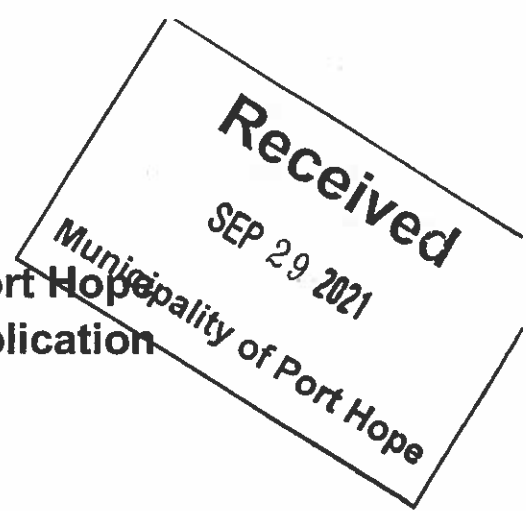




The Municipality of Port Hope  
Community Grant Application



**Part A: Community Grant Applicant Information**

Organization/Charity Name: Port Hope Jazz Inc.

Address (Including Postal Code):

P.O. Box 50, Port Hope, ON L1A 3W2

**Part B: Community Grant Applicant Contact Information**

Name of Contact Person: Phil Carter

Title of Contact Person: Chair

Phone Number [REDACTED] Alt. Phone Number: \_\_\_\_\_

Email: [REDACTED]

**Part C: Community Grant Applicant Eligibility**

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

Non-Profit Organization

Registered Charity

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

86428-7917-RR0001

Schedule "B"

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.

**Part D: Community Grant Application Information**

Name of Event or Program:

PORT HOPE ALL CANADIAN JAZZ FESTIVAL

Current Year's Request: \$ \$5000

Prior Year's Request: \$ Nil

Prior Years' Awarded Grant: \$ Nil

Date of the Organization's Event: May August 2022

Preferred Date to Receive Community Grant: When approved

## Schedule "B"

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

Port Hope Jazz Inc. has sponsored workshops and venues of interest for musicians and artists, the Port Hope All Canadian Jazz Festival and a youth jazz band to perform at the festival.

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

The objectives are to promote the education of musicians in the jazz field, presentation of performances and the sponsorship of workshops and venues of interest to the musical and artistic community all pursued as charitable purposes for the benefit of the public.

Schedule "B"

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

To reinvigorate the "All Canadian Jazz Festival", slowly but surely, with a commitment to bring music into the community and to offer educational opportunities to young people.

We propose for the year 2022,

1) a "Young Jazz Showcase" in May 2022

2) three jazz performances, using local business venues, as part of the celebration of arts in August

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

1. Number of people in attendance
2. Media coverage
3. Survey of geographic residence

Schedule "B"

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

For the Young Jazz Showcase, 200 youth from Northumberland County, 30 Adults. For the three Jazz performances, 150 to 300 adults in total, depending on the venues, with 50% local residents and 50% from the GTA and adjacent counties.

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

To revive the Port Hope Jazz Festival in a new format with the goal of attracting a diverse audience and to recruit younger volunteers to the board and a new volunteer artistic director, the funds will be used:

- 1) to create a management and marketing plan and social media platforms to attract a diverse audience from the GTA, Northumberland, Peterborough, and other adjacent counties with the help of outside consultants.
- 2) to recruit a volunteer artistic director by writing a position description and advertising locally and in the GTA.
- 3) to recruit a social media co-ordination by writing a position description and advertising locally, and in community colleges in Durham, Peterborough, and Toronto.
- 4) to develop financial or in-kind sponsorships to enhance the renewal of the "All-Canadian Jazz Festival" going forward in subsequent fiscal years.
- 5) to fundraise by direct mail, invitation events and social media for the future renewal of our brand.

Schedule "B"

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

We are currently exploring partnerships with music programs in high schools and colleges and with local businesses to enable a slow but steady rejuvenation of the "All-Canadian Jazz Festival".

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

No

Schedule "B"

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

We will develop financial or in-kind sponsorships and fundraise by direct mail, social media and by invitation only events.

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

We will acknowledge the Municipality on all social media platforms and any printed material. We ask that the Municipality provide its logo for insertion.

We plan a general acknowledgement for all our sponsors. Wording will be similar to :  
"We acknowledge the support of (insert logo)"

## Schedule "B"

### **11. Any additional information you find necessary:**

We had a fifteen year successful run with a 3 day festival, from 2001 to 2016. In 2017 and 2018 we ran events during the year featuring both local and national musicians in varied venues. Unfortunately, our artistic director died and COVID-19 prevented a planned concert of 5 acts.

We are currently in communication with a Juno award winning jazz musician who has expressed interest in working with us.

As the Port Hope community transitions through the pandemic restrictions, we hope to offer a safe and entertaining experience to help satisfy the desire to attend live music events locally. Professional and amateur musicians are seeking paid performance opportunities; youth artists have not had a chance to intermingle in over a year. We hope to harness this energy to help reestablish the Jazz brand and live music experience in Port Hope.





## The Municipality of Port Hope Community Grant Application Attestation

### Community Grant Applicant Information

Organization/Charity Name: Port Hope Jazz Inc.

Mailing Address of Organization/Charity (Including Postal Code):

Box 50, Port Hope, On

Current Year's Request \$ 5000

### Community Grant Applicant Contact Information

Name of Contact Person: Phil Carter

Title of Contact Person: Chair

Phone Number: [REDACTED] Alt. Phone Number: \_\_\_\_\_

Email: [REDACTED]

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 of 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







**Municipality of Port Hope  
Community Grant Application**

**NAME OF EVENT**

**Event's Income Statement**

Event's fiscal year-end: **31/Dec/21**

Please note: Additional lines can be inserted. Please enter values as a positive number.

	2020 Actual	2021 Year End Projection	2022 Budget	Notes
<b>Expenses</b>				
List all types of expenses (ie. office supplies, salaries & wages, materials, etc.)				
Performance fees			\$ 7,500	
Talent transportation			\$ 500	
Talent meals			\$ 200	
Venue rental			\$ 500	
Printing and signage			\$ 200	
Advertising			\$ 500	
Security			\$ 500	
Production infrastructure			\$ 1,600	
<b>Total Expenses:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,500</b>	
<b>Revenues</b>				
List all types of revenues (ie. ticket sales, admin fees, interest revenue, etc.)				
Sponsorship			\$ 2,000	
Donations			\$ 4,500	
<b>Total Revenue:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500</b>	
<b>Net Surplus/(Deficit):</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5,000)</b>	
<b>Grants from Municipality:</b>			<b>\$ 5,000</b>	Do not include in Revenues section above
<b>Total Net Surplus/(Deficit):</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Comments: Spending will occur in May and August.

**Note: This form is to identify the project/event specific amounts included in the organizations summary financial statements**



**Received**  
SEP 29 2021  
Municipality of Port Hope

**PORT HOPE JAZZ INC.  
FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020**



Webb & Webb LLP  
25 Birmingham Street  
Suite 200  
Toronto, Ontario M8V 2B9  
Tel: 416.253.7460  
1.800.940.6115  
Fax: 416.253.0425

## INDEPENDENT AUDITOR'S REPORT

To the Member of Port Hope Jazz Inc.

### *Opinion*

We have audited the financial statements of Port Hope Jazz Inc. (the Organization), which comprise the statement of financial position as at December 31, 2020, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

(continued)



Independent Auditor's Report to the Member of Port Hope Jazz Inc. (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Webb & Webb LLP

*Webb*  
*Webb*

Chartered Professional Accountants  
Licensed Public Accountants

Toronto, Ontario

**PORT HOPE JAZZ INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**DECEMBER 31, 2020**

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	9,511	11,068
Government remittances receivable	254	147
Prepaid and deposit	400	-
	<u>10,165</u>	<u>11,215</u>
<b>PROPERTY AND EQUIPMENT (Note 3)</b>	<u>240</u>	<u>300</u>
	<u>10,405</u>	<u>11,515</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	851	851
<b>NET ASSETS</b>	<u>9,554</u>	<u>10,664</u>
<b>LIABILITIES AND NET ASSETS</b>	<u>10,405</u>	<u>11,515</u>

Approved on Behalf of the Board

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

The accompanying notes form part of these financial statements

**WEBB & WEBB LLP**

**PORT HOPE JAZZ INC.**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**YEAR ENDED DECEMBER 31, 2020**

	2020	2019
<b>January 1</b>	10,664	14,119
Excess of (expense over revenue) for the year	<u>(1,110)</u>	<u>(3,455)</u>
<b>December 31</b>	<u>9,554</u>	<u>10,664</u>

The accompanying notes form part of these financial statements

**WEBB & WEBB LLP**

**PORT HOPE JAZZ INC.**  
**STATEMENT OF REVENUES AND EXPENDITURES**  
**YEAR ENDED DECEMBER 31, 2020**

	2020	2019
<b>REVENUES</b>		
Fund raising	-	384
<b>EXPENSES</b>		
Administration	-	1,668
Amortization	60	75
Bank charges and interest	59	55
Fund raising	-	492
Office	591	349
Professional fees	400	1,200
	<u>1,110</u>	<u>3,839</u>
<b>EXCESS OF (EXPENSE OVER REVENUE) FOR THE YEAR</b>	<u>(1,110)</u>	<u>(3,455)</u>

The accompanying notes form part of these financial statements

**PORT HOPE JAZZ INC.**  
**STATEMENT OF CASH FLOWS**  
**YEAR ENDED DECEMBER 31, 2020**

	2020	2019
<b>OPERATING ACTIVITIES</b>		
(Expense over revenue) for the year	(1,110)	(3,455)
Item not affecting cash:		
Amortization	60	75
	<u>(1,050)</u>	<u>(3,380)</u>
Changes in non-cash working capital:		
Government remittances receivable	(107)	1,246
Inventory	-	654
Prepaid and deposits	(400)	-
	<u>(507)</u>	<u>1,900</u>
<b>DECREASE IN CASH DURING THE YEAR</b>	<b>(1,557)</b>	<b>(1,480)</b>
<b>CASH</b>		
January 1	<u>11,068</u>	<u>12,548</u>
December 31	<u>9,511</u>	<u>11,068</u>

The accompanying notes form part of these financial statements

**WEBB & WEBB LLP**

**PORT HOPE JAZZ INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2020**

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**1. PURPOSE OF THE ORGANIZATION**

Port Hope Jazz Inc. (the "organization") is a not-for-profit organization incorporated provincially under the Not-for-profit Corporations Act of Ontario. Port Hope Jazz Inc. was incorporated as an approved charity without share capital on November 2, 2001

The Organization's objectives are to promote the education of musicians in the Jazz field, presentation of performances and the sponsorship of workshops and venues of interest to the musical and artistic community all pursued as charitable purposes for the benefit of the public.

Upon dissolution of the Organization and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of to other charitable organizations that carry out their work solely in Canada.

**2. SIGNIFICANT ACCOUNTING POLICIES**

Revenue recognition

Donation revenue is recorded when received.

Unrestricted contributions and other revenues are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Income taxes

Under the Income Tax Act (Canada), Port Hope Jazz Inc. is classified as a registered charity and as such is not subject to income taxes.

Property and equipment

Property and equipment is stated at cost less accumulated amortization and is amortized over its estimated useful life. Amortization is provided using the declining balance method at 20% based on the useful life of the property and equipment.

Financial Instruments

The Organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The Organization subsequently measures all its financial assets and liabilities at amortized cost. Changes in fair value are recognized in the statement of revenue, expense and net assets.

Financial assets measured at amortized cost include cash and government remittances receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Use of Estimates

The preparation of the Organization's financial statements in accordance with Canadian standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amount of revenues and expenses during the reporting period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in the period that they become known.

*(continued)*

**PORT HOPE JAZZ INC.**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2020**

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**2. SIGNIFICANT ACCOUNTING POLICIES (continued)**

Volunteer Services

The Organization would not be able to carry out its activities without the services of the many volunteers who donate a considerable number of hours. Because of the difficulty of determining the fair value of the contributed time, the value is not recognized in the financial statements.

**3. PROPERTY AND EQUIPMENT**

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Property and equipment	14,104	13,864	240	300