

## 2025 Program Guidelines

### CREATIVE COMMUNITIES: MID-CYCLE OPERATING FUNDING

Report deadline: April 1, 2025

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TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists, arts organizations and artist collectives. Specific equity measures or targeted programs are in place to ensure full access and participation by Black artists, 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 [Equity Framework](#)

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Toronto Arts Council provides funding support to outstanding artists and arts organizations that contribute to the cultural life of the City of Toronto. TAC is committed to artistic excellence, innovation, and accessibility, and supports a wide spectrum of artistic endeavour and a range of activity that makes the City of Toronto one of the leading cultural centres in Canada. Through its support, TAC cultivates a richer engagement between artists and audiences and reflects the City of Toronto through the diversity of artists, arts communities and audiences that it serves.

#### **What does this program support?**

The Creative Communities Program provides Multi-Year Operating support to non-profit Toronto arts organizations (both incorporated and unincorporated) engaged on an ongoing basis in work that enables public participation in arts and culture. Funding through this program supports both operations and programming. The City of Toronto supports this program through a funding allocation approved annually by Toronto City Council.

Art practiced at a community level creates a powerful sense of inclusion, understanding, and the possibility of self-expression among participants. It can involve one or more art practices, such as music, dance, theatre, visual arts, and storytelling. The collaborative involvement of professional artists with community members is a necessary component.

TAC contributes to the development of community arts in Toronto by supporting community-engaged arts activity that demonstrates vision and excellence. In addition to funding professional<sup>1</sup> arts organizations and community groups engaged in community arts activities, TAC recognizes the vital contribution emerging arts organizations make to the cultural life of Toronto and provides funding opportunities to assist these groups to access professional artistic leadership.

#### **Who can apply?**

To be eligible for Multi-Year Operating funding, an applicant must:

- be non-profit;
- have professional<sup>1</sup> artistic leadership and pay appropriate professional fees to artists;

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<sup>1</sup> 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.

- be located in the City of Toronto and have a significant portion of its activities occurring within the City;
- have a history of sustained community arts activity over the two years prior to this application;
- have received Annual Operating funding through TAC's Creative Communities program for at least the past two years;
- have a viable administrative structure;
- be governed by a Board of Directors or other body responsible for the organization;
- have sound financial management;
- have stable artistic, organizational and board leadership with plans in place for any transition;
- submit verification of financial results of the last completed fiscal year:
  - for requests over \$50,000, **audited financial statements** are required;
- for requests of \$50,000 or less, **a review engagement** is required, (or, if available, audited financial statements);
- for requests of \$25,000 or less, if annual operating revenues are under \$100,000, **unaudited financial statements** that include a balance sheet and a statement of income and expenses is required, (or, if available, audited financial statements or a review engagement);
- receive significant support on an annual basis from other levels of government and/or the public and/or the private sector.

### **First-time Applicants**

First-time applicants to the Multi-Year Operating program (i.e. organizations that did not receive multi-year funding last year) must speak to Senior Manager, Arts Discipline Programs Kevin Reigh prior to completing an application form to confirm that they are eligible to apply.

### **Can I Apply to Other TAC Grants?**

Organizations may receive only one grant per calendar year through the Creative Communities program and may not apply to other TAC discipline programs. However, TAC offers other types of granting opportunities through its *Strategic Initiatives* envelope, and operating grant recipients may be eligible to apply to one of these programs. Please consult TAC's website for other granting opportunities. Operating grant recipients may receive a maximum of one additional grant per calendar year and must submit a final report on that project before applying to another program in the *Strategic Initiatives* envelope.

### **What activities does this program fund?**

**Community Engaged Arts:** This program funds professional arts organizations that bring artists and communities together to do creative and participatory work. The engagement can be through programs such as:

- storefront and Neighbourhood-based arts centers
- artist residencies
- collaborative creation and presentation/exhibition of artwork
- workshops and mentoring
- exploration of community issues through art
- sustaining of traditional, culturally-based art forms

The organizations must include Toronto-based professional artists in its programs. Please note that, although teaching and learning (from group workshops to one-on-one mentoring) can be an important part of the community arts process, this program does not fund faculty salaries.

**Arts Service Organizations:** This program funds professional arts organization that supports the work of professional artists working at a community level. This can include:

- organizations that provide booking/promotional services to professional artists working in schools, parks, libraries and community centres
- multidisciplinary arts organizations that serve and support artist-members
- organizations whose primary purpose is to support the professional practice of community arts

### **Value of Grant**

TAC does not fund 100% of an applicant's budget. Applicants may receive less than the full amount requested. TAC does not provide funding for capital projects (e.g. equipment, renovations, purchase of buildings), fundraising events/projects or deficit reduction.

### **How do I apply?**

Applicants are required to register at TAC Grants Online (<https://tac.smartsimple.ca>) and submit the application using this online grants management system.

**Applications must be submitted on TAC Grants Online 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.

You will enter your Financial and Statistical data online at CADAC (Canadian Arts Database/Données sur les arts au Canada) [www.cadac.ca](http://www.cadac.ca). Financial statements must also be submitted to CADAC and a copy uploaded in PDF form with your application.

### **What do I need to prepare?**

- Your Mid-Cycle Report is comprised of **two parts**:
  - **Part One** is located in the Action Items section of your organization/collective profile.
  - **Part Two** will be created through Part One once you click **Start Part Two**. It will be located on the Active Applications page of your organization/collective profile.
  - You can work on Part One and Part Two at the same time, switching from Action Items to Active Applications. Remember to click Save Draft to save changes; once you click Submit you cannot make changes.
  - Your Mid-Cycle Report is not complete until you submit **both Part One and Part Two**.
  - The four main parts to Part One application are:
    - *Current Year Artistic Program and Activities* where you report on significant changes of your artistic program and activities.
    - *Current Year Financial and Organizational Activities* where you report on significant changes to the scope and direction of your organizational activities.
    - *Request Year Artistic Program and Activities* where you report on significant changes to the scope and direction of your program plans.
    - *Current Year Financial and Organizational Activities* where you report on significant changes to the scope and direction of your organizational activities.
  - For each question in Part One, if there are no changes, you can enter "no changes" and continue to the next question.
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  - The two main parts to Part Two application are:

- *Activities* where you will provide a comprehensive list of your Toronto programming for your Last Completed Year, Current Year and Request Year.
- *Financial* where you will submit verification of financial results of the last completed fiscal year:
- For requests over \$50,000, audited financial statements are required.
- For requests of \$50,000 or less, if annual operating revenues are \$100,000 or more, a review engagement is required, (or, if available, audited financial statements).
- For requests of \$50,000 or less, if annual operating revenues are under \$100,000, unaudited financial statements that include a balance sheet and a statement of income and expenses is required, (or, if available, audited financial statements or a review engagement).

### **Are there requirements and guidelines for paying artists and arts workers?**

Grant recipients are required to pay artists' fees for professional artists, and encouraged to bring these fees into line with sector standards or, at a minimum, living wage benchmarks:

- arts sector guidelines:
  - [Carfac \(visual arts\)](#)
  - [Canadian Alliance of Dance Artists](#)
  - [Canadian Actors Equity – Independent Theatre Agreement](#)
  - [Canadian Federation of Musicians](#)
- the Ontario Living Wage as a minimum standard for artists/arts workers' salaries and fees: [Ontario Living Wage by Region](#)

Toronto Arts Council recognizes that increasing levels of compensation for artists and arts workers may require organizations to review programming levels – TAC will not penalize organizations making necessary adjustments, including reducing programming.

### **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 within four months of the deadline date.

### **Payment of Grants and Reporting Requirements**

Grant recipients will be required to sign a Letter of Understanding that details the terms and conditions of their grant. The Letter of Understanding will be made available when you receive your grant results. Grant payment will not be released until the signed Letter of Understanding has been uploaded to TAC Grants Online.

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.

Multi-year grants will be paid in three annual installments. Release of the first installment is contingent upon receipt of the signed Letter of Understanding and fulfillment of any conditions specified in the Letter of Understanding. Release of the second and third-year payments will be contingent on the organization fulfilling the interim reporting requirements that will be outlined in the grant notification letter.

Amounts approved for an organization may change over the multi-year period if:

- the organization does not carry out its planned program of activities.
- the organization undergoes major changes in artistic and/or administrative direction or personnel or a major disruption of activities is predicted.
- the organization fails to meet its obligations as a grant recipient, including the requirement to submit reports to TAC and comply with the acknowledgement policy.
- TAC is unable to fulfill its funding commitments due to a reduction in its grants budget.

- TAC receives an increase to its grants budget and new monies become available to the Creative Communities program during the multi-year cycle.

### **Acknowledgement of Toronto Arts Council Support**

Grant recipients must include visual acknowledgement of TAC support in all promotional materials, advertising and programs of performances or works related to the grant. The TAC logo may be downloaded from TAC's website; specifications for the size and placement of the logo should be commensurate with that of other donors or sponsors that have provided comparable financial support.

### **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.
- ceases operating.
- ceases to operate as a non-profit organization.
- winds up or dissolves.
- commences or has commenced against it any proceedings in bankruptcy, or is adjudged a bankrupt.
- breaches any of the provisions of the Ontario Human Rights Code in its operations.

### **City of Toronto Anti-Racism, Access and Equity Policy**

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

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

A copy of the following City of Toronto documents can be downloaded from the TAC website at [www.torontoartscouncil.org](http://www.torontoartscouncil.org): *Anti-Racism, Access and Equity Policy Guidelines, Hate Activity Policy and Procedures*, and *Human Rights and Anti- Harassment Policy*.

### **Contact your Program Manager**

For further information on this program please contact Senior Manager, Arts Discipline Programs:

Kevin Reigh

[kevin@torontoartscouncil.org](mailto:kevin@torontoartscouncil.org)

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