

# 2026 ADVANCE BRAMPTON FUND

## ARTS AND CULTURE SPACE IMPROVEMENT STREAM GUIDLINES



# Table of Contents

1. About the Advance Brampton Fund .....	3
1.1 Piloting Arts and Culture Space Improvement Grants.....	3
1.2 Alignment with City Priorities.....	3
2. Purpose of Handbook.....	3
3. Program Inquiries .....	4
4. Organizations Eligible to Apply.....	4
4.1 Eligible Organizations .....	4
4.2 Ineligible Organizations.....	5
4.3 Required Organizational Insurance.....	5
5. Projects Eligible for Consideration.....	6
5.1 Eligible Projects .....	6
5.2 Eligible Project Scope .....	7
5.3 Applicant Responsibilities .....	9
6. Getting Ready to Apply to the Advance Brampton Fund .....	10
6.1 Important Dates .....	10
6.2 Application Limitations .....	11
6.3 Evidence of Organization Status.....	11
7. Applying to the Advance Brampton Fund .....	12
8. Evaluation of Applications .....	13
9. Funding Allocation and Approvals .....	14
10. Successful Recipients .....	14
10.1 Payment Schedule .....	14
10.2 Recognition of City of Brampton Funding.....	15
11. Project Close Out Reporting.....	15
12. General Funding Provisions .....	17
13. Access to Information and Protection of Privacy .....	18

List of Appendices .....	19
Appendix A – Definition of Terms .....	20
Appendix B – Charity Details Page .....	22
Appendix C – Corporation Information Pages .....	25
Appendix D – Corporation Profile Reports .....	29
Appendix E – Accessing Articles of Incorporation .....	35
Appendix F – City Provided Proof of Commercial General Liability Insurance Form.....	36
Appendix G – Application Questions and Evaluation Criteria Matrix for the Arts and Culture Space Improvement Stream .....	37

# 1. About the Advance Brampton Fund

The City of Brampton recognizes the unique and valuable role that the non-profit sector can play in delivering projects that meet community needs, complement City services, and contribute to advancing the quality of life for Brampton residents. As such, the City is pleased to offer the Advance Brampton Fund: a community granting program that supports non-profit sector development. The Advance Brampton Fund (ABF) provides municipal funding to eligible, strong project proposals that impact Arts and Culture, Recreation and Community Safety, led by Brampton-based non-profit organizations.

## 1.1 Piloting Arts and Culture Space Improvement Grants

The Advance Brampton Fund is structured to support non-profit organizations with funding for projects and programs that benefit Brampton residents. Funding continues to be provided through three streams:

- New and Small Projects Stream
- Developing Projects Stream
- Amplifying Projects Stream

In 2026, the Advance Brampton Fund will pilot a fourth funding stream the “Arts and Culture Space Improvement Stream”. This stream is a response to feedback from arts and culture organizations and artists in Brampton about increased costs and changes in the way arts and culture spaces are utilized and accessed by the community.

## 1.2 Alignment with City Priorities

The Arts and Culture Space Improvement Stream aligns to the City of Brampton’s Culture Master Plan by providing funding opportunities for arts and culture organizations to improve, renovate, or develop cultural facilities to serve artists and the broader Brampton community.

This stream will accept applications from organizations with an arts and culture purpose seeking to improve a commercial space in Brampton. Section 4 Organizations Eligible to Apply and Section 5 Projects Eligible for Consideration will outline eligibility for this funding stream.

# 2. Purpose of Handbook

This handbook provides information about the Advance Brampton Fund’s Arts and Culture Space Improvement Stream *only*. It includes information on eligibility requirements, funding streams, and the application and evaluation process. It also provides important deadlines and general funding provisions.



All other project grants are outlined in the 2026 Advance Brampton Fund Guidelines. Applicants looking for information on other funding opportunities should refer to those Guidelines.

## 3. Program Inquiries

Have a question about the Advance Brampton Fund?

- Visit the program website: [www.brampton.ca](http://www.brampton.ca)
- Email the Grant Administration Officer at [abf@brampton.ca](mailto:abf@brampton.ca)

## 4. Organizations Eligible to Apply

### 4.1 Eligible Organizations

The City considers the following organization types eligible for funding through the Advance Brampton Fund Arts and Culture Space Improvement Stream

- A Brampton-based Registered Charity: An organization or foundation that has a valid and subsisting registration as a charitable organization under the Income Tax Act (Canada) and has a registered, permanent office address in Brampton as evidenced by the Charity's Canada Revenue Agency T3010 or Charity Details Page.
- A Brampton-based Incorporated Non-Profit organization: An organization incorporated under the laws of Canada or Ontario as a non-for-profit corporation without share capital and has a registered permanent office address in Brampton as evidenced by the organization's Corporation Information Page or Corporation Profile Report.
- All organizations applying to this stream of funding must also prove an arts and culture purpose evidenced in the organization's Articles of Incorporation or Charity Details Page.
- Organizations must also demonstrate proof of occupancy in a commercial space in Brampton evidenced through their commercial lease agreement with unexpired term until December 31, 2026, or commercial mortgage.
  - Organizations leasing space in Brampton must provide supplementary documentation which prove authorization to complete renovations in the leased space from landlords, property managers and/or property owners. This authorization should also contain confirmation of a lease in good standing.
  - Organizations presenting a commercial mortgage must provide supplementary documentation that includes an up-to-date tax certificate and a statement of good standing from the mortgage provider.

For details see Section 6.3 Evidence of Organization Status.

## 4.2 Ineligible Organizations

- Organizations without a demonstrated Arts and Culture purpose noted in their Articles of Incorporation or Charity Details Page.
- For-profit corporations, organizations, or sole proprietorships.
- Individuals.
- School boards, schools, classroom projects and extracurricular activities,
- Public Libraries.
- Organizations that receive their core funding from the City of Brampton.
- Organizations with proposed projects that duplicate City of Brampton programs and services.
- Political organizations and organizations with political affiliations.
- Religious groups and faith organizations whose proposed projects include the promotion of and/or adherence to a specific faith.
- Hospitals, clinic-based services, or medical treatment projects.
- Fundraising associations.
- Provincial and/or national organizations except where the application is made by a local chapter with a permanent office in Brampton as defined in section 4.1 of these guidelines and when funds are used only to benefit the Brampton community.
- Organizations that discriminate or seek to limit the legal rights and activities of people.
- Organizations that do not have a presence, purpose, and reputation for delivering activities with community benefit in Brampton.

**Note:** *Employees of the City of Brampton, publicly elected officials and members of their offices are ineligible to act as an application contact or signing authority any organization for any grant application.*

## 4.3 Required Organizational Insurance

An additional eligibility requirement is that an applicant organization must carry Commercial General Liability Insurance. This insurance must be in the name of the applicant organization and cover the obligations and operations of the organization against claims for bodily injury, including personal injury and death, and property damage or loss, indemnifying and protecting the recipient, their respective employees, servants, volunteers, agents, contractors, invitees, or licensees, to the inclusive limit of two million (\$2,000,000.00) per occurrence.

- Such insurance shall specifically state by its wording or by endorsement that The Corporation of the City of Brampton is included as an additional insured under the policy with respect to the operations and obligations of the recipient as outlined in their application and/or the Advance Brampton Fund agreement.

- Such insurance shall include contractual liability, non-owned automobile liability, owner's, and contractor's protective liability. It should also include products and completed operations coverage, contingent employer's liability, and employees as additional insured.

Proof of this insurance must be submitted as part of your application, using only the City's Certificate of Insurance Form, provided within the grant application. The form must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.

An applicant organization, must at its own expense, obtain and maintain in full force the required insurance ensuring it is always current and up to date throughout the application process. Organizational insurance must be in place before project delivery and application to the Advance Brampton Fund. If the application is successful, this insurance must be maintained in full force throughout the term or extended term(s) of the Advance Brampton Fund agreement, at the applicant's own expense. Failure to maintain this insurance and provide the City with an updated Certificate of Insurance as necessary will result in an approved funding award being rescinded or funding cancelled.

For a sample and further instruction on the Proof of Insurance Certificate please see Appendix F.

## 5. Projects Eligible for Consideration

### 5.1 Eligible Projects

<b>Arts and Culture Space Improvement Stream</b>	
<b>Purpose:</b>	To support arts and culture organizations with capital projects that support the City of Brampton's Culture Master Plan by improving, renovating or developing cultural facilities to enhance space functionality, support artistic expression and increase access for the Brampton community.
<b>Open to:</b>	Registered charities and incorporated non-profit organizations with a demonstrated arts and culture purpose.
<b>Available funding:</b>	Up to \$10,000 in matching capital project directed funds to a maximum of 50% of project expenses. Advance Brampton Fund funding can only be spent on eligible expenses.

	<i>See Section 5.2.2 Ineligible Expenses to learn more about expenses that cannot be paid with Advance Brampton Fund funding.</i>
<b>Grant term:</b>	Projects must take place between January 1, 2026, and December 31, 2026.
<b>Application intake:</b>	<p>Annual Call for Applications:</p> <ul style="list-style-type: none"> <li>• Call opens: September 2, 2025</li> <li>• Call closes: September 30, 2025</li> </ul> <p>See Section 6.1.1 Annual Intake for the full application schedule.</p>
<b>Project Close Out Report</b>	Organizations must be able to submit a Project Close Out Report 60 days after the project end date provided in their application or by December 31, 2026, whichever comes first.

## 5.2 Eligible Project Scope

The Advance Brampton Fund is piloting a funding opportunity for Arts and Culture organizations to fund capital projects. Below is an outline of the eligible scope of these projects:

<b>Arts and Culture Space Improvement Projects</b>	
<b>Priority Area focus:</b>	Supporting Inclusive Artistic Expressions: Building Brampton's identity as a creative city with a vibrant and diverse artist community.
<b>Eligible project type:</b>	Projects that align with and support the City of Brampton's <a href="#">Culture Master Plan</a> by improving, renovating or developing cultural facilities to enhance space functionality, support artistic expression and increase access for the Brampton community.
<b>Outputs:</b>	<ul style="list-style-type: none"> <li>• Total square footage of space improved or newly activated</li> <li>• Capital project duration (months)</li> <li>• # of artists to benefit from space improvements</li> <li>• # of community members expected to benefit</li> <li>• Accessibility features added (e.g. ramps, doors, washrooms)</li> <li>• Estimated increase in earned or contributed revenue because of space improvements</li> <li>• Estimated lifespan of the space improvement</li> <li>• # of volunteers engaged with the project</li> <li>• # of volunteer hours contributed to the project</li> </ul>

<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>• Brampton artists, creators, and arts organizations are better connected, share skills, and drive innovation in their practice.</li> <li>• Brampton residents interested in the arts are provided opportunities and education to help build their skills and level of engagement with artistic expression.</li> <li>• 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.</li> <li>• Brampton artists, creators, groups, residents and audiences have access to more creative space to create, gather, share knowledge, perform and exhibit work.</li> </ul>
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### 5.2.1 Ineligible Project Types

- Space planning, strategizing, or research
- Estimating
- Capital Campaigns
- Projects taking place outside of Brampton
- Projects including renovations, improvements, or developments that require a building permit but do not receive one
- Projects occurring on/in private residences
- Projects unable to spend grant funding between January 1, 2026, and December 31, 2026

### 5.2.2 Ineligible Expenses

- Operating and administrative costs (e.g. rent, mortgage payments, utility bills)
- Routine maintenance
- Temporary installations
- Salaries or other payments to individuals not directly related to the capital project
- Purchase of tools and heavy or specialized equipment (*rental of these items is eligible*)
- Contractor/skilled trades/other worker travel and accommodation
- Moving expenses
- Computer software
- Food and beverage
- Costs associated with capital projects in private residences
- Trophies, awards, prizes or gifts
- Expenses associated with alcohol, tobacco or any other controlled substance
- Insurance
- Staff, guest and contractor travel and accommodation
- Expenses accrued prior to the grant project year



- Other capital expenses not related to the renovation, improvement, or development of an arts and culture facility/space in Brampton

### 5.2.3 Example Eligible Project Types

The following examples illustrate the types of projects that may be eligible under this stream. Eligibility is not limited to these examples.

- General improvements to enhance functionality, safety, or accessibility of creative spaces
- Replacing worn or outdated materials (e.g., flooring, lighting, cabinetry) in rehearsal, studio, or exhibition spaces
- Creating dedicated areas for equipment storage or multi-use program delivery
- Installing signage, display fixtures, or partitioning to better serve artists and community users
- Installing mirrors, lighting, and sprung flooring in a dance studio
- Adding sinks and storage for artist studios or workshops
- Soundproofing music studios to improve recording quality
- Upgrading entrances and washrooms for accessibility compliance

## 5.3 Applicant Responsibilities

Organizations shall comply with all applicable laws, regulations, rules, orders and other requirements of governmental authorities having jurisdiction, including City by-laws, policies, and directives; all federal and provincial laws, regulations and orders; and the guidelines, directives and recommendations of public health authorities to protect public health and safety throughout project delivery.

Organizations must obtain and provide to the Grants Administrator Officer any required permits related to the renovation, improvement or development of an arts and culture facility/space.

Improvements must be appropriate for broad public use. Improved spaces should consider accessibility, and not be offensive, inflammatory, discriminatory, mature or otherwise controversial. The City reserves the right to determine what is appropriate for broad public use.

Space improvement grants are 'matching' grants. This means the expense template submitted with each application must show project expenses where the total value is at least double the requested grant amount. The matching 50% from the requesting organization is demonstrated in the Project Close Out Report expense template as matching expenses proven as paid. Volunteer hours and gifts in-kind should be tracked as expenses in the application and Project Close Out Report expense templates.

Applicants should notify the Grants Administration Officer of any significant change to project delivery as outlined in their application. Significant changes to project delivery

may make a project subject to re-review and may result in an applicant having to return granted funds.

If applicants are approved for funding they are expected to remain occupants of the space being renovated until at least December 31, 2027. Should an applicant require ending occupancy of the space they should notify the Grants Administration Officer

Applicants are responsible for completing a Project Close Out Report. This report details project implementation and directly aligns with the application, including project expense templates. Using the application and expense template as a guide, grantees will specify the details of actual project delivery and explain any variance from the application. In the Project Close Out Report expense template, grantees will verify the amounts spent on the project and submit documented support for the actual expenditures for both the granted amount and the matching amount. Therefore, grantees must track all their expenses and keep detailed records. The City may require payroll documentation, contracts, invoices, point of sale receipts, cheque copies, bank statements and credit statements to prove expenditure. What is required will depend on the expense and method of payment.

## 6. Getting Ready to Apply to the Advance Brampton Fund

### 6.1 Important Dates

#### 6.1.1 Annual Intake

Applications to all project streams including the Arts and Culture Space Improvement Stream are accepted following the table below.

Applications must be submitted in the online grant portal by the application deadline of **11:59pm. EST on September 30, 2025.**

<b>Call for applications opens:</b>	September 2, 2025
<b>Last day to ask questions of staff by email or phone:</b>	September 26, 2025, at: 4:00pm
<b>Deadline for applications:</b>	September 30, 2025
<b>Evaluation period</b>	October 2025 – December 2025
<b>Notice to applicants</b>	January 2026

#### 6.1.2 Application Submission Notice

Only complete applications will be accepted by the Advance Brampton Fund. Incomplete or late applications will not be accepted.

An application is considered complete when all required supporting documentation is submitted in the online grant portal.

This includes all documentation outlined in Section 6.3 Evidence of Organization Status, and:

- Completed expense template (provided in the application by the City)
- Proof of insurance (provided in the application by the City)
- Proof of Brampton based occupancy of a commercial space – commercial lease agreement or commercial mortgage document.
  - If a space is leased organizations must also provide written authorizations from the property owners, property managers and/or landlord to undertake the capital project. This written approval should also confirm a lease in good standing and include contact information for the authorizing party.
  - If a space is owned organizations must provide an up-to-date tax certificate and a statement of good standing from the mortgage provider.

## 6.2 Application Limitations

There is a limit of one (1) application per organization annually to the Advance Brampton Fund. Organizations can apply once to this space improvement stream **OR** once to the other available Advance Brampton Fund streams to which they are eligible.

## 6.3 Evidence of Organization Status

The requirements for providing evidence of organization status vary depending on the type of organization that is applying. Please adhere to the specific document submissions listed below. Other documents will not be accepted.

*Note: All organizational names and addresses appearing on the application and the supporting documents must be the same. Organization name and address verification is a key part of the qualification process, and inconsistencies may cause the application to be deemed ineligible.*

### 6.3.1.1 Registered Charity

If the applicant organization is a Registered Charity, the following documents are required to be submitted as part of the application:

- An electronic copy of the Registered Charity's Detail page, also known as the T3010 found on the Canada Revenue Agency's website. The Charity Detail page must list a Brampton office address for the organization.
  - For instruction on accessing this page and a sample Charity Detail page copy, please refer to Appendix B.
- For a Registered Charity to be eligible for the Arts and Culture Space Improvement Stream a clear focus on Arts and Culture must be demonstrated as the "Charity Type" and/or "Category" in the Charity Details Page provided.

- If the Registered Charity is incorporated, a Corporation Profile Report or Corporation Information Page is also required. The Corporation Profile Report/Information Page must also list a Brampton office address for the organization.
  - If your organization is federally Incorporated, please see Appendix C for instructions on accessing a Corporation Information Page and a sample copy.
  - If your organization is incorporated in Ontario, please refer to Appendix D for instructions on accessing a Provincial Corporation Profile Report and a sample copy.

### 6.3.1.2 Incorporated Non-Profit Organizations

If the applicant organization is an Incorporated Non-Profit Organization, the following document is required to be submitted as part of the application:

- A Corporation Information Page or Corporation Profile Report, which must list a Brampton office address for the organization.
  - If your organization is federally incorporated, please see Appendix C for instructions on accessing a Corporation Information Page and a sample copy
  - If your organization is incorporated in Ontario, please refer to Appendix D for instructions on accessing a Provincial Corporation Profile Report and a sample copy.
- For an incorporated non-profit to be eligible for the Arts and Culture Space Improvement Stream a clear arts and culture “Purpose”, or “Object”, must be demonstrated in their Articles of Incorporation
  - If your organization is federally or provincially incorporated, please see Appendix E for instructions on accessing Articles of Incorporation.

**Note: Failure to provide valid required eligibility documentation will result in the application being deemed ineligible.**

## 7. Applying to the Advance Brampton Fund

All grant applications must be submitted through the online grant portal. If you need alternate arrangements for accessibility, please contact the Grants Administration Officer in advance.

### How to Apply

To access the Advance Brampton Fund online grant portal, please go to [www.brampton.ca/abf](http://www.brampton.ca/abf). Click on “**Apply Now**”, you will be redirected to the City of Brampton Grants and Funding Portal.

#### 1. Register or Login

- If this is your first time applying to the Advance Brampton Fund, click **“Register”** to create an account. Fill out the requested information and click **“Submit”**.
  - If you have applied to Advance Brampton Fund before and have an account, click **“Login”** to access the portal.
- 2. Select the Funding Stream**
- Once you have registered/logged in to the portal, you can review the available funding streams. Select the stream you wish to apply to and click **“Apply”** to start an application.
- 3. Complete the Application**
- Review the application and answer all the questions. Where directed, upload required eligibility documents.
  - All information provided in the application and related attachments must be accurate, and complete, as verified by an authorized official from your organization.
  - Submit your application and required supporting documents before the application deadline date. Late and/or incomplete applications will not be accepted.
- 4. Submission Confirmation**
- A system-generated message will inform you that your application has been successfully submitted.

A successfully submitted application is not a guarantee of funding. All successfully submitted applications will be evaluated and scored by Evaluation Panels as described in Section 8 Evaluation of Applications.

## 8. Evaluation of Applications

### Step 1: Admin Review

After application intake has closed, all Advance Brampton Fund applications will be reviewed by City staff for completeness and eligibility.

### Step 2: Evaluation

All eligible Advance Brampton Fund applications are evaluated by staff reviewers who are subject matter experts working within priority areas. Each application is reviewed by three evaluators and scored on a point system with a maximum of 100 points (100%). A final score for the application is calculated by averaging the three individual scores.

For an application to be eligible for funding, it must receive a minimum score of 60% in this stream.

Achieving a minimum score and/or meeting all compliance requirements does not guarantee funding.



Each application will be reviewed and assessed against the criteria as outlined in Appendix G.

Applicants are strongly encouraged to refer to the criteria to ensure the preparation of a competitive application. The scores awarded to applications by reviewers are considered final.

## 9. Funding Allocation and Approvals

Funding allocation is dependent on the number of eligible applications received and the competitive score that reviewers award applications.

Requested grant amounts may be reduced. The application can be withdrawn if an applicant cannot deliver the project with less funding than requested.

Funding recommendations are presented to the Commissioner of Community Services for final approval under the delegated authority of Council.

Applicants will be notified by email, as listed on the grant application, regarding the result of their application.

## 10. Successful Recipients

Successful Advance Brampton Fund applicants will receive by email a package of information regarding next steps and are required to enter into a grant agreement with the City.

The agreement must be signed on behalf of the recipient(s) by the individual(s) who is/are an authorized member(s) or officer(s) of the organization. The grant recipient's obligations to receive municipal grant funding should be reviewed in detail.

To receive funding, successful grant recipients must have a bank account in the organization's name and submit a City of Brampton direct deposit form, completed, signed, and authorized by their bank

### 10.1 Payment Schedule

All grants in the Arts and Culture Space Improvement Stream will be paid in two payments:

- 90% of the awarded grant amount will be paid following contract execution.
- 10% of the awarded grant amount will be paid upon receipt and approval of the mandatory Project Close Out Report.

## 10.2 Recognition of City of Brampton Funding

All Advance Brampton Fund recipients must acknowledge the financial support provided by the City of Brampton in the improved space and in any publication that shares information of the new space. All materials must be approved by the Grant Administration Officer before they are released. The following is an example of the displayed acknowledgement required:



The City will provide logos and their terms of use in various digital formats for inclusion in materials. Grantees can obtain logos from the Grant Administration Officer by emailing [abf@brampton.ca](mailto:abf@brampton.ca).

## 11. Project Close Out Reporting

Submitting a Project Close Out Report is mandatory for all Advance Brampton Fund streams. This report must be completed after the project is fully delivered as outlined in the grant application and approved by the City in the funding agreement. The report evaluates the success of the project and accounts for the spending of the Advance Brampton Fund grant received.

The Project Close Out Report will focus on four main areas:

### 1. Project Delivery Reporting:

- An assessment of the actual project delivery, including explanations for any minor changes from the original plan as outlined in the application.
- Provision of project compliance and completion:
  - All approved building permits required for the space improvements.
  - All completed architectural and/or engineering drawings related to the space improvements.
  - Statutory Declaration confirming substantial completion, compliance with Construction Act, and payment of all contractors/subcontractors in a form provided by the City.

### 2. Project Impact Reporting:

- An evaluation of the project's goals and objectives as stated in the application and the Advance Brampton Fund agreement. This includes assessing the success in achieving these goals and objectives (i.e., meeting project outputs and outcomes) and identifying any lessons learned.

- Recipients will be required to report on the total square footage improved or newly activated.
- 3. Grant Program Feedback**
- An evaluation of the Advance Brampton Fund's funding program and this pilot stream of funding.
- 4. Project Expense Worksheet:**
- A final, completed worksheet detailing all costs and expenses related to the project. This includes itemized invoices and receipts (with vendor, reason, date paid, etc.), supported by original documents. Applicants must provide proof of charge and payment, which can include point of sale receipts, paid invoices, payroll documentation, cheques, bank statements, and/or credit statements.
  - Organizations in this stream of funding must submit proof of the expenses which match the City of Brampton contribution (called matching expenses). These expenses must be proven as outlined above. If a matching contribution is provided through volunteer hours (valued at \$17.20/hr) these can be proven through a volunteer log sheet, provided for use within the Project Close Out Report and tracked as an expense in the Project Close Out Report expense template. If Gifts-In-Kind are used to match the City contribution, the value of these can be established through an advertisement for the product, online sales posting (such as an Amazon listing), or an estimate for services rendered. Gifts-In-Kind should be included as expenses in the Project Close Out Report expense template.

To meet the reporting requirements, organizations must measure their project outputs (e.g., through participant surveys, interviews, attendance records, and volunteer logs) and keep all necessary documentation that proves expenses were paid (e.g., paid invoices, cheque stubs, bank statements, and credit statements).

*Close out reports are to be submitted 60 days post the project end date in your application or by December 31, 2025, whichever comes first.*

Not meeting the above timelines may result in:

- Forfeiture of 10% hold back
- Ineligibility for future funding programs
- Required repayment of awarded grant funding

Recipients who do not intend to apply in subsequent years must complete a Project Close Out Report as per the signed grant agreement. This will ensure the organization can apply for funding in future years, and closes the file for audit purposes (i.e., examination and verification of a recipient's accounts, statements, and other records).

**Organizations that do not submit an approved Project Close Out Report are ineligible for future funding opportunities.**

## 12. General Funding Provisions

- The following General Funding Provisions will apply to all 2026 Advance Brampton Fund funding streams and applications.
- Applicants are encouraged to seek additional sources of funding for their projects, including sponsorships, other grant opportunities, etc.
- Funds from any other City sources, including elected officials, must be disclosed and can be deducted from any awarded grant funding.
- Advance Brampton Fund grants may only be used for the approved project as outlined in the original application. The City will cancel funding in cases where the project, venue, or date changes without consultation and approval from, the Grant Administration Officer.
- Approved Advance Brampton Fund grant agreements cannot be transferred to another organization without explicit written permission from the City.
- The City reserves the right, at its sole discretion, to deem ineligible for future funding, organizations which do not meet the obligations of their Advance Brampton Fund agreements with the City.
- The City reserves the right to cancel and require repayment of awarded grant funding if recipients are in violation of any of the terms and conditions set forth in the guidelines or other legally binding agreements.
- All recipients must sign an Advance Brampton Fund agreement that includes details regarding reporting, indemnity, accessibility, accountability, insurance, and disclosure of conflict of interest.
- The City reserves the right to request payroll documentation, bank statements, credit statements, and cheque copies for the project period and/or audited financial statements.
- Successful applicants will receive funds by electronic transfer to the bank account of the recipient organization noted in the application form.

- In the case of a project cancellation, or recipient default resulting in termination of agreement, the recipient will be required to repay the entire amount of funding issued by the City's Advance Brampton Fund.
- Applicants are responsible for managing expenses to allow for fulsome reporting on Advance Brampton Fund timelines. Projects must prove expenses 60 days after the project end date listed in the application or by December 31, whichever comes first.
- All applicants must comply with all conditions and requirements in the Ontario Human Rights Code, the Charter of Rights and Freedoms and any other applicable laws, City by-laws and corporate policies.
- Projects with fundraising as the primary activity or objective are not eligible for funding by the Advance Brampton Fund. Any third-party fundraising efforts must be disclosed in the application and be secondary components of the project. Proceeds must be directed back to registered charities and incorporated non-profit organizations within Brampton, as evidenced by an official letter from the organization or Charity confirming this arrangement. It is the responsibility of the applicant to verify the status of the organization as a registered charity or incorporated non-profit. Failure to do so may result in the organization being deemed ineligible for future funding years or an application being declined.
- Recipients cannot use Advance Brampton Fund grant funding towards a donation (i.e., philanthropic donated funds, materials, supplies, or services) to a third party or for a project that collects pledges or registrations towards fundraising for the recipient organization or a third party.
- The City may, without advance notice, be required to revise the priorities for 2026 funding and project eligibility to ensure compliance with applicable laws and public health guidance.
- The City reserves the right to amend or impose additional terms and conditions as is deemed necessary by the City.

## 13. Access to Information and Protection of Privacy

The City of Brampton collects information required to evaluate Advance Brampton Fund applications, administration of funding agreements, and reporting. All information collected is retained in City records as required by the City's Record Retention By-Law. Records are maintained according to City policies and in compliance with Provincial and Federal legislation, including the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).



Information about activities funded by the Advance Brampton Fund, including the activity name, activity description, and the organization's name or individual members of unincorporated organizations undertaking the activity, will be made public by the City. Additional information may be disclosed to individual members of the public in response to access to information requests made under the Act.

The City limits the collection of personal information to that information necessary for the efficient administration of the program. As a part of the grant application process, the City collects contact information consisting of the name, address, email address and telephone number of the primary point of contact for the applicant and any individuals signing a grant agreement. Where this information constitutes personal information, it is collected under the authority of the Municipal Act S.O. 2001, c.25. This information is used only to contact applicants for purposes related to evaluating, administering, and reporting on grant applications. Questions about the collection of personal information should be directed to the Grant Administration Officer.

## List of Appendices

- |             |   |
|-------------|---|
| Appendix A: | Definition of Terms within Advance Brampton Fund  |
| Appendix B: | Instructions on how to access a registered charity's Charity Detail Page on the Canada Revenue Agency website and a sample Charity Detail Page copy                   |
| Appendix C: | Instructions on how to access a Federal Corporation Information Page on the Government of Canada website and a sample copy of a Federal Corporation Information Page. |
| Appendix D: | Instructions on how to access a Corporation Profile Report on the Ontario Business Registry website and a sample copy of a Corporation Profile Report.                |
| Appendix E: | Instructions on how to access Articles of Incorporation.  |
| Appendix F: | Instructions on how to fill out the City provided proof of insurance form   |
| Appendix G: | Application Questions and Evaluation Criteria Matrix – Arts and Culture Space Improvement Stream  |

## Appendix A – Definition of Terms

Below are a set of definitions for terms as they are used within the Advance Brampton Fund.

Term	Definition
<b>Administrative Expense</b>	<p>Any expense that is incurred by an organization to operate and that is not directly connected to the delivery of a project. These expenses are ineligible under the Advance Brampton Fund and can not be paid with City provided grant funding nor comprise all or part of the matching component where a matching grant has been awarded. Salaries and payment of non-project staff are administrative, and salaries and payment of project staff are administrative when outside of the project delivery timeline outlined in application. Administrative expenses also include payment for work/office or venue space. <b>The delivery venue for a project or program is not administrative only when the project is delivered outside of the organization's office or workspace.</b> Other administrative expenses can include monthly phone and internet costs, staff travel, whole website development excluding the costs to update the portion of a webpage that is directly related to a project, staff health and other benefits, etc.</p> <p><i>Contact the Grant Administration Officer if you have questions about what is or is not an administrative expense.</i></p>
<b>Capital Expense</b>	<p>Any expense incurred by an organization which increases the value of that organization. Capital expenses can include building construction or maintenance, vehicle purchases, the purchase of technology like laptops and sound equipment, sporting equipment, software licensing, web site domains, etc. The expenses related to the renovation or improvement of arts space in the Arts and Culture Space Improvement Stream are eligible provided they are not otherwise listed as ineligible expenses.</p> <p><i>Contact the Grant Administration Officer if you have questions about capital expenses.</i></p>
<b>City Priority</b>	<p>Areas of focus on which the Advance Brampton Fund seeks to have an impact. They are areas to which applications are directed, and the City of Brampton has staff with expertise in. These areas include Arts and Culture, Recreation and Community Safety.</p>
<b>Gift-In-Kind</b>	<p>Any product or service that would normally be paid for which is received for free to benefit a project. These are eligible <i>matching expenses</i> in the Developing, Amplifying and Space Improvement Streams.</p>
<b>Matching Grant/Matching Expense</b>	<p>The Advance Brampton Fund measures a matching contribution through expenses (called matching expenses). In the Space Improvement Streams applicants must demonstrate a project expense template that is at least two (2) times or double the value of their request. Project Close</p>

	Out Report expense templates in these streams will require that applicants prove the value of their grant request <i>as well</i> as the value of their matching expenses as paid.
<b>Outcome</b>	The long-term benefit to the City and community because of ongoing project delivery. Outcomes are usually hard to measure in the short term but are the result of long-term successful project delivery.
<b>Output</b>	The short-term measurable impact of a project. These things are quantitative and help illustrate a projects ability to benefit the community.
<b>Project</b>	Any activity undertaken by a non-profit or charity that is planned and executed to benefit the community and/or citizens in Brampton.
<b>Project Expense</b>	Any expense undertaken that is directly related to the delivery of a project. The Advance Brampton Fund provides, with some limitation, project funding with a 360-degree view implying that the City tries to fund all aspect of project expenses so long as they are incurred during the project delivery period of the grant and project as defined in the application.
<b>Project Staff</b>	Full-time, part-time, or contracted employees of an organization that work on delivery of the project as defined and scoped in the Advance Brampton Fund application.
<b>Stream</b>	Four funding opportunities to which applications are accepted in the Advance Brampton Fund. These include New and Small Project, Developing, Amplifying and Space Improvement.
<b>Subject Matter Expert (SME)</b>	Usually, a contracted individual working with an organization delivering a project. These individuals provide insight, expertise and project delivery work and assessment to organizations delivering Advance Brampton Fund funded projects. These individuals can be paid for their services as eligible project expenses provided their contract outlines payment or donate their services as Gifts-In-Kind provided their contract includes an estimate cost for the work they are providing.
<b>Under-represented, Diverse or Equity Deserving groups</b>	Any group that is not represented in the majority with respect to race, ethnicity, national origin, sexual orientation, gender identity or physical ability.
<b>Volunteer</b>	Any individual providing their time <b>free of charge</b> to help execute the delivery of a project. These individuals are providing time and personnel to organizations to facilitate project delivery. The value they provide to a project is calculated at minimum wage in the Advance Brampton Fund (\$17.20/hour). These are eligible <i>matching expenses in the Space Improvement Stream</i> .

## Appendix B – Charity Details Page

Instructions on accessing a Registered Charity's Charity Detail Page on the Canada Revenue Agency's website and a sample Charity Detail page copy.

<b>How to Access a Registered Charity's, Charity Detail Page:</b>	
<b>Step 1:</b>	<ul style="list-style-type: none"> <li>Visit the <a href="#">Government of Canada's list of charities and certain other qualified donees basic search webpage</a></li> </ul>
<b>Step 2:</b>	<ul style="list-style-type: none"> <li>Type your Charity's name into the "Charity name" search box. Press the Search icon.</li> </ul>
<b>Step 3:</b>	<ul style="list-style-type: none"> <li>From the "Basic search results" page, select your Charity from the list of search results.</li> </ul>
<b>Step 4:</b>	<ul style="list-style-type: none"> <li>You should now be looking at the "Quick View" for your Charity. At the top of the webpage underneath your Charity's name, click the link "Charity's detail page."</li> </ul>
<b>Step 5:</b>	Save an electronic copy of this page by one of the following methods: <ul style="list-style-type: none"> <li>Print as a PDF document and save to your computer files.</li> <li>Print a hard copy, then scan and save it in your computer files as a PDF or JPG.</li> </ul>

*Refer to the following two pages of these Guidelines for a Sample Charity Detail page.*



[Home](#) > [Canada Revenue Agency](#) > [Charities and Giving](#) > [Search](#)  
> [T3010 Registered Charity Information Return](#)

## Detail page

**i** Use this page to confirm a charity's status and Business/Registration number. The Charities Directorate has not necessarily verified the other information provided by the charity.

[Redacted]

Business/Registration number:

[Redacted]

Charity status:

**Registered**

Effective date of status:

[Redacted]

Sanction:

[Redacted]

Language of correspondence:

[Redacted]

Designation:

**Charitable organization**

Charity type:

[Redacted]



Category:



Address:



City:

**BRAMPTON**

Province, territory, outside of Canada:

**ON**

Country:

**CA**

Postal code/Zip code:



Charity Email address:



Charity website address:

View this charity's quick view information

**Quick view**

Links to Websites not under the control of the Government of Canada (GoC) are provided solely for the convenience of users. The GoC is not responsible for the accuracy, currency or the reliability of the content. The GoC does not offer any guarantee in that regard and is not responsible for the information found through these links, nor does it endorse the sites and their content. Users should be aware that information offered by non-

## Appendix C – Corporation Information Pages

Instructions on how to access a Federal Corporation Information Page on the Government of Canada website and a sample copy of a Federal Corporation Information Page.

<b>How to access a federally incorporated non-profit's Federal Corporation Information Page:</b>	
<b>Step 1:</b>	<ul style="list-style-type: none"> <li>Visit the <a href="#">Government of Canada's "Search for a Federal Corporation" webpage</a>.</li> </ul>
<b>Step 2:</b>	<ul style="list-style-type: none"> <li>Type your corporation's name and/or number into the "Corporation name" and/or "Corporation number" search box. Press the Search icon.</li> </ul>
<b>Step 3:</b>	<ul style="list-style-type: none"> <li>From the "Search Results" page, select your corporation from the list of search results.</li> </ul>
<b>Step 4:</b>	<ul style="list-style-type: none"> <li>You should now be looking at the "Federal Corporation Information" for your corporation.</li> </ul>
<b>Step 5:</b>	Save an electronic copy of this page by one of the following methods: <ul style="list-style-type: none"> <li>Print as a PDF document and save to your computer files.</li> <li>Print a hard copy, then scan and save it in your computer files as a PDF or JPG.</li> </ul>

The organizational name and address must match the one submitted in your application. If necessary, applicants can change their address with the Federal Government with Form [4003 with Innovation, Science and Economic Development Canada, Corporations Canada, Online Filing Centre](#). Valid sign-in information is necessary. Screen shots of the change details and submission should be included with your application. **Refer to the following three pages of these Guidelines for a Sample Federal Corporation Information Page.**

**Government  
of Canada****Gouvernement  
du Canada**

[Canada.ca](#) → [Innovation, Science and Economic Development Canada](#)

→ [Corporations Canada](#) → [Search for a Federal Corporation](#)

**Federal Corporation Information - [REDACTED]**[Order copies of corporate documents](#)**Note**

This information is available to the public in accordance with legislation (see [Public disclosure of corporate information](#)).

**Corporation Number**

[REDACTED]

**Business Number (BN)**

[REDACTED]

**Corporate Name**

[REDACTED]

**Status**

Active

**Governing Legislation***Canada Not-for-profit Corporations Act - 2020-09-03*

Order a Corporate Profile [\[View PDF Sample\]](#) [\[View HTML Sample\]](#).

[PDF Readers](#)

**Registered Office Address**

[REDACTED]

Brampton ON [REDACTED]

Canada

**Note**

Active NFP Act corporations are required to update this information. Changes are only legally effective when filed with Corporations Canada. A corporate key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

**Directors****Minimum** 1**Maximum** 10

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**i Note**

Active NFP Act corporations are required to update director information (names, addresses, etc.) within 15 days of any change. A corporation key is required. If you are not authorized to update this information, you can either contact the corporation or contact Corporations Canada. We will inform the corporation of its reporting obligations.

**Annual Filings****Anniversary Date (MM-DD)**

[REDACTED]

**Date of Last Annual Meeting**

[REDACTED]

**Annual Filing Period (MM-DD)**

[REDACTED]

**Type of Corporation**

[REDACTED]

**Status of Annual Filings**

[REDACTED]

**Corporate History****Corporate Name History**

[REDACTED]

[REDACTED]

**Certificates and Filings****Certificate of Incorporation**

[REDACTED]

## Appendix D – Corporation Profile Reports

Instructions on how to access a Provincial Corporation Profile Report and a sample copy of a Provincial Corporation Profile Report.

<b>How to Access a provincially incorporated non-profit's Provincial Corporation Profile Report:</b>	
Provincially incorporated non-profits and charities can only access Corporation Profile Reports through the Ontario Business Registry. To do this, you must have a valid account with the registry. The cost to obtain a Corporation Profile Report is \$8.00 and provided via the Business Registry Account.	
<b>Step 1:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Access the Ontario Business Registry</a></li> <li>• Scroll down and click "Search the OBR"</li> </ul>
<b>Step 2:</b>	<ul style="list-style-type: none"> <li>• Type your Ontario Corporation Number (OCN) or business name into the search bar and click "Search."</li> </ul>
<b>Step 3:</b>	<ul style="list-style-type: none"> <li>• Within the green bar at the top of the page click on "Request Search Products."</li> </ul>
<b>Step 4:</b>	<ul style="list-style-type: none"> <li>• Select "From the Ministry" under "Order a search product online."</li> <li>• Select "Profile Report" under "Select a Search Product."</li> </ul>
<b>Step 5:</b>	<ul style="list-style-type: none"> <li>• Select "Current Report."</li> <li>• Under "Email" provide the email address you would like the report sent to and under "Confirm Email" provide the same email address.</li> <li>• Click "Submit."</li> </ul>
<b>Step 6:</b>	<ul style="list-style-type: none"> <li>• Leave "Client Reference" field blank.</li> <li>• Under "Payment Method" select how you would like to pay.</li> <li>• Click "Continue."</li> <li>• You will be re-directed to a secure payment page. Once there click "Make Payment."</li> </ul>
<b>Step 7:</b>	<ul style="list-style-type: none"> <li>• Enter the name on the card under "Name on Card."</li> <li>• Enter the card number under "Card Number."</li> <li>• Enter the card's expiration date in the MM/YY format under "Expiration Date."</li> <li>• Enter the card's security code under "Security Code (CVV)."</li> <li>• Click the blue "Submit Payment" button.</li> </ul>
<b>Step 8:</b>	<ul style="list-style-type: none"> <li>• Click "Finalize Transaction."</li> <li>• Click "Finalize Transaction."</li> </ul> <p>If you do not click "Finalize Transaction" two separate times, as prompted the transaction will not complete.</p>
<b>Step 9:</b>	<ul style="list-style-type: none"> <li>• The Corporation Profile Report will be emailed to address provided and the card will be charged \$8.00.</li> </ul>
<b>Step 10:</b>	<ul style="list-style-type: none"> <li>• Save the Corporation Profile Report and receipt to your computer files.</li> </ul>

The organization name and address must match the one submitted in your application. If necessary, applicants can change their organizational address in their Business Registry account and submit proof of this change within their application.

**Refer to the next four pages of these Guidelines for a sample Provincial Corporation Profile Report**

Transaction Number: [REDACTED]



Ministry of Government and  
Consumer Services

## Profile Report

Type  
Name  
Ontario Corporation Number (OCN)  
Governing Jurisdiction  
Status  
Date of Incorporation/Amalgamation  
Registered or Head Office Address

Not-for-Profit Corporation

Canada - Ontario  
Active

Certified a true copy of the record of the Ministry of Government and Consumer Services.



*Sabrina Duckitt*

Director/Registrar



This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 1 of 7





Transaction Number:  

Active Director(s)



Minimum Number of Directors  

Maximum Number of Directors

Name  



Address for Service

Date Began

Name  

Address for Service

Date Began

Name  

Address for Service

Date Began

Certified a true copy of the record of the Ministry of Government and Consumer Services.

*Sabrina Duckitt*

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 2 of 7



Transaction Number:



**Active Officer(s)**

There are no active Officers currently on file for this corporation.

Certified a true copy of the record of the Ministry of Government and Consumer Services.

*Barbara Duckitt*

Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 3 of 7

Transaction Number: [REDACTED]

Corporate Name History

Name	Effective Date
[REDACTED]	[REDACTED]

Certified a true copy of the record of the Ministry of Government and Consumer Services.

*Suzanne Luckett*  
Director Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 4 of 7

Transaction Number: 



#### Expired or Cancelled Business Names

This corporation does not have any expired or cancelled business names registered under the Business Names Act in Ontario.

Certified a true copy of the record of the Ministry of Government and Consumer Services.



Director/Registrar

This report sets out the most recent information filed on or after June 27, 1992 in respect of corporations and April 1, 1994 in respect of Business Names Act and Limited Partnerships Act filings and recorded in the electronic records maintained by the Ministry as of the date and time the report is generated, unless the report is generated for a previous date. If this report is generated for a previous date, the report sets out the most recent information filed and recorded in the electronic records maintained by the Ministry up to the "as of" date indicated on the report. Additional historical information may exist in paper or microfiche format.

Page 6 of 7

## Appendix E – Accessing Articles of Incorporation

How to access a federally incorporated non-profit's Articles of Incorporation	
<b>Step 1:</b>	<ul style="list-style-type: none"> <li>Visit the <a href="#">Government of Canada's Online Corporate Filing Centre</a></li> </ul>
<b>Step 2:</b>	<ul style="list-style-type: none"> <li>Use the search bar to search for your non-profit organization</li> <li>Click the "Search" button</li> </ul>
<b>Step 3:</b>	<ul style="list-style-type: none"> <li>Select the organization from the list and click "Next"</li> </ul>
<b>Step 4:</b>	<ul style="list-style-type: none"> <li>Select the "Incorporation" documents from the list. They include the Incorporation Certificates and Articles</li> <li>Click "Next"</li> </ul>
<b>Step 5:</b>	<ul style="list-style-type: none"> <li>Fill out the contact information form</li> <li>Click "Next"</li> </ul>
<b>Step 6:</b>	<ul style="list-style-type: none"> <li>Review and confirm the information provided</li> <li>Click "Finish"</li> <li>The documents will be emailed to the email address you provided in step 5</li> </ul>

How to access a provincially incorporated non-profit's Articles of Incorporation	
Provincially incorporated non-profits can only access Articles of Incorporation through the Ontario Business Registry. To do this, you must have a valid account with the registry. The cost to obtain an Articles of Incorporation is \$3.00.	
<b>Step 1:</b>	<ul style="list-style-type: none"> <li><a href="#">Access the Ontario Business Registry</a></li> <li>Scroll down and click "Search the OBR"</li> </ul>
<b>Step 2:</b>	<ul style="list-style-type: none"> <li>Use the search bar to search for your non-profit organization</li> <li>Click the "Search" Button</li> </ul>
<b>Step 3:</b>	<ul style="list-style-type: none"> <li>Click on the organization in the list</li> </ul>
<b>Step 4:</b>	<ul style="list-style-type: none"> <li>Click "Request Search Products"</li> <li>Click List and Request Document Copies</li> </ul>
<b>Step 5:</b>	<ul style="list-style-type: none"> <li>Select "NFPCA – Articles of Incorporation" from the list</li> <li>Provide your email address</li> <li>Click "Request Documents"</li> <li>Select a payment method</li> <li>Click Continue</li> </ul> <p><i>*If the organization was incorporated before 2022 instead of selecting "NFPCA – Articles of Incorporation" select Archive Document Package which will include all the archived incorporation documents include Articles of Incorporation.</i></p>
<b>Step 6:</b>	<ul style="list-style-type: none"> <li>Fill your payment details prompted</li> </ul>
<b>Step 7:</b>	<ul style="list-style-type: none"> <li>Complete the process</li> <li>Articles of Incorporation will be emailed to email address provided in step 5.</li> </ul>

*Articles of Incorporation should demonstrate an Arts and Culture purpose/mandate/object for organization's to be eligible in the Space Improvement Stream.*

## Appendix F – City Provided Proof of Commercial General Liability Insurance Form

Below is a sample Certificate of insurance form, which provides proof of your organizations \$2,000,000 in Commercial General Liability Insurance. This form is provided within your application and must be filled out and submitted with your application. Please note the following:

1. The certificate must be filled out by an insurance professional.
2. The name of insured and address of insured must match what is provided as your organization name and address in your application.
3. Where the form asks for an insurance company name, this must be the name of the company providing the coverages and not a brokerage or managing general agent. If a single company name cannot be provided because coverage comes from multiple companies, a listing of companies providing coverages must be submitted with the application.
4. The policy number must be a policy number and not a binder number.
5. This certificate must be complete and submitted with your application. No other documentation will be accepted. This certificate proves you have required coverages and that the City of Brampton has been named as an additional insured on the policy.

BRAMPTON Sustainable Flower City		The Corporation of the City of Brampton		Advance Brampton Fund	
<b>Certificate of Insurance</b> NOTE: Insurance Company MUST have a minimum rating of: 'B+' (A.M.Best); 'Baa' (Moody's); or 'BBB' (Standard and Poor's)					
Proof of Liability Insurance will be accepted on this form only. <b>**IF A FACSIMILE HAS BEEN TRANSMITTED, THE ORIGINAL CERTIFICATE MUST FOLLOW**</b>					
This is to certify that the policies of insurance as described below have been issued by the undersigned to the insured named below and are in force at this time.					
NAME OF INSURED		TELEPHONE NUMBER > ( ) -			
ADDRESS OF INSURED		CITY PORTAL CODE			
TYPE OF INSURANCE	INSURANCE COMPANY	POLICY NUMBER	EFFECTIVE (YR/MO/DAY)	EXPIRY DATE (YR/MO/DAY)	LIMITS OF LIABILITY BODILY INJURY & PROPERTY DAMAGE - INCLUDES
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					PER OCCURRENCE
<input type="checkbox"/> UMBRELLA					
<input type="checkbox"/> EXCESS					
<input type="checkbox"/> OTHER					
Commercial General Liability - Occurrence Basis, Including Personal Injury, Property Damage, Contractual Liability, Non-Owned Automobile Liability, Owner's and Contractor's Protective Coverage, Products - Completed Operations, Contingent Employers Liability, Cross Liability Clause and Severability of Interest Clause.					
Tenant's Legal Liability		Yes <input type="checkbox"/> No <input type="checkbox"/>	Limit		
<input checked="" type="checkbox"/> MOTOR VEHICLE LIABILITY					
Motor Vehicle Liability - must cover all vehicles owned, or operated by, or on behalf of the insured.					
THE CORPORATION OF THE CITY OF BRAMPTON has been added as an additional insured under the Commercial General Liability, but only with respect to the liability arising out of the operations of the Named Insured.					
Should any of the above described policies be cancelled or materially changed so as to affect the coverage stated above, thirty (30) days prior written notice by registered mail (OR notification in compliance with the Statutory Conditions of OAP 1, Sept. 1, 2010 ed.) will be given by the insurer(s) to:					
The Corporation of the City of Brampton Attention: Coordinator, Advance Brampton Fund, Economic Development & Culture 2 Wellington Street West, Brampton, Ontario L6Y 4R2 Phone: 905-874-3395 E-mail: abf@brampton.ca					
This certificate is executed and issued to the aforesaid Corporation of the City of Brampton, the day and date herein written below:					
DATE	YR. MO. DAY	NAME OF INSURANCE COMPANY (not broker)			
NAME OF INSURANCE BROKER		AUTHORIZED REPRESENTATIVE OR OFFICIAL BY:			
<b>***THIS FORM MUST BE COMPLETED &amp; SIGNED BY YOUR INSURANCE BROKER***</b>					

Revised Nov 2019

## Appendix G – Application Questions and Evaluation Criteria Matrix for the Arts and Culture Space Improvement Stream

### ARTS AND CULTURE SPACE IMPROVEMENT STREAM: REVIEW STAGE 1: ELIGIBILITY REVIEW

Answers to questions in this section do not impact your application's score but failure to answer them and provide necessary documentation could result in your application being deemed ineligible.

<b>QUESTION:</b>	I confirm that I have the authority to submit this application. <b>Note:</b> You must have authorization from your organization to complete this application.
<b>REVIEW CRITERIA:</b>	Box must be checked.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Organization Contact Details: <b>Note:</b> Your Organization Contact is the designated person with the authority to submit this application. <ul style="list-style-type: none"> <li>• Name:</li> <li>• Position:</li> <li>• Email:</li> <li>• Phone:</li> </ul>
<b>REVIEW CRITERIA:</b>	Fields must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Organization Legal Name: <b>Note:</b> This is the name under which your organization is legally registered.
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Office Address: <b>Note:</b> Your organization must be Brampton-based, defined as having a permanent office address in Brampton. This is the space in Brampton you are planning to improve.
<b>REVIEW CRITERIA:</b>	Field must be completed. The office address must be in Brampton.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select your organization type: <ul style="list-style-type: none"> <li>• Registered Charity</li> <li>• Incorporated non-profit organization</li> </ul>
<b>REVIEW CRITERIA:</b>	One of the options must be selected.
<b>WEIGHTING:</b>	N/A



<b>QUESTION:</b>	<p>If you are a registered charity, upload a copy of your Charity Detail page from the Canada Revenue Agency (CRA) website. If your Charity is incorporated, upload a copy of the Federal Corporation Information page or the Provincial Corporation Profile Report, as well.</p> <p><b>Note 1:</b> See Appendices A, B and C of the Advance Brampton Fund 2026 Guidelines for instructions on obtaining a Charity Detail page and, if applicable, a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><b>Note 2:</b> The legal name and address provided for your organization on this application must match that on file with the CRA.</p> <p><b>Note 3:</b> The Charity Detail Page should confirm an Arts and Culture Charity Type and/or Category for the organization to be eligible in the Arts and Culture Space Improvement Stream</p>
<b>REVIEW CRITERIA:</b>	<p>The Charity Detail page must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The organization exists as a registered charity.</li> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The organization has an Arts and Culture purpose, or mandate as demonstrated in the “Category” and/or “Type” sections of the page.</li> </ul> <p>If the Charity has also uploaded a Corporation Information Page or Profile Report, it must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The Corporation is listed as:             <ul style="list-style-type: none"> <li>○ Ontario Corp Non-Share (if Provincially incorporated).</li> <li>○ Governing Legislation: Canada Not-For-Profit Corporations Act (if Federally incorporated).</li> </ul> </li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>If you are an incorporated non-profit organization, upload a copy of the Federal Corporation Information page or Provincial Corporation Profile Report for your organization <b>and</b> a copy of your organization’s Articles of Incorporation.</p> <p><b>Note 1:</b> See Appendices B and C of the Advance Brampton Fund 2026 Arts and Culture Space Improvement Guidelines for instructions on obtaining a Federal Corporation Information page or Provincial Corporation Profile Report for your organization.</p> <p><b>Note 2:</b> The legal name and address provided for your organization on this application must match that on your Federal Corporation Information page or Provincial Corporation Profile Report.</p> <p><b>Note 3:</b> See Appendix E of the Arts and Culture Space Improvement Stream Guidelines for instruction on how to obtain Articles of Incorporation.</p> <p><b>Note 4:</b> Articles of Incorporation should demonstrate an Arts and Culture Purpose or Mandate.</p>
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<b>REVIEW CRITERIA:</b>	<p>The Federal Corporation Information page or Provincial Corporation Profile Report must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The legal name matches that provided in the application.</li> <li>• The organization has an office address in Brampton that pre-dates the date of application.</li> <li>• The Corporation is listed as:               <ul style="list-style-type: none"> <li>○ Ontario Corp Non-Share (if Provincially incorporated).</li> <li>○ Governing Legislation: Canada Not-For-Profit Corporations Act (if federally incorporated).</li> </ul> </li> </ul> <p>The Articles of Incorporation must demonstrate a clear arts and culture purpose and/or mandate.</p>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Upload a copy of your organization's commercial lease agreement or commercial mortgage documents.</p> <p><b>Note 1:</b> <i>Lease agreements must show unexpired term until at least December 31, 2026.</i></p>
<b>REVIEW CRITERIA:</b>	Lease/mortgage documents clearly demonstrate ongoing occupancy in a commercial space in Brampton.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Please provide appropriate supplemental information based on whether your organization leases or owns the commercial property your organization occupies.</p> <ul style="list-style-type: none"> <li>• If owned, you must provide an up-to-date tax certificate and a statement of good standing from your mortgage provider.</li> <li>• If leased you must provide a letter from your landlord, property management and/or property owner that approves the improvement work being undertaken. This letter should also indicate a lease in good standing. This letter should be signed and include contact information for the authorizing party.</li> </ul>
<b>REVIEW CRITERIA:</b>	Supplementary documentation is provided and meets the set requirements.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Please confirm that the project with which you are applying to the 2026 Advance Brampton Fund will:</p> <ul style="list-style-type: none"> <li>• Take place between January 1, 2026, and December 31, 2026.</li> <li>• Take place in Brampton, Ontario.</li> </ul>
<b>REVIEW CRITERIA:</b>	Box must be checked.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Applicant organizations must carry year-round Commercial General Liability Insurance, in the amount of \$2 million - please see section 4.3 Required Organizational Insurance of the Advance Brampton Fund 2026 Guidelines, for complete details.</p> <p>Proof of this insurance must be uploaded and submitted as part of your application, using the City's Certificate of Insurance template. The template must be completed by an insurance representative from an insurer licensed to sell insurance in Ontario.</p> <p>If your organization is a City of Brampton Recreation Affiliate Group and your insurance is provided for through this program, check this box. Staff will follow up to verify your organization's status and coverage.</p>
<b>REVIEW CRITERIA:</b>	<p>The Certificate of Insurance must demonstrate that:</p> <ul style="list-style-type: none"> <li>• The required coverage is in place.</li> <li>• The certificate has been completed by an insurance representative from an insurer licensed to sell insurance in Ontario.</li> </ul>
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	<p>Organization's Signatory Contact details:</p> <p><b>Note:</b> <i>Your organization's Signatory Contact is the person who has the signing authority to legally bind your organization and, if your application is successful, will be responsible for signing an Advance Brampton Fund grant agreement.</i></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position</li> <li>• Email</li> <li>• Phone</li> </ul>
<b>REVIEW CRITERIA:</b>	Fields must be completed.
<b>WEIGHTING:</b>	N/A

**ARTS AND CULTURE SPACE IMPROVEMENT STREAM:  
REVIEW STAGE 2: ORGANIZATIONAL INFORMATION**

**Answers to questions in this section do not impact your application's score or eligibility. The data/information is being collected for organizational planning purposes and our commitment to advance and foster diversity, equity and inclusion.**

<b>QUESTION:</b>	Number of years your organization has been in operation:
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Your organization's mandate/mission statement (200 words max).
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Your organization's typical programs and services, including how many people you serve annually (200 words max):
<b>REVIEW CRITERIA:</b>	Field must be completed.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Is your organization led by those from underrepresented communities? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>REVIEW CRITERIA:</b>	Select One Tick box (Optional Question)
<b>WEIGHTING:</b>	N/A
<b>QUESTION:</b>	If yes, and you would like to explain how, please use the space below
<b>REVIEW CRITERIA:</b>	Field to be completed (Optional Question)
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Does your organization serve those from underrepresented communities? <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<b>REVIEW CRITERIA:</b>	Select One Tick box (Optional Question)
<b>WEIGHTING:</b>	N/A
<b>QUESTION:</b>	If yes, and you would like to explain how, please use the space below
<b>REVIEW CRITERIA:</b>	Field to be completed (Optional Question)
<b>WEIGHTING:</b>	N/A

<b>ARTS AND CULTURE SPACE IMPROVEMENT STREAM:</b> <b>REVIEW STAGE 3: STRATEGIC ALIGNMENT</b> Answers to these questions inform reviewers of your project's alignment to City Priorities and inform the score provided in the "Project Alignment" section in Review Stage 4 outlined below.	
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<b>QUESTION:</b>	Select the Output(s) and insert the target numbers your project will achieve.
<b>REVIEW CRITERIA:</b>	A measurement for all outputs must be provided. Use (0) zero for measurements that will not be measured.
<b>WEIGHTING:</b>	N/A

<b>QUESTION:</b>	Select the Outcome(s) your project will achieve.
<b>REVIEW CRITERIA:</b>	A minimum of at least one outcome must be selected.
<b>WEIGHTING:</b>	N/A

**ARTS AND CULTURE SPACE IMPROVEMENT STREAM:**  
**REVIEW STAGE 4: PROJECT EVALUATION**  
 Evaluation Scale: Strongly Disagree | Disagree | Neutral | Agree | Strongly Agree

Section	Question	Evaluation Criteria	Weighting
Brief Project Description	<b>Brief Project Description:</b> Provide a brief description of your project (250 words or less).	This brief description is not evaluated. It is used to provide evaluators with a high-level introduction to your project.	N/A
Project Details (70%)	<b>Project Description:</b> <ul style="list-style-type: none"> <li>Project Start Date</li> <li>Project End Date</li> </ul> Describe your capital project. Include full details, such as: <ul style="list-style-type: none"> <li>what you plan to do</li> <li>how you plan to do it</li> <li>Identify the need for the space improvement and evidence of this need.</li> <li>How this space improvement will benefit artists and the Brampton community</li> </ul>	The project description is clearly articulated and contains sufficient detail to demonstrate a thoughtful well-planned project that benefits the organization, Brampton artists and the Brampton community.	15%
	<b>Project Alignment:</b> Describe your project's alignment with the City of Brampton's Culture Master Plan and how it addresses the need for artistic and creative space in Brampton	The project's alignment to the Culture Master Plan is strong and evidence is provided to reinforce this alignment.	10%
	<b>Project Outputs:</b> Describe how your organization will measure the outputs you selected earlier in the application and why they are important to the project. Include information on anything additional you may be measuring to assess success.	The Output(s) identified are appropriate for the project, target numbers set are challenging yet reachable	10%
	<b>Project Outcomes:</b> Describe how your project will contribute to the outcome(s) you selected earlier in the application.	The Outcome(s) identified are appropriate for the project and the project represents a contribution to achieving outcomes.	5%
	<b>Project Development:</b> Describe the capital project's long-term impact on your organization's programs, services and plans.	Demonstrates integration with long-term operation and program strategies and confirms intention of ongoing occupation of the space.	15%
	<b>Project Team:</b> List internal and external team members, including other organizational collaborators, funders,	The project team is listed and possesses the necessary skills sets(s) to deliver the project on schedule.	10%

Section	Question	Evaluation Criteria	Weighting
	subject matter experts as well as contracted services including contractors and trades involved in the project. Include details such as qualifications and skill sets. If not yet hired, describe the required skill sets you are looking for. How does this team represent the necessary skills to deliver the project on schedule and as planned?		
	<b>Diversity, Equity and Inclusion:</b> Describe how the completed project will provide safe, inclusive and accessible space for Brampton's diverse population.	Demonstrates consideration of equity, inclusion and accessibility in space modifications	5%
Process (30%)	<b>Project Plan:</b> How will you ensure the project is delivered in a timely, efficient, and effective manner? List the key project activities that will help your organization plan, deliver and assess or review the project and associated timelines. Be sure to include timelines that include approval on permits that may be needed. A minimum of five (5) project activities is required.	Key project activities are strongly aligned with the project description and are reasonable to carry out in the proposed timelines.	15%
	<b>Utilization Plan</b> Describe how the space will be shared with artists and/or the community post-project to ensure effective utilization	Demonstrates clear, planned commitment to maximizing artist and/or community benefit.	5%
	<b>Project Expenses:</b> Using the Project Expenses Worksheet provided, complete the proposed expenses for your project.	The Project Expenses Worksheet is complete, reasonable, and aligned to key project activities.	10%
	<b>Total Score</b> <b>(60% required to be considered for funding)</b>		100%