

## COMMUNITY VIBRANCY GRANT

### PROGRAM CRITERIA AND GUIDELINES

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 the community. 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 in the community of Medicine Hat
- emphasize the spirit of the community by accentuating and celebrating the spirit of living in Medicine Hat
- promote recreation, leisure, social, arts, cultural or heritage 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](mailto:bonyar@medicinehat.ca)

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

### I. APPLICATION DEADLINE

The deadline for applications is October 29, 2021, by 3 p.m.

Only application forms completed in full (including support material where applicable) are accepted.

### II. GRANT AMOUNT

Approximately \$43,000 in funding is available. Minimum and maximum amounts have not been established for individual grants.

### III. APPLICATION PROCEDURES

#### All applicants must submit:

1. Completed Community Vibrancy Grant Application.
  - access and complete the application form available at [www.medicinehat.ca/grants](http://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 print and save a copy of your completed application form and a copy of these guidelines for your records.
  - applications consisting of more than 10 pages will not be considered
2. Final Report (within 60 days of project completion).
  - access and complete the final report available at [www.medicinehat.ca/grants](http://www.medicinehat.ca/grants)
  - ensure that you attach a final financial summary (Appendix A) declaring actuals (revenue and expenses) with copies of invoices
  - submit within 60 days of the event or by October 31, 2022, whichever comes first

**PLEASE NOTE: no handwritten applications or reports will be accepted.**

### IV. 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 2019-2022
- support one or more of the following objectives:
  - promote vibrancy in the community of Medicine Hat
  - emphasize the spirit of the community by accentuating and celebrating the spirit of living in Medicine Hat
  - promote recreation, leisure, arts, cultural or heritage opportunities vital to the well-being and quality of life in Medicine Hat
  - promote a sense of belonging in the community
  - take place within the City of Medicine Hat limits/boundaries

#### 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
- describe contingency strategies to be implemented should the Provincial Government or the City of Medicine Hat introduce additional restrictions in response to the COVID-19 pandemic

- If applicable, include a letter confirming sanctioning from a recognized governing body that invites participation by representatives for competitions on a provincial, national, international or Western Canadian level for sporting events or competitions

**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

## V. EVALUATION

Preference will be given to proposals that:

- clearly describe alignment with the Community Vibrancy Grant's objectives, 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

## VI. GRANT ALLOCATION

- 50% of the amount once approved by City Council
- remaining 50% after completion of the initiative if the funds are needed to cover a deficit and a completed financial statement is received within 60 days of the event or by October 31, 2022, whichever comes first

## VII. 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
- some 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

## **VIII. CONDITIONS OF FUNDING:**

- use the funds for the purpose for which they were requested
- 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 and provide applicable receipts for all expenditures
- expend all granted funding by September 30, 2022, regardless of the grant's issue date
- submit a final report evaluation, and a financial statement (template to be provided), to the City of Medicine Hat within 60 days of the event or by October 31, 2022, whichever comes first
- acknowledge the support of the City of Medicine Hat in the promotion of the approved project