



Community
Microgrants

Guidelines & Criteria

Community Connections and
Arts, Heritage & Culture
Program Microgrants

COMMUNITY DEVELOPMENT
May 2023

Program Guidelines and Criteria

Public events and projects boost civic spirit, improve quality of life and enhance a sense of belonging. The City of Medicine Hat supports these values in building a safe, friendly and robust community.

There are two streams of Microgrants available:

- The **Community Connections Microgrants** support neighborhood projects and events that build inclusion, well-being, and connect people to each other. Successful applications will show how the grant helps people engage with each other. Applicants are encouraged to be creative with their submissions.
- The **Arts, Heritage and Culture Microgrants** promote arts and heritage, and celebrate diverse cultures. This is done through supporting a wide range of projects and local events hosted by not-for-profits, small businesses and local artists.

Please read these guidelines carefully to ensure that your project fits the criteria. If after reading the guidelines you don't know your project is eligible, please contact the Microgrant Administrator at 403-529-8316 for help.

Complete grant applications may be submitted by scanning and emailing to: bonyar@medicinehat.ca.

Should other means be needed, please call the Community Vibrancy Grant Administrator at 403-529- 8316.

Application Deadline

Applications may be made at any time. Please allow at least three months before the date of the event for application review and process of funds. Applicants will be told of their funding status within 30 days of the City's receipt of their application.

Grant Amounts

Community Connections Microgrants

Microgrants of up to \$500 per project are available. Applications are available online until the funds for the year are spent. Total grant dollars available this year is \$10,000. Applicants may receive only one grant per year per neighborhood.

Arts, Heritage and Culture Microgrants

Microgrants of up to \$500 per project are available. Applications are available online until the funds for the year are spent. Total grant dollars available this year is \$10,000. Applicants may receive only one grant per year per neighborhood.

Application Procedures Common to Both Microgrants:

Considerations when planning your event/project:

- How will you let people know about your event/project?
- How will you reach and welcome those who are new to your community or that you haven't connected with before?

Budget Requirements:

Income: Please list all income directly related to the project including but not limited to:

- Grants from other government bodies, community groups, foundations, etc.
- Donations
- Sponsorships
- Fees and admissions from those attending (if applicable)
- Fundraisers

Expenses: Please list all expenses directly related to the event/project including but not limited to:

- Advertising
- Entertainment
- Equipment Rental
- Honorariums
- Food and Beverage supplies
- Insurance
- Materials and Supplies
- Permits and Licenses
- Prizes
- Venue Rental

Ineligible Expenses:

- Any portion of a capital project
- Alcohol
- Cannabis
- Fundraising for other causes/projects
- Selling products purchased through the grant

For Successful Applicants:

Conditions of Funding

By cashing the grant cheque, the applicant agrees to:

- use the funds for the purpose for which they were granted
- be responsible for the planning and running the project
- inform the City as soon as possible if the project cannot proceed as applied for to discuss return of funds
- keep separate receipts for the event/project expenses
- spend all grant funding by December 31 in the year the grant was received in
- use the City of Medicine microgrant logo in all ads and promotions
- submit a final report to the City of Medicine Hat within 30 days of the event/project completion:
 - showing how the project was successful
 - if applicable, report on:

- the number of attendees
- organizers/volunteers
- perceived benefits to attendees

Note: Applicants who DO NOT complete the final report will not be eligible for future funding.

Grant Administration

- Grants programs will be managed by the Community Development Department
- Applications will be reviewed, and applicants will be told of their funding status within 30 days of the City's receipt of their application
- Successful applicants will be contacted through email and will need to confirm their agreement with the grant terms*
- Successful applicants will be given a final report template
- City staff MAY visit events that have received grant funding

*An email will be sent to the successful applicant needing them to agree to the following:

- I agree I will keep the receipts for all expenses paid for with the Community Connection or the Arts, Heritage and Culture dollars for seven years. The City of Medicine Hat may ask to see those receipts as evidence of purchase. If The City of Medicine Hat asks for those receipts, I will produce them within 30 days. If I cannot produce the receipts, I am aware that I may need to repay the grant dollars to the City of Medicine Hat.
- I agree to collect data from my event, and the participants, to measure the success of the event.
- If my project does not occur within the time as applied, I will contact the City of Medicine Hat to either return the grant dollars or discuss new plans.
- I declare that this project adheres to all local laws and bylaws with required permits and insurance in place.
- I will heed all health orders issued by Alberta Health Services and City of Medicine Hat at the time of using the grant dollars.

The full amount of approved grant funds will be mailed to the successful applicant once an email agreeing to the above is received.

Application Procedures for **Community Connections** Microgrants:

Applicants must submit a complete Microgrant application form.

- fill out the form found at www.medicinehat.ca/grants
- attach copies of all relevant documents
- sign the form
- save a copy of your completed form for your records

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 limits of Medicine Hat
- Connect people to each other through neighborhood building projects and events.

Applications must:

- be made by persons or groups who live in Medicine Hat
- be not-for-profit
- explain what you will spend the grant dollars on

EXAMPLES:

- Events that **foster respect** and **celebrate diversity**, such as culture days or shows of fashions from around the world, aging adults sharing stories with youth, folk dances, etc.
- Events that **build relationships** and **opportunities for neighbors to connect**, such as build a free library, host a movie night in a park or backyard, hold a 'meet the neighbors' day, etc.
- Events that offer the **sharing of skills and knowledge**, such as a free yoga class, host a neighborhood kitchen, hold a bird house building challenge, host a youth bake off, etc.
- Events that foster **neighborhood** and/or **community pride**, such as history tours, clean-up events, public art and garden projects, host a free garage sale, etc.

Applicants Information:

- Must live in Medicine Hat and the event must be held in Medicine Hat
- Must be at least 18 years old
- Must sign the application, receive the funds and complete the final report
- One application is allowed per event
- Applicants must have no outstanding grant reports due to the City of Medicine Hat
- Businesses may not apply for funding
- Grant funds must be used for a public purpose and may not support or promote political issues or private interests
- The event or activity must take place within the current year of application
- As the City of Medicine Hat does not host these events, the City's logo will not be used to promote the events. A Microgrant logo will be provided. The City supports use the phrase; "funded in part by a City of Medicine Hat Community Connection Microgrant" in promotions

- A member of the Community Supports Team MAY visit your event
- If you need a permit for your event please arrange this through our Parks, Recreation and Culture link: <https://www.medicinehat.ca/en/parks-recreation-and-culture/special-events.aspx>
- All events must heed health and safety orders in effect at the time of using grant dollars. All applicants must know what orders are in effect and have measures in place to ensure all conditions are met during the event.

Application Review Considerations:

- Does the application clearly show how the project supports people to connect and engage with each other?
- Has the applicant outlined how the project will have a positive impact on their neighborhood?
- Is the project welcoming and inclusive to everyone?
- Does the project involve the use of volunteers?
- Is the budget clear and are all the expenses eligible for funding?

Application Procedures for Arts, Culture and Heritage Microgrants:

All applicants must submit a complete Microgrant application form.

- fill out the form found at www.medicinehat.ca/grants
- attach copies of all relevant documents
- sign the form
- save a copy of your completed form for your records
- photos, letters of support and videos may be attached to your application

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 limits of Medicine Hat

Applications must:

- be made by persons, groups or small businesses or from within or around Medicine Hat
- explain what you will spend the grant dollars on

EXAMPLES:

- Events that are **barrier free** to all, such as music recitals, theatre acts and art shows
- Projects and events that are **co-created** with others, such as community art projects, band concerts, or heritage tours
- Projects and events that honour **Indigenous** culture
- Projects that create and promote **beautiful** and clean spaces and inspire pride
- Projects that **advance** arts in the community such as multicultural music festivals
- Projects that **animate** the community, such as street parties, outdoor movie nights, or murals

Applicants Information:

- Must live in Medicine Hat and the event must be held in Medicine Hat
- Must be at least 18 years old
- Must sign the application, receive the funds and complete the final report
- One application is allowed per event
- Applicants must have no outstanding grant reports due to the City of Medicine Hat
- Grant funds must be used for a public purpose and may not support or promote political issues or private interests
- The event or activity must take place within the current year of application

- As the City of Medicine Hat does not host these events, the City's logo will not be used to promote the events. A Microgrant logo will be provided. The City supports use the phrase; "funded in part by a City of Medicine Hat Community Connection Microgrant" in promotions.
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- All events must heed health and safety orders in effect at the time of using grant dollars. All applicants must know what orders are in effect and have measures in place to ensure all conditions are met during the event.

Application Review Considerations:

- Is the project welcoming and inclusive to everyone?
- Does the project involve the use of volunteers?
- Is the budget clear and are all the expenses eligible for funding?
- Does the project create a sense of vibrancy in the community?