TORONTO ARTS _ COUNCIL

2027 Program Guidelines

THEATRE: MULTI-YEAR OPERATING FUNDING

THEATRE SERVICE ORGANIZATIONS

Application Deadline: February 8, 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. **In 2027, this program is open to Theatre Service Organizations that meet the eligibility requirements.**

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?

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

- be non-profit.
- be located in the City of Toronto and have a significant portion of its activities occurring within the City.
- have been in operation for at least four years.
- have received Annual Operating funding through TAC's Theatre program for at least the two past years.
- have a demonstrated record of regular, ongoing programming.
- have professional artistic leadership.
- have a viable administrative structure.
- be governed by a Board of Directors or other body responsible for the organization.
- have stable artistic, organizational and board leadership with plans in place for any transition.

- have sound financial management and balanced budgets over time.
- 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 Theatre Program Manager prior to completing an application form to ensure that they are eligible to apply.

Can I Apply to Other TAC Grants?

Organizations may receive only one grant per calendar year through the Theatre 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.

Value of Grant

TAC does not fund 100% of an applicant's budget. Applicants must show a range of revenue sources, including earned, government and private sector revenues. Applicants may receive 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.

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.

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

Support Material

All applicants may upload promotional materials produced by their organization in relation to its last year's activities (e.g. brochures) and/or press clippings (maximum 6 pages). Accepted file format – PDF.

Applicants currently receiving TAC Multi-Year Operating support should not submit audio-visual material.

Assessment Process

Applications are reviewed first for eligibility by a TAC Grants Program Manager. TAC's Theatre Committee then assesses all eligible theatre applications. Grant recommendations are approved by the TAC board of directors.

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. Theatre organizations are invited to nominate peers interested in serving on TAC's Theatre Committee. These nominations should be submitted in writing. Committee members serve maximum three-year terms.

Multi-Year Operating funding is recommended only at the discretion of the Theatre Committee. First-time applicants should be aware that approval is not automatic solely on the basis of meeting the general eligibility requirements. The Theatre Committee reserves the right to transfer applicants that do not meet the standard required to receive Multi-Year support to TAC's Annual Operating program.

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.

Assessment Criteria

The Theatre Committee evaluates all organizations applying for Multi-Year Operating funding using the following assessment criteria in the context of each applicant's stated mandate and direction, available resources and stage of development, and the geographic, cultural and artistic environments in which it works. For Multi-Year Operating programs, Committee evaluations occur in Year 1. TAC's equity focused criteria represent 20% of an applicant's overall assessment in the evaluation process for operating grants.

1. Artistic Assessment Criteria:

I. Artistic Quality

In assessing Artistic Quality, consideration is given to:

- The vitality of the organization's mandate and vision.
- The relationship of the mandate and vision to the organization's achievements, initiatives and goals.
- The levels of artistry achieved through the organization's artistic activities, which may include creation, production, presentation, performance, design, writing, exhibition, programming, etc.

II. Development of the Art Form

In assessing the contribution the organization makes to the development of the art form, consideration is given to:

- The level of commitment to the development of Canadian work through creation, production, presentation, exhibition and/or programming.
- The role of the organization in the development of the artistic field.

III. Role and Relevance in the Artistic Community

In assessing the organization's role and relevance in the artistic community, consideration is given to:

- The organization's relationships with artists and/or other arts organizations, which may include resource-sharing, creative collaborations, providing opportunities for networking and professional development, etc.
- The support the organization gives to artists in Toronto by providing opportunities for performance, exhibition, screenings, networking, professional development, and/or other types of support.

IV. Equity Implementation

- TAC has further adopted specific equity-focused assessment criteria to evaluate the extent to which an applicant organization reflects the diversity of its local community and the City of Toronto in its artistic programming, particularly with regards to the inclusion and engagement of Indigenous people, Black people, persons of colour, persons who are Deaf, have disabilities or are living with mental illness, and persons who self-identify as 2SLGBTQIAP.

2. Organizational Assessment Criteria:

I. Public Impact

In assessing the organization's public impact, consideration is given to:

- The organization's ability to describe its current audience and its level of commitment to develop an audience that reflects the community it serves.
- The organization's ability to recognize and cultivate potential new audiences and develop marketing plans to support this.
- The ways in which the organization engages its audience through outreach and audience development activities such as artists' talks, Q&As, pre- and post-performance talks, lecture-demonstrations, etc.
- The organization's ability to gain support from the wider community in the form of sponsorships, partnerships, volunteers, etc.

II. Financial and Administrative Viability

In assessing the organization's financial and administrative health and operations, consideration is given to:

- An appropriate allocation of human and financial resources to fulfill the organization's plans.
- The stability of the organization, demonstrated by its retention of staff and strategies for ensuring succession planning.
- A budget that is realistic and shows a range of earned, private and government revenue.

- A demonstration through past performance of the organization's ability to secure the resources necessary to carry out its work.
- A demonstration through past performance that the organization can respond to changes in its financial circumstances.
- If the organization has a deficit, the effectiveness of the plans that are in place to reduce the deficit and to improve and strengthen financial planning.
- A governing body of the organization that reflects the community served by the organization and is committed to the well-being of the organization.

III. Equity Implementation

TAC has further adopted specific equity-focused assessment criteria to evaluate the extent to which an applicant organization reflects the diversity of its local community and the City of Toronto in its operations, particularly with regards to the inclusion and engagement of Indigenous people, Black people, persons of colour, persons who are Deaf, have disabilities or are living with mental illness, and persons who self-identify as 2SLGBTQIAP.

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 Dance 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 three months of the deadline date in early June.

Applicants to the Multi-Year program will be transferred to TAC's Annual Operating program if they do not meet the standard required to receive Multi-Year support.

Payment of Grants and Reporting Requirements

Successful applicants will receive a Letter of Understanding with their grant notification letter. The Letter of Understanding will detail the terms and conditions of the grant, including interim reports. 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, equal, 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 Dance 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 successful organizations adopt a policy of non-discrimination as a condition of receiving a grant or other support from the City.

All successful organizations 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 www.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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