



ANIMATING TORONTO PARKS

2020 Program Guideline

Application Deadline: December 2, 2019

For Summer Projects taking place between June 15-September 30, 2020

****NEW** Winter Projects taking place between December 1, 2020 and March 31, 2021**

TAC is committed to equity and inclusion and welcomes applications from diverse cultural and geographic communities within the City of Toronto. Specific equity measures or targeted programs are in place to ensure full access and participation by Indigenous artists, artists of colour, artists who are Deaf, have disabilities or are living with mental illness, artists who self-identify as 2SLGBTQIAP, newcomer and refugee artists, young and emerging artists and artists working outside the downtown core. Learn more about what we are doing to make TAC more accessible and inclusive in our recently adopted [Equity Framework](#)

PURPOSE

Toronto Arts Council's *Animating Toronto Parks* grants program provides funding to professional artists, organizations and artist collectives to create and present free arts programming in selected Toronto parks located in Etobicoke, East York, York, North York and Scarborough. For the purposes of this program, "arts programming" may include the presentation of dance, literary arts, music, theatre, visual and media arts, community-engaged arts, Indigenous arts, and other fields of artistic practice. Permanent installations will not be funded within this program. *Animating Toronto Parks* is a Strategic Funding Program managed by Toronto Arts Council (TAC), in partnership with Toronto Arts Foundation's Arts in the Parks initiative, City of Toronto Arts & Culture Services, Parks, Forestry and Recreation (PF&R), Black Creek Community Farm, and community partner *Park People*.

ARTS IN THE PARKS

Arts in the Parks is a free city-wide initiative managed by Toronto Arts Foundation (TAF), in partnership with Toronto Arts Council (TAC), Parks, Forestry and Recreation (PF&R), and community partner *Park People*. Arts in the Parks is a free initiative designed to offer a wide range of in-kind supports to artists and arts organizations working in parks across the city. Arts in the Parks provides support with marketing, community engagement, on-site wayfinding signage, and volunteer coordination to artists and arts organizations presenting free arts events in Toronto parks. Arts in the Parks is a core resource for *Animating Toronto Parks* grants recipients. Limited support will be available for Winter Projects. To learn more about Arts in the Parks please visit <https://artsintheparksto.org/>.

APPLICANT ELIGIBILITY

Applicants must be professional artists* or not-for-profit organizations or collectives operating on a not-for-profit basis. The payment of artists' fees is a requirement of this program. Funding cannot be used to support an organization's ongoing staff or faculty salaries. (* A professional artist is someone who has developed their skills through training and/or practice; is recognized as such by artists working in the same artistic field; actively practices his or her art; seeks payment for her/his work; and has a history of two or more years of public presentation or exhibition.)

A collective is defined as a group of two or more artists working together under a group name, either on a single project (ad hoc) or on an ongoing basis. For collectives of two artists, both must be City of Toronto residents. For collectives of more than two artists, the majority of members must be City of Toronto residents. Grant payments are always payable to the applicant name, and if the applicant is a collective, the payment will be payable to the collective name, not to an individual member of the collective. Therefore, collectives must establish a bank account in the same name used in the application.

Not-for-profit organizations that are not arts-based are eligible to apply for this grants program. Projects must include the collaborative involvement of professional artists with community members and payment of artist fees.

You may not apply as an individual and as a member of an organization or collective in the same competition.

TAC has two distinct funding envelopes:

1. Arts Discipline funding (e.g. discipline-specific project grants and operating grants) and
2. Strategic funding (e.g. Artists in the Library, Open Door, etc.)

Applicants are eligible to receive only one grant from each funding envelope per calendar year.

For example, you may not apply to a Strategic Program if you have another Strategic Program grant application pending OR Final Report pending. (*Please note: Newcomer and Refugee Artist Mentorship grants do not fall under the category of Strategic funding). Applications to the Animating Toronto Parks program fall within the Strategic Funding envelope. Applicants with an overdue final report will not be eligible to apply.

All applicants will need to speak to Program Manager, Strategic Programs, Erika Hennebury prior to completing an application in order to confirm project eligibility and feasibility (see mandatory pre-submission requirement). Erika will provide feedback on your application or project planning if you would like it.

Successful applicants must be available in the months between notification and project implementation (February to May) to confirm permitting details, programming information, and to deliver marketing materials as required. Attendance at an Arts in the Parks Orientation Session (February 2019, dates TBA) is required. Onsite visits and meetings will be necessary. Please budget accordingly for this pre-production time.

Eligibility criteria specific to Individuals

If the applicant is an individual artist, the following eligibility criteria apply:

- Individuals must be Canadian Citizens or Permanent Residents or have an application pending for Permanent Resident Status or be a Protected Person (approved refugee claimant). If requested, you must be able to provide documentation to verify this. (Grant recipients must have a Social Insurance Number.)
- Individuals must have been a resident of the City of Toronto for at least one year prior to the deadline, and live and work in Toronto for at least 8 months a year. A Post Office Box address cannot be used to meet the residency requirement.
- Artists must have a history of two or more years of professional arts practice experience. TAC recognizes that due to systemic barriers within the broader arts community (e.g. limited mainstream presentation opportunities for artists from equity-seeking communities) that some flexibility may be required in interpreting eligibility criteria to take into account **equivalent** professional experience and contexts. Potential applicants from equity-seeking communities are encouraged to discuss their eligibility with the program manager in advance of submitting an application.

Eligibility criteria specific to Organizations and Collectives:

If the applicant is an organization or a collective, the following eligibility criteria apply:

- Organizations and collectives must be incorporated non-profit organizations or unincorporated collectives which operate on a non-profit basis. A collective is defined as two or more artists

working together under a group name, either on a single project (ad hoc) or on an ongoing basis. For collectives of two artists, both must be City of Toronto residents. For collectives of more than two artists, the majority of members must be City of Toronto residents.

- All members of an organization or collective must have a history of two or more years of professional arts practice experience.
- Organizations and collectives must be located in the City of Toronto. A Post Office Box address cannot be used to meet this requirement.

TAC-funded organizations already programming in local parks:

- If an organization is already funded by TAC through an Arts Discipline program (project or operating) for programming in a park that is not on the list of selected parks for this program, the organization may apply to Animating Toronto Parks for funding to reproduce their work in a park or multiple parks on the selected list.
- TAC-funded organizations funded through Arts Discipline programs who participate in the Arts in the Parks initiative may be eligible for reimbursement of their special events park permit fees for arts programming activities taking place in parks that are not designated as part of the Animating Toronto Parks program. The Arts in the Parks permit reimbursement application process is [available on the website](#). Contact the Program Manager for information.

The following are not eligible to apply to this program:

- Undergraduate students.
- Commercial businesses and for-profit organizations.*

* These organizations may be eligible to include their events under the larger Arts in the Parks banner and receive promotion and signage. Contact the Program Manager for information.

MANDATORY PRE-SUBMISSION REQUIREMENTS

New Applicants: New applicants are required to speak with the Program Manager before submitting an application. Please make arrangements to speak with the Program Manager **a minimum of two weeks before the application deadline**. All applicants are encouraged to speak to the Program Manager in order to get support with navigating permitting and site-related logistics, to confirm the eligibility and feasibility of your project, or to get feedback on your application, if you would like it. You are encouraged to contact the Program Manager at any time for support with your application and project planning.

Winter Projects: Winter Projects applicants are required to speak to the Program Manager **a minimum of two weeks before the application deadline** in order to get support with winter permit requirements and site-related logistics.

Black Creek Community Farm Projects: Applicants to Black Creek Community Farm are required to speak to Director Leticia Deawuo in order to discuss opportunities, limitation and permissions for farm parkland.

PROJECT ELIGIBILITY

Applicants may apply in one of two categories.

1. **Short-term projects:** This category provides funding for short-term or smaller projects, such as a one-day to week-long festivals, short-run performances, concerts, screenings, etc. These projects generally feature activity in the park for a shorter period of time, usually less than a week. Maximum grant in this category is \$15,000.
2. **Larger-scale projects:** This category provides funding for larger-scale and long-term projects that feature activity in the park and engage community over a longer period of time, such as park residencies and multi-week performance programs. **Maximum grant in this category is \$25,000.**

NEW THIS YEAR:

Winter Projects (Pre-Submission Requirement):

A limited number of winter projects will be considered for 2020/2021. Projects must take place between December 1, 2020 and March 31, 2021. All applicants for winter projects must speak to the Program Manager in order to be eligible to apply. Winter Projects may receive some limited support through the Arts in the Parks initiative.

Black Creek Community Farm Partnership (Pre-Submission Requirement):

A limited number of projects will be selected for Black Creek Community Farm, TAC's new site partner. All applicants are required to speak to Leticia Deawuo to discuss any necessary permits, permissions, site limitations and opportunities before submitting an application. (see Parks Descriptions for contact information)

All arts programming must be free and open to the general public / all persons in the park. **Donations or other fees may not be solicited** as part of the Animating Toronto Parks program.

Summer Projects must take place between June 15 and September 30, 2020. Winter Projects must take place between December 1, 2020 and March 31, 2021. (The date range for your complete project, including both offsite activity and park activity, can start no earlier than January 30, 2020 and end no later than April 15, 2021)

VALUE OF GRANT

Maximum grants available vary according to category.

- **Short-term projects** – maximum grant is \$15,000
- **Larger-scale projects** - maximum grant is \$25,000.

Grants awarded may be less than the full amount requested. Applicants are not required to secure other sources of funding.

Grant recipients will be provided with:

- funding toward artist fees and production elements
- access to the park space (permit dates subject to approval by TAC and PF&R)
- coverage under the TAC's liability insurance
- information regarding additional requirements (emergency action plan, waste and recycling diversion plan, etc.) or additional permits (special events permit notice, noise exemption, building permit, etc.)
- an introduction to City of Toronto PF&R permit staff and park supervisors, Park People, and local community/parks groups
- support under Toronto Arts Foundation's *Arts in the Parks* initiative, including marketing, promotion, inclusion on the artsintheparksto.org website, wayfinding signage, onsite volunteers, assistance with local community outreach, and other support (participation in *Arts in the Parks* is a requirement of the program)

Eligible Expenses: Administration expenses may not exceed 10% of total budget.

TAC ACCESSIBILITY GRANT

Projects involving Deaf artists and artists with disabilities may apply for an additional TAC grant by completing the Accessibility Expenses section of the application and including the requisite information in their budget. A **TAC Accessibility grant** will provide up to a maximum of \$5,000 towards accessibility costs **for artists** incurred during the project. Accessibility costs include but are not limited to: ASL interpretation, audio description, closed captioning, communications assistants, attendant care (including helpers for Elders), support workers and equipment rentals or other supports required to meet artists' accessibility needs).

PARK SELECTION

Single Park Projects:

Please indicate which of the designated parks you hope to present your project in, in the “Parks Selection” section of the grant application. Your application should be designed around your top park choice. Please indicate alternate parks that would be suitable for your project, in the event that your top park choice is unavailable. Please indicate if your project is designed for a specific park and you are not interested in being placed in an alternate park, either because the project is site-specific, or because you have a special connection to the neighbourhood and you are working with local community partners. If you have indicated that you are open to multiple parks, **the grant review panel may assign a different park (or parks) for your project**, were appropriate, if your top choice is unavailable. Grants are awarded on a competitive basis. Some parks may garner more applications than others, so please take this into careful consideration, if you are choosing to opt out of alternate parks.

Multi-Park Projects:

Please indicate which of the designated parks you hope to present your project in, in the “Parks Selection” section of the grant application. Your application should be designed around your top park choices. Please indicate alternate parks that would be suitable for your project, in the event that your top park choice is unavailable. **The grant review panel may assign different parks for multi-park projects**, were appropriate, if your top choices are unavailable. Grants are awarded on a competitive basis. Some parks may garner more applications than others. The goal of the program is to animate as many parks on the list as possible, and so the grant review panel may opt to assign parks on this basis, where appropriate.

All Applicants please note: If your application is awarded, your project is not necessarily guaranteed a permit for the park (or parks) you have chosen or been assigned to. **Park permits are all subject to approval by Parks, Forestry and Recreation**, taking into consideration existing permits and limitations on some parks. If your permit application is not approved TAC, TAF and PFR staff will work with you to find an alternate park for your project. **Be prepared to be patient and flexible.**

Parks descriptions can be found at: <http://www.torontoartscouncil.org/grant-programs/tac-grants/animating-toronto-parks>

Parks available for programming:

- Alexmuir Park (Scarborough)
- Amos Waites Park (Etobicoke)
- Bell Manor Park (Etobicoke)
- Beverly Glen Park (Scarborough)
- Black Creek Community Farm (North York)
- Bob Hunter Park (Scarborough)
- Broadacres Park (Etobicoke)
- Dentonia (East York)
- Earl Bales Park (North York)
- Flagstaff Park (Etobicoke)
- Flemington Park (North York)
- Fountainhead Park (North York)
- Fred Johnson Park (Scarborough)
- Guild Park and Gardens (Scarborough)
- Lee Lifeson Art Park (North York)
- Maidavale Park (Scarborough)
- Memorial Park (York)
- Neilson Park (Etobicoke)
- Neilson Park (Scarborough)
- Panorama Park (Etobicoke)
- Parkway Forest Park (North York)
- Parma Park (East York)
- Prairie Drive Park (Scarborough)
- Rowntree Mills Park (Etobicoke)
- Rustic Park (Etobicoke)
- South Humber Park (Etobicoke)
- Walter Saunders Memorial Park (North York)
- Wincott Park (Etobicoke)

Weather Contingency Plan

Applicants must include a comprehensive plan for how they will deal with inclement weather. If the plan includes postponing the activity, alternate “rain” dates must be specified in the application. Shortening the project may be an accepted plan, but you must be specific. Cancellation of the project is not an acceptable option and repayment of the grant would be required if this occurs.

SUPPORT MATERIAL

Audio-visual support material is essential to the assessment process and is a requirement. The material submitted must demonstrate the applicant’s ability to carry out the project and therefore must be representative of the work that will be presented in the park.

Still images and audio recordings may be uploaded to the application. The maximum file size is 200 MB and files are accepted in the following formats:

- Still Images – jpeg, jpg
- Audio – MP3, MP4, WAV, WMA

Video support material must be submitted by providing a link to an external website where your work has already been uploaded, such as Vimeo, YouTube, your personal website, etc.

Printed support material can be uploaded in PDF format.

APPLICATION PROCESS

Applicants are required to register and submit the application, including the required support material, on *TAC Grants Online* (<https://tac.smartsimple.ca>). **Applications must be submitted no later than 11:59 pm on the deadline date.** TAC does not accept applications by any other means of delivery. You will receive a confirmation email when your application is submitted. Check your spam/junk mail folder if it doesn’t arrive in your in-box.

APPLICATION ACCESSIBILITY SUPPORT FOR DEAF PERSONS OR PERSONS WITH DISABILITIES

Applicants who are Deaf or have a disability and need support to complete their grant applications can apply for funds to cover the costs of assistance from **Application Support Service Providers. Up to \$500 is available per eligible applicant in each calendar year.** Please contact your Grant Program Manager at least six weeks before the grant program deadline to determine eligibility, request application support funding, and to review the process for payment to be made to your Service Provider. Requests for application support require approval from the Grant Program Manager. For additional information please visit the TAC website > Grant Programs > Application Accessibility Support.

ASSESSMENT PROCESS

Grants are awarded on a competitive basis by a Grant Review Panel of practicing artists (Peer Assessors). Representatives from TAC partner organizations, City of Toronto Parks, Forestry and Recreation, and *Park People*, will participate in the adjudication process in order to provide contextual information to the Peer Assessors. Peer Assessors are selected on the basis of their familiarity with a broad spectrum of artistic styles/practices and their direct experience with outdoor programming. Grant review panels are composed to ensure fair representation of gender, geographical and cultural diversity.

The grant review panel assesses projects according to the following criteria:

- Artistic merit
- Demonstrated capacity of the applicant to carry out the project as outlined
- Financial viability of the project, including adequate payment of artist fees, feasibility of the workplan, and adequate budgeting and planning for additional permits, washrooms and any site-related logistics
- Extent to which the proposed project will engage and include local communities.
- Quality of experience the proposed activity will provide to community.

Included in the **Equity Framework** is an **Equity Priority Policy**, which states that if there are multiple well-assessed applications of equal merit in an adjudication round but insufficient funds in the grants budget to support all deserving candidates, applications proposed by applicants that self-identify as belonging to one of Toronto Arts Council's equity priority groups or that primarily involve or serve artists from these groups will be prioritized.

Projects that involve local artists (or are proposed by artists with strong existing ties with the local community) are prioritized in this program.

NOTIFICATION

Applicants will be notified by email when the results are available and will be able to log in to *TAC Grants Online* to receive their results. Notification will be received in February.

CONDITIONS & REQUIREMENTS OF FUNDING

Successful applicants will receive a **Letter of Understanding (LOU)**. The Letter of Understanding will detail the terms and conditions of the funding. The LOU must be signed and uploaded to *TAC Grants Online* before funding can be released. Grant recipients will work with PF&R to confirm programming dates and to obtain a **Permit Notice**. Grant recipients will be required to sign and upload the Permit Notice (and any other conditional permits or permissions) via your TAC Grants Online account before funding can be released. Grant recipients will be required to sign and upload a signed **Declaration of Compliance with Anti-Harassment/Discrimination Legislation and City Policy** and a City of Toronto **Release, Waiver and Indemnity** form before funding can be released.

***** DIRECT-DEPOSIT PAYMENT ***** Toronto Arts Council has moved to electronic payments. If your application is approved, you will be required to enter the bank account information of the grant recipient that corresponds to the Applicant Name on your Notification Letter. Bank information is submitted along with your Letter of Understanding and other Notification Letter Requirements.

Grant recipients will be required to attend an **Arts in the Parks Orientation Session** in February 2020 (date TBA).

Grant recipients will be required submit an **Emergency Action Plan**, and obtain any other conditional additional permits or permissions required prior to using the park. The park must be clean and clear of damage following their event. A City of Toronto Parks Supervisor will inspect the park site following the event to confirm that the park has been left in good condition. Any additional permitting costs should be included in the grant budget. Where washroom facilities are not available or accessible, **grants recipients will be required to cover the cost of portable bathrooms for any public events** (washrooms can be arranged through PF&R). Portable washrooms must be AODA compliant.

Grant recipients must display the *Arts in the Parks* signage at their event. The signage will be provided by Arts in the Parks staff.

Grant recipients must include visual acknowledgement of TAC and Arts in the Parks support in all promotional materials, advertising and programs related to the project. The TAC logo is available on our website; specifications for the size and placement of the logo should be commensurate with that of other donors or sponsors that have provided similar financial support. The Arts in the Parks logo will be provided by TAF staff.

Grants may only be used for the purposes outlined in the application. Projects cannot be deferred beyond March 31, 2021.

Park space may only be used during the agreed permit dates and times, and solely for the agreed activity.

Grant recipients are required to file a final report at the end of the project. Failure to submit the report will disqualify the applicant from submitting future TAC applications or receiving further funding. Applicants with outstanding final reports will not be eligible for other strategic programs grants.

In addition to the aforementioned general conditions of funding, TAC reserves the right to place other conditions on the release of the grant. Any specific conditions will be contained in the Letter of Understanding.

CITY OF TORONTO ANTI-RACISM, ACCESS AND EQUITY POLICY

The City of Toronto requires that all organizations and individuals adopt a policy of non-discrimination as a condition of receiving a grant or other support from the City.

All successful applicants will be required to submit a signed Declaration of Compliance with Anti-Harassment/Discrimination Legislation and City Policy.

A copy of the following City documents can be downloaded from TAC's website, www.torontoartscouncil.org: *Anti-Racism, Access and Equity Policy Guidelines, Hate Activity Policy and Procedures and Human Rights and Harassment Policy and Procedures.*

REPAYMENT OF GRANT

The grant must, on the request of TAC, be repaid, in whole or in part, to TAC, if the grant recipient:

- breaches any of the terms and conditions of the grant
- knowingly provides false information in the grant application
- uses the grant for purposes not approved by TAC
- breaches any of the provisions of the Ontario Human Rights Code in its operations
- ceases operating prior to completion of the project
- ceases to operate as a non-profit organization or collective prior to completion of the project
- winds up or dissolves prior to completion of the project
- merges or amalgamates with any other party prior to completion of the project
- commences or has commenced against it any proceedings in bankruptcy, or is adjudged a bankrupt, prior to completion of the project

FURTHER INFORMATION

For further information on this program, contact Strategic Programs Manager

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