

Community Vibrancy Grant

Program Guidelines and
Criteria - 2023

COMMUNITY DEVELOPMENT
February 17, 2023

Program Guidelines and Criteria

The City of Medicine Hat values community activities and projects because they bolster community spirit, emphasize opportunities that contribute to quality of life and enhance a sense of belonging to a community that is welcoming, safe, resilient, and full of opportunity. This is especially important today due to the on-going changes in our community related to the COVID-19 pandemic.

The purpose of the Community Vibrancy Grant is to provide funding for projects that support one or more of the following objectives:

- promote vibrancy, energy and enthusiasm in the community of Medicine Hat
- emphasize the community and celebrate living in Medicine Hat
- promote recreation, leisure, social, arts, cultural or opportunities vital to the well-being and quality of life in Medicine Hat
- promote a sense of belonging in the community

Please read these guidelines carefully to ensure that your project fits with the criteria. If after reading the guidelines you are still uncertain if your project is eligible, please contact the Community Vibrancy Grant Administrator at 403-529-8316 for clarity and assistance.

Completed grant application/support materials can be submitted by scanning and emailing to: bonyar@medicinehat.ca

Should other arrangements be required, please call the Community Vibrancy Grant Administrator at (403) 529-8316 for assistance.

Application Deadline

The deadline for applications is Friday, March 31, 2023, by 3 p.m. Late applications will not be considered. Only application forms completed in full will be accepted.

Grant Amount

Minimum and maximum amounts have not been established for individual grants.

Application Procedures

All applicants must submit a completed Community Vibrancy grant application form.

- access and complete the application form available at www.medicinehat.ca/grants.
- ensure that you complete the entire application form and attach all relevant documents as noted.
- if applicable, ensure that applications have been signed by two people, the person completing the application on behalf of the organization and the Board President or Chair.
- ensure that you save a copy of your completed application form for your records.
- applications consisting of more than 12 pages will not be considered.

PLEASE NOTE: No handwritten applications or reports will be accepted.

Eligibility Criteria

Please read the following section carefully. Applications for a Community Vibrancy Grant must meet the following eligibility criteria:

Projects must:

- reflect the spirit of City Council's Strategic Plan 2023-2026
 - link to Plan: www.medicinehat.ca/reports
- take place within the City of Medicine Hat limits/boundaries
- support one or more of the following objectives:
 - promote vibrancy, energy and enthusiasm in the community of Medicine Hat
 - contribute to quality of life
 - enhances or promotes a sense of belonging to the community
 - create increased knowledge of community
 - deepen awareness of opportunities and challenges, and the factors that impact change
 - increase appreciation for the community
 - generate interest for residents to get more actively involved in their community

Applications must:

- identify the initiative's anticipated deliverables and outcomes
- be made by individuals, organizations or groups of individuals and organizations, who live in or around Medicine Hat
- provide a budget statement of projected expenses and revenue, including any projected shortfall of funds
- describe any community partnerships and/or funds secured from other organizations/individuals
- be not-for-profit in nature

Applications must not:

- involve the recruitment of permanent staff
- involve major capital expenditures (\$500 maximum)
- involve activities for the purposes of fundraising for other causes

Evaluation

Preference will be given to proposals that:

- clearly describe alignment with the Community Vibrancy Grant's objectives and Council's Strategic plan, including anticipated deliverables and outcomes
- have the potential to impact a large number of local residents in a positive, worthwhile and meaningful manner
- allow for active or passive participation at little or no cost to local residents
- provide opportunities that are inclusive and accessible to all
- promote volunteerism and build capacity in the community
- include opportunities for partnerships with community organizations and local businesses

Please see Rubric attached to the application form for more evaluation details.

Grant Allocation

100% of the amount once approved by City Council

Grant Administration

- grant application intake process will be managed by the Community Development Department
- grant applications will be reviewed by a panel made up of members of the Community Vibrancy Advisory Board and one staff member from each of the following:
 - Community Development Department
 - Parks and Recreation Department
- applicants may be asked to make a project presentation to the selection committee
- the Community Vibrancy Advisory Board will make recommendations to City Council through Public Services Committee for the distribution of the grant funding
- grant agreements and funding disbursement will be administered by the Community Development Department

Conditions of Funding

- use the funds for the purpose for which they were granted
- be responsible for the planning and execution of the proposed project
- if the project cannot be completed as described in the application, the City must be notified as soon as possible to discuss return of funds
- maintain separate accounting for the proposed project
- acknowledge the support of the City of Medicine Hat in the promotion of the approved project
- submit the final report evaluation and the financial statement to the City of Medicine Hat within 60 days of the event/project completion for each year of your grant
 - the final report documents to be completed are available at www.medicinehat.ca/grants
 - ensure the final financial summary shows the actual revenue and expenses