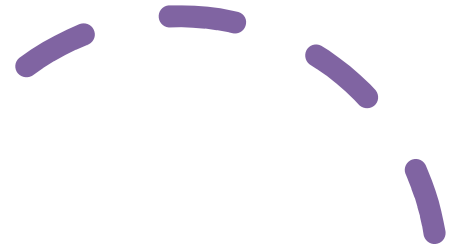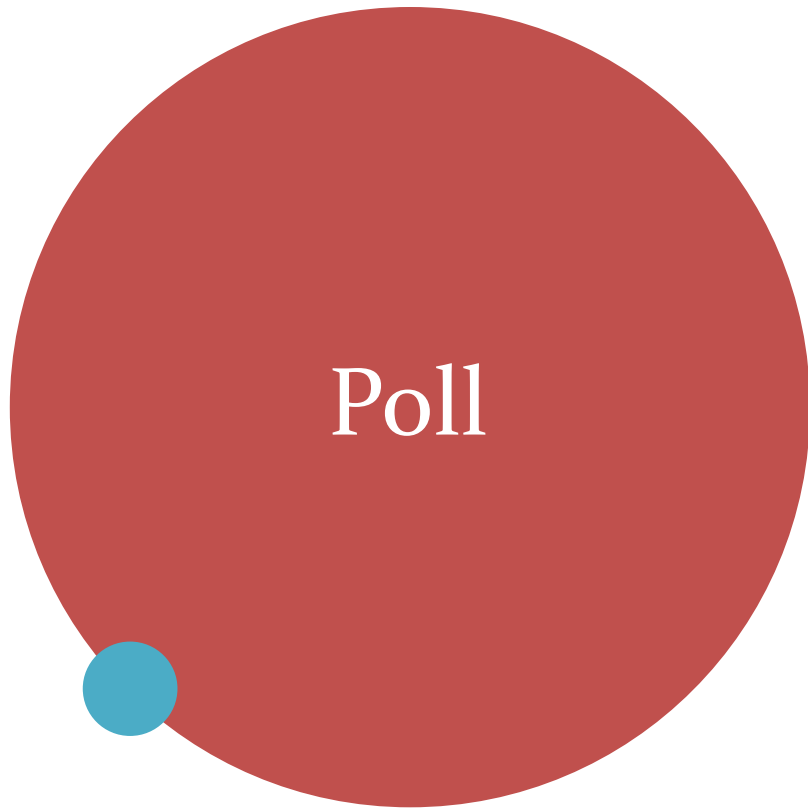Advance Brampton Fund
APPLICATION WORKSHOP
NEW & SMALL PROJECTS

August 13, 2024
Presenter: Dinah Laprairie

Poll

Tell us in the chat:

Which part of grant writing makes you the most nervous or worried?

Tonight's agenda

1. Are You Grant Ready?
2. Investing in Grant Success
3. Making Your Case

BONUS

Sample timeline for grant preparation

Are you 'grant ready'?

UNDERSTAND YOUR COMMITMENT

Goals and capacity

Before you apply, ask yourself:

1. Does this project support our **long-term goals**?

2. Which **resources** do we need to meet those goals?

3. Do we have the **capacity** to manage a grant?

Goals and capacity
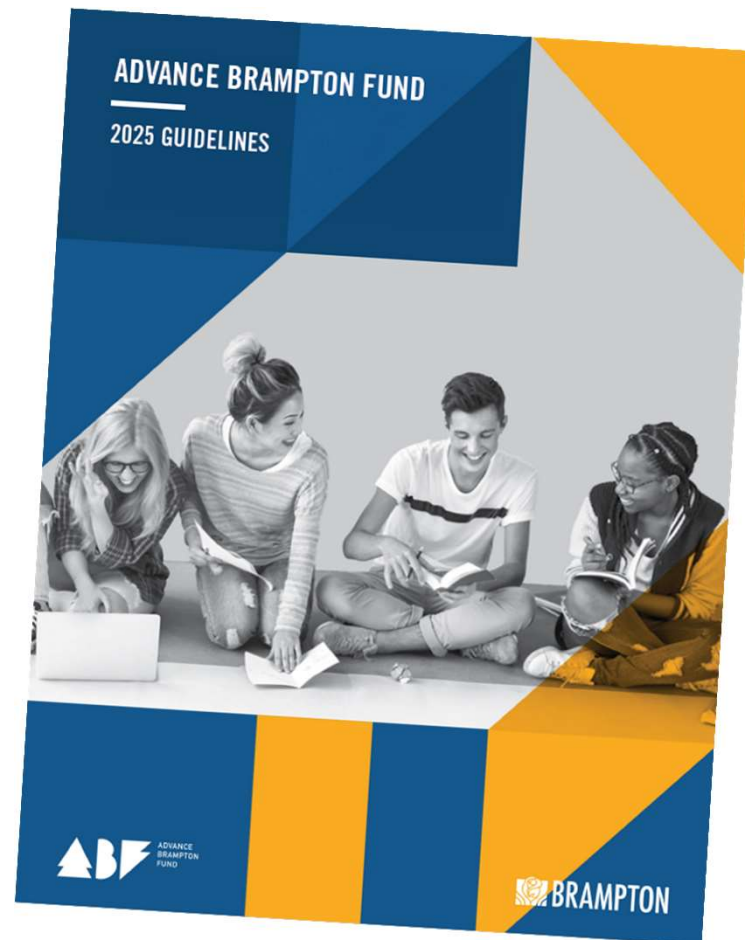
More specifically:

✓ Do we have the ability to live up the funding agreement (recognition of funding, final report)?

✓ Do we have other funds or resources available to make sure the project is successful?

✓ Do we have the people to manage the money, sign the cheques when needed? Good recordkeeping?

✓ Is our staff able to put aside some of their current work to carry out the project?

Are you in alignment?

ADVANCE BRAMPTON FUND

2025 GUIDELINES

ABF
ADVANCE
BRAMPTON
FUND

BRAMPTON

What are your funder's priorities?

| Recreation	
Priority Area Focus:	**Uniting a healthy community through Recreation.**
Eligible Project Types:	Projects that align with and support the Parks and Recreation Master Plan. Projects should fall under one of the three areas below: 1. Projects that encourage physical activities such as sports, or leisure activity requiring physical movement. 2. Wellness projects, including education and outreach on physical literacy, mental wellbeing, and healthy and active lifestyles. 3. Projects that encourage healthy and safe ways for Brampton youth and/or seniors to participate in organized gatherings to reduce isolation. Projects that demonstrate a commitment to physical and/or mental wellbeing will be prioritized. Projects that focus on diverse and equity-deserving populations will be prioritized. Applicants should demonstrate this commitment in their application.

Find the City's priorities for on pages 8-11 of the 2025 Guidelines booklet
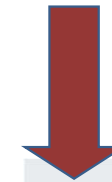
Look for other supporting strategies and priorities from your funder.

Other Important Links and Information

- 2024 Advance Brampton Fund Guidelines
- City of Brampton Culture Master Plan
- Region of Peel Neighbourhood Information Tool
- City of Brampton Community Safety Action Plan

Go to your people

Do you have support of:

- Your Board of Directors?
- Program staff?
- Proposed partners?

Most importantly...

- The people you serve!

Invest in Grant Success

FROM IDEA TO PLAN
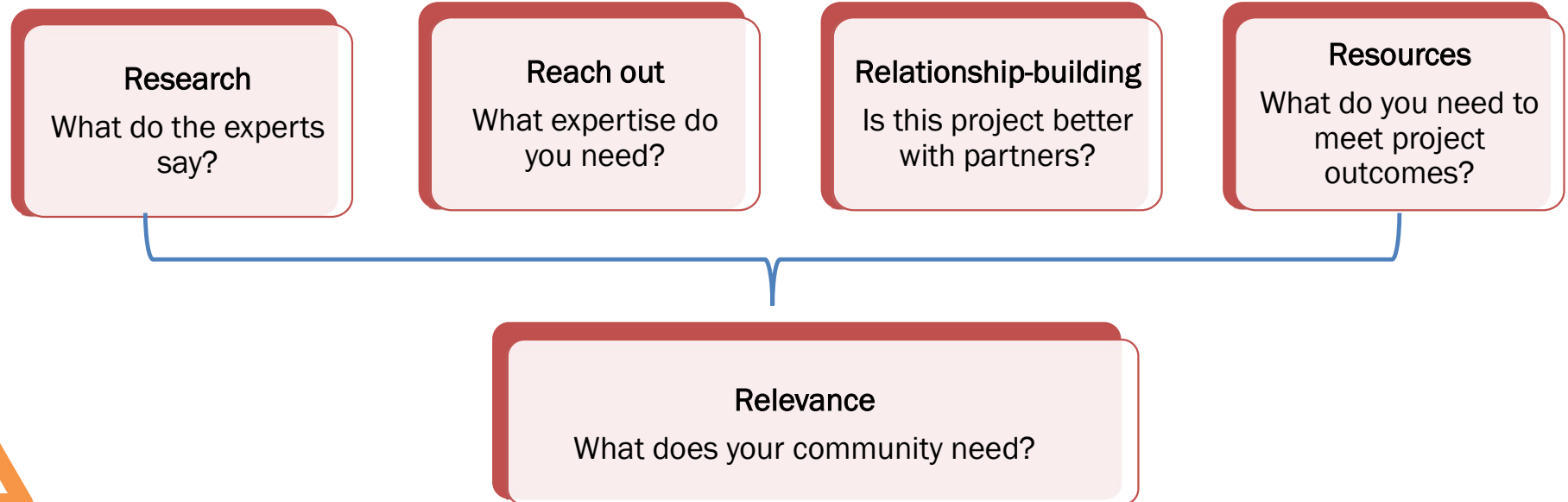
5.1 Project Funding Streams

The Advance Brampton Fund is a $1.5 million granting program that offers the following funding opportunities for 2025.

New and Small Projects Stream	
Purpose:	**To support new and/or small projects that align with the outlined City priorities.** This stream best supports new projects or projects that have been previously delivered in Brampton and have small funding needs.
Open to:	• Registered Charities • Incorporated Non-Profit Organizations • Unincorporated Non-Profit Organizations
Available Funding:	Up to $5,000 in project directed funds. This stream can provide 100% of <u>eligible</u> project expenses and <u>does not</u> require matching contributions. *See section 5.5 Ineligible Expenses to learn more about expenses that can not be paid with Advance Brampton Fund funding.*
Grant Term:	Projects must take place between January 1, 2025, and December 31, 2025.
Application Intake	Annual for 2025 Call Opens: September 2, 2024 Call Closes: September 30, 2024 *See section 6.1.1 - Annual Intake - All Streams for the full application schedule.*
Project Close Out Report	Organizations must be able to submit a Project Close Out Report 60 days after the project end date in their application or February 9, 2026, whichever comes first.

Plan.

The 4 R's of Planning

Research
What do the experts say?

Reach out
What expertise do you need?

Relationship-building
Is this project better with partners?

Resources
What do you need to meet project outcomes?

Relevance
What does your community need?

Research.

- What is the assessment criteria?

- Look for past awards

- Call the grants officer

- Has anyone else done a project like yours?

- Is there research to back up this great idea?

- What are the local, provincial and federal policies and positions? (ex: City of Brampton)

- *What does your community need? Have they told you so?*

The Idea

Our members told us they want to learn how to cook healthy meals. We will offer 8 sessions on food preparation to show people how to cook. "

Does your idea match the goals of the City?

Recreation	
Priority Area Focus:	**Uniting a healthy community through Recreation.**
Eligible Project Types:	Projects that align with and support the Parks and Recreation Master Plan. Projects should fall under one of the three areas below: 1. Projects that encourage physical activities such as sports, or leisure activity requiring physical movement. 2. Wellness projects, including education and outreach on physical literacy, mental wellbeing, and healthy and active lifestyles. 3. Projects that encourage healthy and safe ways for Brampton youth and/or seniors to participate in organized gatherings to reduce isolation. Projects that demonstrate a commitment to physical and/or mental wellbeing will be prioritized. Projects that focus on diverse and equity-deserving populations will be prioritized. Applicants should demonstrate this commitment in their application.
Outcomes:	• Initiatives create a Brampton where residents are physically healthy through increased access to a diverse range of physical activities. • Initiatives create a Brampton where residents have increased knowledge of physical literacy and mental wellbeing. • Initiatives create a Brampton where senior and youth residents have increased opportunity for recreational participation and reduced incidences of social isolation.

The Idea

We want to match professional artists aged 60+ with youth aged 16-24 who participate in graffiti arts in a mutual learning exchange. They will complete a community art project together, sharing knowledge and skills. "

Does your idea match the goals of the City?

Arts and Culture	
Priority Area Focus:	Support Inclusive Artistic Expressions: Building Brampton's identity as a creative city with a vibrant and diverse artist community.
Eligible Project Types:	Projects that align with and support the City's Culture Master Plan by: 1. Contributing to the development of a creative community of artistic practice in Brampton through educational and networking opportunities for artists and the creative community or, 2. Providing opportunities for the production and/or presentation of artistic work in Brampton.
Outcomes:	• Brampton artists, creators and arts organizations are better connected, share skills and drive innovation in their practice. • Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression. • Brampton artists, creators, groups, and audiences participate in meaningful exchange, enriching the community while embracing expression, which showcases innovation in arts derived through cross-cultural and diverse connection and collaboration.

The Idea

" We want to run a series of dispute resolution workshops to empower neighbours to address the issues that arise in high-density buildings without immediate involvement of police or housing services. "

Does your idea match the goals of the City?

Community Safety	
Priority Area Focus:	Supporting an empowered and connected Brampton where everyone feels safe, has a sense of belonging, and has their needs met.
Eligible Project Types:	Projects that align with and support Brampton's Community Safety Action Plan. Projects should fall under one of the three areas of focus in the Action Plan: • Safety • Awareness • Empowerment Additional community safety and well-being projects may be considered if they provide sufficient data that demonstrate the need to focus efforts on an area outside of the Action Plan priorities of Safety, Awareness and Empowerment.

Outcomes:	
Outcomes:	• Initiatives create stronger neighbourhoods which feel more inclusive, safer for residents, and increase public participation in the community. • Initiatives create a safer Brampton by ensuring resident's primary needs are met. • Initiatives create a Brampton where residents are more aware of community safety and well-being information, resources, and services available to them. • Initiatives create a Brampton where residents are connected, included and feel like they belong. • Initiatives create a Brampton where residents have increased opportunity and gain new or improved skills. • Initiatives create a healthier Brampton by ensuring improved mental health of residents.

Ask for input.

GAP ANALYSIS EXERCISE
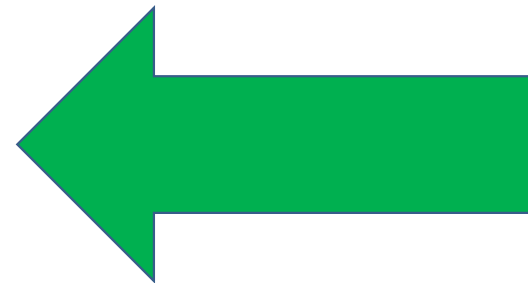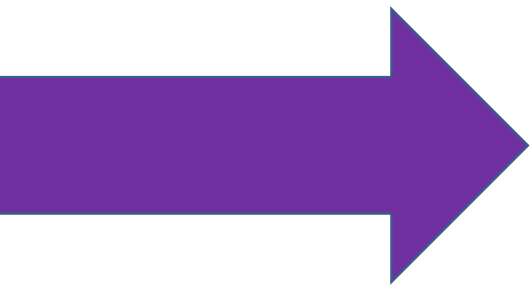
How do we get from here to there?
What do we need to do that?
What do we have in place already?

Plan it.

Plan it.

Work Plan

Project title: Graffiti as Art: A community arts project by Youth and Senior Artists
Applicant: XYX Community Organizaiton

Dates	Activities	Who
Objective: Organize project resources		
Aug-Sept	Project planning, partnership outreach	Program Coordinator, Community members, Community Partners
Sept-Oct	Coordinate donations from grocers, hardware stores	Program Coordinator
Oct-Dec	Workshop planning (workshop details, sourcing equipment/supplies), partner meetings, book spaces, prepare job ads	Program Coordinator, Community Partners
Oct-Dec	Prepare evaluation tools	Program Coordinator, Executive Director
December	Confirm funding, place job ads	Program Coordinator, Executive Director
January	Promotion of workshops; Registration	Program Coordinator; Project Assistant;
February	Selection of participants	Program Coordinator, Project Assistant, Professional Artist/Mentor
Objective: Deliver high-quality skills development workshop series		
	Workshops begin	
20-Feb	*Pre-project evaluation survey*	Program Coordinator, Participants
Feb 27	Meet and Greet - Youth and Artists	Participants, Project Assistant, Professional Artist/Mentor
Mar 12	Workshop 1: About community arts engagement / Project planning	Participants, Project Assistant, Professional

Plan it.

Work Plan

Project title: Graffiti as Art: A community arts project by Youth and Senior Artists
Applicant: XYX Community Organizaiton

Dates	Activities	Who	Resources Needed
Objective: Organize project resources			
Aug-Sept	Project planning, partnership outreach	Program Coordinator, Community members, Community Partners	Personnel
Sept-Oct	Coordinate donations from grocers, hardware stores	Program Coordinator	Personnel
Oct-Dec	Workshop planning (workshop details, sourcing equipment/supplies), partner meetings, book spaces, prepare job ads	Program Coordinator, Community Partners	Personnel
Oct-Dec	Prepare evaluation tools	Program Coordinator, Executive Director	Personnel
December	Confirm funding, place job ads	Program Coordinator, Executive Director	Personnel; Advertising dollars
January	Promotion of workshops; Registration	Program Coordinator; Project Assistant;	Personnel; Office Supplies; Advertising dollars
February	Selection of participants	Program Coordinator, Project Assistant, Professional Artist/Mentor	Personnel
Objective: Deliver high-quality skills development workshop series			
	Workshops begin		
20-Feb	*Pre-project evaluation survey*	Program Coordinator, Participants	Office supplies
Feb 27	Meet and Greet - Youth and Artists	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
Mar 12	Workshop 1: About community arts engagement / Project planning	Participants, Project Assistant, Professional	Personnel, equipment & supplies

TIP: Attach resources and people to every activity.

If you identify these now, you can build a better budget.

Plan it.

	Mid-term evaluation survey	Program Coordinator, Participants	
May 7	Workshop 5: Community arts project planning session	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
May 21	Workshop 6: Graffiti arts (Youth-led)	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
Jun 4	Workshop 7: Community arts project planning session	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
Jun 18	Workshop 4: Art-based techniques (Artist-led)	Participants, Project Assistant, Professional Artist/Mentor	Personnel, equipment & supplies
	Workshops end		
May	Promotion of community arts project; invitation to community to participate	Participants, Project Assistant, Professional Artist/Mentor;	Advertising dollars, office supplies
June 22-26	Community arts project execution	Participants, Project Assistant, Professional Artist/Mentor, Community members	Personnel, equipment & supplies, Permits
	Completion of Community Arts Project		
Objective: Showcase participant success in community			
July 17	Community potluck & showcase	Participants, Project Assistant, Professional Artist/Mentor, Community members, Executive Director	Personnel, Food and drink, office supplies (for invitations and certificates), Venue
Objective: Evaluate project, report to stakeholders and community			
July 3-10	*Post-project evaluation survey & interviews*	Program Coordinator, Participants	Office supplies
September	Review success of project; Report to funder; Report to Exec. Director and Board of Directors	Participants, Project Assistant, Professional Artist/Mentor, Community members, Executive	n/a

TIP: Build measurement and evaluation into your work plan. Show you believe it is important to meet your goals and outcomes.

Revenue	
Donations – Cash	$500
Donations – In-kind (food, paint)	$750
Grant application – Ontario Arts Council (TBD)	$6,000
Grant application – Advance Brampton Fund	$2,650
Federal employment program (TBD)	$16,650
Provincial MPPs office	$250
Our contribution	$3,330
TOTAL	**$30,130**
Expenses	
Community room for workshops	$800
Equipment, materials, and supplies	$3,000
Honoraria, workshop leaders	$500
Accessibility expenses	$50
Personnel	$19,980
Professional artist fees	$5000
Other expenses	$800
TOTAL	**$30,130**

Estimate.

Budget.

BUDGET

Project title: Graffiti as Art: A community arts project by Youth and Senior Artists
Applicant: XYX Community Organizaiton

REVENUE		
Item	**Details**	**Total**
Earned Revenue		
Fees	No workshop fees for participants	$0.00
	Subtotal	$0.00
Private Sector Revenue		
Individual Donations	Anonymous donor (confirmed; received)	$500.00
Corporate Donations & Sponsorships	Food donation from grocer (see letter of support)	$250.00
	Paint donation from hardware store (see confirmation letter)	$500.00
Foundation Grants and Donations	Ontario Arts Council, Community Arts Grant	$6,000.00
Fundraising Events (gross)	n/a	$0.00
In-kind Contribution	In-kind contribution: Program Coordinator time 30 hours x $30/h	$3,330.00
	Subtotal	$10,580.00
Government Revenue		
Municipal	This request	$2,650.00
Provincial	Healthy Communities Fund, MPP	$250.00
Federal	Employment Incentive Program (pending decision)	$16,650.00
	Subtotal	$19,550.00
	TOTAL REVENUE	$30,130.00

TIP: If you have confirmed other sources of funding, point it out. Some funders will ask you to attach letters of support or confirmation.

CHECK: Is your request in line with the guidelines?

Budget.

EXPENSES

Personnel

	Professional Artist-Mentor	Fees (Covered by Ontario Arts Council grant, see above)	$5,000.00
	Project Assistant	25 hours per week, $25/h, 24 weeks (covered by Employment Incentive Program, see above)	$15,000.00
		MERCs & Benefits (est. 11%)	$1,650.00
		Subtotal	**$21,650.00**

Venue

	Venue for workshops	*8 sessions x $100/day, King Centre Community Hall*	$800.00
		Subtotal	**$800.00**

Equipment & Supplies

	Equipment	Ladders, painting equipment, safety equipment	$1,150.00
	Materials	Art supplies, paint, tarps	$1,400.00
	Supplies	Food for workshops, community event, and celebration (support	$250.00
		Office supplies	$200.00
	Other	Honoraria for workshop leaders ($125 per session)	$500.00
	Accessibility Expenses	Bus tickets	$50.00
		Subtotal	**$3,550.00**

Administration/marketing

	Program coordination	30 h x $30/h (see In-kind contribution above)	$3,330.00
	Administrative costs	Postage, photocopying for surveys	$50.00
	Advertising	Advertisements promoting workshops (newspaper, radio)	$750.00
		Subtotal	**$4,130.00**
		TOTAL EXPENSES	**$30,130.00**
		Surplus/Deficit	$0.00

TIP: Make sure you add other employment costs, not only wages.

TIP: Show your logic in the details. How did you get that number?

CHECK: Expenses equals Revenue

Make Your Case

PREPARE YOUR APPLICATION

Key Questions to Answer in Making Your Case

What need does this project address?
How do you know there is a need for it?

What problem does this solve?
How do you know it is a problem?

How does this solution align with your goals?
How does this solution align with the priorities of the funder?

It's an open-book exam.
Look for the questions, tips and evaluation criteria in the Guidelines!
pp. 42-48

2024 Advance Brampton Fund Guidelines

Section	Question	Evaluation Criteria	Weighting
	• how this project will serve those it is intends to serve • where in Brampton the project will be delivered (location of project venue) **Note:** *If your project will be delivered virtually, provide details of the online platform you intend to use.* **Note:** *Answering all of the questions above is important to a good score.*		
	Project Alignment: Describe how your project supports the City Priority and Project Type you have selected. Elaborate on how your project will achieve the Outputs and Outcomes identified. **Note:** *Specific reference to each output you have selected as a measurement and details about how you will achieve that measurement will help reviewers assess this question.* **Note:** *Specific reference to the outcomes you have selected and how they are appropriate for your project/program will help reviewers assess this question.*	The project's alignment to the City Priority and Project Type selected is clearly articulated.	10%
		The Output(s) identified are appropriate for the project and the target numbers set are reachable.	5%
		The Outcome(s) identified are appropriate for the project	5%
	Project Development: What risks to do you anticipate in the development and/or delivery of this project and how do you plan to address the identified risks?	Challenges and/or risks are clearly articulated. The methods by which the organization will overcome or mitigate these challenges are appropriate.	15%
	Project Team: List the members of your project team and their skills and qualifications relevant to the project's delivery?	The project team is listed and their skills and qualifications are provided and relevant.	10%
	Diversity, Equity and Inclusion: Tell us about how your project will seek to engage the diverse population in Brampton. **Note:** *Informing reviewers about how the project will engage diverse communities, what tools and tactics will be used to promote their participation and how your*	The project has considered the diverse population of Brampton.	5%

2024 Advance Brampton Fund Guidelines

QUESTION:
REVIEW CRITERIA:
WEIGHTING:

Answers to these inform the score

QUESTION:
REVIEW CRITERIA:
WEIGHTING:

QUESTION:
REVIEW CRITERIA:
WEIGHTING:

QUESTION:
REVIEW CRITERIA:
WEIGHTING:

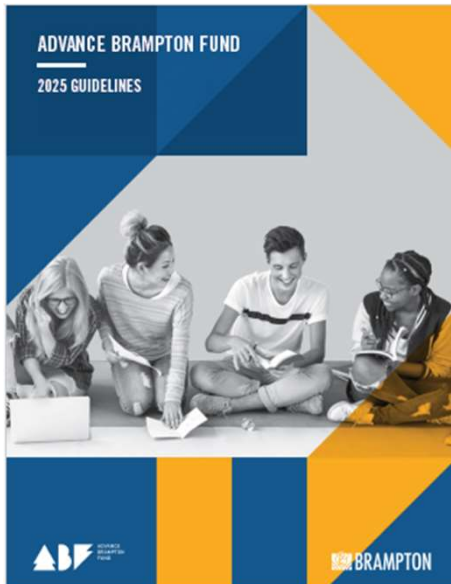QUESTION:
REVIEW CRITERIA:
WEIGHTING:

Evalu

Section			
Project Details (90%)			

• who this project will

2024 Advance Brampton Fund Guidelines

REVIEW ST...
Answers to questions in this se...
data/information is being collect...
advance...

QUESTION:	Number
REVIEW CRITERIA:	Field mu...
WEIGHTING:	N/A

QUESTION:	Your or...
REVIEW CRITERIA:	Field m...
WEIGHTING:	N/A

QUESTION:	Your o... people...
REVIEW CRITERIA:	Field...
WEIGHTING:	N/A

QUESTION:	Wher...
REVIEW CRITERIA:	Field...
WEIGHTING:	N/A

QUESTION:	Is yo...
REVIEW CRITERIA:	Sele...
WEIGHTING:	N/...
QUESTION:	If y...
REVIEW CRITERIA:	Fie...
WEIGHTING:	N/...

QUESTION:	D...
REVIEW CRITERIA:	S...
WEIGHTING:	N...
QUESTION:	I...
REVIEW CRITERIA:	I...
WEIGHTING:	I...

	Weighting
	10%
...re ...g)	100%

Question

Brief Project Description:

Provide a brief description of your project (250 words or less).

Example

In 2025, our organization, XYZ, will match 6 young graffiti artists, aged 16-24 with 6 local, established artists aged 60+ in a mutual learning exchange called Graffiti as Art: A community arts project by Youth and Senior Artists. From January to June, the 16 artists will meet in a series of 8 workshops where participants will share their own art-making techniques and develop a community arts project that will be open to participation by City of Brampton residents as part of the City's Canada Day celebrations. This project will engage 16 artists in total, and it will be supported by 1 paid professional artist-mentor as well as 1 project assistant. Our organization is contributing 100 hours of project coordination to support the project's success. This project will build meaningful connection and networks between emerging and established artists, offer an art-making opportunity to the community at large, and develop participants' skills in art-making and community engagement. [155 words]

Question
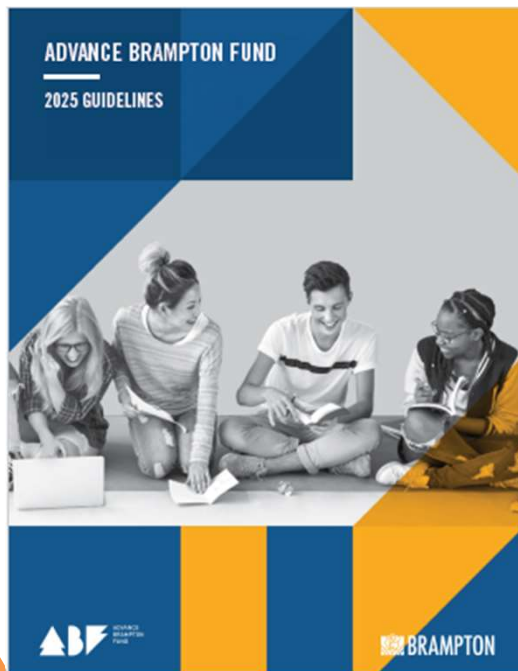
Project Description:

- Project Start Date
- Project End Date

Describe your project. Include details, such as:
- what you plan to do
- how you plan to do it
- what need in the community your project addresses
- who this project will serve
- how this project will serve those it is intends to serve
- where in Brampton the project will be delivered (location of project venue)

Note: If your project will be delivered virtually, provide details of the online platform you intend to use.

Note: Answering all of the questions above is important to a good score

40%

From idea to project description

The initial idea:

We want to match professional artists aged 60+ with youth aged 16-24 who participate in graffiti arts in a mutual learning exchange. They will complete a community art project together, sharing knowledge and skills.

WHAT is your project about?	WHO does it serve?	WHEN does it happen?
WHERE does it take place?	WHY are you doing it? Why now?	HOW will you do it?

COMMUNITY NEED – XYZ serves young artists in their art practice and supports their development as professional artists in Brampton. In a 2024 focus group we learned that our artists have limited contact with established local artists. They also felt misunderstood by the art community because they are participating in art forms that older artists are unfamiliar with (graffiti arts, video game design, etc.) Additionally, the youth we support are eager to lead community arts activities in their communities.

PROPOSED ACTIVITY – In brainstorming with our artists, we propose to coordinate a series of 8 workshops that will convene 6 artists from our organization, aged 16-24, and 6 established Brampton artists aged 60+ in skill sharing and learning. A professional artist-mentor and a project assistant -- will lead the project and support participants in (a) delivering skill-sharing workshops to fellow participants, and (b) conceiving and organizing a community arts event for the City of Brampton on Canada Day weekend.

Two of our young artists will be sharing their skills in graffiti arts during the workshop series, and we are inviting 2 of the established older-adult artists to prepare workshops on their own techniques for the youth. We will supply the art materials and equipment needed during these workshops and their community arts event, such as paint, canvas, art tools, etc.

TIMEFRAME - The workshops will be offered between February and June, with the culminating community arts event scheduled for July 1 Canada Day.

ACCESSIBILITY - To ensure equitable access to the workshops, we will offer bus tickets to those participants who don't have transportation to our workshop or event venue.
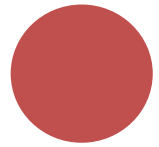
Question
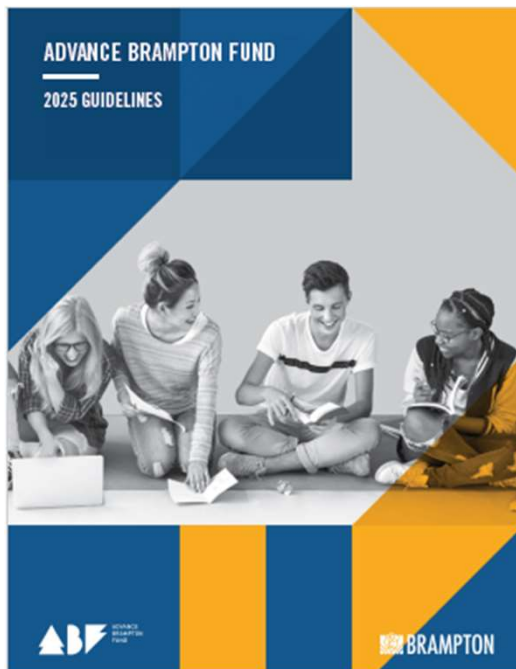
Project Alignment

Describe how your project supports the City Priority and Project Type you have selected.

10%

Example

This project aligns with Brampton's priority area 'Arts and Culture' because it strengthens the visual arts community by encouraging meaningful relationships among established and emerging artists, who together will produce and present a community arts event that is inclusive of artistic expression across mediums and generations. We expect these new artist connections to broaden the network of each artist. Additionally, each participant will gain or refine new art skills that will further their individual artistic practice. Our project addresses both Project Types in this Priority Area focus.

Question
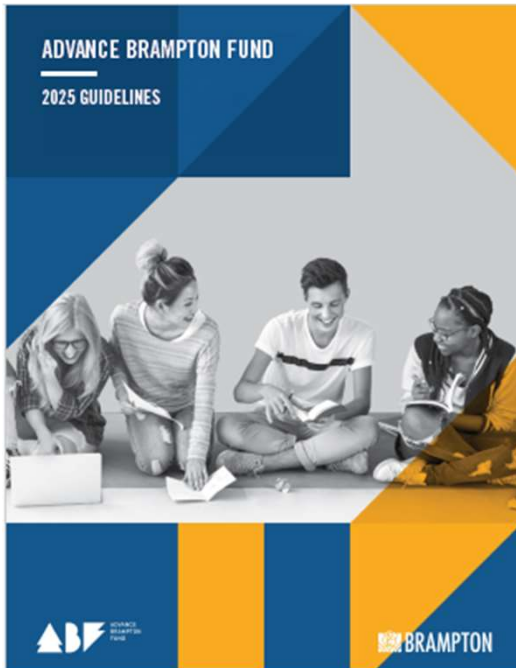
Project Outputs

Describe how your organization will measure the outputs you selected earlier in the application and why they are important to the project.

5%

Measure. Evaluate.

What are the project goals?

How will you know you met them?

What tools can measure this?

Outputs vs Outcomes

OUTPUTS

What your project will produce

# of programs delivered

# of community partners engaged

# of volunteers, # of volunteer hours

% of participants engaged from
   neighbourhoods low on the well-being index

OUTCOMES

Why you are doing your project

Increased awareness

Increased access

Improved knowledge, skills

Improved connections

Reduced isolation

New opportunities

Outputs contribute to the achievement of Outcomes.
The Outcomes benefit the people of Brampton.

	What are the project goals?	How will you know you met them?	What tools can measure this?
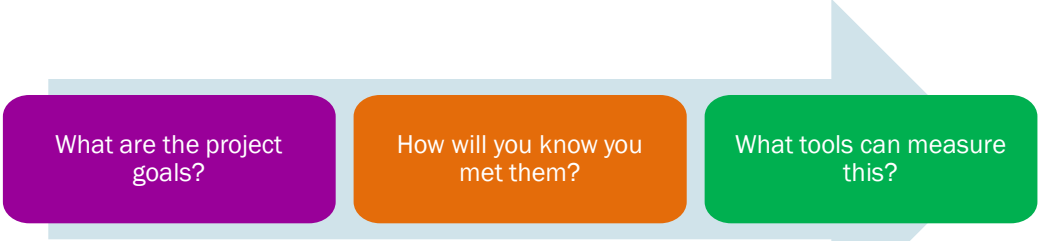
| Outcomes	Goal	Measurable Indicators	Measurement Tool
Brampton artists, creators and arts organizations are better connected, share skills and drive innovation in their practice.	• 13 participants agree that they are better connected • 4 participants deliver mutual learning workshops	• Participants contribute skills to workshops and public event. • Participants engage in mutual learning. • Attendance is regular and frequent.	• Attendance record • Post-project survey and interviews • Count of workshops, # of workshop leaders
Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression.	• 91% of participants will attend all sessions • All participants will report improved or new artistic expression skills • 1 community arts event is delivered • 50-75 residents are engaged in public event	• Workshop series spots are filled • Participants attend all or most sessions • 1 community arts event is delivered in Brampton	• Attendance record • Post project survey and interviews • Count of workshops • Count of community arts event and attendees

Example

We will be measuring and evaluating this project throughout to help us understand the factors that helped us meet our outcomes. The measurement tools we will use are: attendance records, a post-project survey and interviews, and photographic records. Our organization can then determine whether to scale this project in 2025 and what adaptations must be in place to do so. Below we list the outputs and explain why we believe these outputs are important to measure.

OUTPUT 1: FIVE (5) ARTISTS PAID. 1 professional artist-mentor will be paid a fee for facilitating the workshop series and leading the development of the community arts event. 4 participants (2 emerging and 2 established) will deliver mutual learning workshops and receive an honorarium. Financial records and project documentation will measure this output.

Rationale: In a 2023 survey by Arts Ontario, professional artists earn less than $10,000 per year on average from their work, and yet the Ontario arts sector attracts $200M in tourism revenue per year. It is important to us that we provide financial recognition for the work and contributions of artists in this project in order to support the artists and the artistic community.

Question
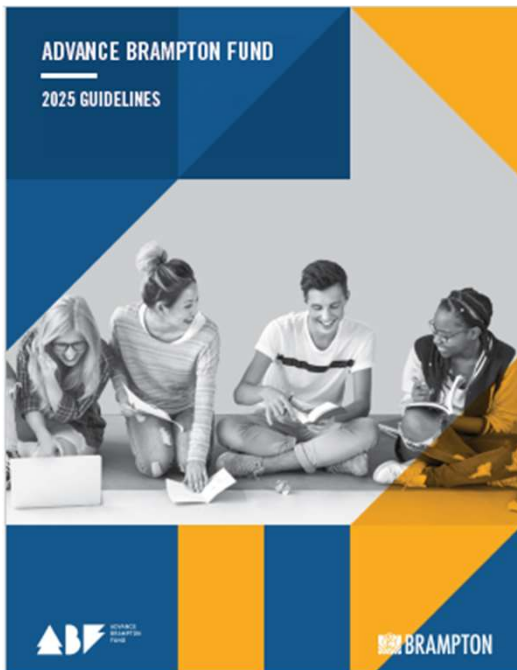
Project Outcomes

Explain how your project will contribute to the outcomes you selected earlier in the application.

5%

Example

OUTCOME 1: Because this project engages emerging artists and established artists from Brampton in mutual learning in workshop format, facilitated by a mentor, we believe that the participants will become better connected to others in the art community, have opportunities to share skills in their respective art forms, and drive innovation in their practice by learning from practitioners in other art forms. We will do this by:

1. Bringing together artists of different mediums and different levels of experience, artists who might not otherwise work together.

2. Designing and facilitating an experience that is inclusive; the initial workshop is a facilitated meet-greet-and-learn session showcasing the strengths and skills of all participants and encouraging playful exploration of new forms.

3. Conceiving and developing a community arts event that draws on the strengths and skills of all participants.

Outputs and Outcomes

- *This project aligns with this City's priority area in this way....*

- *The outcomes we will measure are...*

- *We will know we successfully met the outcomes by measuring....*

- *We expect the following outputs from this project...*

- *We believe these are reasonable because...*

- *We will measure outputs with these tools: ...*

- *To achieve this success, our project plan includes the following...*
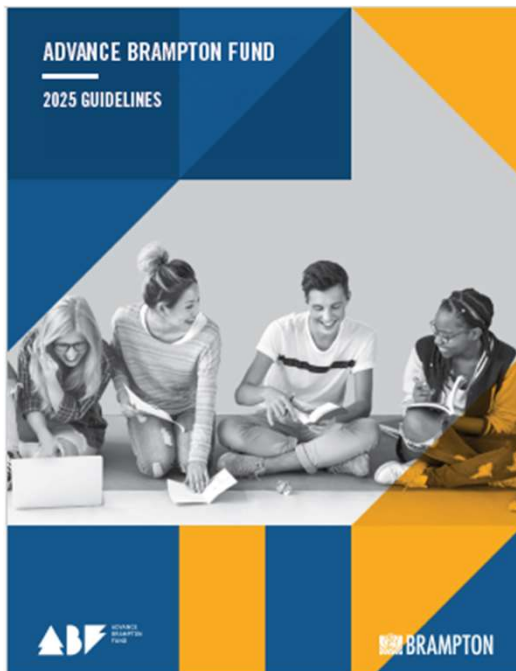
Question
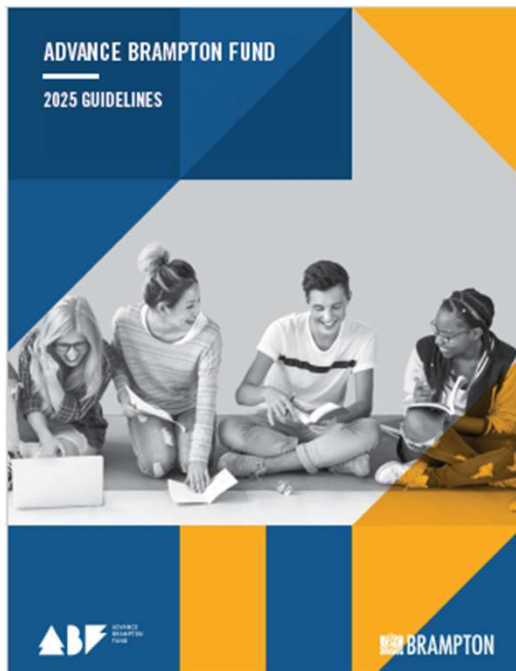
Project Development:

What risks to do you anticipate in the development and/or delivery of this project and how do you plan to address the identified risks?

15%

Analyze risk.

| Risk	Mitigation Strategy
The workshops are not at 100% capacity.	1. Our partnership outreach efforts will invite participation from at least 4 other artist support agencies in Brampton known to serve older adults and youth. 2. We will maintain a waiting list in case a participant must drop out. 3. Our artist-mentor will engage all participants individually by phone or in-person before the first session so that they feel welcome and understand the project.
The venue is no longer available.	We have identified two other accessible locations within walking distance of our preferred site, both with bus stops nearby.
The mid-project evaluation shows low enthusiasm among participants.	1. We will pause the project and organize further discussions with participants. 2. We will also hold a special guided and facilitated meeting among all participants to determine what they need in resources or support to feel motivated.

Question

Project Team:

List the members of your project team and their roles in the project. Describe how the composition of your project team represents the skills required to successfully execute your project?
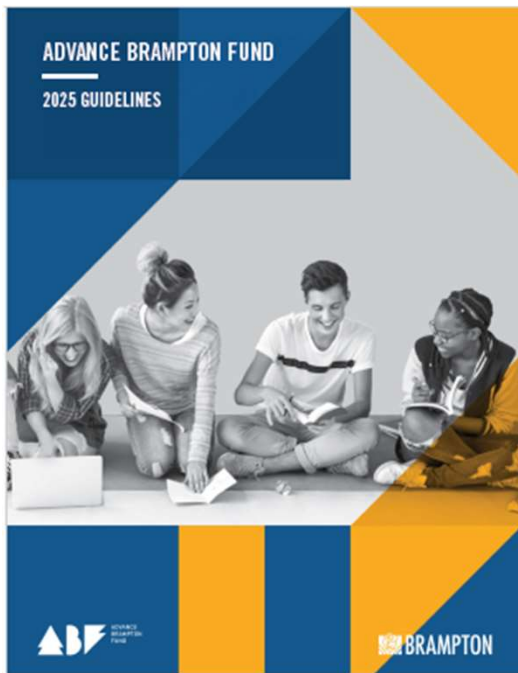
10%

Question
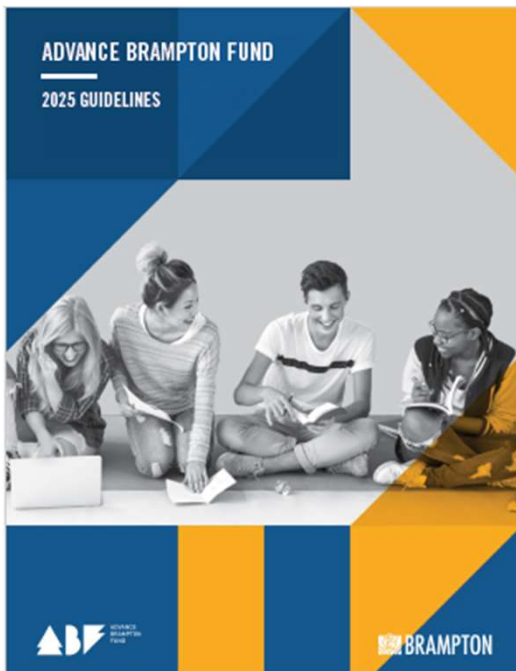
Diversity, Equity and Inclusion:

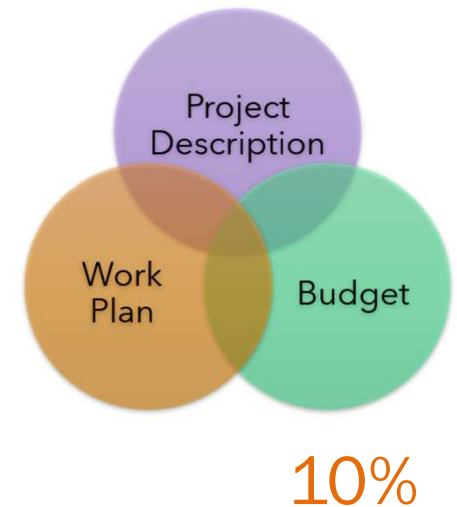Tell us about how your project will seek to engage the diverse population in Brampton.

5%

Question

Project Expenses

Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.

10%

Expense Category *All ABF Expenses should fall into one of the below categories. Please read the instructions for each category carefully in order to determine how to report on items and values.	Expense Items Listing *List all of the eligible individual items within each expense category you expect to pay for with grant funding and provide a dollar value for each item	Paid With Grant Funding *Provide the summed value of any expenses in Column B - Expense Items Listing you will pay with grant funding. The total in this column should be no more than $5,000 in the New and Small Projects Stream
Example	Print Ads - $1,000 Digital Ads - $1,000 Ad Content Creation - $1,000	$3,000
Project Staff Wages *The value paid to organizational full-time, part-time or contracted staff while they work directly on this project.		$0.00
Contracted Services *The value paid to artists, subject matter experts, consultants, accountants, researchers or other externally contracted individuals or organizations engaged in		$0.00
Project Venue *This is the cost to rent the venue specifically for project delivery.These are eligible expenses and can be paid with grant funding. *If your project is delivered in your organization's office space the cost is considered administrative and can not be paid with ABF grant funding.*		$0.00
Project Supplies *Include the costs of any supplies needed for project delivery.		
Project Related Printing and Copying Services *Include the value of any project related printing or copying services.		$0.00
Marketing and Advertising Include the value of any marketing and advertising that is directly related to project delivery.		$0.00
Food and Beverage *Include the value of any food and beverage needed for project delivery.		$0.00
Equipment Rental *Provide the value of any equipment you will be renting to deliver your project.		$0.00
Other Eligible Expenses *Include the cost of any expense that is not listed above but is eligible as outlined in the 2024 Advance Brampton Fund Guidelines. *Review staff will ensure these values are eligible. If determined to be ineligible they can reduce the value of your grant request.*		$0.00
Capital Purchases *Provide the value of any expenses related to the purchase of building materials, tools, equipment, software or technology for project delivery. These are considered capital expenses and are capped at $2,500 in the New and Small Project Stream.		$0.00
	TOTAL PAID WITH GRANT FUNDING AND REQUEST VALUE	$0.00

EXPENSES

Professional Artist-Mentor	Fees (Covered by Ontario Arts Council grant, see above)	
Project Assistant	25 hours per week, $25/h, 24 weeks (covered by Employment Incentive Program, see above)	$5,000.00
	MERCs & Benefits (est. 11%)	$15,000.00
		$1,650.00
	Subtotal	$21,650.00
Venue		
Venue for workshops	8 sessions x $100/day, King Centre Community Hall	$800.00
	Subtotal	$800.00
Equipment & Supplies		
Equipment	Ladders, painting equipment, safety equipment	$1,150.00
Materials	Art supplies, paint, tarps	$1,400.00
Supplies	Food for workshops, community event, and celebration (support)	$250.00
Other	Office supplies	$200.00
Accessibility Expenses	Honoraria for workshop leaders ($125 per session)	$500.00
	Bus tickets	$50.00
	Subtotal	$3,550.00
Administration/marketing		
Program coordination	30 h x $30/h (see In-kind contribution above)	$3,330.00
Administrative costs	Postage, photocopying for surveys	$50.00
Advertising	Advertisements promoting workshops (newspaper, radio)	$750.00
	Subtotal	$4,130.00
	TOTAL EXPENSES	$30,130.00

AI Use in Grant Writing

Q: Should I use ChatGPT or CoPilot to write my responses?

A: **You are the expert.** AI tools may be helpful in checking your spelling and grammar, or in helping you brainstorm or outline. But AI tools don't know your organization, or the project, as well as you do. Neither do the tools know the evaluation criteria. The AI-generated responses may not capture all of the details you need to communicate the needs of your community and how you address the problem with this project.

Your application will be reviewed by a human, so showcase the unique voice and approach your organization brings to the people of Brampton. How are you different and unique? Bring your passion to the table and try to write your responses yourself before you turn to these writing tools.

Key Questions to Answer in Making Your Case

What need does this project address?
How do you know there is a need for it?

What problem does this solve?
How do you know it is a problem?

How does this solution align with your goals?
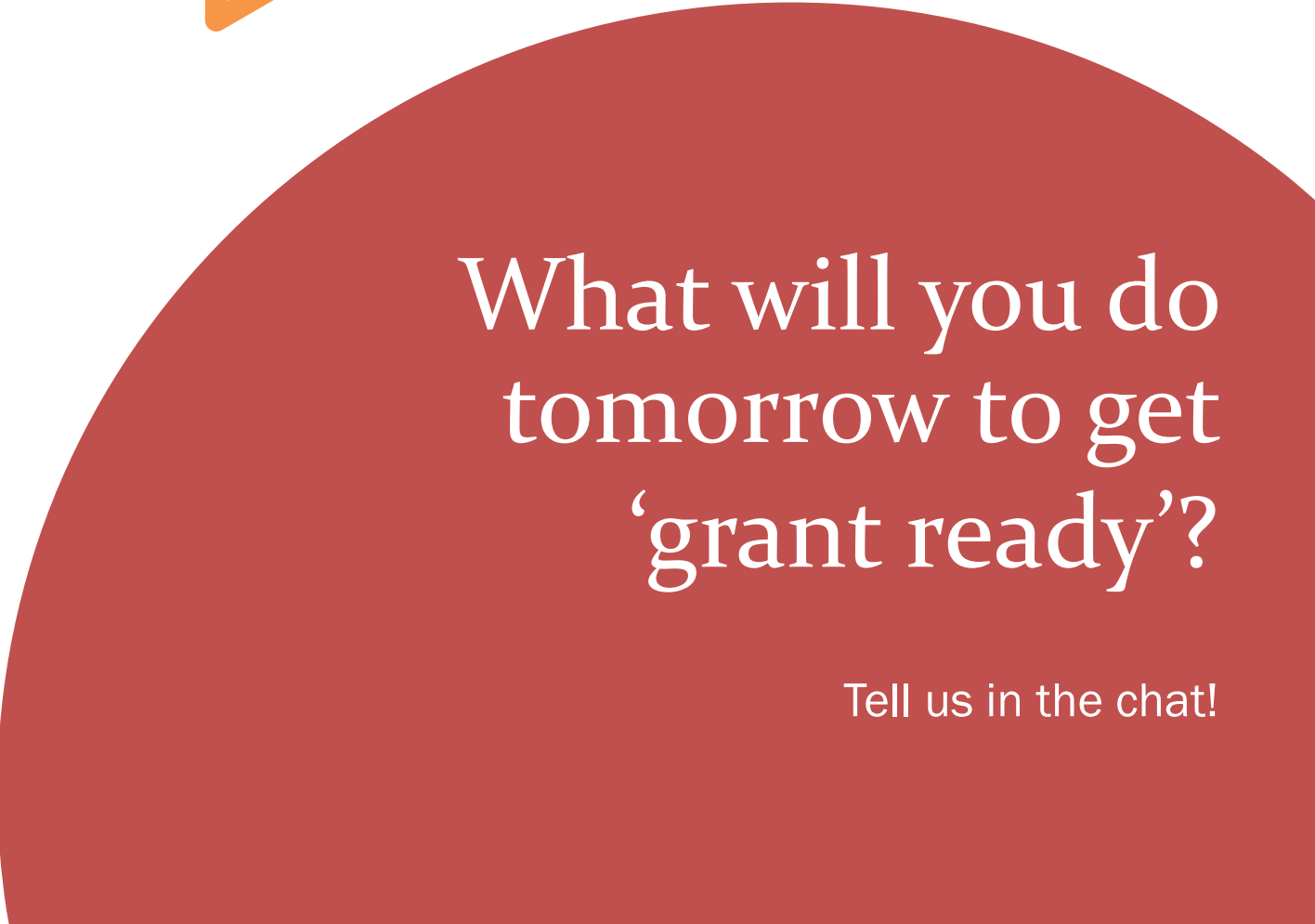How does this solution align with the priorities of the funder?

Tell us how we did

Grant Writing for Advance
Brampton Fund EVALUATION
August 2024

https://forms.office.com/r/Chz1FXsg4R

Finally....

What will you do tomorrow to get 'grant ready'?

Tell us in the chat!

1. Set up your files

- Set up your filing system

- Pull together important documents

- Find your communications materials

- Locate recent media coverage, testimonials, surveys.

- Download the grant application questions

- Set up your account in the funders system, upload mandatory document

- Pull together files from earlier project

2. Gather your experts

Do you have the people you need?

- Internal expertise

- External expertise

- Expertise of participants, audience and other stakeholders

Sample Timeline

August 13-23	Grant readiness discussions Identify needs and goals Reach out – gather your experts Review ABF requirements and eligibility Build basic project plan
August 23-30	Research Relationship-building Build basic budget Collect required documents/insurance Register in grant application portal
September 1-10	Collaborate with project people Organize project work plan Prepare detailed budget
September 10-17	Prepare responses to ABF application
September 17-25	Finalize application Submit early!
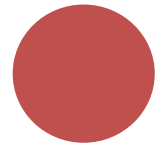
Questions?

Thank you

www.dinahlaprairie.com

Tell us how we did

Grant Writing for Advance
Brampton Fund EVALUATION
August 2024

https://forms.office.com/r/Chz1FXsg4R