

OTF Reporting Form

Organization Details

Organization Name:	OTTAWA COMMUNITY IMMIGRANT SERVICES ORG	Org. Email:	info@ociso.org
Mailing Address:	959 Wellington Street OTTAWA, ON K1Y 2X5	Phone:	613-725-0202

Financial Statements:

Grant and Report Information

Approved Grant Amount:	\$180,000	Grant ID:	105493
Report Type:	Final	Report ID:	105493_Final_2_2013-06-20
Beginning of Reporting Period:	01/01/2013	End of Reporting Period:	31/10/2013

Who would you like us to contact if there are questions in regard to this report?

First Name:	Alejandro Gomez	Title:	President of the Board
Telephone:	8192051423	Email:	alejandro@cncac.ca

Grant Progress

What was the most important thing that happened as a result of your grant?

Describe how your community or the people you serve benefited from your OTF grant. How did it make a difference?

Thanks to the OTF grant, there is renewed faith by our members in the CNCAC as they see an organized structure and our visibility within the cultural sector. Our members participate in our monthly Meet and Greet Events, our quarterly Artists' Evenings, and in exhibitions, workshops, and events sponsored by the CNCAC in collaboration with our partners.

We have an up-to-date list of our members, their coordinates, their artistic practice, and their country of origin. There were 350 members in 2011 when this grant started. The list has been verified and updated, and we currently have 492 members, an increase of 40%. Attrition is less than 1%. The growth of the membership list is gradual and ongoing.

In 2011 we designed an environmental scan that enabled us to understand the needs and expectations of our members, and to focus our efforts to fill the gap. It enabled us to establish a system to connect with the new Canadian artistic community with relevant services and useful information.

The results of the environmental scan were the basis of our strategic plan, which enabled us to establish strong and meaningful partnerships in the cultural sector by providing clear directives and priorities. We have initiated, renewed, and/or deepened our partnerships with cultural organizations including Arts Ottawa East, the City of Ottawa, the Council for the Arts in Ottawa, the Ottawa Art Gallery, the School of the Photographic Arts: Ottawa (SPA0), the fieldwork collective in Perth, the Arbor Gallery in Vankleek Hill, the Ottawa Folklore Centre, Multicultural Arts for Schools and Communities (MASC), Work InCulture, La Petite Mort Gallery, Gallery 101, One World Dialogue, Great Canadian Theatre Company (GCTC), Cultural Pluralism in the Arts Movement Ontario (CPAMO), New Edinburgh Community and Arts Centre (NECTAR), CARFAC, and Culture Days in Ottawa.

We have initiated outreach and networking activities with like-minded organizations in strategic regions in Ontario. We have introduced CNCAC and our work to organizations such as the Arts Councils of Eastern Ontario, TRIEC, the Hamilton Immigrant Culture Association, the Guelph-Wellington Inclusive Alliance, the Guelph-Wellington Immigrant Services, and the London Settlement Organization.

We have had interest in the CNCAC from various academic and cultural organizations including the Canadian Commission for UNESCO, the European Union, IMT Institute for Advanced Studies in Lucca (Italy), Universidad de Salamanca (Spain), and the Centre for Research in Educational and Community Services at the University of Ottawa, who completed an external evaluation of the CNCAC (report is attached).

The CNCAC is now recognized on the cultural landscape and is understood to be an active player in the arts and culture sector. The CNCAC is a resource for new Canadian artists and arts organizations and for already established Canadian artists and arts organizations that want to contact new Canadian artists for exhibitions, performances, and other events.

Over the course of the second year of the grant a substantial amount of energy and resources was devoted to strengthening the Coalition's capacity to generate alternative sources of funding. Our team undertook a detailed review of funding sources at the Federal, Provincial and local levels. We now have a clearer understanding of the funding sources available to the Coalition and understand we are an Arts Service Organization. We are also aware of the funding that isn't available to us. This knowledge will help us contribute to the sustainability of the CNCAC as we go forward.

We have met with the City of Ottawa and the Ontario Arts Council to discuss funding options with them. Both organizations have strongly encouraged the CNCAC to apply for operating funding in 2014. The City of Ottawa also encouraged us to apply for Cultural Facilities Funding, which we did, and the Ontario Arts Council encouraged us to apply for a Compass Grant, which

we are about to do. We will also apply for an Ontario Arts Council Arts Service Project Grant in 2014.

We have monthly Board Meetings; we write and circulate a monthly Newsletter that features a profile in each issue of one of our artists; we have been holding monthly Meet and Greet Events with presenters (City of Ottawa, Ontario Arts Council, MASC, the Ottawa Public Library, the Ottawa Storyteller's Association); and have been hosting quarterly Artists' Evenings where 10-12 artists talk about and show their artwork, sing 2-3 songs, perform a dance, read their work, show a short film, and so on. The Artists' Evenings include a reception and our members have begun to know each other and, in some instances, to collaborate with each other.

During Year 2 of the grant we reviewed the pros and cons of our affiliation to OCISO. After extensive analysis and discussion, we determined that it would greatly contribute to the consolidation of the Coalition to move closer to the Arts and Culture sector. After considering several options, we secured new office space at the New Edinburgh Community Arts Centre (NECTAR) for 1 November 2013. This move will increase the presence of the Coalition as an active player in the arts and culture sector in the city, enhance our ability to host events, and improve our accessibility to artists and cultural workers. We expect this will increase our membership as well as attendance at events, including at our monthly Meet and Greet events. We will also have the opportunity at NECTAR to host exhibitions, workshops, and performances with more room for both the presenters and the audience.

We revised the Coalition's brand as part of our Communications strategy. We produced a new logo, redesigned the website, and printed new promotional materials to improve the image of CNCAC. These efforts have greatly increased our visibility locally, nationally, and internationally.

- We opted for a contemporary modern look for the logo
- A clean white layout for the redesigned website that focuses attention on the content
- A new Portfolio section for our membership
- Revised the monthly Newsletter to respond to the needs and interests of our members
- Printed materials include business cards, brochures, and a roll-up banner
- Facebook page
- Developed a virtual office
- Increased our outreach and postings of our events in other venues like Artlist (through ArtEngine), Apt. 613, the CAO, and AOE
- Continuous mentorship since 2012 from Christine Tremblay to improve our governance
- Reviewed CNCAC policies and procedures
- Reviewed policies and procedures of OCISO, AOE, and the Arts Councils of Eastern Ontario

We now know what we need to work on over the next two years. We have applied for further funding to assist us in getting tools in place in terms of our Board and Volunteer Development, our Governance, our Human Resource Policy, and our Financial Policy.

Is there advice that you would give to another organization doing a similar project? What did you learn? Would you do anything differently the next time?

Enjoy the journey; you're creating something positive and life-changing.

Prepare a work plan based on your capabilities.

Create a strong foundation and get the paperwork in place.

Understand where you are and where you are going. Break it into small steps and keep the goal in mind.

If you don't know something, ask for assistance.

Don't take on volunteers unless you have someone to supervise them and unless they have specific job descriptions.

Find ways to document lessons learned and keep accurate records of correspondence and finances, because people move on and leave with their expertise.

Summary

How many people directly benefited from your grant?	1000
If your initiative involved marketing, promotion, outreach or raising awareness, how many people did you reach/contact (do not include website hits)	10000

If you held a community or public event as part of your grant, please indicate how many events you held and the total number of people that attended each event.

Type of Event	Number of events held	Total number of people attending
Festival	0	0
Arts production / performance / exhibit	2	2100
Public Education Event	10	220

Sporting Event	0	0
Conference/Workshop/Training Program	5	100
If other, please specify:	0	0

How many new programs, activities or events were you able to offer as a result of your grant?

14

Did your initiative receive any media coverage?

Yes

If yes, please tell us the type of coverage received and the number of reports or stories:

Newspaper article	2
Radio Interview	2
Television	0
Other	0

If other, please specify:

In this Reporting Period, did your organization undertake any activities to recognize your Ontario Trillium Foundation grant?

Yes

Acknowledged OTF support in publications and promotional materials	<input checked="" type="checkbox"/>
Recognized OTF support on website	<input checked="" type="checkbox"/>
Provided link to OTF website	<input checked="" type="checkbox"/>
Used OTF logo in print and promotional materials or website link	<input checked="" type="checkbox"/>
Displayed recognition plaque or other signage in a public location	<input checked="" type="checkbox"/>
Gave verbal acknowledgement of OTF funding (e.g. during public presentations)	<input checked="" type="checkbox"/>
Other	<input checked="" type="checkbox"/>

If other, please specify:

Informal discussions with potential funders, members, event participants and partners.

If no, why not?

Volunteer Contributions

How many volunteers directly contributed to the initiative funded by your grant? Please do not give the total number of volunteers in your organization.

Volunteers	10
Hours Contributed	70

Of these volunteers, how many were newly recruited volunteers in this Reporting Period?

New Volunteers	10
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If you provided any volunteer training, indicate the number of people directly trained in each category.

General Volunteers	3
Board Member Volunteers	1

IMPACT

INDIVIDUAL IMPACT

Did your grant result in any observed behaviour change among those individuals that directly benefited from your grant? Please check all that apply.

Stronger <u>cultural awareness</u>	<input checked="" type="checkbox"/>
A greater sense of <u>community belonging</u>	<input checked="" type="checkbox"/>
Increased <u>awareness of community resources</u>	<input checked="" type="checkbox"/>
Enhanced <u>communications skills</u>	<input checked="" type="checkbox"/>

- Participation in workforce
- Development of life skills
- Enhanced self-confidence/esteem
- Enhanced success for students and learners
- Enhanced physical activity
- Other

If other, please specify:

A greater understanding of Canada, its resources, how to do things and take active part in the community. Develop a better sense of the arts and culture sectors. Develop connections and networks to overcome feelings of isolation. Develop connections and collaborations between artists.

ORGANIZATIONAL IMPACT

How did your organization benefit from your OTF grant? Please check all that apply and provide details where required.

- Enhanced capacity to deliver services or programs
- Increased number of partnerships / networks formed in the community
- Increased membership in your organization
- More active participation of members in your organization
- Improved staff training and development
- Enhanced technological capacity
- Enhanced organizational and/or strategic planning
- Enhanced organizational stability
- Raised profile of your organization
- Increased funds raised
- Other

If you indicated new partners, how many new partnerships?

10

If you indicated increased funds were raised, please indicate how much:

4300

If you indicated "other", please specify:

COMMUNITY IMPACT

How did your grant benefit your community, clients or participants? Please check all that apply.

- Created economic opportunities in your community
- Enhanced services, programs or events
- Increased participation in community life by removing barriers to participation (i.e., financial, social, cultural and linguistic barriers)
- Enhanced awareness or profile of issue
- Enhanced or strengthened the local environment (land, water, air, energy conservation, etc.)
- Increased physical access to buildings, facilities
- Enhanced volunteerism by recruiting, training or diversifying the volunteer base
- Enhanced organizational responsiveness to the community
- Made better use of community facilities or land by repairing, renovating or making them available to community groups
- Other

If other, please specify:

Organized events in rural communities to provide our members with the opportunity to experience the landscape, biodiversity and geography of rural Ontario.

NOT-FOR-PROFIT or VOLUNTARY SECTOR IMPACT

Did your grant have any broader impact on the not-for-profit or voluntary sector in your community or in the sector in which you operate? Please check all that apply.

- Enhanced effectiveness of the broader not-for-profit or voluntary sector in your community
- Advanced the knowledge or resources available to other not-for-profits in your community
- Established a model that will be used by other not-for-profit or voluntary organizations
- Enhanced the responsiveness, resiliency and relevance of the broader not-for-profit or voluntary sector in your community
- Other

If other, please specify:

Working with partners and like-minded organizations we have increased the level of understanding of the needs of new Canadians in becoming active players in the arts and culture sectors, and understanding the benefits that new Canadians offer to the arts and culture landscape.

ECONOMIC IMPACT

Number of employment positions (Please report in FTEs, Full-Time Equivalents) funded in your organization through your OTF grant: 0

Financial and In-Kind Support Leveraged:

Did you receive any in-kind or non-financial support? Yes

If yes, please estimate the value of any in-kind or non-financial support your organization may have received as a result of your grant.

Type of support received	Estimated Value (\$)
Donated space and utilities (i.e., office space, meeting space, recreation, use of phone or fax, etc.)	\$0.00
Donated services (i.e., accounting, transportation, website design, etc.)	\$2,500.00
Donated equipment, materials or supplies (i.e., office furniture or equipment, etc.)	\$475.00
Totals:	\$2,975.00

Did you generate any revenue as a direct result of your OTF grant? No

In this Reporting Period, what is the estimated value of any revenue your organization may have received as a direct result of receiving your OTF grant?

Government Sources (e.g. Federal, Provincial or Municipal)

Non-Government Sources (e.g. Foundations, United Way, Donors/sponsors, earned revenue)

Total:

Achievements

Did you achieve all, some or none of your expected results (over the entire time of the grant)? Some results achieved

If you were not able to achieve all of your expected results in this Reporting Period, indicate why by checking all the reasons that apply:

- Delays in getting started
- Organizational or staffing changes (internal reorganization, board changes etc)
- Under-estimated time to complete the work
- Under-estimated resources needed for the work
- Loss of funding or revenue from other sources
- Lack of community support or partnerships needed for the work
- External factors beyond your control

If "Other", please explain:

The OTF Capacity Building Grant was developed by a group of OCISO's staff and volunteers in 2008, responding to a well-thought analysis of the needs of immigrant artists and cultural workers. In 2009, the proposal was reviewed and submitted to the OTF with some changes to the original application. The grant was adjudicated in 2010 and awarded in 2011. In 2011, OCISO went through a restructuring process and the position at OCISO held by JP Melville, OCISO's Community Development Officer and the force behind the OTF application, lost its funding and the position was cut. We hired a consultant who designed a protocol to recruit two part-time staff members, and we recruited a new Board member. We then developed and implemented a strategic planning exercise based on an environmental scan with our members and developed a two-year (2012-2013) Strategic Plan. We spoke with our OTF Program Manager, Sanjay Shahani, about this, and revised and adjusted the work plan for Year

2.

If there were any unanticipated results, positive or negative from your work, please describe them.

We were very fortunate to have an offer in December 2012 from Christine Tremblay from Arts Ottawa East to act as a mentor to the CNCAC. She has shared her experience with us in building an organization from scratch and has also shared the Board of Directors Manual that was developed at Arts Ottawa East.

We have also been fortunate to work with Charles Smith from CPAMO beginning in 2011. He has introduced us to a number of arts organizations in the Ottawa area, has been an adviser to us, and we have collaborated with CPAMO on a number of projects.

We have also developed a partnership with OLIP (Ottawa Leadership Immigration Partnership), with whom, in collaboration with CPAMO, we have become involved in WOW, Welcoming Ottawa Week 2014, an initiative supported by the Mayor of Ottawa.

We have strong partnerships with local organizations such as the Ottawa Art Gallery. We were very pleased that Alexandra Badzak, OAG Director, invited the CNCAC to hold our 2013 AGM at the Ottawa Art Gallery. Alex gave each of the CNCAC members who attended the AGM a one-year membership and she invited other groups who have offices in Arts Court to speak at our AGM with our Members about their organizations.

Continuing Activities

Do you expect the activities resulting from your grant to continue once your grant ends?

Yes, all activities will continue

If yes, how will this happen? Check all that apply.

Your organization intends to continue the work:

As part of your regular activities within your existing budget



With the support of volunteers



Cost sharing with partners



Fee for service



Time-limited funding is being sought or was received from other sources to continue the project



Other community organizations will take the project over without using additional funds



Other



If time limited funding is being sought, please specify the source:

City of Ottawa Diversity in the Arts Grant (awarded \$4,300 in July 2013 for programming one exhibition, one workshop, and one Music Camp for new Canadian youth during March Break 2014)

City of Ottawa Cultural Facilities Fund (applied 23 September 2013)

Compass Grant, Ontario Arts Council (will apply 1 November 2013)

Ontario Arts Council Arts Service Projects (will apply 3 March 2014)

If ongoing funding is being sought, please specify the source:

Ontario Trillium Foundation Community Grant (Champlain District) (applied 2 July 2013)

City of Ottawa Arts Funding Program Operating Funds (will apply 27 January 2014)

If other, please specify:

If no, please indicate why the work will not continue. Check all that apply:

Project is complete (it was not intended to be ongoing)



Funding was not obtained to sustain the project



Lack of community interest



Lack of community need for the project



Lack of volunteer support



Other



If other, please specify:

Results and Indicators

Year	Expected Results	Performance Indicators	Achievements	Notes
Year Increased		- by-laws, procedures & terms	Process for recruitment of staff	By-laws, procedures and

1	<p>capacity for organizational development activities, networking and partnership development</p>	<p>of reference for new board adopted board development, recruitment, training and mentorship initiated - board committee structure finalized - existing project/program activities are reviewed - management process and financial systems are adopted - staff training/mentorship initiated - membership structure is revised - website updated and tools added - print and online marketing materials are developed and distributed - draft strategic plan is adopted - draft revenue generation plan adopted - draft operational plans are adopted - partnership targets adopted</p>	<p>and board adopted. Board has received orientation and training about CNCAC. Staff has been trained in skills needed for their work. More systematic minutes taking and tracking of tasks. New Board members have been recruited. Improvement in managing virtual office, electronic files and hard copy documents. Administrative templates developed. Communication strategy with subscribers. Development of in-house skills to adapt and implement web technologies Redesigned Newsletter and notices for subscribers. Strategic plan adopted. Operational Plan has been drafted. Partnership targets adopted (e.g., OAG, MASC, CPAMO). Member of Sectoral Commission for Culture, Canadian Commission, UNESCO (Maintained)</p>	<p>terms of reference in progress. Hiring procedures document attached. Report of training, hours and cost attached. Recruitment of Board members is an ongoing process. CNCAC manages its bank account. OCISO prepares financial report. CNCAC staff gathers experience in documenting, exercising and reporting grant outcomes. Membership structure is in progress. Wireframe of re-designed Newsletter attached. Website update pending. Content for it in progress. Strategic Plan and Environmental Scan documents attached. Draft Operational Plan attached. Must be revised to add person responsible, timeline and resources. Development of partnership is an ongoing process. List of most relevant new partnerships and memberships attached. Grants opportunities are permanently monitored and there are ongoing conversations of collaboration in applying for grants. Draft revenue generation plan in progress.</p>
Year 2	<p>Increased capacity for organizational development, networking and partnership development</p>	<p>- by-laws, procedures & terms of reference for board are revised - board development, recruitment, training and mentorship continued - board committee structure revised - project/program activities revised - financial audit is completed - staff training/mentorship continued membership structure is revised - website updated and tools added - marketing materials to reach members are revised - 500 memberships sold - # of portfolios uploaded on</p>	<p>- Work in progress. Initial revision has been made. - Ongoing recruitment of Board members, volunteers, interns and new members. - Board structure required further development. - Streamlined events (Meet and Greet, Artist evenings, workshops) - Attached. - Ongoing staff training (Google Aps; Insightly; Google Sites; Mailchimp; Data Management; Power of Arts Forum; Changes in the Non-for-profit Act) - Membership/subscribers analysis - Redesigned website</p>	<p>- Revisions will put into effect after further consultations with arts consultant. -Ongoing work with board structure -Attached a current financial statement from OCISO -membership structure has been outlined and discussed but not finalized</p>

- | | |
|--|---|
| <ul style="list-style-type: none"> website - staff & board attend conferences & networking meeting - 3 year strategic plan is adopted - 3 year operational plan is adopted - 4 grant applications, including core funding to agencies is submitted - 2 sponsorships confirmed - \$ target for web revenues met - partnership targets met | <ul style="list-style-type: none"> - Redesigned newsletter - Subscribers up to 490 - 6 portfolios online - staff and Board members attended 4 conferences/events - strategic plan is publicly available in the website and is the roadmap - operational plan is under development - 4 grant applications submitted - University of Ottawa sponsored an external evaluation - No web revenues to date. - Partnerships targets are met. |
|--|---|

Conditions

No Conditions

Requirements

No Requirements

Financial Table

Grant Budget Year 1

Expense Item	Approved	Actual
Project Coordinator	\$38,000.00	\$19,180.00
Project Assistant	\$17,000.00	\$19,180.00
Capacity Building	\$14,000.00	\$4,112.00
Training Packages, Contracting, Mentoring	\$3,200.00	\$0.00
Partnership Contracting - Outreach	\$2,200.00	\$0.00
Translation French	\$1,700.00	\$0.00
Strategic Planning Monitoring and Evaluation	\$2,400.00	\$2,563.00
Bookeeping/Insurance/Telephone/Supplies	\$8,500.00	\$8,500.00
Computers	\$3,000.00	\$0.00
Computers	\$0.00	\$0.00
Aline	\$0.00	\$0.00

Grant Budget Year 2

Expense Item	Approved	Actual
Project Coordinator	\$38,000.00	\$41,791.00
Project Assistant	\$20,000.00	\$44,383.00
Capacity Building	\$14,000.00	\$12,000.00
Training Packages, Contracting, Mentoring	\$3,200.00	\$9,566.00
Partnership Contracting - Outreach	\$2,200.00	\$0.00
Translation French	\$1,700.00	\$0.00
Strategic Planning Monitoring and Evaluation	\$2,400.00	\$2,300.00
Bookkeeping/Insurance/Telephone/Supplies	\$8,500.00	\$10,625.00
Computers	\$0.00	\$2,300.00
Computers	\$0.00	\$0.00
Aline	\$0.00	\$3,500.00

Additional Information

Our final financial report has not been released by OCISO despite several requests since the middle of August. We attached to this report the most recent statement we recieved from them.

The salaries of the two part time staff will appear higher because they have been working 32 hours per week rather than 16 hours per week during the months of August, September and October 2013. As part of capacity CNCAC has secured rental space for one year starting in November 2013. We have also secured accounting services for a year, and purchased furniture and supplies for the new space to guarantee the continuation of our functions.

#	File Name	Size	Date
1.	2013 Monthly Operations Report.pdf	187 KB	15/10/2013 14:01
2.	2013 Monthly Project Report.pdf	67 KB	15/10/2013 14:01
3.	CNCAC Evaluation Report (2013).pdf	255 KB	15/10/2013 13:34
4.	CNCAC Strategic Plan.final.pdf	182 KB	15/10/2013 13:30
5.	OTF Financial Report 2013.xlsx	13 KB	15/10/2013 13:28
6.	cncac_new_website.pdf	3321 KB	15/10/2013 14:00