



2024 MAC MicroGrants - Guidelines and Information

Mississauga Arts Council's (MAC) MicroGrant Program provides funding to individual artists to support the creation and presentation of their impactful projects. These MicroGrants target areas of interest or needs within the local arts sector, and have been catalysts for collaboration across artistic practices.

Our Fall 2024 MicroGrants will support artist-led projects from any artistic discipline that feature public-facing events or activities that engage audiences in Mississauga. Eligible projects must include artist fees for Mississauga artists and must take place in Mississauga.

This funding round, MAC is offering Matchmaker MicroGrants to Individual Artist Applicants. Matchmaker MicroGrants provide funding for 50% of a project to a maximum of \$3000. Project applications must demonstrate a confirmed investment in the project at the time of application.

Please read these guidelines carefully.

Below, you will find detailed information on MAC MicroGrants including:

- Eligibility (Applicant & Project)
- Funding Stream Details
- Application Form Requirements
- Important Dates & Deadlines
- MicroGrant Jury Assessment
- Frequently Asked Questions

Deadline for submissions: Monday, September 23, 2024, by 5:00 PM.

NO LATE OR INCOMPLETE SUBMISSIONS WILL BE ACCEPTED.

For more information, visit: macarts.ca/microgrants

MAC's MicroGrant program is supported in part by RAMA Gaming Centre through the Mississauga Charitable Gaming Association and by generous donors like you.



2024 MAC MicroGrant - Eligibility:

Applicant Eligibility

MAC MicroGrants are ONLY available to individual artists living in or based in Mississauga.

Only Individual artists are eligible for MicroGrant Funding. For Artist Groups, Collectives and Organizations, please apply for funding through the **Sauga Neighbourhood Arts Program (SNAP!)** - macarts.ca/programs/snap-2024/

Project Eligibility

Projects must be focused on arts and culture in Mississauga and follow the guidelines listed in each funding stream. All eligible projects must include an accessible public-facing activity or element.

Geography

Applicants must be a Mississauga-based individual artist. All projects must take place in or have the majority of the work completed in Mississauga. **This is non-negotiable.**

MAC Membership

Applicants do not have to be members of MAC to apply, however, if a project is successful, the recipient of the MicroGrant will need to join MAC or ensure their membership is current. (*Membership fees start at \$30/year*)

Learn about the benefits of MAC membership: macarts.ca/mac-membership/

Multiple Applications

Applicants may only submit one (1) application. If an applicant submits more than one (1) MicroGrant Application, only their first application will be reviewed by the Peer Assessment Jury.

Previous MicroGrant Winners

Previous MicroGrant winners are eligible to apply. To be eligible, final reports for any outstanding MicroGrant projects must be received AND approved by MAC before an applicant can apply for new MicroGrants.

Previously Funded Projects

Projects that have previously received funding through any of MAC's MicroGrant or Matchmaker MicroGrant Funding Streams ARE eligible to receive additional funding but must demonstrate project growth and/or community impact.

Deadline for all submissions: Monday, September 23, 2024, by 5:00 PM.

NO LATE SUBMISSIONS WILL BE ACCEPTED.

We encourage applicants to apply early to make sure their submission is received in advance of the deadline. For more information, visit: macarts.ca/microgrants

Fall 2024 MAC MicroGrant Funding Streams:

* Multiple MicroGrants available. MAC reserves the right to change the number of MicroGrants available in any funding stream without notice.

Matchmaker MicroGrants* (50% of project budget up to \$3,000)

MAC's Matchmaker MicroGrants are designed to help individual Mississauga creatives start or complete an artistic project. Artists can receive 50% of their budget or \$3,000 (whichever is less) in matching funds for money raised by sponsorship, investment, and in-kind contributions by the artists themselves.

Eligible artist-led initiatives can be from any artistic discipline and must have an accessible public-facing event or activity included in the project.

MicroGrants are intended to cover the direct costs of creation, production, operations, and related eligible project expenses. Eligible expenses might include artist fees, venue rental, equipment rental and production costs, marketing and promotion of your project, etc.

Ineligible expenses include:

- Tuition expenses for post-secondary programs. (Some workshop fees may be considered please reach out to us if you have specific questions)\
- Research projects and research-related expenses
- Expenses not directly related to the production of the project
- Costs related to capital projects (purchase of computers, buildings, vehicles etc.)
- Fundraising activities or fundraising costs
- Activities occurring outside of Mississauga

Eligible Matchmaker MicroGrant projects:

- Can be from any artistic discipline
- Must show confirmed sources of revenue in the project budget
- Must demonstrate the career impact for the artist(s) involved
- Must indicate the impact on the audiences/public who will experience the project
- Must include an achievable work plan

Funding Available: 50% of project budget up to \$3,000 (whichever is less)



2024 MAC MicroGrant Application Requirements:

Once you have thoroughly read these guidelines and have prepared your application materials, you can submit your application using our web form. We encourage you to gather all of the required information below BEFORE starting your application. **Partially completed online applications cannot be saved and edited later.**

MicroGrant Application Webform: form.jotform.com/242004695517254

All applications MUST be submitted through our web form. No applications by email or any other form will be accepted or considered.

If you require assistance completing the MicroGrant application web form, please email susan@macarts.ca and we will contact you to discuss accessibility support.

The Webform Application is divided into three sections and requires the following information:

Section 1: Applicant Information

Required:

1. Applicant Name & Contact Info (Email, Phone, Address)
2. Artist or Project website link
3. Document Upload: Artist CV/Resume
 - a. *PDF, Doc, or Docx format only*
4. Document Upload: Three (3) Work Samples
 - a. *Upload one (1) document in PDF, Doc or Docx format only*
 - b. The document should include:
 - i. links to online projects or images of your works etc.
 - *Ensure any links to a Dropbox/drive are not restricted by sharing permissions*
 - ii. descriptions of how the works demonstrate your ability to undertake the proposed MicroGrant Project

Optional:

5. *Optional* - Sauga Arts HUB Profile Link
(Learn more: saugaartshub.com/artists-directory/)

Section 2: Project Information

Required:

1. Which Funding Stream are you applying for?
2. Amount of Funding Requested
3. Artistic Practice(s) Represented by the Project (*select options*)
4. Number of Artists Involved
5. Project Title
6. 50-word Project Description
7. Proposed Project Start Date
8. Proposed Project End Date
9. Tell us about your intended audience and how you will reach this audience.
10. What are the Impact and Outcomes of the Project
11. Document Upload: Project Proposal
 - a. *PDF, Doc, or Docx format only*
 - b. Proposal should include a comprehensive description of your project, list of confirmed/proposed partners and/or artists, venues etc.)
12. Document Upload: Work plan/timeline for your project indicating key milestones
 - a. *PDF, Doc, or Docx format only*

Optional

13. Additional Comments or Information about your project
14. Document Upload: Additional Supporting Documents

Section 3: Budget Information

Required:

1. Document Upload: Project Budget
 - a. Download a budget template here:
https://docs.google.com/spreadsheets/d/1HUI5mwXJBBSRmjya97sffmg0TSFLUgqG5I0RBaQ-_tk/copy
 - b. *Save/export the completed budget to upload in PDF or xls format*
2. List and briefly describe all confirmed sources of revenue for your project.

For previous MicroGrant winners only:

3. Has your project previously received a MAC MicroGrant?
 - a. If yes, please describe how your project has grown or why it continues to be impactful to audiences.

Optional:

4. Document Upload: Additional Supporting Budget Documents

Apply for ALL MicroGrant funding streams through the Application Web form: form.jotform.com/242004695517254

2024 MAC MicroGrant Assessment:

MAC Matchmaker MicroGrant applications will be evaluated by an independent jury composed of artists and/or arts industry professionals in Mississauga. To ensure consistency and fairness, each peer assessment jury uses the same scoring criteria and a non-voting member of MAC will audit each jury session to ensure a fair and transparent process. **The decision of the jury is final and confidential.**

The peer assessment committee will evaluate applications based on the following elements:

- Impact & Innovation of the proposed project
- Qualifications and Experience of Applicant to undertake the proposed project
- Connection to the Community, Audience
- Attainable Project Schedule & Work Plan
- Realistic Budget

Successful MicroGrant applications will:

- Be an intriguing, valuable or impactful project
- Enrich arts offerings available to Mississauga audiences
- Demonstrate a commitment to supporting the Mississauga Arts community
- Contribute to the positive career development of the artists involved
- Include a feasible schedule, budget, and project details

**Incomplete or late applications will not be accepted or considered.
Applications are due by 5:00 PM on Monday, September 23, 2024.**

**Apply for ALL MicroGrant funding streams through the Application
Web form: form.jotform.com/242004695517254**

2024 MAC MicroGrant Important Dates and Deadlines:

Fall 2024 MAC MicroGrant Important Dates and Deadlines:

MicroGrants Open:	Tuesday, August 6, 2024
MicroGrants Close:	Monday, September 23, 2024, by 5:00 PM
Winners Notified:	week of October 15, 2024
Winners Announced:	week of October 28, 2024 (TBC)
Project Completion Date:	November 30, 2025
Final Reports Due:	1 month after project completion or December 15, 2025

2024 MAC MicroGrants - Frequently Asked Questions

How can I apply for a MicroGrant?

Visit macarts.ca/microgrants to learn about MicroGrants and complete the online form before **5:00 PM on Monday, September 23, 2024**.

Where is the application form?

You can submit your MicroGrant Application form here:

<https://form.jotform.com/242004695517254>

When is the application deadline?

All MicroGrant applications must be received by MAC by **Monday, September 23, 2024, before 5:00 PM**. NO LATE SUBMISSIONS WILL BE ACCEPTED.

We encourage applicants to apply early to make sure their submission is received in advance of the deadline.

Are there MAC funding programs for artist groups/organizations?

Only Individual artists are eligible for MicroGrant Funding.

MAC has a new funding program, the Sauga Neighbourhood Arts Program (SNAP!) for Artist Groups, Collectives and Organizations. Learn more about SNAP! -

macarts.ca/programs/snap-2024/

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).

Will MAC review my application before I submit it?

We can only provide advice on submission requirements, and not on the content of your application.

We encourage you to review the guidelines thoroughly. We also encourage you to view the information videos on our website: macarts.ca/microgrants

After reviewing these resources, if you still have questions, you can reach out by email for more information to susan@macarts.ca.

What if I require accessibility support to apply for a MicroGrant?

If you require assistance completing the MicroGrant application web form, please email susan@macarts.ca and we will contact you to discuss accessibility support.

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 susan@macarts.ca and allow 2-3 business days for a response.