



SNAP! Sauga Neighbourhood Arts Program



2024 Guidelines and Information

The Sauga Neighbourhood Arts Program (*SNAP!*) is a new co-funding initiative of the Mississauga Arts Council (MAC). *SNAP!* provides financial support to community-led arts programs in celebration of Mississauga’s 50th Anniversary in 2024. Funds for *SNAP!* come from proceeds of the MACsquerade Glam Ball and generous corporate sponsorships.

Arts Groups/Organizations, Festivals, Service/Community Groups, and Neighbourhood Associations based in Mississauga can apply for co-funding support of projects that serve their neighbourhood.

SNAP! will support projects throughout 2024 that enable residents and artists to meet through beautifications, activations, and creative experiences across Mississauga and bring local residents into greater awareness, connection, and enjoyment of local professional artists.

Successful projects will take place in Mississauga, include Mississauga-based artists, and serve Mississauga communities. These community arts projects can be from any art form and will engage residents of Mississauga.

Get Creative! Eligible projects might be works of visual art: like murals, musical events: like concerts, theatre plays and street dances, or seasonal pop-up exhibitions by local curators in malls, community centres, parks, town centres, or parking lots.

MAC looks forward to providing co-funding support for projects that inspire and entertain residents with the best local artists creating memorable experiences for fellow residents and visitors, in celebration of our City’s 50th Anniversary.

About the Mississauga Arts Council:

The Mississauga Arts Council is dedicated to enabling the growth of the arts by creating opportunity and connection between artists and residents in Mississauga and beyond. Now in our 42nd year, MAC is a registered charity, providing service-based programming to artists, promoting artists in Mississauga to diverse audiences, and growing awareness of the arts in our city to build a vibrant thriving cultural community. Learn more: www.mississaugaartscouncil.com

Applicant Eligibility

SNAP! funding is only available to groups or organizations.

Eligible Applicants to *SNAP!* must be registered or unregistered groups, or organizations. Examples of eligible applicants include Artist Groups, Arts Organizations, Cultural Arts Festivals, Neighbourhood/Community Associations, and Event-producing Organizations.

If you have questions about whether you are eligible, please contact MAC snap@macarts.ca. Please allow us 2-3 business days to answer your inquiry.

NOTE: Individuals are not eligible for SNAP! funding. If you are an individual artist please consider our MicroGrant program that supports funding to individuals. Learn more: macarts.ca/microgrants

Project Eligibility

SNAP! supports projects that include any artforms (music, visual art, dance, theatre, writing, film, etc) and projects can include one or more artforms.

Projects must take place in Mississauga and serve artists and residents of Mississauga. Eligible projects must demonstrate impact for local audiences and pay professional rates to artists for their participation.

Preference will be given to projects that have confirmed revenue sources.

| Get Inspired! Examples of Eligible <i>SNAP!</i> Projects | |
|---|---|
| Community Activations: <ul style="list-style-type: none">● Poetry Events in Parks● Painting Events in Parks● Music, Dance, Theatre Events in Parks● Popup Arts Events at Malls, Parking Lots, or other Public Spaces● Your great community activation idea! | Creative placemaking <ul style="list-style-type: none">● Painting Public Picnic Tables● Painting Public Muskoka Chairs● Painting Community Garden Planters● Small business window murals● Murals on buildings, sidewalks and more● Your great creative placemaking idea! |

The program does not fund:

SNAP! does not fund:

- Projects that take place outside of Mississauga
- Projects that do not incorporate or acknowledge Mississauga's 50th Anniversary
- Projects that do not include paid professional artists
- Projects or organizations of a political or religious nature
- Projects or organizations that engage in discrimination against persons contrary to the Human Rights Code, including in staffing or program content.

Project Timing

Eligible projects should take place within the 2024 calendar year.

SNAP! funding will not support projects that have taken place before the application is submitted.

Applications should be submitted a minimum of six (6) weeks before the project/event takes place.

Project Funding Available

SNAP! will invest in projects that celebrate Mississauga's 50th Anniversary and engage participants/audiences through the arts.

Funding amounts will vary depending on the scope of the project, but will generally be an amount of up to \$5,000. Larger funding amounts may be available for projects with a larger budget and community impact.

MAC encourages applicants to have additional revenue sources for their project. Preference will be given to projects that have confirmed revenue sources included in their budget.

How to Apply

All applications must be received through the program webform here:

<https://form.jotform.com/240036476038050>

MAC does not accept applications by any other means of delivery.

You will receive a confirmation email when your application is submitted. Check your spam/junk mail folder if it doesn't arrive in your inbox (confirmation email will come from noreply@jotform.com).

Accessibility Support: If you require assistance completing the application webform, please email snap@macarts.ca and MAC will contact you to discuss accessibility support.

Application Deadline

Applications are **accepted on an ongoing basis until November 1, 2024.**

We recommend submitting your application through the *SNAP!* webform application NO LATER than six (6) weeks before the event/activity date.

Notification of results will be released approximately 2 weeks after your submission is received.

Application Requirements

The *SNAP!* application webform is a 2 page online application form.

All applications must be received through the program webform here:

<https://form.jotform.com/240036476038050>

You will be required to complete the following information:

- Page 1: About the Applicant
 - Contact Information
 - Contact Name
 - Contact Email
 - Contact Phone
 - Organization Information
 - Organization Name
 - Organization Address
 - Organization/Project Website (or primary social media account)
 - Tell us about your organization. Please describe your mission/mandate and the population you serve.
 - MAC Membership Status
- Page 2: About the Project
 - Project Name
 - Project Start Date & Project End Date
 - City Ward of project activities
 - Find your ward
www.google.com/maps/d/u/0/viewer?mid=1YOain8byQwL5nALHcguxSKFgAr8&hl=en_US&ll=43.60931537132996%2C-79.67559814453125&z=11)
 - Project Description - include a description of the activities involved in your project, location and dates of your project and any other information that is relevant. *(max. 200 words)*
 - Tell us about your project partners (who is involved in your project and in what capacity?) *(max. 150 words)*
 - What impact/benefit will your project have on the community? *(max. 150 words)*
 - How much funding are you requesting from the Mississauga Arts Council?
 - Do you have any confirmed revenue sources?
 - Upload a detailed project budget (PDF or xls format only)
 - Download a budget template here:
<https://docs.google.com/spreadsheets/d/1liXd-jaFGAdBkULgISCgVli5gwRzw0hYijtDL6mhJk/template/preview>)
 - OPTIONAL
 - Upload a sponsorship package or project proposal (PDF format)
 - Additional information/comments
 - Upload additional documents

Accessibility Support: If you require assistance completing the application please email snap@macarts.ca and MAC will contact you to discuss accessibility support.

Application Requirements - Project Budget

Please download a budget template here:

<https://docs.google.com/spreadsheets/d/1liXd-jaFGAdBkULgISCgVli5gwRzw0hYijtDL6mhJk/template/preview>

You MUST submit a budget using the template above. If you have a more detailed budget you wish to share with us, you can use the “Additional Document Upload” section of the webform.

Application Assessment

MAC will review all applications received. Decisions will be made based on the following criteria:

- Impact & Audience Engagement
- Relevance and Connection to the Community
- Benefits to the artist(s)
- Achievable Project Schedule & Work Plan
- Realistic Budget and Timeline
- Other confirmed revenue sources in budget

Successful applications will:

- Promise an exciting event or lasting beautification
- Celebrate Mississauga’s 50th Anniversary
- Enrich arts offerings available to Mississauga audiences
- Include a feasible schedule, budget, and project details

Next Steps for Successful Applicants

If selected, applicants will be contacted by MAC. MAC will schedule a virtual meeting to discuss your project and the funding with you.

Following the meeting, MAC will send you a contract for the project funding. This contract will include terms and conditions for the funding, payment information, and detailed instructions of funder recognition and logo usage.

Changes to the Project

If your project changes, please notify MAC lead immediately. MAC may require a meeting to discuss any project changes with you.

Completion of Project and Final Report

Successful *SNAP!* applicants will be required to complete a brief final report to close out their contract with MAC. This final report will include impact/outcome data, and an updated budget with receipts.

2024 SNAP! - Frequently Asked Questions

Where can I learn more about SNAP!?

Visit <https://www.macarts.ca/snap-2024> to learn more about the Sauga Neighbourhood Arts Program (SNAP!).

How can I submit an application for SNAP!?

All applications must be received through the SNAP! webform here:
<https://form.jotform.com/240036476038050>

Where is the application form?

All applications must be received through the SNAP! webform here:
<https://form.jotform.com/240036476038050>

When is the application deadline?

The SNAP! Program will accept applications on a rolling basis throughout 2024. We encourage applicants to submit their applications early. **Submissions will NOT be accepted after November 1, 2024.**

Can I use my own budget template?

No. Please use the budget provided by MAC for your application.

Download a copy here:

<https://docs.google.com/spreadsheets/d/1liXd-jaFGAdBkULglSCgVli5gwRzw0hYijtDL6mhJk/template/preview>

NOTE: If you already have a project budget prepared, you are welcome to include it in the “Additional Document Upload” section if you feel that it better represents your project and provides more context to your application.

Where can I access a budget?

MAC has developed a project budget template for all applicants.

You can download a copy here:

<https://docs.google.com/spreadsheets/d/1liXd-jaFGAdBkULglSCgVli5gwRzw0hYijtDL6mhJk/template/preview>

Please make sure to rename your document with your name or your organization’s name replacing “YOUR NAME”.

Do I need to fill out numbers in all the budget lines?

You do NOT need to have an expense or revenue item for every line in the budget. If a line is not applicable to your project, please enter “\$0”.

What does “in-kind” mean?

An in-kind contribution is a non-monetary contribution or donation. This includes donated goods, services or volunteer work to support a project. In-kind contributions can include goods or services offered free of charge or at a significant discount rate (ex. Free rehearsal space, volunteer services).

How much money can I ask for?

Funding amounts will vary depending on the scope of the project, but will typically be an amount of up to \$5,000. Larger funding amounts may be available for projects with a larger budget and community impact.

While this is not a “matching grant”, MAC encourages applicants to have additional revenue sources for their project. **Preference will be given to projects demonstrating confirmed revenue sources at the time the application is submitted.**

How do I find my City Ward?

The City of Mississauga is divided into 11 wards, each represented by a City Councillor. You can locate your Ward through the following resources:

- Google Map with City Wards - www.google.com/maps/d/u/0/viewer?mid=1YOain8byQwL5nALHcqUXSKFgAr8&hl=en_US&ll=43.60931537132996%2C-79.67559814453125&z=11
- City of Mississauga Resource - <https://data.mississauga.ca/datasets/mississauga::2022-ward-boundaries/explorer>

Do I need to include a Project Proposal/Sponsorship Package?

No. This is an optional document.

If you have a project proposal or sponsorship package that you wish to include, we encourage you to do so; however if you do not have one, it is not a requirement for submitting an application.

Will MAC review my application before I submit?

MAC can only provide advice on applicant/project eligibility, and submission requirements. We cannot review or advise you on the content of your application.

We encourage you to review the guidelines thoroughly. After reviewing the guidelines, if you still have questions, you can reach out by email for more information to snap@macarts.ca.

What if I require accessibility support to apply for SNAP!?

If you require assistance completing the *SNAP!* application webform, please email snap@macarts.ca and we will contact you to discuss accessibility support.

MAC can make arrangements for a fillable PDF application form available for those who cannot complete the webform.

Who can I contact for more information?

After reviewing the guidelines and frequently asked questions, you can address any additional questions to staff by email. Please contact snap@macarts.ca and allow 2-3 business days for a response.