



**Cultural Facilities Operational  
Support Grant Guidelines**  
Kawartha Lakes Economic Development



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# Program Guidelines

## Program goals

The City of Kawartha Lakes (City) acknowledges the efforts of Cultural Not-for-Profits, such as museums, historical societies, and performance centres in the community. The City wishes to provide financial assistance to support the valuable work completed to preserve, present, and educate residents and visitors about the varied cultural offerings found in the City. This funding program is built on the three themes of the Cultural Master Plan; provide operating support, is equitable, and performance based.

Eligible organizations include those that undertake initiatives that address the strategic priorities within the City of Kawartha Lakes Strategic Plan, Cultural Master Plan, or associated plans and policies.

While supporting the operational costs of the organizations, the program will also help to solidify partnerships with cultural not-for-profit organizations for the betterment of the cultural and economic vibrancy of the city municipality; supporting their contribution to the community while ensuring the organizations retain their independence.

This funding is available to Cultural Not-for-Profit organization that have a facility in Kawartha Lakes from which they offer public programming.

## Definitions

**"City"** means the Corporation of the City of Kawartha Lakes.

**"Culture"** means a project or initiative which enhances the area of arts, historical importance, and intellectual achievement.

**"Cultural Organization"** means a local community group or association which operates as a Not-For-Profit organization, is volunteer based, and provides a valuable "Cultural" resource or service, project or initiative which enhances the area of arts, historical importance, and intellectual achievement.

**"Cultural Master Plan"** refers to the Council approved Cultural Master Plan as updated from time to time

**"Economic Development Strategy"** refers to the Council approved Economic Development Strategy as updated from time to time.

**"Grant"** a one time, annual, or multi-year allocation of funds provided by the City to a specific purpose which meets the criteria in a specific program as published in the respective Guideline.

**“Guidelines”** a published document containing comprehensive information about a specific grant program. Guidelines may be amended from time to time.

**“Kawartha Lakes Strategic Plan”** refers to the Council approved corporate Strategic plan as updated from time to time

**“Program”** a funding opportunity provided by the City, governed by published guidelines. Eligibility, funding levels and processes vary between programs. Programs may be one-time, temporary or ongoing and are subject to change.

## Funding available

The fund has a total of \$200,000 available in 2025. Applicants can request up to 25% of the organization’s eligible fixed costs up to a maximum of \$20,000, whichever comes first.

Should the funding ask of eligible organizations exceed the program budget, funds will be distributed to organizations on a proportional basis.

## Eligibility

### Eligibility applicants

- Incorporated not-for-profit cultural organization
- Have a clear and obvious cultural (arts, culture, and heritage) mandate
- In operation for at least 3 years at time of application
- Must have proof of sound fiscal management
- Must operate a facility located within the borders of the City of Kawartha Lakes and provide direct cultural initiatives from that facility within Kawartha Lakes
- For museums and historical societies, organizations must have or be developing a Repatriation policy
- For museums and historical societies, organizations must have, or be developing, a Collections policy that identifies disbursement of its collection on devolution of the organization

### Ineligible applicants

- Individuals
- Government agencies
- For-profit groups
- Lobby groups or organizations aligned with any political party or to support programs or services thereof
- Religious organizations or groups affiliated to support programs or services thereof
- Commercial ventures
- Funding bodies or organizations
- Sports teams
- Hospitals
- Foundations

- Any organization that has received or received approval for direct operational funding in the given year from the City of Kawartha Lakes
- Organizations eligible for the Local Economic Development Operating Grant ([LINK](#))

## Eligible funding

### Eligible costs

The Cultural Facilities Operational Support Grant contributes to Fixed and Staff operating costs. It does not support costs already covered by another funding source.

- Fixed Operating Costs: expenses that an organization incurs which remain constant regardless of the level of organizational activity. Examples are items as rent, mortgage, utilities, telephone, property taxes, and building insurance.
- Fixed Staff Operating Costs: labour expenses that remain constant to maintain a baseline level of staffing necessary for the day-to-day operations of the organization.

### Ineligible costs

- Operational costs for staff funded through other grants, sponsorships and employment programs
- Temporary staff (project specific)
- Capital costs for programs, facility upgrades and maintenance
- Costs funded through other grants, sponsorships and/or endowments
- Debt reduction of the organization
- Operational costs to that support the implementation of projects in direct competition or duplication of municipal services
- Fees associated to project and/or program implementation

## Application Process

Application forms and intake timelines are available on the City of Kawartha Lakes website.

Organizations are limited to one funding request per calendar year.

- Applications must be submitted on or before the application deadline. Late applications will not be considered.
- Must demonstrate alignment with the City of Kawartha Lakes Strategic Plan, Cultural Master Plan or related municipal priorities.
- Clearly demonstrate the organizations mandate and initiatives, as an Arts, Culture and/or Heritage organization operating a facility in the city, to provide valuable cultural resource or service to the municipality and its residents. Cultural resources are activities that enhance the community through the area of artistic, historical and/or theatrical achievement.
- Provide required documentation including:
  - Previous year audited or approved financial statements (profit & loss statements are acceptable if audited financial statements are unavailable)

- Current year organization budget
- Organization's Board or Council motion that confirms support of the funding request
- Letters or emails that confirm partnerships outlined in the application.
- Proof of legal status (letters patent/incorporation documents, constitution or bylaws)

There is a 10% holdback in funding. The first 90% of the approved funding is dispersed upon the project approval. The remaining 10% is dispersed upon approval of your final report.

## Recognition activities

Funding recipients are required acknowledge their funding through recognition activities:

- Invite their local Ward Councillor and Mayor to participate in grant recognition events
- Acknowledge the Municipality at events and initiatives
- Placement of the City of Kawartha Lakes logo on your organization's website
- Use the municipal logo and name according to City of Kawartha Lakes brand guidelines
- Report on all public recognition activities and media coverage in their Progress and/or Final Reports

Project reporting will include evidence of the above recognition activities and:

- Year-end financial statements
- Sample of marketing and promotion materials including any links
- Provide a list of all public recognition activities and media coverage
- High resolution images for use in City of Kawartha Lakes promotions;
  - 10 photos with crowds (multiple people)
  - One (1) video
- Project impact, including:
  - Number of events hosted
  - Number of event attendees
  - Number of volunteers
  - Number of visitors
  - Number of businesses engaged (supported? served)
  - Description of new initiatives offered to community
  - Testimonials and/or post project survey results
- Two (2) testimonials from funding recipient Board, staff and/or stakeholder up to 500 words

## Reporting

### Interim Reporting

**Approved projects will be required to submit a interim report by September 15, 2025.**

Recipients will be required to meet with Economic Development Staff for a mid-year check-in to discuss the organization's cultural initiatives and priorities for their community.

## **Final report**

**Approved projects will be required to submit a final report by January 30, 2026.**

If grant funds exceed the 25% maximum funding allotment, the recipient will be required to return the additional funds. Incomplete reporting may initiate a claw-back of granted funds.

## **Program administration**

The Kawartha Lakes Economic Development Division administers the Cultural Facilities Operational Support Grant as the Economic Development Fund Policy.

An internal review committee reviews applications and approved by the Director of Development Services. Successful applicants are announced through a news release and posted on the municipal website.