



London **Arts** Council

2025 COMMUNITY ARTS INVESTMENT PROGRAM
Annual Operating Stream – Program Guidelines and Eligibility Criteria

The London Arts Council's (**LAC's**) **Annual Operating Stream (AOS)** of the Community Arts Investment Program (**CAIP**) supports London-based, incorporated nonprofit and/or registered charitable arts organizations in all artistic disciplines. Investments contribute to the artistic and administrative costs associated with an organization's ongoing yearly/seasonal activities within the city of London. Arts Organizations must meet the eligibility requirements to submit a request for investment.

These guidelines provide essential information on the **AOS** including Eligibility Criteria, Program Objectives, the Assessment Process, and Investment Policies. **Please review these Guidelines and Criteria prior to each submission period as information and policies are updated regularly and subject to change.**

OBJECTIVES

The **2025 CAIP AOS** provides financial investment to incorporated nonprofit and/or registered charitable arts organizations that **currently demonstrate contributions to:**

- Engaging London artists with professional opportunities and fair compensation.
- Nurturing creativity and arts engagement for all London residents.
- Addressing current needs in the London community.
- Strengthening and expanding access to the arts and volunteer opportunities for London residents.
- Creating inclusive activities and equity practices that reflect the diversity of artists, arts communities, and audiences in London.
- Fostering collaboration between emerging and established artists and arts organizations across disciplines.
- Building capacity in the arts and culture sector through professional development, mentorship, and investment in sustainable, relevant, high-quality artistic work; and
- Cultivating community partnerships across private and public sectors.



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ELIGIBILITY REQUIREMENTS

To be eligible to submit an Investment Request to **CAIP AOS**, an organization must:

- Be an Ontario incorporated nonprofit and/or registered charitable arts organization located in London.
- **Have completed at least one fiscal year of sustained, regular, ongoing presentation/programming in London as of the application date.** If a newly incorporated Arts Organization has previously been operating as a Collective, this history will be considered.
- Be led by **paid professional artistic and administrative personnel** (full-time or part-time for organizational operations/contract for seasonal activities) managing the organization's artistic programming and administrative operations.
- Organizations must include artist fees (guest artists, contracted artists) as part of their expenses to be eligible for a **CAIP** Investment.
- Provide proof of sound financial management and an annual operating budget of **less than \$1,500,000.00** by submitting audited financial statements for the most recent completed fiscal year/season.
- Have a range of revenue sources including earned, private and government.
- Be governed by a board of directors or an advisory body with fiduciary responsibility for the organization.
- Have community support and involvement demonstrated through one or more of the following: membership, fundraising and volunteer involvement.
- provide all required information requested in the online submission form. **Late submissions are not accepted, incomplete submissions are disqualified and will not be reviewed by the assessment panel.**

CAIP and its Policy **are not applicable** to nonprofit Arts Organizations, Individual Artists, Creators, Practitioners of Traditional Arts, or Collectives/Ad Hoc Groups of Artists
Creators, Practitioners of Traditional Arts that are:

- Festivals that are not arts festivals.
- Any nonprofit Arts Organizations that receive operating funding from the City of London (Note: **any funding that is not capital** from the City of London) either through the **annual grant program** or the **multi-year community grant program**.
- Individuals who are **employees of the City of London**. For the **CAIP** Policy, City employees refer to individuals who are part of the City of London's payroll



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- system and receive their wages directly through the City of London as result of their employment with the City of London or its Boards and Commissions. (Note: subcontractors or seasonal workers of the City of London may apply as an Individual Artist or member of an Artist Collective/Ad Hoc Group.)
- Any nonprofit Arts Organization that is **in default of the terms, conditions, and requirements** of any City of London granting program including Innovation grants and Capital grants.
 - London Regional Art and Historical Museum (Museum London) and the Grand Theatre.
 - Heritage or cultural museums.
 - Cultural heritage organizations eligible for funding from the City of London Community Heritage Investment Program (**CHIP**).
 - Organizations that have an annual operating budget **over \$1,500,000**.
 - Organizations **not located** within the City of London; and
 - Artists **under the age of eighteen**
 - **Full-time** post-secondary students
 - Artists/Creators/Practitioners of Traditional Arts, **who are not located** within the City of London or the surrounding First Nations (Chippewas of the Thames First Nation, Munsee Delaware Nation, and Oneida Nation of the Thames).

ELIGIBLE EXPENSES:

- Artist and production expenses
- Administration and facility operating expenses
- Programming and event expenses
- Marketing expenses
- **Please refer to the budget template for more information.**

INELIGIBLE EXPENSES:

- Costs related to capital purposes including, but not limited to, the purchase of land, fixtures, physical facilities, or specialized equipment.
- Tuition or travel costs
- Art therapy and/or Second party fundraising events/projects
- Legal fees outside of the general operating scope of the organization's activities



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- Investment activities (for clarification contact **LAC**)
- Deficit reductions - The financial situation of an organization will be discussed during the consultation process. Organizations reporting financial deficits greater than **10%** of their overall budget **must** provide a **Board approved** deficit reduction plan.

PROGRAM SUBMISSION PROCESS

Consultation: Prior submission, it is **strongly recommended** that organizational leadership consult with **LAC's** Executive Director and Officer, Development, and Investments. Consultation means a conversation, in person or via Zoom, in which an organization's representative(s) provide(s) detailed information on the organization's activities and proposed budget. **Consultation does not guarantee an organization will receive an investment.** Consultation determines an organization's **eligibility to remain in or to enter AOS.**

Investments support the artistic and administrative costs associated with an organization's ongoing yearly/seasonal activities within the city of London. Submission of an investment request is **not a guarantee** of an investment. Organizations must meet the assessment criteria standards for Artistic Service/Quality, Contribution to London's Arts Sector and Quality of Life for Londoners, Contribution to the Careers of Artists and Arts Workers, Support for **LAC's** Priority Groups, and Administrative/Financial Viability.

There are two categories based on operational capacity and structure:

Category A

- Maximum **CAIP** annual investment amount is **\$35,000.00.**
- Arts organizations with **annual budgets greater than \$100,000.00** owning or leasing a venue to support artistic services/programs throughout the year.

Category B

- Maximum **CAIP** annual investment amount is **\$20,000.00.**
- Arts Organizations with **annual operating budgets less than \$100,000.00.**



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ASSESSMENT AND CRITERIA

Submissions are reviewed via a Peer Assessment process, engaging Assessors who represent the arts, arts professionals, and arts practitioners in the City of London. Assessors are selected by **LAC** through a year-round open “Expression of Interest” on **LAC’s** website. Assessor selection is the purview of the Executive Director and Officer, Development, and Investments. **LAC** keeps an active roster of Assessors. Potential Assessors are recommended by community members, previous Assessors, artists and members of the arts sector. Assessors are carefully chosen for their knowledge of the arts, high standing within the arts community, awareness of the City of London context and broader arts environment and, where possible, reflect the gender, demographic, and cultural diversity of London itself.

Assessment Panels evaluate submissions based on **LAC’s CAIP** objectives, assessment criteria and available investment resources. When allocating investments, Assessment Panels must balance **1)** supporting several organizations providing high-quality services/programming beneficial to London **2)** the investment(s) make substantial contributions to the operations of the recipient(s), and **3)** ensuring organization recipients operations are sustainable, viable and accountable. **Please note: Assessment Panel decisions are final.** Any questions should be directed to **LAC** staff.

Submissions are assessed on criteria including Artistic Quality/Service Impact, Contribution to London’s Arts Sector and Quality of Life for Londoners, Contribution to Careers of Artists and Arts Workers, Support for **LAC’s** Priority Groups, and Administrative/Financial Viability. Assessors assign each of the Assessment Areas, with a score on a scale of **1 to 5: 1**(poor), **2**(fair), **3**(good), **4**(very good), and **5**(excellent). Submissions are assessed and evaluated on the following criteria:

Artistic Quality and Service Impact: 25%

- Organization mandate and vision
- Organization achievements, initiatives, current activities, and plans embody its mandate and vision.
- Organization activities (creation/presentation/distribution of artistic work and/or delivery of art services) are of quality to their artistic field.





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- Organization supports development and/or presentation of local work.
- Organization commitment to hiring London artists and compensating all artists and employees at industry-standard rates
- Organization must include artist fees as part of their expenses to be eligible for a **CAIP** Investment

Contribution to London's Arts Sector and Quality of Life for Londoners: 15%

- Organization's demonstrated impact on artists, communities, audiences and/or participants.
- Organization prioritizes artist interests in determining, including paying cancellation fees when necessary and feasible.
- Organization's activities provide opportunities for broad and meaningful access and engagement for audiences and/or participants.
- Organization demonstrates an understanding of current community needs and addresses these needs through activities and programming.
- Organization creates/produces activities and programming that engage community, addressing access, diversity and inclusion as defined by **LAC's CAIP** guidelines.
- Organization's plans to sustain/develop audience and participants.
- Organization's ability cultivating partnerships across the broader London community in the private and public sector.

Contribution to the Careers of Artists and Arts Workers: 20%

- Organization provides vital support for artists through significant opportunities for artistic creation, production, presentation, publication, or engagements.
- Organizations with capacity, provide robust services/resources to artists (i.e., affordable rehearsal/presentation spaces, administrative/artistic professional development or services).
- Professional development activities/services the offered artists are easily accessible and affordable.
- Organization prioritizes interests of artists in determining fees for London based artists (including paying cancellation fees when feasible).



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- Organization nurtures/builds relationships with artists in a manner that empowers them to contribute in vital and meaningful ways.
- Organization prioritizes stable employment for artists/arts workers (including administrative/ technical staff).
- Organization demonstrates strong/regular commitment to creation, commissioning, presentation, purchasing and/or exhibiting of new artistic works (could be many small-scale works or fewer large-scale works requiring more time and resources).

Administrative Capacity and Financial Viability - 20%

- The level of board governance, oversight, support, and involvement is appropriate for the size and scope of the Organization.
- The Organization's Board represents the community it serves.
- The Organization, through the direction of the Board of Directors, **employs professional staff** (artistic staff, arts managers, and administrators, whether full-time, part-time or contract) to manage the organization's operations.
- The viability and clarity of the Organization's plans and the capacity of the organization's administration to successfully execute its plans.
- The Organization's demonstration of commitment to the well-being of staff and volunteers, and its ability to comply with HR/employer best practices and industry-standard compensation.
- The Organization's internal equity practices address the needs of diverse staff, volunteers, artists, and community partners.
- The Organization's internal structures, policies and processes contribute to the safety and well-being of staff, contractors, board members and volunteers.
Please refer to **LAC's Respectful Workplace Policy**
(www.londonarts.ca/resources)
- The Organization demonstrates good planning based on the current context and responds in innovative ways to changes in circumstances, including staff and board transitions.
- The effectiveness of the Organization's financial management and the availability of resources to sustain and improve the Organization and fulfill annual and long-term financial plans.



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- The Organization has sound financial strategies and sufficient resources to execute Organizational plans and manage financial obligations, cash flow and risk.

Supporting Indigenous and Equity-deserving Artists/Arts professionals - 20%

LAC is committed to confronting the systemic racism and inequity that exist in London. **LAC** works with many artists/creators from Indigenous and equity-deserving communities in support of equity, justice, and human rights. Inclusion and support of Indigenous and equity-deserving professional artists is organic within **LAC**'s operations and programs. This includes creation, production and presentation support through **CAIP** as well as contract work through **LAC**'s Education, Health, Public Art, and Social Enterprise Programs.

LAC's Cultivating Allyship Equity and Accessibility Framework outlines and communicates the principles and processes that support **LAC**'s development of equity in the arts sector. The Framework represents **LAC**'s commitment, as well as the commitment we ask of our partners, collaborators, and investment recipients, to:

- Build meaningful, respectful relationships with Indigenous people and equity-deserving groups.
- Reflect equity in hiring and decision-making processes and bodies.
- Create spaces for staff/partners for accountable learning and engagement.
- Provide services, or environments that accommodate needs and preferences of those experiencing disabilities.

Indigenous people and equity-deserving groups identified as **LAC**'s priority groups may change from time to time based on the changing population and the shifting needs of equity-deserving communities in London. **LAC**'s current focus groups are listed in alphabetical order – community members who are: **Black, Indigenous, LGBTQIA2S+, People of Colour, People with Disabilities, Older Adults (55+), Young Adults (18-24)**.



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LAC through its Cultivating Allyship Equity and Accessibility Framework, **expects** Arts Organizations, Individual Artists and Artist Collectives/Ad Hoc Groups are also committed to:

- Individuals in leadership positions (staff, board, and/or other volunteer roles) from **LAC's** focus groups
- Initiatives, activities, and plans that reflect these priorities.
- Programming that demonstrates reciprocal and sustained relationships with artists, communities, audiences, and/or participants from these equity-deserving groups

Definitions have been provided for the terms access, diversity, and inclusion:

- Access encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events, and venues.
- Diversity addresses the non-material culture of the organization, specifically the way in which it welcomes people of varying ability, income, language, incarceration history, cultural background, race, ethnicity, faith, gender, orientation, and education level.
- Inclusion refers to the removal of material or non-material barriers to participation, through policies in human resources, strategic planning, physical environment, programming, audience, community development, and budget management.

Program Submission Deadline: Friday, February 21, 2025, at 4:30 p.m.

Submissions must be made through the grant platform. Platform link will be provided upon consultation. No other means of submission will be accepted. Please direct all inquiries (submission content, technology-online platform, difficulties and/or finance) to: investment@londonarts.ca, the appropriate **LAC** Team Member will respond to your inquiry. **Notification:** Organizations will be notified by email **approximately 8-10 weeks** after the closing date. Please see **APPENDIX "A" Conditions and Requirements of Investment – AOS** below. www.londonarts.ca

For inquiries regarding **CAIP AOS**, please contact: investment@londonarts.ca



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