



SMITHS FALLS

RISE AT THE FALLS

‘On the Roll’ Funding Guidelines 2021

The Municipal Cultural Plan for Smiths Falls

Background

A Cultural Plan for Smiths Falls was created in 2013 in order to emphasize quality of life, investments in infrastructure and downtown revitalization, and quality of place. The Municipal Cultural Plan for Smiths Falls can be found at

<https://www.smithsfalls.ca/culture-recreation/arts-culture/>

Link to Strategic Plan

When the Vision for 2025 was created, Growth and Expansion was a key strategic priority. Implementing the Cultural Plan was a key component of this.

Impact on Economic Development & Tourism

Investors in industry, business and tourism are attracted to creative and vibrant places. Their investments grow the tax base and employment opportunities.

Key Guiding Principles

Among many others, some of the Strategic Recommendations from The Municipal Cultural Plan include the following key points;

- That culture be defined as who we are and what we do
- That a wide variety of art forms be recognized and encouraged as contributing to a full and vibrant cultural life in Smiths Falls
- That collaboration and partnerships be encouraged between the public and private sectors

On the Roll Program Overview

To help mark the 150th Anniversary of Confederation in 2017, the Ministry of Canadian Heritage gave the Town of Smiths Falls funding to host a live music series throughout the year to celebrate the special occasion. The music was so well received by the community that funding was continued through the Economic Development & Tourism Department in 2018 to help bolster live music events in the community.

In 2019, a review of the program and comparison to The Municipal Cultural Plan for Smiths Falls demonstrated the need to not only continue the Town’s commitment to music within the community, but it highlighted the need to expand the funding opportunity to include other art forms.

In 2021, \$25,000.00 has been set aside within the Economic Development & Tourism budget to help implement The Municipal Cultural Plan for Smiths Falls through a revised version of the 'On the Roll' funding program.

The Municipal Cultural Plan:

Some key actions of the Municipal Cultural Plan include (but are not limited to);

- Encourage artist-based workshops and conferences to help draw in economic revenue
- Give youth the opportunity to perform alongside professional musicians
- Develop heritage workshops to introduce traditional and non-traditional skills
- Encourage local business to feature artwork of local artists in their establishments
- Encourage, facilitate and showcase visual arts, music, performers, cultural organizations
- Actively promote artists of all kinds
- Encourage garden tours

'On the Roll' Application Guidelines

A total pot of \$25,000.00 has been set aside within the Town of Smiths Falls Economic Development & Tourism budget for 2021. There will be a continuous intake with funds allocated on a first come-first served basis.

The following guidelines are in place to assist with the application process;

- Applications are to be tied in to The Municipal Cultural Plan for Smiths Falls
- Maximum grant of \$1000.00 per event or activity
- 3rd parties cannot apply on behalf of a venue unless the 3rd party is renting the venue for an event
- Maximum of \$3,000 in total grants per applicant
- Maximum of \$3,000 in total grants per musician, performer or workshop leader.
- Applications must be received four (4) weeks prior to the activity taking place and must be completed in full. Decisions will be made within a two-week timeframe from date of application. Applications not received 4 weeks in advance may not be processed on time,
- A Memorandum of Understanding (MOU) must be completed between the Town of Smiths Falls and the applicant as proof of approval
- Cheques will only be written directly to the musician, artist, performer, or workshop leader and will only be provided once the activity has taken place
- All advertising for the event or activity MUST include the On the Roll logo, and must be pre-approved by Town staff as per the Town of Smiths Falls Logo Use Policy

- A short report must be completed after the activity or at the end of the year and will be provided. Should a final report not be completed, future funding cannot be provided.



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Town of Smiths Falls 'On the Roll' Funding Application Form

Name of Organization			
Mailing Address			
Phone #	()	Fax #	()
Key Contact Person & Title		Phone #	()
Email Address		Cell #	()
Description of Request	<p>Please choose:</p> <ul style="list-style-type: none"><input type="checkbox"/> Festival<input type="checkbox"/> Event<input type="checkbox"/> Other <p>Brief Description of Request:</p>		
The Municipal Cultural Plan Key Action (Listed on Page 2)			
Amount Requested			
Total Cost			
Other Sources of Funding			



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MEMORANDUM OF UNDERSTANDING

between

The Corporation of the Town of Smiths Falls

And

(name of applicant or organization)

In order to ensure a full and complete understanding of the responsibilities for the parties noted in the delivery of the cultural component of the event _____ being held on _____.

The Town agrees to contribute a one time grant in the amount of _____ for _____, as part of the *On the Roll* Cultural Fund and as outlined specifically in the application form attached, and allocated to _____(your organization) and paid directly to the artists as outlined below.

- \$ _____ payable to _____
- \$ _____ payable to _____
- \$ _____ payable to _____

All criteria set out in the attached guidelines will be followed as prescribed.

Promotional and marketing materials prepared and distributed by _____ (your organization) will contain the Town of Smiths Falls logo as provided. Any marketing and promotional material that contains the Town of Smiths Falls logo MUST be produced and/or approved by the Town.

Photos and logo of _____ (your organization) and of the artists featured may be used as provided to assist in promoting the event in advertising, event signage, etc. by the Town of Smiths Falls. A follow up survey will be sent post event and completion of this survey are mandatory.

Jennifer Miller,
Manager, Economic Development & Tourism
Town of Smiths Falls

Date

(participating organization)

Date