

56 Queen Street Port Hope, ON L1A 3Z9

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2025 Community Grant Application

Please complete the below 2025 Community Grant application. Any questions that have a red *asterisk are considered mandatory fields. Completed hard copy applications can be mailed, hand delivered or placed in our drop-box at Town Hall, 56 Queen Street, Port Hope, L1A 3Z9.

Organization Information

Non-profit Organization/Registered Charity Name: *

Port Hope Jazz Inc.

Address (Including Postal Code): *

21 Bramley St. S.outh, Port Hope, ON, L1A 3J8

Contact Information

First and Last Name of Contact Person: *

Doug Harper

Title of Contact Person: *

Chair, Port Hope Jazz Inc.

Phone Number: *

416-233-7616

Alt. Phone:

416-669-2062

Email: *

dandj.harper@gmail.com

Applicant Eligibility

1. Are you a non-profit organization or a registered charity? Please select ONE: *

- ☐ Registered Charity
- ☒ Non-Profit Organization

If you are a registered charity as per CRA please indicate your registered number:

86428-7917-RR0001

2. Which of the following describes your non-profit organization or registered charity? (Select all that apply) *

- ☐ Initiate or deliver programs and services to the citizens of Port Hope.
- ☒ Provide events of a Municipal, Provincial or National significance, which could be expected to bring economic, and/or public relations benefit to the Municipality.
- ☐ Provide programs and services to address any urgent and pressing events and natural disasters (i.e. fire, flood, earthquake).
- ☐ Initiate programs or services for individuals, groups or teams who require assistance to participate in recognized regional, provincial, national or international championships.

Application Information

1a. Name of Event or Program: *

Port Hope Jazz Inc's August 2025 Jazz Festival

1b. Date range of the Organization’s Event: *

August 21-24, 2025

If requesting general program funding then enter N/A for the date range.

2. Are you applying for up to \$5,000 or up to \$10,000? *

- ☒ Up to \$5,000
- ☐ Up to \$10,000

3a. Prior Year’s Grant Request:

\$5000

3b. Prior Year's Awarded Grant: \$

\$5000

4. Please briefly describe the organization's programs and services: *

Port Hope Jazz has claimed the last weekend of August as the annual Festival weekend, to help build continuity involvement and a returning audience.

In 2025 we plan to further refine our around town Festival format. Colleen Allen will return as Artistic Director, who will thoughtfully program venues and attract top tier talent, and we will continue to work with local establishments to provide hospitality. The four-day program will encourage overnight stays and provide jazz ticket holders an immersive Port Hope experience.

To kick off our 2025 weekend festival, we plan to partner again with Road to Cultivate, to present a collaborative family-friendly, free-to-the-community, Thursday evening jazz event in Memorial Park. Both the jazz music selected, and the accompanying activities will appeal to a broad audience including youth.

We will work with the HBIA to program the outdoor stage behind the Walton Hotel to offer additional free-to-attend events, which will add vibrancy and encourage pedestrian exploration of the district.

We will work with HopeTown's BLou Room to develop Port Hope's premium (and only) after hours jazz club.

With respect to youth involvement, we will collaborate in the production of jazz music-based activities which encourage youth to develop an interest in jazz improvisation and develop listening skills through weekly mentorship sessions. The approach to the weekly sessions will include what has been described as "Tri-mentorship". The Festival will reach out to recent University and College Jazz studies jazz graduates, ideally those who are in the Northumberland and Port Hope area, to be mentors to these local high school students. The artistic director will act as a mentor to the older cohort to create hands-on teaching experience for them, this the Tri (try!) -pronged approach. Funding will go toward paying the recent graduates a meaningful wage as well as valuable teaching experience.

5. Please provide a statement of the organization's goals/objectives: *

Port Hope Jazz Inc, managed by a volunteer board, is a non-profit organization, with charitable status, based in Port Hope, Ontario.

Our objectives are to promote music education and jazz musicians, present high-quality performances and workshops of interest to the musical and artistic community, all pursued as charitable purposes for the benefit of the public and all in accordance with our (Ontario) Articles of Incorporation:

- (a) to organize an annual musical festival presenting performances by Canadian jazz musicians;
- (b) to provide musical education, training and performance experiences for young musicians in the jazz field;
- (c) to produce concert performances by Canadian jazz musicians in the Northumberland area and elsewhere;
- (d) to provide education in music by providing opportunities for performances and workshops for amateur and professional musicians, performers, and music educators;
- (e) to sponsor workshops and seminars on topics involved in jazz music of interest to the musical and artistic community.

Our intention is to work with local organizations (Cultivate Community Non-Profit Services, the HBIA, HopeTown's Blou Room, Port Hope United Church and various establishments) to integrate the Jazz Festival experience throughout the community, to provide mutual benefit and opportunities for strengthening local partnerships, tourism draw and economic impact.

6. Please provide a description of how the organization's program or service advances Council's strategic plan: *

Port Hope Jazz supports the Strategic Plan's vision to be a unique, inclusive and age-friendly community, through the delivery of our annual program and maintenance of local partnerships. Our around-town Festival format ensures we are driving patronage into local establishments to support economic stimulation, and our range of venues, ticket prices, and performers, over our 4-day festival weekend encourages overnight visitation and presents numerous opportunities for multi-generational community engagement.

For a copy of the Port Hope Strategic Plan, go to porthope.ca/strategic-plan

7. If Council approves the organization's Community Grant request, what will the funding be used for? *

Municipal funding will be used to support the delivery of the 2025 Port Hope Jazz Festival. Investment is required to attract top talent in order to see the Port Hope Jazz Festival evolve as a tourism driver.

To attract a diverse range of respected jazz performers they must be paid a professional rate. In 2024, our largest budget item was musicians' fees at approximately one third of the budget. Port Hope Jazz, with the exception of a potential free concert co-produced with Road to Cultivate, as was done in August 2024, does not subsidize music patron's direct listening experience. Ticket prices were set in 2024 to cover musicians' remuneration and for the most part succeeded. Port Hope Jazz will strive to repeat that goal in 2025.

The balance of the budget for which funding is sought, is the normal costs associated with music festivals: artistic direction, publicity, contract preparation, booking expenses, insurance, and performance logistics - such as sound and lighting. This is not expected to change in 2025.

8. Please provide a description of how the organization intends to measure the success of the program or service: *

Success will be measured as it was in 2024, by ticket sales, media coverage and word of mouth response from within the community. We will track our social media engagement and feedback from our partners.

For the August 22-25 2024 Festival, Port Hope Jazz used Eventbrite to sell tickets at all events where previously printed tickets were required. The same will be done in 2025.

Eventbrite provides high quality locational data based on origin of purchases, as well as the total number of tickets sold as summarized below.

9. What is the approximate geographic audience demographic that you plan to target? (i.e. 300 Adults and 50 Kids: 75% Port Hope Residents) *

Jazz as a musical genre generally appeals more to adults. Port Hope jazz however seeks to expand the audience as much as possible through events that will attract younger people as we did in 2024 by collaborating with Road to Cultivate in Memorial Park on the Thursday of the Jazz weekend.

In 2025 we plan to target the same geographic audience as we did in 2024: from Toronto east to Kingston and north into the Kawarthas. In 2024, the percentages of the total number of attendees originating from these areas was:

Brampton (2%), Burlington (3%), Cobourg (15%), Oshawa (3%), Port Hope (22%) Toronto (23%) Whitby (2%) Peterborough (2%). These numbers however inflate Toronto since the data is probably collected by Eventbrite from banking data. People who live in Port Hope may still have a home bank in Toronto.

With respect to the age profile; the venue events appealed to adults. The open air concert on Thursday night drew a substantial number of young people and kids, an estimated 25% of the crowd of about 250 persons.

We seek to further attract a multi-generational audience by partnering with the HBIA to program the outdoor stage behind the Walton.

The youth program described under question 4 will engage highschool aged youth to interact with each other, musical education and professional musicians.

10. What new initiatives will the organization be doing in the upcoming year? *

The youth program described under Question 4, wherein we will collaborate in the production of jazz music-based activities which encourage youth to develop an interest in jazz improvisation and develop listening skills through weekly mentorship sessions, will be the most notable new initiative in 2025.

To maintain a community focus on jazz leading up to August, and meet our charter obligation of education, we will also develop additional partnerships and ideas to host jazz music-oriented events and workshops throughout the year.

11. Does the organization work jointly with any other community or organization? If yes, please provide details:

*

In 2024 Port Hope Jazz collaborated with Road to Cultivate to produce the Thursday evening concert in Memorial Park featuring Joy Lapps. We plan to partner again in 2025, doing something similar to kick-off the Festival weekend.

We work with local establishments, the BLou Room and Port Hope United Church to produce our festival program at venues all around town, and plan to do the same in 2025. We also work with the ACO who kindly provide us a venue for our board meetings.

Collaborating with the Port Hope HBIA and with the generous support from the property owners Will and Jennie Ryan and our local RONA Building Materials and Carpenters Union Local 397, through their 'gifts in kind' of materials and labour, we were able to build a performance stage at the rear of the old Walton Hotel. The purpose of this project was to create an area downtown that would attract locals and tourists during the Walton Street construction, as an effort to help the downtown restaurants and shops. The Linger Zone Stage will allow Port Hope Jazz to promote its festival featuring youth Jazz musicians and other local talent during the weekends leading up to it while bringing people to the downtown on a Saturday/Sunday with the idea they could order takeout from one of the downtown restaurants and picnic at the zone while enjoying the stage performances. Afterwards they would explore the shops downtown supporting local.

12. Does the Municipality provide your organization other financial support? (i.e. fee waiver, etc.) If yes, please indicate the amount and provide description: *

No.

13. How is the organization decreasing reliance on Municipal funding? *

Our plan and approach to decreasing reliance on Municipal funding and private donors is multi-faceted. This past festival we were able to bring on sponsors through solicitation of local corporations and businesses. We plan to expand that effort in support of our 2025 budget. Additionally, because we brought back the free-to-the-community' concert in the park and at the Linger Zone stage we were eligible for sponsorship from our local Port hope Rotary Club. We will continue to solicit private donations as we have done in the past but with the passing of one our most generous patrons, we will have a challenging gap to close.

To make up this gap, and where possible, reduce reliance on Municipal funding, we are looking to diversify our funding reach into the broader local business sector and if necessary, hiring a grant application writer.

14. Please indicate how the Municipality’s financial support will be acknowledged. If possible, please provide an example: *

Acknowledgment of municipal support will be made though rack cards, posters, social media and announcements from the stage at each performance, as was done in 2024.

Financial metrics

15. Please provide the following financial metrics for your organization

a. Previous Year Total Revenues: *

\$47,000

b. Previous Year Total Expenses: *

\$59,000

c. Total Assets *

\$500

d. Total Liabilities: *

\$0

e. Planned Revenues for upcoming year: *

\$60,000

f. Planned Expenses for upcoming year: *

\$60,000

16. Any additional information you find necessary:

The difference (spread) between revenue and expenses was made up by carryover from 2023. No carryover, beyond that which is needed to pay for early year expenses such as audit, is anticipated in 2025. Port Hope Jazz continues to seek out efficiencies wherever possible as it did in 2024.

Post Hope Jazz's books are audited every year, early in the following year. The 2023 audit is available for examination on request.

2025 Community Grant Application Attestation

Having requested financial assistance from the Municipality, the Organization agrees to the following conditions if a grant in any amount is awarded:

- a. The Organization confirms that the representations contained in the 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, or if there are misrepresentations in the application, the full amount of the financial assistance will be payable to the Municipality.
- b. If there are any changes in the funding of the project from that contemplated in the application, the Municipality will be notified of such changes through the Director, Finance.
- c. That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
- d. That the Organization will keep proper books of accounts of all receipts and expenditures, relating to the program, services or project.
- e. That the Organization will retain and make available for inspection by the Municipality or its auditors, all records and books of accounts of the Organization upon request from the Municipality which may be made within 2 years of the grant award.
- f. That if the programs or services proposed in the Organization's application are not commenced, or are not completed and there remain Municipality's funds on hand, or are completed without requiring the full use of the Municipality funds, such Municipality funds will be returned to the Municipality.
- g. That the program or services not be represented as a Municipal program or service, and that the Organization does not have authority to represent itself as an agency of the Municipality in any way, the only relationship being that the Municipality has approved the granted financial assistance to the Organization.
- h. All payments will be issued by electronic fund transfer. Payments will only be issued to bank accounts registered in the non-profit organization/ registered charity name as specified on the application.

Signing Authority

We certify that to our knowledge, the information provided in this application for a Municipal Community Grant is accurate and completed and endorsed by the organization which we represent.

Authorized Signing Officer - Name *

Doug Harper

Authorized Signing Officer

Date (MM/DD/YYYY) *



Personal information is collected on this form under the authority of the Municipal Act and the Municipal Freedom of Information and Protection Act (MFIPPA). This information, once collected, may be accessible by members of the public upon request, unless exempted by law. Furthermore, this information may be published as part of the public record, in accordance with the legal requirements set out in MFIPPA and other legislation. Questions regarding the collection, use and disclosure of personal in information can be directed to the Municipal Clerk at [905-885-4544](tel:905-885-4544) or clerk@porthope.ca.