

REPORT



TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 13, 2014

RE: **CMOG (Community Museum Operating Grant) 2014**

In 2013 the Fort Frances Museum benefited from the CMOG grant in the amount of \$21,519.00, that is determined by financial data from the previous year, 2012. Similarly, the application for 2014 is based upon financial information from 2013. As such, the maximum benefit that the Museum can apply for in 2014 is \$20,919.

Please find the annual Community Museum Operating Grant (CMOG) attached from the Ministry of Tourism, Culture, and Sport for our 2014 annual operating grant in the amount of \$20,919.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2014 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also permit the Mayor and Clerk to sign the grant application on behalf of the Town.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be "JK", written over a horizontal line.

Jason Kabel

Council approval of this report will authorize the submission of the 2014 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also permit the Mayor and Clerk to sign the grant application on behalf of the Town.

Instructions

This section provides information on how to complete and submit your application. Users of this application may also hover their cursor over any heading to learn more about the requirements.

How To Complete Application

Before filling out the application read the entire PROGRAM/APPLICATION GUIDELINES. It may be useful to print a copy of the Program/Application guidelines to refer to while completing the application. There may be some questions on this application that you are NOT required to complete, these will be noted clearly in the Program/Application guidelines. Some programs require you to contact a ministry advisor prior to submitting your application.

Information about eligible organizations and expenses are detailed in the Program/Application guidelines.

Some fields in your application will already have the information you supplied during enrolment or from previous applications.

Answer each question fully or indicate "not-applicable" if the question is not relevant or does not apply to your project. Answers may vary in length depending on the nature of your project or program.

Provide reasons and supporting data where applicable to support your application. Demonstrate how your project addresses the grant program priorities.

Prepare necessary support materials. Ensure you have all of the necessary support materials electronically (either scanned, pdf or attachment). The required attachments are listed below.

Note that Ministry consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application forms and for their ability to achieve the objectives of the program.

The Ministry cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The ministry reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The decision to fund all or part on an applicant request will depend on its fit to the program priorities, assessment criteria and the overall demand of funds in the program.

Attachment, Requirements Checklist

- ☒ • AGM minutes
- ☐ • Actuals
- ☒ • Annual Report
- ☒ • Board Members
- ☒ • Completed 2014 CMOG Revenue & Expense form
- ☒ • Current Proof of Incorporation
- ☐ • Financial Audit
- ☐ • Financial Information Return (FIR)
- ☒ • New policies
- ☒ • Org chart
- ☒ • Other
- ☒ • Pay Equity form
- ☒ • Review Engagement

Section A - Organization Information

This section displays general information about your organization submitted during the Grants Ontario enrolment process. To make a change to this information, please submit an Assistance Request through the Grants Ontario System. Once the change has been made, all future reports will include the updated information.

1. Organization Name: Fort Frances Museum and Cultural Centre		2. Organization Legal Name: Fort Frances Museum & Cultural Centre	
3. Web Site URL: www.fort-frances.com/museum			
4. Type of Legal Entity: Municipality		5. Year Established: 1978	6. Date Incorporated: 06/19/2012
7. Corporation Registration Number:		8. Date of last AGM:	9. Date of Next AGM:
10. Organization Mandate:			

Section B - Organization Address Information

This section displays address information about your organization submitted during the Grants Ontario enrolment process. To make a change to this information, please submit an Assistance Request through the Grants Ontario System. Once the change has been made, all future applications will include the updated information.

Primary Address:

1. Street address 1: 259 Scott Street		
2. Street address 2:		
3. City: Fort Frances	4. Province: Ontario	5. Postal Code P9A1G8

Mailing Address:

6. Street address 1: 259 Scott Street		
7. Street address 2:		
8. City: Fort Frances	9. Province: Ontario	10. Postal Code P9A1G8

Section C - Organization Contact Information

Information about key people in the organization, including whether they have signing authority or not. Note that only the first group of contact fields are mandatory. All other types of contacts are optional.

Organization Contact

General contact for the organization. The person who should receive general information from the Ministry including notification of grant opportunities, deadlines and news releases.

1. * Salutation: Mrs.	2. * First Name: Sherry	3. * Last Name: George	4. * Title: Curator
5. * Phone Number (Work): 8072747891		6. Phone Number (Mobile):	7. * Email Address: sgeorge@fort-frances.com

☒ 8. Signing Authority (Does this person have signing authority for your organization?)

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Most Senior Official

This is the most senior elected or appointed official with whom a Minister of the Crown would correspond with (i.e. Mayor, Board Chair, Reeve, Chief, CEO)

9. Salutation: Mr.	10. First Name: Roy	11. Last Name: Avis	12. Title: Mayor
13. Phone Number (Work): 8072745323		14. Phone Number (Mobile):	15. Email Address: ravis@fort-frances.com

☐ 16. Signing Authority (Does this person have signing authority for your organization?)

Other Senior Staff

This is the most senior member of the organization aside from the person listed as Most Senior Official (i.e. CEO, Executive Director).

17. Salutation: Mr.	18. First Name: Mark	19. Last Name: McCaig	20. Title: CEO
21. Phone Number (Work): 8072745323233		22. Phone Number (Mobile):	23. Email Address: mmccaig@fort-frances.cm

☐ 24. Signing Authority (Does this person have signing authority for your organization?)

Other Contact 1

Any other person with whom the Ministry might wish to contact or additional signing authorities e.g. Treasurer, CFO or Vice Chair

25. Salutation:	26. First Name:	27. Last Name:	28. Title: Other1
29. Phone Number (Work):		30. Phone Number (Mobile):	31. Email Address:

☐ Signing Authority (Does this person have signing authority for your organization?)

Other Contact 2

Any other person with whom the Ministry might wish to contact or additional signing authorities e.g. Treasurer, CFO or Vice Chair

33. Salutation:	34. First Name:	35. Last Name:	36. Title: Other2
37. Phone Number (Work):		38. Phone Number (Mobile):	39. Email Address:

☐ 40. Signing Authority (Does this person have signing authority for your organization?)

Section E - Grant Payment Information

Should your application be successful, this information will be used to make payments.

Payment Address:

Please select your organization's payment address from the drop-down list below. Once selected, the payment address fields below will be populated with the information related to the selected address. If your organization's payment address does not appear in the drop-down list, please complete the fields below manually.

1. Payment Organization: TOWN OF FORT FRANCES | 320 PORTAGE AVE

2. * Payment Organization Name (maximum 100 characters)

TOWN OF FORT FRANCES

3. * Street Address 1:

320 PORTAGE AVE

4. Street Address 2:

5. * City:

FORT FRANCES

6. * Province:

Ontario

7. * Postal Code

P9A 3P9

Payment Contact:

Individual who should be contacted for clarifications about banking information or financial matters

8. * Salutation: Ms.	9. * First Name: Laurie	10. * Last Name: Witherspoon	11. * Title: Treasurer
12. * Phone Number (Work): (807) 274-5323 x248		13. Phone Number (Mobile):	14. Fax Number: (807) 274-8479
15. * Email Address: lwitherspoon@fort-frances.com			

16. * Method Of Payment

Electronic Fund Transfer

Section F - Application Contact information

This is the person who will be the sole contact responsible for all communication with the Ministry in regard to this application.

1. * Salutation: Ms.	2. * First Name: Sherry	3. * Last Name: George	4. * Title: Curator
5. * Phone Number (Work): (807) 274-7891		6. Phone Number (Mobile):	7. Fax Number: (807) 274-4103
8. * Email Address: sgeorge@fort-frances.com			

Section G2 - Additional Questions

1. Provide the names of Board Members in 2013 including the number of years each has served on the board. (maximum 4,900 characters)

Bruce Caldwell, Fort Frances resident, 7 years on committee
 Robert Schulz, Fort Frances resident, 3rd year
 Debbie Ballard, Fort Frances resident, 3rd year
 Judy Kielczewski, Fort Frances resident, 3rd year
 Mary Hickling, Fort Frances resident, started in September 2013

2. Provide the number of times the board met in 2013 including its AGM. (maximum 4,900 characters)

Ten meetings held in 2013: Jan 21; Feb 25; Mar 18; May 14; June 24
 August 19; Sept 16; Oct 21; Nov 18; Dec 10. No AGM.

Section I - Performance Measures

There are set performance measures for all projects in this grant category. The target number or "Goal" is all that is required. In addition your project may have specific performance measures, these may be added to the blank areas of the chart.

Ministry Provided Performance Metrics

		1. Metric	2. Description	3. * Goal	
	1	# seasonal operating hours	This is the number of operating hours for Seasonal museums only. 360 hours minimum.	0	
	2	# seasonal operating days	This is the number of operating days for Seasonal museums only. 60 days minimum.	0	
	3	# year round operating hours	This is the number of operating hours for Year Round museums only. 1060 hours minimum.	1,788	
	4	# year round operating days	This is the number of operating days for Year Round museums only. 180 days minimum.	296	

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5	# operating days per month	Number of operating days per month for at least 8 months (Year Round Museums). 20 days per month minimum.	21	
6	# full time paid grant positions	Number of full time paid positions supported by employment grants.	1	
7	# part time paid grant positions	Number of part time paid positions supported by employment grants.	3	
8	# full time positions not supported by a grant	Number of full time paid positions not supported by employment grants.	1	
9	# part time positions not supported by a grant	Number of part time paid positions not supported by employment grants.	1	
10	# of volunteers	Number of volunteers in 2013.	67	
11	# of volunteer hours	Number of volunteer hours in 2013.	1,927	
12	# of paying visitors	Number of paying visitors in 2013.	2,005	
13	# of non-paying visitors	Number of non-paying visitors in 2013.	3,197	
14	# of school groups	Number of school groups in 2013.	12	
15	Total # of students	Total number of students in 2013.	257	
16	# of individual memberships	Number of individual memberships in 2013.	7	
17	# of family memberships	Number of family memberships in 2013.	23	
18	# of institutional memberships	Number of institutional memberships in 2013.	7	
19	# of website visitors	Number of website visits in 2013.	22,576	
20	# of social media followers	Number of social media followers (Facebook, Twitter, etc.)	206	

4. Comments (maximum 4,900 characters)

Client Provided Performance Metrics

		1. Metric	2. Description	3. Goal	
X	1				+

4. Comments (maximum 4,900 characters)

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The names of signing authorities are pre-populated in the declaration/signing section IF they were noted as signing authorities in the Organization Contact sections. Additional signing authorities may be added.

It is recognized that in many cases, the person completing the grant application is not a signing authority. It is the responsibility of the grant contact to ensure they have documented proof of approval from the signing authority(ies) to request grant funds. This documentation needs to be kept and produced if necessary.

Applicants are expected to be compliant with the Ontario Human Rights Code and all other applicable laws. The Ontario Human Rights Code provides for equal treatment in the areas of services, goods, facilities, accommodation, contract and employment without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, family status, marital status, the receipt of public assistance (in accommodation only), and record of offences (in employment only). Failure to comply with the letter and spirit of the Ontario Human Rights Code will render the applicant ineligible for a grant, and in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry.

Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy, R.S.O. 1990, c.F.31, (click here: <http://www.ipc.on.ca/index.asp?navid=73>) as amended from time to time and that any information provided to the Province in connection with their application may be subject to disclosure in accordance with the requirements of that Act. Applicants are advised that the names and address of organizations receiving grants plus the amount of the grant awards, and the purpose for which grants are awarded is information made available by the Ministry to the public.

Declaration

By clicking the "Sign Document" and "I Agree" buttons, I/we (as indicated below) agree with the following statement:

On behalf of and with the authority of the Applicant, I certify that

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) if the Applicant is awarded Funding, the Applicant agrees to be bound by the Terms and Conditions set out in Section Y if applicable, or in the transfer payment agreement, and contained in subsequent correspondence from the Ministry;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained here in can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (f) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (g) I am an authorized signing officer for the Applicant.

Mrs. Sherry George
Curator
(w): 8072747891
(c):
E-mail: sgeorge@fort-frances.com

Signature_____
Date/Time Field

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Additional Signing Authority:

Salutation:	First Name:	Last Name:	Title:
Phone Number (Work):		Phone Number (Mobile):	Email Address:

Signature_____
Date/Time Field