

MARKHAM GRANT APPLICATION

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101 Town Centre Boulevard  
Markham, Ontario  
L3R 9W3  
[www.markham.ca](http://www.markham.ca)

**CITY OF MARKHAM GRANT APPLICATION**

**CULTURE DEPARTMENT**

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## MARKHAM GRANT APPLICATION

### Guidelines & Reporting Requirements

PLEASE CAREFULLY REVIEW THE GUIDELINES BEFORE COMPLETING THE APPLICATION FORM.

#### General Criteria

- Applicants must be a not-for-profit Organization, either incorporated or unincorporated;
- Events, activities, and programs must take place in the City of Markham;
- Events, activities and programs must not be eligible, or funded through other City of Markham funding programs;
- The Organization must be supported by a volunteer Board of Directors, Steering Committee, or similar body;
- A majority of the Organization's Board of Directors must be residents of the City of Markham unless significant community benefits can be demonstrated as part of the application review process;
- Full reporting on fund expenditures will be required to the satisfaction of the City of Markham at 2016 year end. New grant applications will not be accepted unless this requirement is met and the Organization is in good standing with the City of Markham;
- Membership in the Organization and the Organization's activities must be open to the public.

#### Eligible Expenses

Markham Grant Program	
Eligible expenses	Ineligible expenses
Eligible activities and expenses include operating costs for the Organization and delivery of programs that benefit the City of Markham, as well as administration costs.	Ineligible activities and expenses include use of the City grants for: <ul style="list-style-type: none"><li>• Purposes that result in direct, or indirect private benefits to the recipient;</li><li>• Capital costs / building renovations;</li><li>• Fundraising or donations to charitable causes;</li><li>• AGM's, business meetings;</li><li>• Consultant Fees;</li><li>• Loans or interest payments;</li><li>• Debt repayment or deficit reduction;</li><li>• Political or religious activities;</li><li>• Contests and competitions;</li><li>• Staffing</li></ul>

#### Reporting

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Financial reporting criterion supports the principles of self-sufficiency and public accountability for the expenditure of public money and benefits to the general public.

The purpose of reporting is to acknowledge and support good financial practices regardless of the size of an Organization or its financial assets.

Please provide financial statements as specified in Section D. Full reporting on fund expenditures will be required to the satisfaction of the City of Markham at 2016 year end.

**PLEASE COMPLETE ALL SECTIONS of the following Application Form:**

- **General Eligibility**
- **SECTION A - General Information**
- **SECTION B - Organizational Readiness**
- **SECTION C – Proposed Use of Celebrate Markham Funding**
- **SECTION D - Budget and Financial Statement**
- **SECTION E - Terms and Conditions/Signatures**

# MARKHAM GRANT APPLICATION

## APPLICATION FORM

**Freedom of Information** -The City of Markham is subject to the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, ("MFIPPA") with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the City of Markham as part of the Application may be available to the public unless the Applicant requests that it be treated as confidential. Any specific scientific, technical, commercial, proprietary, intellectual or similar confidential information, the disclosure of which could cause the Applicant injury or damage may be identified as confidential. Complete Applications are not to be identified as confidential.

**Personal Information** – Personal information submitted with the Application is being collected under the authority of the *Municipal Act, 2001*, as amended, and will be used by the City of Markham to review the Application and administer the Celebrate Markham Grant Program. Any questions should be directed to the Clerk's Office at (905) 477-2000, Extension 4290.

### SECTION A - General Information

<b>Name of Organization</b> Markham Arts Council	
<b>Date Organization Established</b> 03/03/2004	<b>Incorporation No. (if applicable) and Year</b> 1630600 03/03/2004
<b>Contact Person</b> Jane Milrose	<b>Title</b> Chair
<b>Official Mailing Address</b> McKay Art Centre 197 Main Street, 2 <sup>nd</sup> Floor Unionville, Ontario L3R 2G8	
<b>Telephone</b> (905) 947-9054	<b>Fax</b>
<b>E-mail</b> info@markhamartscouncil.com	<b>Website</b> www.markhamartscouncil.com
<b>Briefly Describe the Nature your Organization.</b>	
<p>Markham Arts Council is an umbrella service organization that supports and nurtures local artists and arts organizations and brings high quality arts related experiences and events to the residents of the City of Markham.</p> <p>All forms of the arts and artists of all ages, abilities and ethnicity are welcome and included under the MAC umbrella, which provides exceptional knowledge, expertise, showcase opportunities, recognition and encouragement for its members and the artistic community.</p>	
<b># of Staff</b> 1 part time student	<b># Board Members</b> 15 <b>Number of Board Members that are Markham Residents</b> 13
<b># of Volunteers</b>	<b>In the Province of Ontario is your Organization?</b> <input checked="" type="checkbox"/> Incorporated <input checked="" type="checkbox"/> Registered Non-Profit <input type="checkbox"/> Unregistered Non-Profit
<b>(CRA) Business No. (if applicable)</b> 1603600	<b>(CRA) Charitable Registration Number (if applicable)</b> 85628 0805 RR0001
<p><b>Please attach a copy of your Organization's Articles of Incorporation or Letter Patent to your Application</b></p>	

## MARKHAM GRANT APPLICATION

**Briefly Describe your Organization's plans for 2016 including events and activities.**

**1. Support Members and the Arts Community in Markham:**

**Continue to support local artists and arts related organizations through:**

- Incubation
- Promotion  
Bi-weekly E-News, MAC Website, MTAC Website, LaVaLab, information booths at local festivals
- Education
- Outreach
- Collaboration
- Advocacy

**2. Support Satellite Committees:**

**Continue to support our satellite committees**

- Markham at the Movies: A group of volunteer film enthusiasts who bring 6 Toronto International Film Festival movies to the Markham Theatre every year since 2010.
- Markham Teen Arts Council (MTAC): Active committee of teens representing most of the high schools in Markham who support teen artists in Markham. Events include 24 Hour Film Festival, Word Up - Poetry Contest, The Voice of Markham, Teen Visual Art Show

**3. MAC 2016 Events:**

**Continue to bring high calibre Arts related experiences to the residents of Markham.**

- Spring and Fall Visual Arts Shows
- Arts in the Park in partnership with Unionville Festival (to be confirmed)
- International Festival of Authors – Markham
- Holiday Artisan Sale

**4. LaVaLab (Literary Arts, Visual Arts Lab): Continue to develop MAC's online creative hub.**

**5. New Initiatives:**

- Youth/School Engagement
- Seniors Engagement
- New Residents Engagement

## MARKHAM GRANT APPLICATION

### High Level Budget Overview

Amount Requested    \$ 60,000.00

Administration Costs    \$ \_\_\_\_\_

Other Funding Sources    \$12,000 Ontario Arts Council  
\$20,000 Fundraising Gala

Are you receiving or have you received a City of Markham grant(s) in the past?

☒ Yes

☐ No

If so, when? Please describe, including amount of grant(s) and how funds were spent.

Markham Arts Council has been supported by the City of Markham and the Celebrate Markham Grant since it was established in 2004.

#### **Celebrate Markham Grant**

2015 - 60,000.00

Funds were spent on operational costs, program and event costs.

International Festival of Authors (IFOA), Markham at the Movies, Markham Teen Arts Council, Arts Shows

2014 - 43,000.00 (2014 - \$19,000 + 2015 - \$24,000)

Funds were spent on operational costs, program and event costs.

Markham at the Movies, Markham Teen Arts Council, Arts Shows, Holiday Artisan Sale

2013 - 19,000

Funds were spent on operational costs, program and event costs.

International Festival of Authors (IFOA), Markham at the Movies, Markham Teen Arts Council, Arts Shows, Holiday Artisan Sale

2012 - 19,000

Funds were spent on operational costs, program and event costs.

International Festival of Authors (IFOA), Markham at the Movies, Markham Teen Arts Council, Arts Shows

#### **Office Use ONLY**

Corporate File #

Approved Amount

Council Approval Date

Date of Cheque Issuance

## MARKHAM GRANT APPLICATION

### SECTION B - Organization Readiness

*Please answer the following questions using point form or full sentences.*

#### **B1. Organization Mandate (max. 250 words)**

State your Organization's mandate at the date of its founding, and detail any significant changes since that time. State its current mission and/or vision and the date it was adopted by your governing body.

Markham Arts Council Bi-laws 2009

#### **1.4 Mission Statement**

The mission of the Markham Arts Council is to serve the community by providing arts and cultural education by supporting the development of visual, literary and performing arts and culture in Markham, thereby enhancing the community's well-being.

Strategic Plan November 2014

#### **Mission**

The Markham Arts Council is a non-profit, charitable organization that serves, promotes and cultivates Markham's diverse artists and arts and culture organizations by:

- ☐ Providing information and resources
- ☐ Creating forums/opportunities for learning, connecting and sharing
- ☐ Showcasing artistic endeavours

#### **Vision 2020**

Markham Arts Council is a hub for creative excellence with a stellar reputation for high quality art initiatives. All forms of art and artists are welcome and included under the MAC umbrella, which provides exceptional knowledge, expertise, opportunities and recognition for its artistic community.

Through diverse forms of community engagement and rewarding partnerships (with the City of Markham, businesses, schools, artists and art organizations) MAC's committed and engaged Board ensures a financially sustainable organization to serve the community and encourage a new generation of artists who will keep art alive, vital and prosperous in Markham.

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### B2. Organization History (max. 150 words)

a) Give a brief history of your Organization. Include the year it was founded and the reason it was created.

2004	<ul style="list-style-type: none"> <li>As a result of a community survey conducted by a small committee of key arts enthusiasts, the Markham Arts Council was founded and incorporated in 2004.</li> <li>An office at the Markham Museum and a computer were provided by the Town of Markham.</li> <li>The first Board of Directors was elected, led by Chair, Colleen Cugini. Judy McIntyre was hired as Executive Director.</li> <li>Membership rates were established and a brochure was distributed to potential members, groups and community centres.</li> <li>Website was created.</li> <li>An Ontario Trillium Foundation Grant covered operational costs and funding for <i>Arts in Motion</i>, a quarterly publication, an Annual Arts Directory and a new computer and printer.</li> </ul>
2005	<ul style="list-style-type: none"> <li>The original bi-laws were approved in 2005.</li> <li>Sub-committees were formed including Membership, Marketing &amp; Promotion, Fundraising, Youth &amp; Education and Cultural Planning.</li> <li>A Gala Performance was held at the Markham Theatre.</li> </ul>
2006	<ul style="list-style-type: none"> <li>Received a 2 year grant from Ontario Trillium Foundation that funded a full time Executive Director.</li> <li>A Photo Contest was held in 2006. The Photo Contest continued with themes such as <i>Doors of Markham</i>, <i>Historical Markham</i>, and <i>Musical Markham</i>. Creative Photographers Markham was launched in January 2013.</li> </ul>
2007	<ul style="list-style-type: none"> <li>Markham Arts Council moved the office to the McKay Art Centre, 197 Main Street in Unionville.</li> <li>The first, bi-annual Markham Village Art Show &amp; Sale was held in June 2007 in cooperation with the Markham Village BIA. The Spring and Fall Visual Arts Shows were later moved to the McKay Centre for the Arts in Unionville.</li> </ul>
2008	<ul style="list-style-type: none"> <li>Markham Arts Council received Charitable Status.</li> <li><i>Art Entrepreneurship: Turning Your Passion into Profits</i> seminar was held in conjunction with the Markham Small Business Enterprise Centre in March 2008 and was targeted at the arts community.</li> <li>The Mackie Awards were established in 2008 to honour people in our community who have given time, expertise and financial support to Arts and Cultural in Markham.</li> <li>The Markham Teen Arts Council was established to support young artists. The 15 member Board of Directors represent most high schools in Markham. The Markham Teen Arts Council is a satellite committee of Markham Arts Council.</li> </ul>
2009	<ul style="list-style-type: none"> <li>Received a 3 year grant from Ontario Trillium Foundation that funded a full time Executive Director, a part time Marketing Coordinator as well as a part time bookkeeper.</li> <li>The Markham Teen Arts Council held its inaugural event, the <i>24 Hour Film Challenge</i> in January 2009. It is popular, yearly event that continues to be held at the Markham Theatre.</li> <li>The Mayor's Art Showcase was held in March 2009 at the Civic Centre.</li> <li>Bi-laws were revised in November 2009</li> </ul>
2010	<ul style="list-style-type: none"> <li>Governance Policies were put in place November 2010.</li> <li>Markham at the Movies was established to bring six Toronto International Film Festival films to the Markham Theatre. Markham at the Movies is a satellite committee of Markham Arts Council.</li> </ul>
2011	<ul style="list-style-type: none"> <li>International Festival of Authors Markham was established in 2011. IFOA brings 3-4 world renowned authors to Markham for an evening of literary readings, wine, food and entertainment. It continues to be a popular, yearly event.</li> <li>A bi-monthly E-News was established to promote arts and culture exhibits, festivals and events in Markham and to replace the printed newsletter.</li> </ul>
2012	<ul style="list-style-type: none"> <li>No longer eligible for grants for operational funding.</li> <li>Received a 10 year loan for \$66,000 from the town of Markham.</li> <li>Partnered with York Region Arts Council and Seneca College to present Arts Exposed Conference</li> </ul>



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2013	<ul style="list-style-type: none"> <li>Laid off Arts Administrator February 2013.</li> <li>Partnered with Humber College to present a Writers' Workshop as part of the International Festival of Authors – Markham programming.</li> <li>Holiday Artisan Show &amp; Sale was established to support MAC members and to provide an opportunity for residents to purchase unique holiday gifts that are handmade in Markham. The empty <i>Village Grocer</i> space was used as a venue.</li> <li>Received a 3 year grant from Ontario Trillium Foundation to create LaVaLab (Literary Arts, Visual Arts Lab), an online, creative hub.</li> <li>Partnered with York Region Arts Council and Seneca College to present Arts Exposed Conference</li> </ul>
2014	<ul style="list-style-type: none"> <li>Conducted Arts Community Consultations (3 sessions) and Survey in August 2014</li> <li>Hosted an Art Exhibit at the Pan Am Centre opening.</li> <li>Executed a Strategic Plan process in November 2014 – January 2015.</li> <li>Partnered with York Region Arts Council and Seneca College to present Arts Exposed Conference</li> <li>Second annual Holiday Artisan Show &amp; Sale was held at the Stiver Mill and Train Station in Unionville.</li> </ul>
2015	<ul style="list-style-type: none"> <li>Laid off Executive Director April 2015.</li> <li>Expanded and diversified the Board of Directors in terms of number, skills and community reach.</li> <li>Established a Service Fee Memorandum of Understanding with Markham at the Movies for administration services, banking services and charitable status.</li> <li>MAC &amp; LaVaLab partnered with the Varley Art Gallery &amp; the Markham Public Libraries to present PK Mix at Pecha Kucha events.</li> <li>Partnered with Creative Photographers Markham to add a week long photography exhibit to the IFOA event at the Markham Village Public Library.</li> <li><i>An Affair with the Arts</i> fundraising gala was held November 20, 2015. It was a very successful event that featured a multi-cultural performance, art show, fashion show, live entertainment, live auction and silent auction.</li> </ul>

b) Name the key leaders who have contributed to the Organization's profile and their contributions below.

Coleen Cugini	Colleen Cugini, a well known and enthusiastic community volunteer, was elected as the first Chair of the Markham Arts Council. She held this position for 3 years and was a recipient of a Mackie Award.
Judy MacIntyre	First Executive Director of the Markham Arts Council, Judy continues to support the Markham Arts Council and other community events and organizations such as Globalfest & the Pan Am Games, Unionville BIA, York Region Arts Council and the Stiver Mill Farmer's Market.
Helen Argiro	Helen was the Executive Director for the Markham Arts Council from 2011 until April 2015. She was instrumental in bringing the International Festival of Authors touring event to Markham and was the mastermind behind the LaVaLab project (Literary Arts, Visual Arts Lab), an online creative hub.
Nirmala Armstrong	Nirmala Armstrong chaired the Markham Arts Council for 2 years from January 1, 2012 until December 31, 2013. Regional Councillor Armstrong is a current member and played an integral part in rebuilding the Board of Directors and acted in an advisory capacity for MAC's successful fundraising gala: <i>An Affair with the Arts</i> .
Jane Milrose	A member since 2013, Jane is the current chair of the Markham Arts Council. For the past 2 years, as chair, she has worked hard to stabilize MAC's financial situation, to support MAC's programs & events and to develop a positive, mutually beneficial relationship with the City of Markham. She negotiated the service fee Memorandum of Understanding with Markham of the Movies, co-founded the Holiday Artisan Show, revitalized MAC's relationship with the Ontario Trillium Foundation & Ontario Arts Council, is the chair of the LaVaLab Committee and was an active member of the Gala Committee.
Deepti Aurora	Deepti Aurora is the current Vice Chair of the Markham Arts Council. She was the driving force behind MAC's successful fundraising gala: <i>An Affair with the Arts</i> . She continues to share her creativity and considerable board experience for the betterment of the Markham Arts Council.

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- c) Please also provide a list of the Organization's most significant events, with dates and other information, as indicated, in the following chart.

Event:	Date:	Location:	Attendance
Markham Teen Arts Show 24 hour Film Challenge	January 10, 2016	Flato Markham Theatre	400
Markham at the Movies	3 Fall screenings 3 Spring screenings	Flato Markham Theatre	6 screening at 400 attendees = 2,400
Spring Visual Arts Show	April 13 – 17, 2016	McKay Art Centre	500
Markham Teen Arts Show Teen Photography Show	April 19, 2016	McKay Art Centre	200
Arts in the Park	Sunday, June 5 TBD	In cooperation with Unionville Festival and Unionville BIA	250
An Affair with the Arts Fundraising Gala	TBD	TBA	400
Fall Visual Arts Show	Sept. 21 – 25, 2016	McKay Art Centre	500
International Festival of Authors - Markham	October 21, 2016	Markham Village Public Library	120
Markham Teen Arts Show Word Up! Poetry contest	Fall 2016	Online	200
Holiday Artisan Show	Dec 2 – 4, 2016 TBD	In cooperation with Unionville BIA Old Tyne Christmas Parade	500

### B3. Organizational Structure and Leadership (max. 150 words)

Briefly describe the composition of your governing body (board and committee structure) by describing the committee/staff/volunteer structures that support your Organization's vision and activities. Please include the name, addresses and contact information for all Board Members. If the majority of the Board members are not Markham residents, please identify significant community benefits resulting from their participation.

**In 2015 Markham Arts Council expanded and diversified the Board of Directors in terms of number, skills and community reach.**

Name	Role	Email Address	Phone Number	Home Address
Jane Milrose Jan 1, 2013	Chair	jmilrose@cruiseshipcenters.com	416-580-9875 (cell) 905-948-1800 (Mkm office) 905-642-2500 (Stouffville)	90 Waterbridge Lane Unionville, ON L3R 8V3
Deepti Aurora May 15, 2015	Vice Chair	auroradeepti@gmail.com	416-660-6095	101 Spadina Road Richmond Hill, ON, L4B 2Y9
AwniMamdani May 15, 2015	Treasurer	awni.mamdani@gmail.com	416-844-3786	104 Captain Francis Drive, Markham, Ontario L3R 9G1
Nazish Hussain Jan 1, 2014	Secretary Legal council	hussain.nazish@gmail.com	905-201-7322	317 Wilfred Murison Avenue, Markham, L6c0r4
Angela Chang May 15, 2015	Director	angelachang@rogers.com	416-419-8658	7 Wingate Crescent Richmond Hill, ON
Jessica Deng	Director	jessd34@hotmail.com	647-886-0811	181 Freshmeadow Drive North York, ON M2H 2R3
Diane Hallquist	Director	diane.hallquist@senecacollege.ca	416-491-5050 x3065 office	3 Liebeck

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Jan 1, 2013			416-258-0054 (cell)	Cres Unionville ON L3R1Y4
Sabine Ho May 15, 2015	Director	sabineho@rogers.com	416-399-1542	2802-21 Hillcrest Avenue, Toronto, On, M2N 7K2
Pat Howell Jan 1, 2013	Director	pathowell@rogers.com	905-479-5827	44 Windhill Rd. Markham Ontario L3S 1M4
ShirishKokate May 15, 2015	Director	shirish.kokate@kishman.org	416-845-7924	358 Caboto Trail Unionville, ON L3R 4R1
Muzna Siddiqi Jan 1, 2013	Director Markham Arts Council Liaison	muzna.siddiqi@gmail.com	647-285-1650 (cell)	55 Macrill Road Markham ON L6C 1W7
Alick Siu May 15, 2015	Director	alicksiu@yahoo.com	647-298-6667	6 Saratoga Road, Markham L3P7J3
Jennifer Sy May 15, 2015	Director	jennifer.sy@gmail.com	647-403-8887	206-4600 Steeles Avenue East, Markham, ON L3R 5J1
Olivana Tonon Dec. 2015	Director	artinfo@olivana.ca	416-791-8331 905-887-1993	73 Bur Oak Avenue Unionville ON L6C 2E5
Nirmala Armstrong	Regional Councillor	narmstrong@markham.ca	905-477-7000	
Karen Rea	Ward 4 Councillor	krea@markham.ca Rose Mitchhofer, assistant rmittelholzer@markham.ca	905-479-7751 (office) 905-475-4886 (office)	
Moe Hosseini-Ara	Director of Culture	mhosse@markham.library.on.ca Carrie Angelo, assistant ccolangelo@markham.ca	905-470-3596 905-477-7000 x2277	
Sharda Still	Project Manager LaVaLab	shardas2000@rogers.com	416-200-7616	24 Loring Court Unionville, ON
Angela Tang & Louis Li	Co-Chairs Markham Teen Arts Council	Contact through Muzna Siddiqi		
Pat Durst	President Markham at the Movies	pdurst@rogers.com	905-294-0622	Markham, ON

### B4. Revenue Sources (max. 150 words)

List all major sources of revenue for your organization.

Ontario Arts Council grant	\$12,000
City of Markham	\$60,000
Fundraising	\$20,000
Markham at the Movies	\$ 1,500

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### B5. Financial Accountability (max. 150 words)

a) What are your Organization's ongoing and new activities in its most recent/current fiscal year?

#### ONGOING ACTIVITIES

##### 1. Support Members and the Arts Community in Markham:

Continue to support local artists and arts related organizations through:

- Incubation
- Promotion
- Education
- Outreach
- Collaboration
- Advocacy

##### 2. Support Satellite Committees:

- Markham at the Movies: A group of volunteer film enthusiasts who bring 6 Toronto International Film Festival movies to the Markham Theatre every year since 2010.
- Markham Teen Arts Council: Active committee of teens representing most of the high schools in Markham who support teen artists in Markham. Events include 24 Hour Film Festival, Word Up - Poetry Contest, The Voice of Markham, Teen Visual Art Show

##### 3. MAC 2016 Events:

Spring and Fall Visual Arts Shows

- Arts in the Park in partnership with Unionville Festival (to be confirmed)
- International Festival of Authors – Markham
- An Affair with the Arts Fundraising Gala
- Holiday Artisan Sale

##### 4. LaVaLab (Literary Arts, Visual Arts Lab): Continue to develop MAC's online creative hub.

#### NEW INITIATIVES

We are working to establish incubators and creative hubs in schools, recreation centres, welcome centres, senior centres, repurposed spaces, malls and public spaces.

1. **Youth/School Engagement**
2. **Seniors Engagement**
3. **New Residents Engagement**

b) Did everything occur as planned, or were there unanticipated changes?

We partnered with Creative Photographers Markham to add a week long photography exhibit to the IFOA event at the Markham Village Public Library. We also had local restaurants donate food for the event. Both of these new additions were well received.

MAC's inaugural fundraising gala *An Affair with the Arts* was held November 20, 2015. It was a very successful event that featured a multi-cultural performance, art show, fashion show, live entertainment, live auction and silent auction. With the short time frame and the addition of last minute components we were very pleased with the results.

We conduct a post program review after every program or event to highlight and document successes and possible changes or improvements.

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c) How do you plan to ensure financial accountability throughout the year?

- Monthly Executive meetings
- Monthly Board Meetings
- Quarterly Financial Review by the Board of Directors
- Sub-committee budget presentations, status reports and post event reviews
- Annual Review Engagement

### SECTION C. - Proposed Use of Celebrate Markham Funding

#### C1. Markham's Objectives (max. 250 words)

Will this grant to your Organization result in promotion of the objectives of the City of Markham's Culture Plans Yes  
If yes, then please describe how it will promote the objectives of the Culture Plan including at least 2 of the following:

- Defining Markham Identity through Arts & Culture
- Generating Ideas and Innovation in Markham
- Connecting Markham's Communities through Culture Activities
- Contributing to Lifelong learning and/or Economic Growth
- Partnering to build a Strong Cultural Core for Markham

#### City of Markham Culture Policy and Plan 2012

The Markham Culture Policy and Plan is a ten-year action plan for making "strategic partnerships and investments between city, people and business that build on existing cultural assets to layer and enrich Markham's cultural landscape." The Policy and Plan identifies six strategies aimed at achieving "a creative Markham for all." A large part of this is place-making – cultural sharing, community identity and creative sharing. Several strategies and associated action steps are referenced below that have relevance to MAC.

**MAC could play a key role in the Culture Policy and Plan through place making (hubs and networks), outreach programming, and as a collaborator and partner in multi-sector approaches (e.g. with seniors, youth, social services, health, business, private, public, etc.)**

#### Strategy 2: Generating Ideas and Innovation in Markham

Strategy 2 focuses on building networks, hubs and facilities for people to congregate and create.

- Action Steps 12-14 -- These steps look at continuing to create and share cultural content.
- Action Step 17 -- Align cultural planning and service delivery with a neighbourhood based approach that includes development of community-run creative hubs. MAC may be able to assist with this initiative, in some capacity, to create incubators and hubs in schools, recreation centres, welcome centres, repurposed spaces, strip malls and common spaces that support learning and mentoring in order to integrate and attract creative people.

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### Strategy 3: Connecting Markham's Communities through Cultural Activities

The intent of this strategy is to develop a sense of ownership and identity with the community so people in turn become involved in their community. The Policy states that in order to achieve this strategy, "partnering and collaboration will be the hallmark of our success," so this indicates that MAC can be a valuable partner. MAC needs to examine its potential role and how it might contribute in centralized facilities, decentralized locations, and festivals. For example,

- Determining how planning processes can encourage and stimulate regeneration, creative use of space and spaces for innovation. For example, how can schools, orphan spaces, parks etc. be used for small stages?
- Seeking opportunities for cultural enhancements that interpret and engage communities in public buildings public art, display, and performance spaces.
- Action Steps 22-29 Strategic Investment in Infrastructure -- MAC may want to seek ways of getting involved, participating or giving input into the reviews, assessments and feasibility studies mentioned in these steps.
- Action Steps 31 and 32 -- MAC could look at ways to be involved in delivering arts and culture to Canada's 150th Year celebrations.

### Strategy 4: Building a Cultural Foundation for Lifelong Learning

A signature event of MAC, the IFOA was mentioned as a prime example of Strategy 4. There may be more opportunities for MAC to contribute to lifelong learning through:

- Action Step 40 Access -- Build capacity for the Culture Dept. to develop and offer more and enhanced outreach cultural programming across Markham, such as seniors centres, accessibility related organizations, and at festival cultural programming.
- Action Step 43 Collaborations -- Promote mentoring opportunities within and between the private and public creative sectors.
- Action Step 45 -- Work with social services and health sectors to provide cultural service options as a component of their programming focus.

### Strategy 6: Partnering to Build a Strong Cultural Core

MAC is well recognized as a key partner with the Culture Department and one that partners successfully with many organizations to deliver arts and culture. This should continue and possibly in the following ways:

- Action Step 55 -- Assist MAC reach financial sustainability. An obvious partnership is for MAC to work with the Culture Dept. to become financially sustainable and seek ways to help the City achieve goals in its Diversity Action Plan, Cultural Policy and Plan and Integrated Leisure Master Plan.
- Measuring Success -- One of the techniques for measuring the success of the Culture Policy and Plan is to have an annual consultation with stakeholders. It may be possible that MAC could entertain the idea of hosting such an event as it would also be a good networking opportunity.
- Action Step 66- Outcome indicators and regular input -- MAC can offer to give regular input on the progress of the plan.

### C2. Describe how the requested Celebrate Markham Funding would be used by your organization. (max. 250 words)

The requested Celebrate Markham grant would be used to fund the ongoing services we offer to our members, local artists and arts organizations, to support the arts related events and experiences that MAC brings to the residents of the City of Markham and to pursue new initiatives.

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### C3. Program Merit (max. 500 words)

Describe the ways in which your Organization will benefit culture, the community and/or attract visitors to the City of Markham. Please provide specific anticipated outcomes (i.e. increased artistic excellence, increased community participation in arts and cultural activities, increased public awareness of arts and culture, increased artistic excellence).

Benefits	Outcomes
Bring high quality and creative art opportunities and events to the residents of the City of Markham.	<ul style="list-style-type: none"> <li>• Increased public awareness of arts and culture</li> <li>• Increased community participation in arts and culture</li> <li>• Spend entertainment dollars in the City of Markham</li> <li>• Attract visitors to the City of Markham</li> </ul>
Provide opportunities for artists from varying artistic disciplines to collaborate on projects and initiatives.	<ul style="list-style-type: none"> <li>• Increased community participation in arts and cultural activities</li> </ul>
Foster and nurture creativity by providing emerging and established artists with opportunities to grow and learn.	<ul style="list-style-type: none"> <li>• Increased artistic excellence and success</li> </ul>
Provide the support, advice and encouragement artists need to pursue their passions.	<ul style="list-style-type: none"> <li>• Increased artistic excellence and success</li> </ul>
Reach out to artists and patrons of the arts from all communities of the City of Markham including all ages, abilities and ethnicity.	<ul style="list-style-type: none"> <li>• Increased community participation in arts and culture</li> <li>• Cultural exchange</li> <li>• Mentoring</li> </ul>
Build a stronger, more unified arts community in the City of Markham by connecting artists, audiences, partners and allies.	<ul style="list-style-type: none"> <li>• Increased artistic excellence and success</li> </ul>
Advocate for the arts in the City of Markham	<ul style="list-style-type: none"> <li>• Increased public awareness of arts and culture</li> </ul>

## MARKHAM GRANT APPLICATION

### C4. Community Impact (max 250 words)

a) In 2016, how will your Organization will contribute to the following (please be specific):

- the social and cultural development of the City of Markham;
- support of local cultural groups;
- economic benefits and increased economic activity in the City

Event	Social & Cultural Development Support of Local Cultural Groups Economic Benefits
Markham Teen Arts Show 24 hour Film Challenge	<ul style="list-style-type: none"> <li>• Judge and prize is provided by Markham at the Movies; collaboration, cooperation between youth and senior groups</li> <li>• Participants represent most high schools and communities in Markham</li> <li>• Well attended</li> <li>• Support Flato Markham Theatre</li> <li>• Provide enriching alternative activities for youth</li> </ul>
Markham at the Movies	<ul style="list-style-type: none"> <li>• Brings TIFF movies to Markham instead of Markham residents travelling to downtown Toronto</li> <li>• Entertainment dollars remain in Markham</li> <li>• Access to movies from around the world</li> <li>• Support Flato Markham Theatre</li> </ul>
Spring & Fall Visual Arts Shows	<ul style="list-style-type: none"> <li>• Visual Arts shows are open to all MAC members</li> <li>• Visual Arts shows are free and are open to all visitors to the Unionville Main Street and the McKay Art Centre</li> <li>• Provide an opportunity for local artists to sell their work</li> <li>• Support local restaurants; Support Varley Gallery &amp; McKay Art Centre</li> </ul>
Markham Teen Arts Show Teen Photography Show	<ul style="list-style-type: none"> <li>• Promote and support youth visual artists from Markham</li> <li>• Open to all teens in Markham</li> <li>• Provide an opportunity for local artists to sell their work</li> <li>• Provide enriching alternative activities for youth</li> <li>• Support Varley Gallery &amp; McKay Art Centre</li> </ul>
Arts in the Park	<ul style="list-style-type: none"> <li>• Extend Unionville Festival into Sunday</li> <li>• Increase number of visitors to Unionville; increase length of stay</li> <li>• Provide an opportunity for local artists to sell their work</li> <li>• Support local businesses</li> </ul>
An Affair with the Arts Fundraising Gala	<ul style="list-style-type: none"> <li>• Promote local cultural group via participation in multi-cultural performance</li> <li>• Promote local arts in Visual Arts Exhibit</li> <li>• Promote local fashion designers</li> <li>• Raise funding for the Markham Arts Council</li> </ul>
International Festival of Authors - Markham	<ul style="list-style-type: none"> <li>• Brings world renowned authors to Markham instead of Markham residents travelling to downtown Toronto</li> <li>• Entertainment dollars remain in Markham</li> <li>• Access to authors from around the world</li> <li>• Promote Markham Public Libraries</li> </ul>
Markham Teen Arts Show Word Up! Poetry contest	<ul style="list-style-type: none"> <li>• Promote and support youth literary talent from Markham</li> <li>• Provide enriching alternative activities for youth</li> <li>• Engage youth online</li> </ul>
Holiday Artisan Show	<ul style="list-style-type: none"> <li>• Provide a venue for local artisans to sell their work</li> <li>• Provide the opportunity for residents of Markham to purchase unique holiday gifts handmade in Markham.</li> </ul>



## MARKHAM GRANT APPLICATION

- b) Identify the level of community support and number of volunteer opportunities. Who are your community partners and how do you plan on engaging volunteers?

Markham Arts Council is run by a volunteer Board of Directors. Our satellite committees, Markham at the Movies and the Markham Teen Arts Council are also run by volunteers.

We all depend on volunteers to support all of our events and programming. We draw on high school students who earn their community volunteer hours by working with us and seniors who are interested in getting involved with the Arts community. We are grateful for their participation.

### **C5. PROGRAM CALENDAR 2016:**

List all proposed/tentative events/programs/activities you are planning for 2016 and anticipated attendance.

<b>What it is:</b>	<b>Date and time:</b>	<b>Location:</b>	<b>Anticipated Attendance</b>
Markham Teen Arts Show 24 hour Film Challenge	January 10, 2016	Flato Markham Theatre	400
Markham at the Movies	3 Fall screenings 3 Spring screenings	Flato Markham Theatre	6 screening at 400 attendees = 2,400
Spring Visual Arts Show	April 13 – 17, 2016	McKay Art Centre	250
Markham Teen Arts Show Teen Photography Show	April 19, 2016	McKay Art Centre	200
Arts in the Park	Sunday, June 5 TBD	In cooperation with Unionville Festival and Unionville BIA	500
An Affair with the Arts Fundraising Gala	TBD	TBA	400
Fall Visual Arts Show	Sept. 21 – 25, 2016	McKay Art Centre	500
International Festival of Authors - Markham	October 21, 2016	Markham Village Public Library	120
Markham Teen Arts Show Word Up! Poetry contest	Fall 2016	Online	200
Holiday Artisan Show	Dec 2 – 4, 2016 TBD	In cooperation with Unionville BIA Old Tyme Christmas Parade	500

## MARKHAM GRANT APPLICATION

### **SECTION D – Budget and Financial Statements**

This Section is used to describe your Organization's financial situation, any major changes that have affected your Organization's financial stability, and how programming and Organizational goals are being hampered or furthered by your financial situation.

#### **D1.**

Please describe your current financial situation:

We have been working toward stabilizing our financial situation:

- Established a Service Fee Memorandum of Understanding with Markham at the Movies for administration services, banking services and charitable status. Funds are now being held in a separate bank account.
- Loan payments to the City of Markham are now up to date.
- Launched Markham Arts Council's inaugural fundraising gala: *An Affair with the Arts* on November 20, 2015. It was a very successful event that featured a multi-cultural performance, art show, fashion show, live entertainment, live auction and silent auction that raised over \$20,000.

#### **D2.**

Please submit the following information:

1. Your Organization's 2016 Budget;
2. Your Organization's Financial statements for 2013 and 2014, as prepared by an external auditor, and approved by your Organization's Board;
3. Year-to-date or most current financial statements, as approved by your Organization's Board.

**PLEASE REMEMBER TO PROVIDE YOUR ORGANIZATION'S FINANCIAL INFORMATION as per Section D and ARTICLES OF INCORPORATION OR LETTER PATENT**

### **SECTION E – Terms & Conditions/Signatures**

## MARKHAM GRANT APPLICATION

### **APPLICANT**

#### Contact Information:

Name: Jane Milrose Cell: (416) 580-9875	Address: <b>McKay Art Centre</b> <b>197 Main Street, 2<sup>nd</sup> Floor</b> <b>Unionville, Ontario</b> <b>L3R 2G8</b>
Title: Chair	Email: info@markhamartscouncil.com Phone: (905) 947-9054

The Applicant agrees as follows:

1. The Applicant confirms that the representations contained within its Application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the Project or programs as described in the Application, the full amount of the financial assistance will be payable to the City of Markham.
2. The Applicant will keep proper accounts of all receipts and expenditures, relating to the Project.
3. The Applicant shall make available for audit by the City of Markham, in a reasonable time, the Applicant's books of accounts and supporting documentation for at least three years to show the receipt and disbursement of funds.
4. The Applicant will be available for an on-site meeting during the funding year, if requested.
5. The Project will be represented as the responsibility of the Applicant. The Applicant may not represent itself as an agency of the City of Markham in any way, the only relationship being that the City of Markham has approved and granted financial assistance to the Applicant.
6. All Applicants receiving a City of Markham grant must acknowledge the funding on all promotional material. If an event is scheduled, City of Markham signage must be present (to be provided by the City of Markham).
7. The Applicant must use the funding only for the purposes specified in this Application and shall not dispose of any surplus City of Markham funds nor direct funding towards other programs. All unused funds must be returned to the City of Markham.
8. The Applicant must notify the City of Markham of any conflict of interest situations or other contentious situations that may require the Applicant to seek legal counsel or may be the subject of media attention.
9. Prior to receiving funding grant recipients must provide a certificate of insurance, confirming the Organization has the following insurance coverage:
  - Two million dollars of commercial general liability insurance
  - Name the Corporation of the City of Markham as an additional insured
  - Full participant coverage
10. All Applicants receiving grants acknowledge and agree that reporting on fund expenditures will be required to the satisfaction of the City of Markham at 2016 year end.

### **APPLICANT'S SIGNATURE**

**I hereby make application for a grant from the Celebrate Markham Fund, declaring that all information contained herein is true and correct and acknowledging that the City of Markham will assess the Application based upon the information contained in this Application. I am authorized to sign on behalf of the Organization.**

\_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Title:** \_\_\_\_\_  
*PLEASE PRINT*

**MARKHAM ARTS COUNCIL**  
**Financial Statements**  
**Year Ended December 31, 2013**  
*(Unaudited)*

**MARKHAM ARTS COUNCIL**  
**Index to Financial Statements**  
**Year Ended December 31, 2013**  
*(Unaudited)*

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REVIEW ENGAGEMENT REPORT	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4
Statement of Cash Flows	5
Notes to Financial Statements	6 - 9

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## REVIEW ENGAGEMENT REPORT

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To the Directors of Markham Arts Council

We have reviewed the statement of financial position of Markham Arts Council as at December 31, 2013 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to us by the Council.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

Markham, Ontario  
May 30, 2014

*Chan Tejani LLP*

Chartered Accountants  
Licensed Public Accountants

**MARKHAM ARTS COUNCIL**  
**Statement of Financial Position**  
**December 31, 2013**  
*(Unaudited)*

	2013	2012
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 28,878	\$ 33,478
Accounts receivable	2,565	16,450
Harmonized sales tax recoverable	1,375	1,883
	<u>32,818</u>	<u>51,811</u>
<b>Capital assets (Note 2)</b>	127	381
	<u>\$ 32,945</u>	<u>\$ 52,192</u>

**LIABILITIES AND NET ASSETS**

<b>Current</b>		
Accounts payable and accrued liabilities	\$ 3,391	\$ 2,349
Current portion of long term debt (Note 4)	6,600	6,600
Employee deductions payable	915	1,059
Deferred grants (Note 3)	19,206	-
	<u>30,112</u>	<u>10,008</u>
<b>Long term debt (Note 4)</b>	59,400	59,400
	<u>89,512</u>	<u>69,408</u>
<b>Net assets</b>		
General fund	(56,567)	(17,216)
	<u>\$ 32,945</u>	<u>\$ 52,192</u>

**ON BEHALF OF THE BOARD**

\_\_\_\_\_ Director

\_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements.

**MARKHAM ARTS COUNCIL**  
**Statement of Revenues and Expenditures**  
**Year Ended December 31, 2013**  
*(Unaudited)*

	2013	2012
<b>Revenues</b>		
Grants (Note 5)	\$ 57,794	\$ 52,130
Movie screenings	29,231	24,070
Programs	7,276	13,952
Donations	4,274	250
Gala for giving	3,898	-
Summer student rebates	3,157	4,677
Memberships	2,555	3,640
Art shows	2,520	89
Others	-	6,000
Directory and publications	-	150
	<u>110,705</u>	<u>104,958</u>
<b>Expenses</b>		
Salaries and wages	63,309	63,101
Ontario Trillium Foundation grant expenses	25,294	-
Movie screening expenses	18,388	12,447
Sub-contracts	15,832	19,869
Program related expenses	10,629	14,644
Office and general	4,587	8,543
Advertising and promotion	2,485	4,297
Professional fees	2,330	2,330
Insurance	1,904	1,904
Art show expenses	1,733	-
Telephone	1,702	2,213
Interest and bank charges	839	645
Publications	443	833
Meals and entertainment	327	632
Amortization	254	381
	<u>150,056</u>	<u>131,839</u>
<b>Deficiency of revenues over expenses for the year</b>	<u>\$ (39,351)</u>	<u>\$ (26,881)</u>

The accompanying notes are an integral part of these financial statements.



**MARKHAM ARTS COUNCIL**  
**Statement of Changes in Net Assets**  
**Year Ended December 31, 2013**  
*(Unaudited)*

	2013	2012
<b>Net assets - beginning of year</b>	<b>\$ (17,216)</b>	<b>\$ 9,665</b>
Deficiency of revenues over expenses	<u>(39,351)</u>	<u>(26,881)</u>
<b>Net assets - end of year</b>	<b><u>\$ (56,567)</u></b>	<b><u>\$ (17,216)</u></b>

The accompanying notes are an integral part of these financial statements.

**MARKHAM ARTS COUNCIL**  
**Statement of Cash Flows**  
**Year Ended December 31, 2013**

(Unaudited)

	2013	2012
<b>Operating activities</b>		
Deficiency of revenues over expenses for the year	\$ (39,351)	\$ (26,881)
Item not affecting cash:		
Amortization of capital assets	254	381
	<u>(39,097)</u>	<u>(26,500)</u>
Changes in non-cash working capital:		
Accounts receivable	13,885	(14,371)
Prepaid expenses	-	612
Accounts payable and accrued liabilities	1,042	1,495
GST payable (receivable)	508	4,676
Deferred grants	19,206	(150)
Employee deductions payable	(144)	(89)
	<u>34,497</u>	<u>(7,827)</u>
<b>Cash flow used by operating activities</b>	<u>(4,600)</u>	<u>(34,327)</u>
<b>Financing activity</b>		
Proceeds from long term financing	-	66,000
<b>Increase (decrease) in cash flow</b>	<u>(4,600)</u>	<u>31,673</u>
<b>Cash - beginning of year</b>	<u>33,478</u>	<u>1,805</u>
<b>Cash - end of year</b>	<u>\$ 28,878</u>	<u>\$ 33,478</u>

The accompanying notes are an integral part of these financial statements.

Chan Tejani LLP

Chartered Accountants

**MARKHAM ARTS COUNCIL**  
**Notes to Financial Statements**  
**Year Ended December 31, 2013**  
*(Unaudited)*

---

**Description of business**

Markham Arts Council (the "Council") was incorporated on March 3, 2004 under the Business Corporations Act of Ontario as a corporation without share capital. The Council qualifies for tax exempt status as a registered charity under the Income Tax Act.

The Council's purpose is to advance education by increasing the public's understanding and appreciation of the arts through:

- (a) holding arts exhibitions and presenting artistic works;
  - (b) conducting seminars and workshops; and
  - (c) informing the public of, and encouraging participation in, artistic events and endeavours in the community.
- 

**1. Summary of significant accounting policies**

Basis of presentation

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

Revenue recognition

The Council recognizes revenues when they are earned, specifically when all the following conditions are met: goods or services are provided to customers; there is clear evidence that an arrangement exists; amounts are fixed or can be determined and the ability to collect is reasonably assured.

Government and other grants

Government and other grants are recorded when there is a reasonable assurance that the Council had complied with and will continue to comply with, all the necessary conditions to obtain the grants.

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates:

Furniture and fixtures

20%

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use. Additions during the year are amortized half the annual rates, while no amortization is provided in the year of disposal.

The Council regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

*(continues)*

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**MARKHAM ARTS COUNCIL**  
**Notes to Financial Statements**  
**Year Ended December 31, 2013**

(Unaudited)

**1. Summary of significant accounting policies (continued)**

Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealised gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

**2. Capital assets**

	Cost	Accumulated amortization	2013 Net book value	2012 Net book value
Furniture and fixtures	\$ 762	\$ 635	\$ 127	\$ 381

**3. Deferred grants**

	2013	2012
Grants received from Ontario Trillium Foundation	\$ 44,500	\$ 14,700
Grants released to income during the year (Note 5)	(25,294)	(14,700)
	<u>\$ 19,206</u>	<u>\$ -</u>

**4. Long term debt**

City of Markham loan bearing interest at 0% per annum, repayable in annual payments of \$6,600 commencing November 1, 2013. The loan matures on January 11, 2022 and there is no security for the loan. The loan provides the Council with sustainable and accountable funding through partnership agreement and will enable the Council to deliver community arts programs and cultural services under its mandate.

	2013	2012
	\$ 66,000	\$ 66,000

(continues)

**MARKHAM ARTS COUNCIL**  
**Notes to Financial Statements**  
**Year Ended December 31, 2013**  
*(Unaudited)*

**4. Long term debt (continued)**

	<u>2013</u>	<u>2012</u>
Amounts payable within one year	<u>(6,600)</u>	<u>(6,600)</u>
	<u>\$ 59,400</u>	<u>\$ 59,400</u>

Principal repayment terms are approximately:

2014	\$ 6,600
2015	6,600
2016	6,600
2017	6,600
2018	6,600
Thereafter	<u>33,000</u>
	<u>\$ 66,000</u>

The long term loan is repayable in annual payments of \$6,600 commencing November 1, 2013. However the Council made this annual payment on February 18, 2014.

**5. Government and other grants**

During the year the Council received grants as follows:

	<u>2013</u>	<u>2012</u>
Ontario Arts Council	\$ 13,500	\$ 18,430
Ontario Trillium Foundation	25,294	14,700
City of Markham	<u>19,000</u>	<u>19,000</u>
	<u>\$ 57,794</u>	<u>\$ 52,130</u>

**6. Contributed services**

The Council benefits from the voluntary services of many members. Since these services are not normally purchased by the Council and because of the difficulty of determining their fair market value, contributed services are not recognized in these financial statements.

**7. Economic dependence**

The Council receives significant amount of grant from various government and other entities. Should these government and other entities decide to change its grant allocation basis or methodology, management is of the opinion that continued viable operations of the Council would be doubtful.

**MARKHAM ARTS COUNCIL**  
**Notes to Financial Statements**  
**Year Ended December 31, 2013**  
*(Unaudited)*

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**8. Financial instruments**

The significant financial risk to which the company is exposed are credit risk and currency risk.

**Credit Risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Council is exposed to credit risk from members. In order to reduce its credit risk, the Council reviews a members' history before extending credit and conducts regular reviews of its existing members' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The Council has a significant number of members which minimizes concentration of credit risk.

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## MARKHAM GRANT APPLICATION

### APPLICANT

#### Contact Information:


Name: Jane Milrose Cell: (416) 580-9875	Address: McKay Art Centre 197 Main Street, 2 <sup>nd</sup> Floor Unionville, Ontario L3R 2G8
Title: Chair	Email: info@markhamartscouncil.com Phone: (905) 947-9054

The Applicant agrees as follows:

1. The Applicant confirms that the representations contained within its Application for financial assistance are true and correct in every respect and that in the event that the funds are not used for the Project or programs as described in the Application, the full amount of the financial assistance will be payable to the City of Markham.
2. The Applicant will keep proper accounts of all receipts and expenditures, relating to the Project.
3. The Applicant shall make available for audit by the City of Markham, in a reasonable time, the Applicant's books of accounts and supporting documentation for at least three years to show the receipt and disbursement of funds.
4. The Applicant will be available for an on-site meeting during the funding year, if requested.
5. The Project will be represented as the responsibility of the Applicant. The Applicant may not represent itself as an agency of the City of Markham in any way, the only relationship being that the City of Markham has approved and granted financial assistance to the Applicant.
6. All Applicants receiving a City of Markham grant must acknowledge the funding on all promotional material. If an event is scheduled, City of Markham signage must be present (to be provided by the City of Markham).
7. The Applicant must use the funding only for the purposes specified in this Application and shall not dispose of any surplus City of Markham funds nor direct funding towards other programs. All unused funds must be returned to the City of Markham.
8. The Applicant must notify the City of Markham of any conflict of interest situations or other contentious situations that may require the Applicant to seek legal counsel or may be the subject of media attention.
9. Prior to receiving funding grant recipients must provide a certificate of insurance, confirming the Organization has the following insurance coverage:
  - Two million dollars of commercial general liability insurance
  - Name the Corporation of the City of Markham as an additional insured
  - Full participant coverage
10. All Applicants receiving grants acknowledge and agree that reporting on fund expenditures will be required to the satisfaction of the City of Markham at 2016 year end.

### APPLICANT'S SIGNATURE

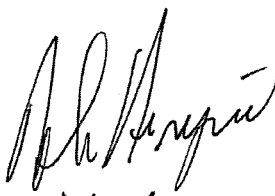
I hereby make application for a grant from the Celebrate Markham Fund, declaring that all information contained herein is true and correct and acknowledging that the City of Markham will assess the Application based upon the information contained in this Application. I am authorized to sign on behalf of the Organization.

  
Signature: Jane Milrose Date: 2/22/16  
Title: Chair  
PLEASE PRINT

10:46 AM  
12/03/15  
Accrual Basis

Markham Arts Council  
Profit & Loss  
January through December 2014

	Jan - Dec 14
Income	
Pecha Kucha Sponsorship	100.00
Artisan Holiday Sale	3,260.00
Gala For Giving	1,332.96
Art Show Income	
Art Sales	175.00
Art Show Income - Other	420.00
Total Art Show Income	595.00
Donations	11,309.00
Grants	
OTF Multicultural Festival	3,000.00
OTF Arts & Letters Grant (LaVa)	58,407.70
Ont Arts Council	13,500.00
Town of Markham	47,000.00
Total Grants	121,907.70
Membership	
Uncollectible Membership	-2,145.00
New Membership	845.00
Membership - Other	4,910.00
Total Membership	3,610.00
Markham at the Movies	
2014-2015 Sponsorships	12,250.00
2014-2015 Donations	40.00
2014-2015 Subscriptions	275.00
2013-2014 Sponsorships	1,750.00
Walk-Ins	9,170.00
Subscriptions	11,310.64
Total Markham at the Movies	34,795.64
Program Revenues	
MTAC Revenue	431.00
Total Program Revenues	431.00
Total Income	177,341.30
Expense	
Arts Exposed Conference	261.20
Pecha Kucha	100.00
Expenses - OTF Grant	
Literary Arts Editor	1,041.60
LaVaLab Bank Charges	170.05
First Nations Editor & Content	2,000.00
Francophone Editor & Content De	4,666.66
Visual Arts Editor	7,083.32
Website Design & Construction	6,276.07
Project Manager	37,170.00
Total Expenses - OTF Grant	58,407.70
Markham at the Movies Expenses	
2014-2015 Production/Printing	3,445.52
2013-2014 Production/Printing	1,651.10
Credit Card Processing Fees	389.81
Theatre Charges	8,026.00
Distributor Fees	6,811.58
Other	439.84
Total Markham at the Movies Expenses	20,763.85
Summer/Fall Student Administration	3,468.84
Computer Service	100.00
Meals & Entertainment	42.73
Depreciation Expense	126.93
PayPal Fees	18.45

  
MAC  
EXECUTIVE  
DIRECTOR

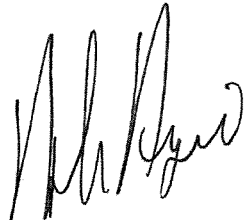
  
Chair

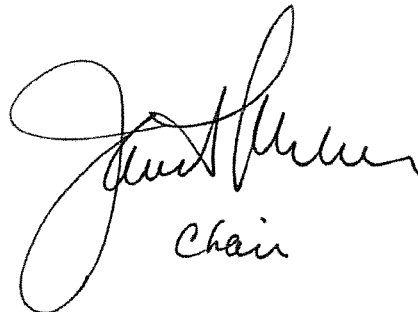


10:46 AM  
12/03/15  
Accrual Basis

Markham Arts Council  
**Profit & Loss**  
January through December 2014

	Jan - Dec 14
Community Outreach	160.03
Non-Recoverable GST/HST	1,505.12
Travel	930.29
Bank Charges	836.62
Internet service	861.19
Meeting Expenses	1,090.85
Miscellaneous	207.98
Office Supplies	121.21
Postage	116.72
Printing	1,920.97
Telephone	1,855.41
Total Administration	9,894.50
Bookkeeping	2,500.00
Contract Labour	1,860.00
Salaries Expense	46,155.18
Art Show Expense	288.67
Insurance	1,917.16
Membership Fees	160.00
Professional Fees	
Accounting	1,830.00
Total Professional Fees	1,830.00
Programs	
Plein Air Challenge	75.00
Unionville Festival	12.49
Artisan Holiday Sale Expenses	1,859.16
Markham Teen Arts Council	2,727.08
Total Programs	4,673.73
Publications	
Newsletter	447.93
Total Publications	447.93
Website	
Domain Registration & Hosting	730.41
Total Website	730.41
Total Expense	153,459.17
Net Income	23,882.13

  
MAC  
EXECUTIVE DIRECTOR

  
Chair

10:47 AM  
12/03/15  
Accrual Basis

# Markham Arts Council Balance Sheet As of 31 December 2014

	31 Dec 14
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
TD - LaVa Lab	26,542.40
PayPal Account	620.80
TD - Markham Arts Council	41,332.01
Total Chequing/Savings	68,495.21
Accounts Receivable	
Accounts Receivable	4,049.22
Total Accounts Receivable	4,049.22
Other Current Assets	
Petty Cash	10.93
Total Other Current Assets	10.93
Total Current Assets	72,555.36
Fixed Assets	
Office Furniture & Equipment	
Accumulated Depreciation	-761.60
Office Furniture & Equipment - Other	761.60
Total Office Furniture & Equipment	0.00
Total Fixed Assets	0.00
<b>TOTAL ASSETS</b>	<b>72,555.36</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	56.50
Total Accounts Payable	56.50
Credit Cards	
TD Visa	-97.20
Total Credit Cards	-97.20
Other Current Liabilities	
Vacation Pay Payable	168.00
Deferred Revenues	45,298.05
2420 - Current Portion - City o	6,600.00
2410 - City of Markham Loan Pay	-6,600.00
GST Payable	-1,517.30
Source Deductions Payable	1,935.32
Total Other Current Liabilities	45,884.07
Total Current Liabilities	45,843.37
Long Term Liabilities	
Town of Markham Loan Payable	59,400.00
Total Long Term Liabilities	59,400.00
Total Liabilities	105,243.37
Equity	
Opening Bal Equity	-14.91
Retained Earnings	-56,555.23
Net Income	23,882.13
Total Equity	-32,688.01
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>72,555.36</b>

*[Handwritten Signature]*  
MAC  
EXECUTIVE  
DIRECTOR

**MARKHAM ARTS COUNCIL**  
**BALANCE SHEET AS AT 31-DECEMBER-2015**  
**(Subject to Audit)**

Cash at Bank	27,064.84
PayPal Account	1,527.47
Petty Cash	-
Reserve Fund	30,000.00
Accounts Receivable	5,835.00
Funds Held for Lava Lab	30,908.04
Funds Held for MATM	33,763.78
<b>Total Assets</b>	<b><u>129,099.13</u></b>
Accounts Payable	2,873.50
LaVaLab Payables	9,550.54
HST Receivable - MATM	(979.95)
HST Receivable - MAC	(1,913.55)
Town of Markham Loan Payable	46,200.00
Allowance for Doubtful Accounts	1,000.00
Deferred Revenues	39,000.00
Held in Trust for MATM	32,783.83
<b>Total Liabilities</b>	<b><u>128,514.37</u></b>
Retained Earnings	(57,784.18)
Fund held in Reserve Fund	30,000.00
Surplus	28,368.94
<b>Net Earnings</b>	<b><u>584.76</u></b>
<b>Total Liabilities and Retained Earnings / (Loss)</b>	<b><u>129,099.13</u></b>

**MARKHAM ARTS COUNCIL**  
**REVENUE AND EXPENSES FOR THE YEAR ENDED 31-DEC-2015**  
**(Subject to Audit)**

**PROGRAM ACTIVITY**

Spring Photography Show		453.26
Gala For Giving - Revenues	4,437.15	
Gala For Giving - Expenses	<u>321.24</u>	4,115.91
Artrepreneur Program		200.00
M @ M Fees		750.00
MTAC Revenue	2,000.00	
MTAC Expenses	<u>2,669.54</u>	(669.54)
IFOA Revenues	4,223.00	
IFOA Expenses	<u>3,701.73</u>	521.27
Gala - An Affair With The Arts - Revenues	50,663.00	
Gala - An Affair With The Arts - Expenses	18,678.03	
Transferred to Reserve Fund	<u>30,000.00</u>	1,984.97
Programs:CPM Photography Show		(209.50)
Publications:Newsletter		(619.41)
<b>Total Program Expenses</b>		<u><u>6,526.96</u></u>

**REVENUES**

Membership	3,685.00
Membership:Uncollectible Membership	(1,420.00)
Membership:New Membership	895.00
Donations	245.95
Grants:Town of Markham	60,000.00
Revenue from Program Activity	6,526.96
<b>Total Revenues</b>	<u><u>69,932.91</u></u>

**EXPENSES**

Summer/Fall Student	8,024.71
PayPal Fees	23.85
Non-Recoverable GST/HST	1,518.71
Travel	294.64
Bank Charges	799.60
Internet service	1,177.74
Website Domain Registration & Hosting	240.37
Meeting Expenses	100.00
Membership Promotion	25.00
Miscellaneous	113.00
Office Supplies	28.99
Postage	164.22
Printing	52.07
Telephone	1,133.30
Bookkeeping	3,580.00
Contract Labour	0.00
Salaries Expense	16,542.93
Insurance	3,854.84
Membership Fees	200.00
Accounting	1,830.00
Legal	1,860.00
<b>Total Expenses</b>	<u><u>41,563.97</u></u>
<b>Surplus</b>	<u><u>28,368.94</u></u>

**MARKHAM ARTS COUNCIL**  
**MANAGED FUNDS AS AT 31-DEC-2015**  
**(Subject to Audit)**

**MANAGED FUNDS**

<b>LAVALAB</b>	
Grants:OTF Arts & Letters Grant (LaVa)	63,091.04
OTF Grant:LaVaLab Sponsorship	300.00
OTF Grant:Literary Arts Editor	9,166.14
OTF Grant:Francophone Editor & Content De	10,833.30
OTF Grant:Visual Arts Editor	10,416.60
OTF Grant:Miscellaneous	50.00
OTF Grant:Website Design & Construction	1,860.00
OTF Grant:Project Manager	30,465.00
	<u>63,091.04</u>
Funds in hand	<u>30,908.04</u>
Represented by:	
Deferred Revenue	20,000.00
2015 Surplus	10,908.04

<b>MARKHAM AT THE MOVIES</b>	
Prior year balance	25,096.17
2015-2016 Donations	150.00
2014-2015 Sponsorships	1,250.00
2015-2016 Sponsorships	9,850.00
Walk-Ins	8,915.00
Subscriptions	12,328.55
<b>Total Revenues</b>	<u>32,493.55</u>
2015-2016 Distribution Fees	436.24
2015-2016 Miscellaneous Charges	0.64
Non-Recoverable HST - M@M	477.71
2014-2015 Production/Printing	1,640.00
2015/2016 Production/Printing	4,348.68
Credit Card Processing Fees	445.08
Theatre Charges	7,840.50
Distributor Fees	6,731.18
Other	2,885.86
<b>Total Expenses</b>	<u>24,805.89</u>
<b>Net Funds</b>	<u>32,783.83</u>

# MARKHAM ARTS COUNCIL BUDGET FOR 2016

	<u>Scenario A</u>	<u>Scenario B</u>
<b>REVENUES</b>		
Membership	3,500.00	3,500.00
Donations	200.00	200.00
Markham At The Movies	1,500.00	1,500.00
Spring Photography Show	400.00	400.00
Fundraising	20,000.00	20,000.00
Grants: City of Markham	60,000.00	30,000.00
Ontario Arts Council	12,000.00	12,000.00
Total Revenues	<u>97,600.00</u>	<u>67,600.00</u>
<b>EXPENSES</b>		
Arts Administrator	20,000.00	20,000.00
Summer/Fall Student	8,000.00	8,000.00
PayPal Fees	50.00	50.00
Non-Recoverable GST/HST	700.00	700.00
Travel	200.00	200.00
Bank Charges	600.00	600.00
Internet service	1,500.00	1,500.00
Website Domain Registration & Hosting	50.00	50.00
Website upgrade	2,500.00	2,000.00
Meeting Expenses	200.00	200.00
Membership Promotion	500.00	500.00
Miscellaneous	200.00	200.00
Postage	100.00	100.00
Printing	500.00	500.00
Telephone	1,200.00	1,200.00
Bookkeeping	3,600.00	3,600.00
Contract Labour	500.00	500.00
Insurance	2,000.00	2,000.00
Associate Membership Fees	100.00	100.00
Accounting	2,000.00	2,000.00
Advertising and Promotion	1,500.00	1,500.00
Loan Repayment - City of Markham	6,600.00	6,600.00
Program Activity (Listed Below)	36,250.00	15,250.00
Total Expenses	<u>88,850.00</u>	<u>67,350.00</u>
Surplus	<u>8,750.00</u>	<u>250.00</u>
<b>PROGRAM ACTIVITY</b>		
Outreach to Schools	12,000.00	4,000.00
Seniors access to Arts	10,000.00	3,000.00
Markham Teen Arts Council	5,000.00	2,000.00
International Festivals of Authors	2,500.00	1,500.00
Newcomer Artist Outreach	2,500.00	1,500.00
Community Arts Outreach	2,500.00	1,500.00
Newsletter	550.00	550.00
Holiday Artizan Show	1,200.00	1,200.00
Total Program Expenses	<u>36,250.00</u>	<u>15,250.00</u>