note this response forms a part of a public facing document).

Examples :

*Artist / Collective Name* is an established artist. The production and presentation project, Translations (*include the title of your project*), investigate book culture and the collection at the Hamilton Public Library. The project involves community research, and production at the library's maker space. *Artist / Collective Name* exhibits throughout Canada.

**Provide a brief history of your organization – Provide your artist biography.** (Approx. 250 words)

**Organization Mandate, mission, or artistic statement – Provide your artist statement**

**Provide a detailed description of your program** (Approx. 1000 words)

- Project description and plan
- Project scope and goal
- Project timeline/schedule
- Location (if relevant/applicable)

- Participants/collaborators
- Duty of Care – how will you ensure your project is safe/respectful? (if relevant/applicable )

**Specify how funding from the City Enrichment Fund will be used.** (Approx. 500 words)

Your description should relate to the details provided in your programming description and to your proposed budget.

**Describe how this program can be scaled should the total funding request not be received.** (Approx. 500 words)

**How will your program increase community participation?** (Approx. 500 words)

Not Applicable (n/a)

**What are the measurable outcomes of your program?**

Describe the outcome of your program to your organization and/or to the community as a direct result to your activities. Ensure that each outcome is measurable. Multiple measures for a single outcome are acceptable. If your application is successful and you receive funding, you will be required to report back on the outcomes provided.

Provide 1-2 measurable outcomes..

The outcomes listed should reflect the project goals in a way that can be measured and evaluated.

- What is your desired outcome/goal?
- How will you measure your success?
- What is the impact or on your project or practice?

Examples :

Outcome	Measure(s)	Impact or Results Expected
Produce a 5-8 piece body of work that increases my profile within the visual art sector.	Creation of 8 new works that I can use to advance my practice.	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	Audiences are an average of 60 people	By focusing additional attention to marketing the release of this new album

(per performance).	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).	and securing shows at new venues I hope this new album increases my performing audience
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**Describe both formal and informal program partnerships. How do these relationships enhance your program activities? (Approx. 300 words)**

**Not Applicable (n/a)**

**List the team members that will ensure your program is well managed and achieves your desired goals. Include a brief explanation of how their expertise / specialization will make your program a success. (Approx. 300 words)**

- If applicable list project collaborators, participants, technicians, etc. Provide their bio's and background.
- If project is representing/serving specific groups how will you ensure safety/care of all those involved?

**How does this program enrich the city? (Approx. 300 words)**

- How is this project unique to Hamilton?
- Description of how people will see or experience your work

### **Community Vision**

*Review the City of Hamilton's Community Vision that aligns with this program.*

**Which of our community priorities align with this program? (select all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Community Engagement and Participation | <input type="checkbox"/> Clean and Green                      |
| <input type="checkbox"/> Economic Prosperity & Growth           | <input type="checkbox"/> Built Environment and Infrastructure |
| <input type="checkbox"/> Healthy and Safe Communities           | <input type="checkbox"/> Culture and Diversity                |

**Describe how your program is aligned with the community priorities chosen.**

(Approx. 200 words)

### **Program Specific Questions**

**How does the proposed project advance your practice? How does this contribute to your artistic field(s)? (Approx. 300 words)**

- Contribution to the field, Hamilton's arts sector and the city of Hamilton
- Regional, provincial, and national contributions / recognition
- Advancement of artist's practice

**Indicate artistic field. Select one of the following.**

Dance	Film	Music	Theatre
Fine Craft	Literature	New Media	Visual Art

## Budget

### Budget Information

1. Please note your CEF Request for the 2025 year in the budget form under Request Program Year Amount (\$).
2. Funding Requests Over \$15,001: Funding requests should not exceed 30% of the total program budget. Funding Requests Below \$15,000: CEF funding requests cannot be 100% of the proposed program and must demonstrate additional funding/revenue sources (cash only, excludes in-kind).
3. It is recommended that submitted budgets are balanced. Provide comments for programs that present a budget deficit or surplus under the third column for Budget Descriptions.
4. Please note that this budget is used by all CEF program areas. Use the most appropriate line items provided in addition to the blank spaces listed as 'other'.

Example:

Item	Request Program Year Amount (\$)	Previous Program Year Actuals (\$)	Brief Revenue Descriptions
Membership Fees			
Admission Fees			
Sales and Commissions			

#### Item

List of budget line items

#### Request Program Year Amounts (\$)

Provide the project budget

### **Previous Program Year Actuals**

Please leave blank as ongoing projects are not eligible

### **Brief Descriptions**

Provide point form, brief notes to support proposed budget. of line items (point form). Some examples include:

- If you are listing additional government funding you may inform us if the funds are *Pending* or *Confirmed and the funding source OAC, SOCAN, etc.*
- Provide a breakdown of a line item i.e. *Total admission from three shows. 3 x \$15 x 70 ppl= \$3150*
- Remuneration. If your project timeline is 4 months, you may breakdown the artist remuneration paid to yourself i.e. *4mnth x \$1250*. (see maximums pg. 4).
- Provide a breakdown for collaborative artists and / or technicians i.e. *Preparator \$200, Sound tech \$300, Actors 3 x \$500 etc.*
- Advertising i.e., *Print: Culture Guide ad.*

### **In-kind**

Provide the estimated volunteer hours and value of other in-kind contributions. They are not included within the cash portion of the program budget. For Volunteer Expenses calculate at \$21/Volunteer hour contributed

## **Attachments**

**CV - 3 page maximum.**

- The submitted CV should provide information regarding professional training and artistic production and experience
- The submitted CV should support the selected category (Emerging or Established)
- Collectives may only submit 1 CV in support of the collective as a whole, not each individual collective member

### **Support Material**

*UPLOAD Support Material / Examples of your work following the table below.*

- Images: Maximum file size for each file is 6 - 15 MB
- Video and Sound: Maximum file size for each file is 15 MB (or provide a link and password to the work online)
- Acceptable file types include; AVI, MP2, MP3, HTML, MOV, MPEG, PSD, PUB, JPG, JPEG, GIF, PNG

\* Follow the allowable number of files per artistic discipline

<b>Dance</b>	Up to 3 video files, 10 minutes maximum
<b>Film</b>	One manuscript, up to 15 pages maximum Up to 2 video files, 10
<b>Fine Craft</b>	Up to 15 digital images
<b>Literature</b>	Up to 25 manuscript pages, material can be from 1 body of work up to a maximum of 3
<b>Music</b>	Up to 2 lyric samples Up to 3 audio / video files, 10 minutes maximum
<b>Theatre</b>	One manuscript, up to 15 pages maximum Up to 2 video files, 10
<b>Visual Art &amp; New Media</b>	Up to 15 digital images or
Select one of the following	Up to 10 digital images and up to 3 audio / video files, 6 minutes maximum or
	Up to 4 audio / video files, 15 minutes maximum

### **Support Material List**

- Title
- Year
- Medium / Collaborators
- Location (if applicable)
- Size or Full video / sound length
- If applicable: One sentence demonstrating how this example relates to the project proposed

### **Program Specific Material (optional)**

- You may also upload up to 3 other material specific to your project / practice  
e.g. Reviews, articles, letter of support, project timelines, etc

### **IDEA Form**

*Please note: this task is not scored.*

A form collecting information about the IDEA (Inclusion, Diversity, Equity & Accessibility) groups supported through City Enrichment Funds. Applicants are asked to specify the target population(s) of their projects, and if applicable, equity designated groups represented within their organization's governance structure.

Applications are not evaluated based on this form, which serves only for data collection.

### **Declaration Form**

**Communications** (confirming correct email)

**Outstanding CEF Final Reports:** Yes / No

One signature is required

### **Submitting Your Application**

Once you are ready to submit the application, please review the application completeness by selecting '**Review**' (bottom right). You will be prompted to review each page. Any incomplete question / field will be clearly marked.