TORONTO ARTS _ COUNCIL

2027 Program Guidelines

THEATRE: MULTI-YEAR MID-CYCLE REPORT

REPORT DEADLINE: April 1, 2027

TAC is committed to equity and inclusion. We welcome and encourage applications from all Toronto artists, including but not limited to: Indigenous artists, Black 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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What does this program support?

The Theatre Multi-year Operating program supports professional non-profit theatre organizations and collectives (both incorporated and unincorporated) engaged in the creation, production and presentation of theatre, and other activities that contribute to the development of theatre, theatre artists, and theatre audiences in Toronto. 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.

Grants awarded may be less than the full amount requested. These grants contribute to the artistic and administrative costs associated with an organization's ongoing theatre activities. TAC does not provide funding for capital projects (e.g. equipment, renovations, purchase of buildings), fundraising events/projects or deficit reduction.

Who can apply?

- ONLY organizations/collectives that have been already receiving a Multi-Year operating grant and are in the **third** year of their multi-year cycle may apply to this program.
- The first year of the multi-year cycle for Theatre Operating program is as below:
- Service organizations 2027
- Theatre companies 2028
- First time applicants may only apply to the Annual Operating program in the first year of a multi-year cycle.

How do I apply?

Applicants are required to submit their application or report 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.

You will enter your Financial and Statistical data online at CADAC (Canadian Arts Database/Données sur les arts au Canada) 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.

- 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, **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);

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.

How will my application be assessed?

For Multi-Year Operating programs, Committee evaluations occur in Year 1. Mid-Cycle reports are reviewed by the Theatre Program Manager. The Theatre Program Manager reports significant changes or concerns to the Theatre Committee.

Toronto Arts Council's Theatre Committee is comprised of theatre community peers. They have been selected on the basis of their familiarity with a broad spectrum of theatre practices, experience with small- and large-scale works, specialized expertise, and open-mindedness. The Theatre Committee is composed to ensure fair representation of gender and cultural diversity. A current list of Theatre Committee members is available on Toronto Arts Council's website. The Committee's recommendations are approved by TAC Directors.

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.

Grant recipients must report on the activities for which they received TAC support within their next TAC application. Under normal circumstances, mid-year or interim reports are not required. However, grant recipients are expected to notify TAC immediately of any material changes in their administrative or artistic plans or of any serious disruptions to their activities.

Grant recipients are also required to send TAC information on all upcoming performances and events in a timely manner. Information should be mailed, faxed or emailed to the Program Manager.

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 TAC website at https://torontoartscouncil.org/: *Anti-racism, Access and Equity Policy Guidelines, Hate Activity Policy*, and *Human Rights and Harassment Policy and Procedures*

Further questions

Theatre & Large Institutions Program Manager

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