



CITY OF OTTAWA

CULTURAL FACILITIES FUND (MAJOR CAPITAL PROJECTS)

2023 GUIDELINES - MARCH 31ST DEADLINE

The Cultural Facilities Fund is designed to improve cultural spaces and facilities across the City of Ottawa. This program provides cultural organizations with funds for major capital projects, i.e., renovation, construction, restoration projects, purchase of specialized equipment with costs exceeding \$60,000, and capital studies (prefeasibility and feasibility).

The COVID-19 pandemic highlighted the need for HVAC and other ventilation improvements to reduce airborne transmission of the virus in indoor spaces. A good practice indoor air quality guide, developed by Bouthillette Parizeau (experts in building engineering), was released in September 2021 for owners and operators of local community cultural venues. The guide recommends improvements that can be made to existing HVAC systems in cultural spaces to mitigate the risk of COVID transmission for audiences, artists and cultural workers. This guide was developed through a City of Ottawa strategic cultural partnership with Arts Network Ottawa and is available on the [Arts Network Ottawa website](#).

With cultural venue recovery and re-opening still in mind, the City of Ottawa will accept ventilation projects from cultural organizations that are facing issues related to virus transmission in public programming spaces.

The Cultural Facilities Fund (Major Capital Projects) provides funding to cultural organizations that are eligible to apply, contributing up to twenty-five per cent (25%) of total eligible costs for renovation, construction, restoration projects or purchase of specialized equipment, fifty per cent (50%) for feasibility studies and ninety per cent (90%) for prefeasibility studies. The Fund will not cover operating costs related to maintenance, repair, management, or administration.

For the March 2023 deadline, the City will contribute up to ninety per cent (90%) of total eligible costs for ventilation improvement projects in public programming spaces.



CITY OF OTTAWA

A- ELIGIBLE PROJECTS IN THIS PROGRAM

1. Pre-feasibility studies for new projects over \$60,000
2. Feasibility studies for more advanced projects costing more than \$200,000
3. Purchase of specialized equipment needed for programming
4. Renovation, restoration or construction projects related to major capital assets

For the March 2023 deadline, the City will accept ventilation improvement projects in public programming spaces with a total budget under \$60,000.

B- ELIGIBLE ORGANIZATIONS IN THIS PROGRAM

1. Be a local, incorporated, not-for-profit cultural organization whose mandate relates to the arts, festivals, fairs or heritage
2. Have been in existence for at least three (3) years in its present discipline
3. For projects over \$100,000, the organization must have received operating funding in the past three (3) years from the City of Ottawa Cultural Funding Support Unit
4. Have an active Ottawa-based Board of Directors with most Directors being residents of the City of Ottawa
5. Be based in Ottawa and serve primarily the Ottawa community or be located in the Algonquins of Pikwakanagan or Kitigan Zibi Anishinabeg First Nation communities
6. Own a local cultural facility or be a tenant of one with a lease of at least five (5) years

For the March 2023 deadline, the City will accept organizations that meet the eligibility criteria identified in #1 but not in #2 and/or #3 if the application is made for projects that improve ventilation in public programming spaces.



C. ELIGIBLE COSTS WHEN CALCULATING THE CITY'S CONTRIBUTION

1. Costs related to independent professionals hired for prefeasibility or feasibility studies
2. Costs related to renovating, constructing or restoring a local cultural facility with the goal of improving performances, rehearsals, presentations, exhibitions, programming and/or administrative spaces; and/or improving public access
3. Costs of acquiring a local cultural facility that provides space for cultural programming (arts, heritage, festivals, fairs) and public access
4. Costs of specialized equipment related to a major capital project, e.g., lighting system, ventilation system, computer equipment required for cultural programming, movable walls system, floor cover/sprung flooring for dance, mobile stage, storage or large printer

D. BEFORE YOU START DRAFTING YOUR FUNDING APPLICATION

Before you begin drafting your application, we ask that you first contact the Cultural Developer whose information is provided at the end of the document. **This process is mandatory and should start at least two weeks prior to the deadline** for application submission to the City. The Cultural Developer will quickly determine if your organization and project are eligible for this funding program. Only eligible applications will move through the assessment process. Under the Contents of your Application heading below (Section H), we indicate which documents you need to submit, depending on the nature and the scope of your project and organization. Please contact the Cultural Developer, who will guide you with application requirements. Your organization is fully responsible to ensure that a complete **application is submitted for the deadline**. Incomplete applications will not be considered.

E. HOW THE CITY DECIDES WHICH PROJECTS TO SUPPORT

The City cannot contribute financially to all eligible projects. In 2023, the budget for the March 31st deadline is \$125,000. Decisions will be made through a competitive process that is based on the merit and needs of each project and each applicant. Assessment of applications will be carried out by an Assessment Committee comprised of one architect or engineer, one urban planner or person with experience managing projects that involve the construction of cultural facilities, and one person from the arts, festivals heritage and cultural community. Stringent conflict of interest guidelines are in place to ensure that there is no conflict of interest between Assessment Committee members and applicants or their projects. Decisions are final and are not subject to review. Unsuccessful applicants may re-apply to the program the following year with the same project.

Meeting all the program's eligibility requirements does not guarantee that a project will be funded by the City of Ottawa. Unsuccessful applicants should not conclude that their project received a negative assessment. All major capital grants are awarded subject to the availability of municipal funds.



F. CRITERIA USED BY THE ASSESSMENT COMMITTEE

Funding applications for major capital development projects are assessed according to the criteria listed below. Please note that the need for financial support is also taken into consideration.

Project merit will be positively assessed if the project:

- Helps the organization to better fulfill its mandate
- Is considered a priority by the local cultural community
- Has solid cultural direction, goals and objectives
- Demonstrates merit of proposed professional independent consultants to be contracted

The community impact of the project will be positively assessed if the project:

- Is supported by the community
- Promotes a cultural discipline and community
- Supports facilities that provide public access and opportunities for residents

The effectiveness of the organization will be positively assessed if it:

- Has strong planning and evaluation mechanisms in place
- Is well-managed
- Is financially responsible
- Demonstrates good governance practice
- Has a realistic project budget with diverse revenue streams, and realistic cash flow projections
- Has the skills and means required to implement the project
- Has solid planning and leadership in place for project management, and for subsequent operation and maintenance

G. 2023 DEADLINES FOR APPLICATION SUBMISSION TO THE CITY

THE CITY ONLY ACCEPTS COMPLETE APPLICATIONS SENT BY EMAIL TO THE FOLLOWING ADDRESS: infoculture@ottawa.ca

THERE ARE TWO DEADLINES IN 2023 FOR SUBMISSION OF YOUR COMPLETE APPLICATION:

FRIDAY, MARCH 31st AND FRIDAY, September 15th AT 11:59 PM

An application is considered complete when all required documentation, as per the Contents of your Application section below, is submitted BEFORE the deadline. Only applications AND DOCUMENTS received by the deadline will be accepted and assessed. Results will be communicated via e-mail one (1) month after the deadline.



H. CONTENTS OF YOUR APPLICATION

THERE IS NO APPLICATION FORM. The following information must be included in the application package:

Information about your Organization

- Organization name, mailing address, telephone number, e-mail address, name and title of the contact person
- Board of Director membership list, including name, address, title, occupation and email address of each Board Member
- List of professional staff members who lead and/or manage the organization, including name, title and brief curriculum vitae
- Copy of the organization's articles of incorporation if not already filed with the Cultural Funding Support Unit
- Signed copy of Board of Directors meeting minutes that include a motion to undertake the major capital development project and to apply for City funding
- Amount of funding requested from the Cultural Facilities Fund (Major Capital Projects)
- Mandate and brief history of the organization (maximum 750 words)
- Complete list of all capital, operating and project funding received from the City of Ottawa over the past five (5) years, including the date, amount and purpose of funds
- Audited financial statement or Treasurer's Report from your organization's last completed fiscal year

Information about your actual Cultural Facility or Space

- Name and address of the cultural facility or space
- Size of the cultural facility or space feet or square metres (actual size and proposed size)
- Description of the use and/or purpose of the cultural facility or space (maximum 750 words)
- Information indicating whether the facility is a building or property designated under the *Ontario Heritage Act*
- Facility lease or proof of ownership; in the case of a leased facility, indicate the lease expiry date and include signed documentation demonstrating landlord agreement with all aspects of your capital project

Information about your Cultural Capital Project

For the March 2023 deadline, cultural organizations applying for projects that improve ventilation in public programming spaces must provide the information required in items #1 to #6 only.



1. Description of proposed cultural capital project (maximum 1,500 words) that includes the following information:
 - a. Reasons for undertaking the project
 - b. How the project will benefit the organization, cultural community and residents of Ottawa;
 - c. Who will manage the capital project
 - d. Participation (if applicable) of project partners, including a letter of confirmation from each partner organization
2. Schedule detailing the work and related activities, including deadlines, and the start and end dates of the work (if relevant)
3. Detailed budget for entire capital project, including projected expenditures and expected and confirmed revenue
4. For specialized equipment projects, renovation, restoration, construction or improvement to ventilation systems, a minimum of three quotes is required. In exceptional circumstance, the requirement for three quotes will be considered in consultation with the Cultural Developer
5. Cash flow projections of your organization for the duration of the capital project based on schedule and timeline
6. Clear demonstration that your facility is or will be accessible to persons with impaired mobility, as per the Accessibility for Ontarians with Disabilities Act (2005)
7. Operating budget (revenue and expenditures) for the next three years indicating whether the projected revenue depends on the injection of new or increased public funding
8. For construction, renovation or restoration projects – related sketches of the intended facility
9. For construction, renovation or restoration projects over \$200,000: your pre-feasibility and feasibility studies must be attached. Please contact the resource person who will provide you with the list of minimal requirements for the content of your studies
10. For construction, renovation or restoration projects ranging from \$60,000 to \$200,000: a pre-feasibility study, or its equivalent, is required and must be attached. Please contact the Cultural Developer who will provide you with the list of minimum requirements for the content of your studies
11. For prefeasibility studies, at least three options/solutions must be identified for analysis regarding site, architecture, project governance and projected expenses and revenues



INFORMATION TO BE PROVIDED BY PROJECT TYPE

Please respect the order and numbering identified below in your document titles

TYPE OF PROJECT	Document Number	Prefeasibility Study	Feasibility Study	Specialized Equipment & Ventilation System Improvement Project	Renovation, Restoration or Construction
INFORMATION REQUIRED					
<u>Information about your Organization(s)</u>	Document 1	√	√	√	√
<u>Information about your actual Cultural Facility or Space</u>	Document 2	√	√	√	√
<u>Information about your Cultural Capital Project</u>					
Project description	Document 3	√	√	√	√
Work schedule	Document 4		√	√	√
Project budget	Document 5	√	√	√	√
Organization cash flow	Document 6				√
Organization three-year operating budget	Document 7				√
Project sketches	Document 8				√
Proof of accessibility	Document 9			√	√
Pre-feasibility study	Document 10				√
Feasibility study	Document 11				√
Three quotes	Document 12		√	√	√



I. GENERAL TERMS AND CONDITIONS REGARDING PROJECT FINANCING

1. Any financial contribution from the City of Ottawa may be subject to specific conditions that are determined by the nature and scope of your project and your organization.
2. Most of the financial contributions provided in the context of this program are paid in one installment. This contribution will be sent to you upon acceptance of your Board of Directors or Indigenous Governing Body to the terms and conditions. These conditions will be clearly articulated in a Legal Agreement.
3. In some cases, the City of Ottawa financial contribution will be paid in two installments:
 - a. A first installment of up to 90% of the City's contribution will be sent to you upon acceptance of your Board of Directors or Indigenous Governing Body to the terms and conditions. These conditions will be clearly articulated in a Legal Agreement.
 - b. A second installment will be sent to your organization when:
 - i. your project has been fully completed
 - ii. the City has received and accepted your final report
 - iii. your organization has complied with all the terms and conditions set out in the Legal Agreement
4. If total capital project costs represent more than 100% of the applicant organization's annual operating budget, the following steps will be taken:
 - a. Applicant will receive a notice of intent to contribute from the City of Ottawa. For the City to issue a letter confirming its contribution, the organization must develop, if it has not already done so, a governance policy and must demonstrate that 50% of the public and private revenue needed to implement the project has been secured. Next, the City will send the applicant a letter of confirmation and a Legal Agreement for signing.
 - b. Once the Legal Agreement has been signed, the City will disburse the first installment, which will be up to 50% of the total contribution.
 - c. A second installment representing 40% of the City's contribution will be disbursed once the organization has submitted its governance policy and met all conditions set out in the Legal Agreement.
 - d. Upon project completion and receipt/acceptance of final report, the final installment (10%) will be disbursed.

J. BEFORE YOU BEGIN, CONTACT THIS RESOURCE PERSON

Thomas Radford, Cultural Developer Cultural Development and Initiatives
Arts and Heritage Development Branch
110 Laurier Avenue West (26-40)
Ottawa, Ontario K1P 1J1
E-mail: thomas.radford@ottawa.ca



This Cultural Developer will guide you in the application process; however, your organization is fully responsible to ensure that its application and support materials are complete.

K. ALL APPLICATIONS FOR FUNDING MUST BE ACCOMPANIED BY THIS DULY-SIGNED PAGE

Signatures of two people duly authorized by the eligible organization’s Board of Directors or Indigenous governing body to bind the organization:

On behalf of and with the authority of the organization, I certify that the information included in the application for funding and all attachments is true, accurate and complete in every respect. I am entirely in charge of our request and its supporting materials. If my organization receives a grant, I understand that terms and conditions will be specified in a separate Legal Agreement. All representations included in this application and all attachments are subject to review by City staff, assessors and auditors. The City reserves the right to request additional information and documents deemed necessary regarding this application.

_____	_____	_____
Name (please print) and title	Date	Signature
_____	_____	_____
Name (please print) and title	Date	Signature

Municipal Freedom of Information and Protection of Privacy Act

The personal information contained in 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’s Grants and Contributions Policy. The City of Ottawa will use this information in determining eligibility and making recommendations for the awarding of grants.

If you have questions, please contact:
Thomas Radford
Cultural Developer, Cultural Development and Initiatives
Arts and Heritage Development Branch
thomas.radford@ottawa.ca