



**2026 Cultural Development
Grant Guidelines**
Kawartha Lakes Economic Development

Kawartha Lakes
Jump In





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Program Guidelines

Program goals

The City of Kawartha Lakes (City) acknowledges the efforts of cultural not-for-profits, such as museums, historical societies, performance and artistic organizations in the community. The City wishes to provide financial assistance to support the valuable work completed to preserve, present, and inspire residents and visitors through the varied cultural offerings found in the city. This funding program is built on the three themes of the Cultural Master Plan; provide financial support, is equitable, and performance based.

Eligible organizations include those that undertake initiatives that address the strategic priorities within the City of Kawartha Lakes Strategic Plan, Cultural Master Plan, or associated plans and policies.

This program will support eligible organizations with the costs to develop new opportunities to grow, enhance or augment their current programming. The program will also help to solidify partnerships with cultural not-for-profit organizations for the betterment of the cultural and economic vibrancy of the municipality; supporting their contribution to the community while ensuring the organizations retain their independence.

This funding is available to cultural not-for-profit organization that offer cultural support and services for public programming in Kawartha Lakes.

Definitions

"City" means the Corporation of the City of Kawartha Lakes.

"Culture" means a project or initiative which enhances the area of arts, historical importance, and intellectual achievement.

"Cultural Organization" means a local community group or association which operates as a Not-For-Profit organization, is volunteer based, and provides a valuable "Cultural" resource or service, project or initiative which enhances the area of arts, historical importance, and intellectual achievement.

"Cultural Master Plan" refers to the Council approved Cultural Master Plan as updated from time to time

"Economic Development Strategy" refers to the Council approved Economic Development Strategy as updated from time to time.

"Grant" a one time, annual, or multi-year allocation of funds provided by the City to a specific purpose which meets the criteria in a specific program as published in the respective Guideline.

“Guidelines” a published document containing comprehensive information about a specific grant program. Guidelines may be amended from time to time.

“Kawartha Lakes Strategic Plan” refers to the Council approved corporate Strategic plan as updated from time to time

“Program” a funding opportunity provided by the City, governed by published guidelines. Eligibility, funding levels and processes vary between programs. Programs may be one-time, temporary or ongoing and are subject to change.

Funding available

The Economic Development Fund Culture Focus Area has a total of \$200,000 available in 2026. Two grant programs are available:

- Cultural Facilities Operating Support Grant
- Cultural Development Grant

Cultural Development Grant: Applicants can request up to \$5,000 for operational costs associated with a special project. Receipts and the final report are required to disburse the funds.

Should the funding ask of eligible organizations exceed the program budget, funds will be distributed to organizations on a proportional basis.

Eligibility

Eligibility applicants

- Incorporated not-for-profit cultural organization
- Have a clear and obvious cultural (arts, culture, and heritage) mandate
- In operation for at least 1 years at time of application
- Must have proof of sound fiscal management

Ineligible applicants

- Individuals
- Government agencies
- For-profit groups
- Lobby groups or organizations aligned with any political party or to support programs or services thereof
- Religious organizations or groups affiliated to support programs or services thereof
- Commercial ventures
- Funding bodies or organizations
- Sports teams
- Hospitals
- Foundations

Eligible funding

Eligible costs

The Cultural Development Grant contributes to costs for special projects* undertaken by cultural not-for-profits that enhance the arts, culture, heritage sector in Kawartha Lakes such as:

- one-off projects and enhancement activities of existing programming including temporary project staff contracted to support the specific project, heritage days, special events on museum grounds, guest speakers, Culture Days and associated marketing material**

OR

- plans and strategies such as volunteer recruitment, business planning, strategic planning, social media, marketing plans

*Special projects must include a public presentation component to ensure work will increase access and learning opportunities for residents and visitors and be free to all participants.

**Applicants may request funding towards the development of communication and marketing expenses that occur as part of the proposed project. Ad placement is not eligible.

Ineligible costs

- Operational costs for permanent staff
- Capital costs for programs, facility upgrades and maintenance
- Costs funded through other grants, sponsorships and/or endowments
- Debt reduction of the organization
- Operational costs to that support the implementation of projects in direct competition or duplication of municipal services
- Fees associated to project and/or program implementation

Application Process

Application forms and intake timelines are available on the City of Kawartha Lakes website.

Organizations are limited to one funding request per calendar year.

- Applications must be submitted on or before the application deadline. Late applications will not be considered.
- Must demonstrate alignment with the City of Kawartha Lakes Strategic Plan, Cultural Master Plan or related municipal priorities.
- Clearly demonstrate the organizations mandate and initiatives, as an Arts, Culture and/or Heritage organization providing a valuable cultural resource or service to the municipality and its residents. Cultural resources are activities that enhance the community through the area of artistic, historical and/or theatrical achievement.

- Provide required documentation including:
 - Previous year audited or approved financial statements (profit & loss statements are acceptable if audited financial statements are unavailable)
 - Current year organization budget

Scoring

Applicants will be scored on a scale from 1 to 5 in the following categories with 5 being the highest score:

1. Organization Capacity (15%)
2. Proposed Project Scope (20%)
3. Program or Service Plan (20%)
4. Budget (25%)
5. Linkages to City of Kawartha Lakes strategic plans (20%)

Payment Process

- **Issuing of grant payment:** the approved funds will be provided to approved project recipients on funding approval and execution of funding documentation.
- **Reconciliation of expenses:** at the conclusion of the project, the Final Report must be submitted with necessary receipts to show proof of payment of eligible expenses.
- **Reimbursement of ineligible or unused grant funds:** any claimed ineligible expenses or unused grant funds will be reconciled at the conclusion of the project through the Final Report and these funds are required to be returned to the City of Kawartha Lakes.

Recognition Activities

Grant recipients are required acknowledge their funding through recognition activities directly relating to the project.

For events:

- Invite their local Ward Councillor and Mayor to participate in grant recognition events
- Acknowledge the Municipality at events and initiatives
- Placement of the City of Kawartha Lakes logo on marketing material
- Use the municipal logo and name according to City of Kawartha Lakes brand guidelines
- Report on all public recognition activities and media coverage in their Final Reports

For plans/program projects reporting will include:

- Organizational impact
- Link to municipal strategic plans
- Municipal logo on final project: new website, publications Year-end financial statements

Final report

All approved organizations will submit a final report by January 30, 2027.

Receipts for eligible expenses are required to be submitted with the Final Report.

Program administration

The Kawartha Lakes Economic Development Division administers the Cultural Development Grant through the Economic Development Fund Policy.

An internal review committee reviews applications and approved by the Director of Development Services. Successful applicants are announced through a news release and posted on the municipal website.