

Community Museum Operating and Pay Equity Grants

2019-20 PROGRAM and APPLICATION GUIDELINES

APPLICATION DEADLINE

Complete application with all mandatory documents must be submitted online through Grants Ontario **by 5:00 p.m. Eastern Daylight Time on Tuesday, July 2, 2019.**

Applicants are encouraged to READ THE ENTIRE program and application guidelines before completing and submitting a CMOG Grants Ontario application.

Applicants are encouraged to submit their completed applications well in advance of the deadline.

Table of Contents

WHAT YOU NEED TO KNOW BEFORE YOU APPLY	3
Application Deadline	3
Contacts	3
WHO CAN APPLY (Eligibility)	4
APPLICATION SECTIONS.....	5
Section A - Organization Information.....	5
Section B - Organization Address Information.....	5
Section C - Application Contact.....	5
Section D - Organization Contact Information.....	5
Section E - Organization Capacity.....	5
Section F - Grant Payment Information.....	6
Section G - Activities (Activity Report, Minutes, Curator & Board Info, Policies and Standards).....	6
Section H - Certificate of Insurance (COI).....	7
Section I - Pay Equity.....	7
Section J - Performance Measures.....	7
Section K - Budget/Revenue & Expenses/Financial Reports.....	7
Sections L - Checklists and Attachments.....	9
APPENDIX “A” - SECTION H “CERTIFICATE OF INSURANCE”	10
APPENDIX “B” - SECTION J “PERFORMANCE MEASURES”	11
APPENDIX “C” - SECTION K “BUDGET - REVENUE AND EXPENSES INCLUDES ELIGIBLE AND INELIGIBLE EXPENSES”	13
HOW TO APPLY IN GRANTS ONTARIO	22

WHAT YOU NEED TO KNOW BEFORE YOU APPLY

Grant Description

The Community Museum Operating Grant (CMOG) provides funding to eligible community museums across Ontario. These museums contribute to their communities' economic well-being as employers and tourist attractions, attracting over three million visitors per year. This support strengthens their role in their communities as custodians and interpreters of the province's irreplaceable heritage collections.

Before filling out the application:

1. Know the Submission Deadline
2. Read the entire 2019-20 Program and Application Guidelines
3. It may be useful to print a copy to refer to while completing the application
4. Complete and submit the online applications including supporting materials through the [Grants Ontario portal](#)
5. Grants Ontario Technical Support and Program contacts

Application Submission and Deadline

Applications must be completed and submitted with related supporting materials no later than **Tuesday, July 2, 2019 at 5:00 p.m. (Eastern Standard Time)** through the Grants Ontario web portal.

Ensure that you have answered all the questions and attach the related supporting documents. It is your responsibility to ensure that your application has been successfully submitted.

After submitting an application, you should receive a confirmation notice by email immediately. If you do not receive confirmation, please contact Grants Ontario Customer Service (see **Contacts** below).

Grants Ontario Customer Support

Services can be provided in both English and French. Monday - Friday 8:30 a.m. to 5:00 p.m.

- Toronto: 416-325-6691 / Toll Free: 1-855-216-3090;
- By email at GrantsOntarioCS@Ontario.ca

You can log into Grants Ontario at www.grants.gov.on.ca

Museums Standards Enquiries contact:

Elka Weinstein
Museum and Heritage Programs Advisor
Elka.Weinstein@ontario.ca
416-212-8050

Program Enquiries contact:

Shannon Khan
Culture Programs Advisor
CMOG-SFMC@ontario.ca
416-314-5186

WHO CAN APPLY

Eligibility

- Only museums that received funding through CMOG in the previous year 2018-19 are eligible to submit an online application.
- To receive funding, Museums that operate year-round or seasonally are required to meet both the criteria set out in accordance with [Regulation 877](#), “Grants for Museums” under the [Ontario Heritage Act](#) and the Ministry’s [Standards for Community Museums in Ontario](#).

Eligible Applicant Museums – Ontario based

- Conservation Authority/First Nations Council Members
- Municipal Museums
- Registered Charity or Not-for-Profit Museums with charitable status (at least one year).

Note: Applicants that do *not* meet the criteria in Regulations 877 "Grants for Museums" under the [Ontario Heritage Act](#) and the [Standards for Community Museums in Ontario](#) will *not* be eligible for funding.

Additional Considerations

Organizations must not be in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario.

The Ministry of Tourism, Culture and Sport cannot guarantee funding to all applicants, nor can it ensure that the total amount requested by successful applicants will be granted. Past funding does not guarantee program funding.

APPLICATION SECTIONS

New this year, the 2019-20 Community Museum Operating (CMOG) and Pay Equity (PE) Grants application has been customized and streamlined. The instructions and requirements are outlined within each section of the application. All questions in each section must be answered. Listed below are the sections within the CMOG application.

All documents must be attached in Grants Ontario to the “Case Attachments” tab. Identify each attachment with the museum’s name (e.g. “XYZ Museum 2018 Board Minutes”).

Sections in the Application

Sections A and B information are pre-populated based on information extracted from the Transfer Payment Common Registration Process (TPCR). Before continuing with the application process, please ensure this information is current and accurate. If it is not accurate, please complete an Assistance Request through Grants Ontario. Mandatory questions and fields are noted within each section with an asterisk symbol. “*”

Section A - Organization Information

- Organization Name
- Organization Legal Name

Section B - Organization Address Information

- Business Address
- Mailing Address

Section C - Application Contact

The primary contact is assigned the role of applicant. This person will be responsible for the grant administration and ministry correspondence.

Section D - Organization Contact Information

Identify three contacts: (1) Most Senior Official in your organization: with whom the Minister of the Crown would correspond; (2) Other senior staff person: the most senior member of the organization aside from the person listed as the most senior official (e.g., Chief Executive Officer, Director, Treasurer; and (3) Payment Contact: the person to contact about banking information.

Section E - Organization Capacity

All Applicants must complete this section.

Indicate the number of full-time staff, part-time staff and number of volunteers.

Section F - Grant Payment Information

All Applicants must complete this section.

The information in this section will be used to process payments and must be completed. This person must have signing authority. If you are successful, payment will be deposited by Electronic Funds Transfer. Please ensure that your banking information is accurate and active. If your organization's banking information has changed in any way, you must submit a *new Electronic Funds Transfer form* (EFT).

Section G - Activities

(Activity Report, Annual General Minutes, Curator and Board Members, Museums Organizational Policies; Museums Standards for Community Museums in Ontario).

All Applicants must complete these sections and attach required documents. The character limit is 2000.

Annual Report or Activity Report 2018

Provide a brief report on the museum's activities in 2018 that includes updates and developments in the areas listed below.

- Staff Development
- Maintenance
- Curatorial Activities, such as research and collections management
- Conservation
- Exhibitions
- Interpretation/Education
- Marketing/Public Relations
- Governance/Policy

Submit your museum's official 2018 Annual Report. It should include all of the above areas.

Annual General Minutes (AGM)

All applicants must submit Board-approved Minutes from the previous AGM.

If your organization does *not* hold an AGM, provide the minutes from the committee, council, or board meetings during which the year-end results were presented to the governing body

Curator and Board Members Information

All Applicants must complete this section. The character limit is 2000.

To be eligible for CMOG funding, a museum must have a curator. In *Reg. 877 of the Ontario Heritage Act*, a curator is "a person whose full-time service is devoted to the administration of a museum." This position may have alternative titles (e.g. Museum Director, Museum Manager, etc.) so long as the individual's function is equivalent.

New Curator in 2018 - If your organization has a new curator, please provide information about their employment and education/professional qualifications.

Board Members in 2018 - Provide the names of board members, positions, and number of years served, and the number of times the Board met in 2018.

Museum Organizational Policies (New or Updated)

All Applicants must complete this section and attach required documents.

New or revised policies created during 2018. *Only* include new policies or updated policies. If a policy has been updated, please highlight the updated section(s) of the policy.

Museum Standards for Community Museums in Ontario

All Applicants must complete this section and attach required documents.

To receive funding through the CMOG program, museums must meet the standards for Community Museums in Ontario.

The 10 Standards for Community Museums represent the minimum requirements for the operation of a good community museum. These standards cover all areas of museums operations and are based on accepted best practices in the museum community. Community museums must meet the Standards to qualify for funding under the Community Museum Operating Grant.

For this year, the Governance Standard requires a Strategic Plan. Please submit a 3-5 Year Strategic plan OR a letter from your governing body explaining when your Strategic plan will be submitted. Attach **one** of the following (a) A current strategic plan that extends until at least 2020; or (b) A letter from your governing body that confirms that you are working on a plan or updating your existing plan and when it is expected to be complete.

Governance Standards - Section 5: The museum's operations and activities must:

- *Be directed by short and long-term written plans (e.g. business plan, strategic plan, visioning plan or master plan) that are:*
 - a. *approved by the governing body*
 - b. *contain goals and objectives relevant to the museum's statement of purpose*

Section H - Certificate of Insurance (COI)

All applicants must complete and attest to this section. The character limit is 2000.

This year, applicants are required to **Attest that they have a valid Certificate of Insurance that meets all the requirements.** Applicants are *not* required to submit a Certificate of Insurance You may be asked to provide copies upon request. **See Appendix "A"** for details.

Section I - Pay Equity

All applicants must complete this section. The character limit is 2000.

For applicants that are **not** Pay Equity recipients, the response is "N/A".

Applicants that are Pay Equity recipients, answer **all** questions.

Section J - Performance Measures

All applicants must complete this section.

Performance measures are part of the requirements to meet the Regulation. **See Appendix "B"** for details.

Section K – Budget/Revenue/Expenses/Financial Reports

All Applicants must complete this section and must attach their financial report as identified below.

Description of Eligible Operating Expenses and Ineligible Expenses are described in **Appendix “C”**

Museums that are Charities or Non-Profits*

Registered Charities and not-for-profit organizations that operate the museum must have their head office in Ontario and must provide **one** of the following documents as proof that the applicant’s not-for-profit/charitable status is current.

One of the following as filed with Canada Revenue Agency by your organization annually:

1. [Non-Profit Organization \(NPO\) Information Return \(form T1044\);](#) or
2. [Registered Charity Information Return \(T3010\)](#)

Municipal Museums, Conservation Authority/First Nations Council Members Applicants must submit ONE of the Financial Reports described below.

Audited Financial Statement

An audited financial statement indicates that an organization has produced its financial statements and submitted them to an independent accounting firm for audit purposes (a chartered accountant examines documentary evidence from inside and outside the organization to verify the amounts recorded on the statements and to assess the reasonableness of the organization's estimates). Audited financial statements offer a higher degree of assurance than unaudited financial statements.

Review Engagement Report

The review engagement report made by a chartered accountant aims to present an attestation that the reviewer found no elements challenging the legality, fairness of financial statements, financial condition or result at the end of the fiscal year. In general, these processes are confined to inquiries, analytical procedures and interviews with management. The review engagement leads to the establishment of a record delivered to the customer. It is not a true audit, but it enables a conclusion to be arrived at as to the plausibility of the evidence under the circumstances. The review engagement provides a moderate level of assurance compared to audited financial statements.

Financial Information Return (FIR)

For municipal museums, the Financial Information Return is the main data collection tool used by the Ministry of Municipal Affairs and Housing to collect financial and statistical information on municipalities. It is a standard document comprised of several schedules which are updated each year to comply with current legislation and reporting requirements. Municipalities are required to report on museum revenues and expenditures through the FIR.

Section L - Checklists and Attachments

The following documents must be submitted with your application. Your application will be delayed if there are missing documentations.

1. Proof of Incorporation Canada Revenue Agency Returns (*Mandatory*)
2. Financial Documentations (*Mandatory*)
3. Annual General Minutes (*Mandatory*)
4. Museums Standards (*Mandatory*)
5. Annual Report or Activity Report (*Mandatory*)
6. Museums Policies (*if applicable*)
7. Listing of Board Members (*if applicable*)
8. Curator Biography (*if applicable*)

APPENDIX “A” - SECTION H “CERTIFICATE OF INSURANCE”

All applicants must have a valid Certificate of Insurance and are required to carry at least \$2,000,000 Commercial General Liability Insurance coverage for the period covering **April 1, 2019 to March 31, 2020** with continuous coverage. Your policy must include the clauses and coverage noted below and in the application’s legal terms and conditions, section 11.0.

All applicants are required to carry at least \$2,000,000 commercial general liability insurance coverage to an inclusive limit of not less than \$2,000,000 per occurrence. Your COI must include

1. The legal name of the insured party.
2. Identify the date of coverage. April 1, 2019 to March 31, 2020 – must be continuous.
3. Identify the Ministry of Tourism, Culture and Sport as an additional insured party, as represented in the following language, “***Her Majesty the Queen in right of Ontario, her ministers, agents, appointees and employees***”.
4. Identify the type (a) and amount (b) of coverage (Commercial General Liability insurance is listed and is on an occurrence basis for \$2,000,000). The policy must include:
 - i. Third party bodily injury;
 - ii. Personal injury;
 - iii. Property damage;
 - iv. A cross-liability clause; and
 - v. Contractual liability coverage.
5. Include a cross-liability clause, contractual liability coverage, and personal Injury coverage as outlined in section 11.0 of the application legal terms and conditions.
6. Include a statement that the certificate holder (the Ministry) will be notified of any cancellation or material change within 30 days.
7. Include the signature of an authorized insurance representative and date.

APPENDIX “B” - SECTION J “PERFORMANCE MEASURES”

Enter the amount for the Performance Measure under “Actual” Column for each metric. Please use this section to identify the specific Ministry Provided Performance Metrics for your site.

Staff Full/Part Time— enter the number of paid positions (full-time and part-time) including contract or temporary positions in 2018.

Operating Hours and Days (Seasonal/Year Round) – enter the number of hours your organization was “open to the public” in 2018. Regulation 877 defines “open to the public” as “accessible to the public at any time on those days and within those hours posted or advertised, without prior reservation or appointment.” **This does not include special events or booked programs.**

Please provide your information as either a Seasonal or Year Round Museum as determined by the following minimums:

- “Seasonal museum” means “a museum that is open to the public for at least 360 hours and sixty days in a year.”
- “Year round museum” means “a museum that is open to the public for at least 1,080 hours and 180 days in a year, and at least twenty days in each of eight months of the year.”

***Note:** *A museum cannot be identified as other or both “Seasonal” and “Year Round”.*

Board Meetings including Annual General Meetings – enter the number of times the board met in 2018, including Annual General Meetings.

Volunteers and Volunteer Hours - enter total number of volunteers, and total number of hours contributed in 2018. This category records the contribution of volunteers in the performance or assisting with the performance of operational duties. Do not include Board members performing Board duties such as preparing for or attending Board meetings.

Visitors - enter the total annual number of visitors, including all paying and non-paying visitors for regular museum hours, as well as program participants and school groups.

***Note:** *Do not include visitors for non-museological private functions such as weddings or private meetings.*

Public Program Visitors - Visitors to public museum programs, such as exhibition openings, special interpretive programs or Canada Day celebrations may be included. These may be free or ticketed events. Do not include visitors associated with school programs. Do not include visitors for non-museological private functions and events such as weddings, birthday parties, retirement parties, etc.

Schools Groups and Students – enter annual totals. Include primary, secondary, and post-secondary students. Students from language schools and specialty programs (e.g. English as a Second Language, Literacy and Basic Skills, etc.) may also be included.

Website and Social Media – enter the number of visits (user sessions) made to the museum website. Provide totals of followers from all social media platforms (e.g. Twitter, Facebook, etc.).

French Programs and Activities – enter the number of programs and/or activities conducted in French in 2018. *Examples of programs/activities are: school programs, guided tours, workshops, classes, lectures, demonstrations, etc.*

***Note:** *social media content (e.g. a tweet or Facebook post) or advertising materials (e.g. a brochure) does not qualify as a program or activity.*

Indigenous Programs and Activities – enter the number of programs and/or activities conducted in 2018 about First Nations, Métis, and/or Inuit history and heritage. *Examples of programs/activities are: school programs, guided tours, workshops, classes, lectures, demonstrations, etc.*

***Note:** *social media content (e.g. a tweet or Facebook post) or advertising materials (e.g. a brochure) does not qualify as a program or activity.*

Pay Equity Funding Amount – enter the **total amount** of Pay Equity funding received from the Ministry of Tourism, Culture and Sport in 2018.

Note: enter “0” if you are not a Pay Equity recipient.

Pay Equity Positions – enter the **total number** of Pay Equity female job classes the ministry funding supported in 2018.

Note: enter “0” if you are not a Pay Equity recipient.

APPENDIX “C” - SECTION K “BUDGET - REVENUE AND EXPENSES INCLUDES ELIGIBLE AND INELIGIBLE EXPENSES”

Revenues

All Applicants must complete this section.

In the Revenue section please report revenues generated for the operation of a community museum, as defined in Regulation 877. Your organization may have other operations (for example, an historical society, art gallery, or archives) for which it generates revenue; please do not report any revenues generated by other operations. If revenues for shared operations are reported in a lump sum in the organization’s audit, please provide a supplementary breakdown identifying the percentage of revenue applied to the museum. These are the figures that should be reported in this section.

In any of the following sections, **report only cash generated; do not include contributions of goods or service in lieu of cash. Do *not* report revenue generated for capital expenditures or reserve funds.**

1. Government Grants - Only list grants funded by the provincial and federal governments and their agencies	
Grant Name	Specify the proper names of the programs under which grants were received from the provincial and federal governments and their agencies.
Source	For each grant, identify the granting agency (that is, the ministry, agency or department from which the grant came).
Description	Give a brief description of the purpose of the grant
Granting Agency’s Portion	Enter the dollar amount received from the granting agency.
Museum’s portion	Enter the dollar amount of the museum’s matching portion, if applicable. CMOG and Pay Equity grants do <i>not</i> require matching portions.
Total Amount	Enter the total of the granting agency’s portion and the museum’s portion.
Subtotal 1	This is the total of actual revenues from government grants.

2. Municipal Government Contribution(s) and Subtotal 2	Enter the total cash amount of contributions and/or grants for museum operation from municipal and/or regional government(s). For some municipal museums, the municipal contribution is the amount the municipality “tops up” their revenues to bring the operation to a year-end balance of \$0. This can be determined by comparing revenues and expenses on the year-end actuals; the difference is the Municipal Contribution.
3. Revenues from Core Activities	“Core” activities are those based on the museum’s traditional mandate of collection, preservation, exhibition and education, and its role as a community steward and resource. These activities are central to the museum’s reason for being, and expenses in these areas are considered “eligible” for the purposes of this grant under Regulation 877.
Admissions	Enter revenues from general admissions, either charged or voluntary (i.e. admission by donation, “pay what you can”).
Membership Fees	Enter total revenues from annual membership fees.
Special Events	<p>Enter total revenues generated from special events. Special events include annual festivals, special seasonal celebrations, or exhibit openings. Costs related to the production of special events for museum programming purposes are eligible for this grant. Do not include fees paid to a consultant or performer that were waived or donated back to the museum.</p> <p>If the primary purpose of the special event was to raise funds, enter revenues below under “Revenue from Other Revenue-Generating Activities.”</p>
Education programs	Enter total revenues generated from programming of a primarily educational nature that is not a special event. This includes such programming as school programs and guided tours, day camps, continuing education workshops and classes, and lecture series. Do <i>not</i> include fees paid to a teacher, lecturer, consultant or performer that were waived or donated back to the museum.
Subtotal 3	This is the total of actual revenues from core activities.

4. Revenues from Other Activities	<p>All expenses, including staff costs, incurred in activities that are primarily for generating revenue to support the core operations of the museum, are deemed ineligible expenses for the purpose of this grant.</p> <p>Do not report revenues and expenditures if these activities were directed wholly to other areas, such as capital or reserve funds, or other parts of a joint operation.</p> <p>Do not report internal transfers from capital or reserve funds, except for endowments for operating expenses.</p> <p>Report revenues and expenditures if the revenues from these activities were shared between operating and other funds and indicate on the chart the approximate percentage or amount that was applied to operating.</p>
Gift Shop	<p>Enter dollar amounts for revenue, expenditure and net (or loss) for any retail operation that generated revenue for museum operations. This can include a gift shop operated directly by the museum or at arm's length by a volunteer or a "Friends" association. Also include revenue from the sale of gift shop products through catalogue or consignment sales.</p>
Food Service	<p>Enter dollar amounts for revenue, expenditure and net (or loss) for any food service operations that generated revenue for museum operations. This can include a restaurant, snack bar, tea room, or catering for functions or special events, operated directly by the museum, at arm's length by a volunteer or "Friends" association, or contracted out to a third party. Also include revenue from vending machines and "tuck shops.</p>
Rentals	<p>Enter dollar amounts for revenue, expenditure and net (or loss) for any rental operations that generated revenue for museum operations. This can include the rental of museum grounds and facilities for meetings, functions, weddings and commercial filming. The museum may generate revenue as a landlord, through the rental of housing or land on its site; this should also be reported here.</p> <p>Revenue from the rental of food service facilities should be reported under "Food Service" as should any food service associated with rental of facilities. Revenue from the rental of gift shop facilities should be reported under "Gift Shop."</p>
Fundraising <ul style="list-style-type: none"> • Individuals 	<p>Enter dollar amounts for revenue, expenditure and net (or loss) for any fundraising activities that generated revenue for</p>

<ul style="list-style-type: none"> • Corporate • Foundation 	<p>museum operations. This can include direct solicitation of funding from individuals, corporations and foundations, as well as funds generated through special fundraising events such as dinners and themed events. Also include funds raised through charitable gaming (bingo, casino nights). Do not include the value of goods or services solicited or donated in lieu of cash.</p>
<p>Donations</p>	<p>Enter the dollar amount of unsolicited cash donations, from any non-government source, that were applied to museum operations. This may include bequests, annual donations from charitable organizations, or funds given voluntarily through a donation box. Report donations given for admission to the museum under "Admissions." Do not include the value of donated goods or service, or donations of artifacts to the museum collection.</p>
<p>Endowment</p>	<p>Enter the total amount of investment revenue or interest earned on endowments that was applied to museum operations (<i>please do not include the endowment principal amount</i>).</p>
<p>Other</p>	<p>Enter dollar amounts for revenue, expenditure and net (or loss) for any other non-core fundraising activities that generated revenue for museum operations. Specify the activity; if more space is needed add an extra page to the revenue/expense template.</p>
<p>Subtotal 4</p>	<p>This is the total of actual revenue from other revenue-generating activities. Also enter the totals of "Expenses" and "Net."</p>
<p>2018 Total Revenues</p>	<p>Enter the total of</p> <ul style="list-style-type: none"> • Subtotal 1: Granting Agency's Portion • Subtotal 2: Municipal Government Contribution(s) • Subtotal 3: Revenues from Core Activities • Subtotal 4: "Revenues" (<i>not</i> "Net") from Other Activities

Eligible Operating Expenses:

These are identified in Regulation 877 as incurred by an applicant in a calendar year. See below for description of eligible expenses.

- a) Salaries and benefits expenses
- b) Administration expenses
- c) Maintenance expenses
- d) Curatorial expenses
- e) Conservation expenses
- f) Display expenses
- g) Events and activities expenses
- h) Advertising and publicity expenses
- i) Collection acquisition expenses

Only Expenditures directly associated with the operating of the museums should be included. The total of these expenses is used as a basis for calculation of the museum’s operating grant, following the criteria set out in *Regulation 877*.

These categories of eligible operating expenses are reflected by the numbered headings on the application form. Specific items that can be included are listed under each heading, based on expenses most commonly claimed by museums. If you have other expenses that you think should be eligible and are not excluded as ineligible (see below for “Ineligible Expenses”) add the activity name and amount in the appropriate category, and the Ministry staff reviewing your application will determine whether the expense meets the criteria of *Regulation 877*.

Eligible Expenses

Salaries and Benefits	Enter the total amount for salaries and benefits for the positions identified in Section I – Performance Measures, Metric 2 Staff in 2018 of the application. This should be the total of all paid positions not supported, in whole or in part, by employment grants, (e.g. Young Canada Works, Canada Summer Jobs, Summer Experience Program, etc.).
Administration	Enter expenses incurred in the daily administration of the museum. Actual expenses for both staff and board or committee activities may be included, such as reimbursement for travel costs or photocopying, but not unpaid time or donated costs to prepare for or attend board or committee meetings.
Maintenance	Enter expenses incurred in the daily maintenance of the museum building(s) and grounds, and the operation and maintenance of communication systems. Under “Communications systems” you may include ongoing operating costs such as computer lease and Internet charges. The cost of computer purchase is a capital

	<p>expense (computers are considered capital assets) even if paid for from an operating fund, and therefore are not eligible.</p> <p>Under “Repairs and Maintenance” you may include expenses associated with the maintenance of objects or artifacts used for demonstration, such as working machinery, vehicles, aircraft, costume tools and cookware.¹ You may also include professional fees paid for inspections done for the purpose of maintaining buildings, grounds, machinery and systems in good and safe condition.</p> <p>If repairs and maintenance to buildings and grounds were done to maintain the state of the buildings or grounds in good order, those costs may be claimed in this section. If repairs or maintenance significantly improved the state of the buildings or grounds, these are considered capital costs and not eligible under this grant. For example,</p> <ul style="list-style-type: none"> • <i>The cost of ongoing replacement of sections of a roof to maintain its good condition would be ongoing maintenance and therefore eligible.</i> • <i>The cost of one-time replacement or upgrading of an entire roof would be considered to significantly improve the state of the building, and therefore an ineligible capital cost.</i> <p>Maintenance or repair expenses paid from a capital or reserve fund are not eligible.</p>
Curatorial	Enter expenses related to curatorial activities such as research and collections management. Include curatorial training or conference expenses under “Administration”.

NOTE: You may report these types of expenses under “Maintenance” or “Exhibit” or “Interpretation and Education” as appropriate, but not under “Conservation.”

<p>Conservation</p>	<p>Enter expenses related to the care and preservation of moveable collections. This can include the purchase of storage supplies, environmental monitoring equipment, portable environmental control equipment (i.e. fans, humidifiers), and conservation treatment services. Include conservation training or conference expenses under “Administration.”</p> <p>Do not include expenses associated with the maintenance, restoration to “as new” condition, or reproduction of artifacts used for demonstration, such as working machinery, vehicles, aircraft, costume, tools and cookware (see footnote #3). Do not include expenses related to the care and preservation of buildings, or the installation of built-in environmental controls systems, which may fall under “Maintenance” or be ineligible capital costs.</p>
<p>Exhibition</p>	<p>Enter expenses incurred in the development and installation of exhibitions. This can also include the cost of borrowing traveling exhibitions.</p> <p>Include the cost of curatorial activities specifically related to exhibitions, such as research, if it has not been included under “Curatorial.” Similarly, conservation costs related to the preparation, installation and monitoring of exhibits may be included here <i>or</i> under “Conservation.” Do not include expenses covered by project or capital grants or matching funds.</p>
<p>Interpretation and Education</p>	<p>Enter expenses incurred in the development and delivery of interpretation and education programs and special events related to the mandate of the museum (excluding fund raising events.)</p> <p>Include the cost of curatorial activities specifically related to interpretation and education, such as research, if it has not been included under “Curatorial.” You may include the cost of reproduction and demonstration objects in this section; see “Maintenance” and Footnote 3 for details. Do not include expenses covered by project or capital grants or matching funds.</p>
<p>Marketing and Public Relations</p>	<p>Enter expenses for marketing and public relations related to the core activities of the museum. Expenses for marketing and public relations related to “Other Revenue-Generating Activities” and capital projects are not eligible.</p>

	<p>Eligible expenses can include marketing and public relations for the museum in general (products such as newsletters or annual reports), and for the areas of curatorial activities, conservation, exhibitions, education and interpretation (including special events that are not primarily fund-raising.) Include membership development expenses under "Administration</p>
Artifact Acquisition	<p>Enter total expenses incurred in the acquisition of historical artifacts for the museum collection. Only purchases are eligible; do not include the value of tax receipts issued for donations. Do not include the purchase of reproductions, conservation equipment or any non-artifact objects.</p>
Total Operating Expenses	<p>The sum of subtotals 1-9 is the maximum eligible operating expenses; the amount may be further adjusted as part of the grant review process.</p> <p>It is not necessary for this amount to equal the total revenue reported. The amount reported here should be equal to or less than the total operating expenses reported in the museum's audited statement or year-end actuals. If it is greater, check to ensure that you have not included ineligible costs paid from other funds such as Capital or Reserve funds.</p>

Ineligible Expenses:

The list above excludes certain expenses that may be identified in the museum's financial records. These should not be claimed in this section. Ineligible expenses include:

- a) Capital expenditures (beyond basic maintenance) including alterations, renovations or additions to existing facilities, the construction of new facilities, or the purchase of capital assets, including computers. The complete restoration of large artifacts such as trains, aircraft, vehicles or machinery is also considered a capital expense.
- b) Depreciation on capital assets.
- c) Expenses paid directly from funds other than Operating, such as Capital or Reserve Funds.
- d) Expenses incurred in activities that are primarily for the purpose of generating revenue to support the core operations of the museum, such as facility rental, food service, gift shops and fund-raising.
- e) Expenses associated with the operation of an art museum or gallery, archives, exhibition center, historical society, or other non-museum parts of an organization's operation.
- f) Internal transfers of funds from operating to other funds (ex. "transfer to reserve", "transfer to capital fund").
- g) Funds used to clear prior deficits or interest paid on loans. This includes expenses identified as "bad debt", "debt repayment", "loan interest" and similar headings.

Non-cash expenses, such as the value of donated goods and service, tax receipts, fees paid that were waived or donated back to the museum, and volunteer time. Expenses that were covered by a government grant or any matching funding used by the museum toward that purpose.

HOW TO APPLY IN GRANTS ONTARIO

Grants Ontario is the Government of Ontario's online grants management system. It provides a one- window access to information about government grants, how to apply for grants, and how to check the status of your application.

Step 1: Access the Grants Ontario System. Sign in to your User Account or create a new [ONE-key ID](#)

- Before applying to the CMOG funding program, you must create a ONE-key ID and password. To create a One-Key account, please refer to the [Grants Ontario System Reference Guide for Applicants](#) for instructions. You will not be able to access the Grants Ontario System without a ONE-key login and password.

Step 2: Organization Profile Update - Transfer Payment Common Registration

- All organizations applying to a funding program managed in the Grants Ontario System must complete the [Transfer Payment Common Registration \(TPCR\)](#). TPCR is a one window self-serve registration system for submitting and updating organization profile information.

Step 3: Download the Mandatory Application Form

- In your Grants Ontario profile, select “Apply for Grant”.
- **Select** “Community Museum Operating Grant 2019” Category.
Note: If you get pop-up error, click on the allow pop-up from Grants Ontario

Step 4: Complete the Mandatory Application Form - Sections identified by asterisk *

- Select and open the Community Museum Operating Grant Application instructions on how to complete this document are included in the application form itself.
- Some of the information requested in the first few sections of the Grants Ontario Application Form (e.g., address, contact information, etc.) will be pre-populated using data from the registration process. Ensure this data is up-to-date.
- Once the program application is started online in the Grants Ontario System, it may be saved at any point and returned to later (refer to the [Grants Ontario System Reference Guide for Applicants](#) for instructions on how to save and submit).

Step 5

A: Complete the Mandatory Fields of the Application – Sections identified by asterisk *

- All information provided in the application and the related attachments must be true, correct and complete (as verified by an authorized official)

Step 6: VALIDATE and Submit Your Completed 2019 Community Museum Operating Grant Application

- **Upload your validated** Grants Ontario Application Form into the Grants Ontario System.
- **Attach** all mandatory documents.

Note: Grants Ontario System will only accept validated application. Ensure that your Grants Ontario application number matches the upload application case number.

Step 7: Application Submission Confirmation

- Once your 2019 application is uploaded and submitted electronically through the Grants Ontario System, an email will be sent to the main application contact confirming receipt.
- **It is your responsibility to ensure that your application has been successfully submitted.** If you have not received a confirmation notice by email within 24 hours, please contact Grants Ontario customer service (see the **Contact** section of this Guide).

RECIPIENT OBLIGATIONS

Applicants are expected to comply with the [Ontario Human Rights Code](#) (the “Code”) and all other applicable laws. Failure to comply with the letter and spirit of the 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 Government of Ontario institutions are bound by the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31](#), as amended from time to time, and that any information provided to them in connection with your application may be subject to disclosure in accordance with that Act. Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards, and the purpose for which grants are awarded is information made available to the public.