

Microgrants Guidelines & Criteria

Neighbourhood Connections
and Community Arts & Culture
Microgrants Guidelines and
Criteria - 2024

COMMUNITY DEVELOPMENT
January 1, 2024

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.

There are two different streams of Micro-grants available:

- The purpose of the **Neighbourhood Connections Micro-grants** is to supplement a diverse range of neighborhood projects, gatherings, events, or activities that foster social connection, inclusion, and well-being. Successful applications will demonstrate how the grant supports residents to connect and engage with each other. Applicants are encouraged to be creative with their submissions.
- The purpose of the **Community Arts & Culture Micro-grants** is to promote arts & heritage by hosting a diverse range of community-led initiatives or local events hosted by not-for-profit, small businesses or local artists. This grant is intended to be used by people who are gathering to create or celebrate a common need or shared interest of a variety of artistic forms and/or to celebrate our cultural heritage.

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 Micro-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

Applicants are encouraged to apply at any time. Please allow at least three months before the date of the event for application review and process of funds. Applications are reviewed and applicants will be notified of their application status within 30 days of receiving the application.

Grant Amounts

Neighbourhood Connections Micro-grants

Micro-grants of up to \$500 per application are available for individual grants. Applications are available online until the funds for the year are expended. Total grant dollars available this year is \$10,000. Applicants can only receive a grant once per year/neighborhood or block.

Community Arts & Heritage Micro-grants

Micro-grants of up to \$500 per application are available for individual grants. Applications are available online until the funds for the year are expended. Total grant dollars available this year is \$10,000. Applicants can only receive a grant once per year/project or event.

Application Procedures the Same for Both Micro-grants:

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 neighbourhood/community or that you haven't connected with before?

Budget Requirements:

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

- Other grants from other government agencies, community organizations and groups, foundations, private donors, sponsors, etc.
- Donations
- Fees/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 & Beverage supplies
- Insurance
- Materials/Supplies
- Permits/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 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
- keep separate receipts for the event/project expenses
- spend all grant funding by December 31 in the year the funding was received
- acknowledge the financial support of the City of Medicine Hat (Neighborhood Connections/Community Arts & Culture Microgrant) in the promotion of the approved initiative, [but not promote it as a City event], by including the City of Medicine Hat microgrants logo on all advertising

- submit the final report to the City of Medicine Hat within 30 days of the event/project completion (City of Medicine Hat template to be supplied):
 - provide information/stories about the project to show how it was successful
 - if applicable, report on:
 - the number of attendees
 - organizers/volunteers
 - perceived benefits to attendees

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

Grant Administration

- Grant application process will be managed by the Community Development Department
- Applications will be reviewed, and applicants will be notified of the status of their application within 30 days of receiving the application
- Successful applicants will receive an approval letter via email and will be asked to confirm their agreement with the grant terms and requirements*
- Successful applicants will be provided with a final report template
- City staff from the Community Development department MAY visit the event the funding was provided for

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

- I agree that for seven years I will keep the receipts for all expenses paid for with the Neighbourhood Connection or the Community Arts & Culture (as appropriate) microgrant dollars, and that 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 understand that I may be required 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 event/project/activity does not occur within the time specified in the application, I will contact the City of Medicine Hat to either return the grant dollars or discuss alternatives.
- According to the guidelines stated in this application, I declare that the project/event/activity adheres to all local laws and bylaws with required [permits](#) and liability insurance in place.
- I declare that I will monitor and abide by any health requirements directed by Alberta Health Services and City of Medicine Hat at the time of using the grant dollars.

Once an email is received from the successful applicant, agreeing to the above, 100% of the grant approved will be mailed to the applicant.

Application Procedures for Neighborhood Connections Micro-grants:

Applicants must submit a completed Micro-grant application form.

- complete the application form available at www.medicinehat.ca/grants
- complete the entire application form and attach all relevant documents
- save a copy of your completed application 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 of Medicine Hat limits/boundaries
- create social connections in the community through neighborhood building events and activities

Applications must:

- be made by individuals, organizations or groups of individuals and organizations, who live in Medicine Hat, and are not profiting from this event
- explain what you will spend the grant dollars on

Building neighborhoods, fostering social connection and inclusion EXAMPLES:

- Events that **foster respect** and **celebrate diversity**, such as a neighbourhood multicultural fashion show or dinner, storytelling projects that involve aging adults and youth, etc.
- Events that **build relationships** and **opportunities for neighbors to connect**, such as build a free library, host a movie night in a local park or backyard, host a 'meet the neighbors' event, etc.
- Events that offer the **sharing** of residents' **skills and knowledge**, such as host a free yoga session, host a community kitchen in your neighbourhood, host a bird house building challenge, host a 'bake off challenge' for all the youth in your neighborhood, etc.
- Events that foster **neighborhood** and/or **community pride**, such as historical neighbourhood tours, community clean-up activities, neighborhood beautification projects, host a free neighborhood garage sale, etc.

Applicants Information:

- Must be residents of Medicine Hat and the activity or event must be held in Medicine Hat
- The applicant must be over the age of 18 years old and will be responsible for signing the application, receiving the funds and completing the final reporting
- One application is permitted per event
- Applicants must have no outstanding grant reports due to the City of Medicine Hat
- Businesses are not eligible for funding
- Grant funds must be used for a public purpose and may not support or promote political activities, private interests or religious interests
- The event or activity must take place within the current year of application
- As the City of Medicine Hat is not the organizer of the event or activity, it is not appropriate to feature The City's logo on event-related material. Grant recipients are encouraged to use the phrase "funded in part by a City of Medicine Hat Neighbourhood Connections Microgrant" when

- promoting or discussing the event or project – a Microgrant logo will be provided
- A member of the Community Supports Team MAY visit your event
- If you require 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 follow local health and safety requirements at the time of using grant dollars. The City is not responsible for identifying what those health and safety requirements are – all applicants must be aware of those requirements and have measures in place to satisfy all requirements during the event

Application Review Considerations:

- Does the application clearly outline how the project supports residents to connect and engage with each other?
- Has the applicant outlined how they expect that this project will have a positive impact on their neighbourhood?
- Does the project appear to be welcoming and inclusive to all neighbours?
- Does the project involve the use of volunteers?
- Is the budget clear and are all the expenses eligible for funding?

Application Procedures for Community Arts & Culture Micro-grants:

All applicants must submit a completed Micro-grant application form.

- complete the application form available at www.medicinehat.ca/grants
- complete the entire application form and attach all relevant documents
- save a copy of your completed application form for your records
- photos, letters of support and videos may be included in the 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 of Medicine Hat limits/boundaries

Applications must:

- be made by individuals, organizations, small businesses or groups of individuals and organizations, who live in or around Medicine Hat
- explain what you will spend the grant dollars on

Hosting events, facilitating experiences, and creating visual and performing art projects that create a sense of vibrancy for the community examples:

- Events that are **barrier free** to all, such as music performances, theatre performances and art exhibitions
- Projects, events and experience that are **co-created** with others, such as community art project, community band concerts, and heritage tours
- Projects, events, and experiences that celebrate **Indigenous** culture
- Projects that create and promote **beautiful** and clean spaces and inspire pride
- Projects and experiences that **advance** arts in the community such as multicultural music festivals or a cultural dance performance
- Projects that **animate** the community, such as a street party, outdoor movie nights, or murals
- Events that offer the sharing of residents' **skills and knowledge**, such as teaching and learning together to bead, paint, or create various forms of art

Applicants Information:

- Must be residents of Medicine Hat and the activity or event must be held in Medicine Hat
- The Primary applicant must be over the age of 18 years old and will be responsible for signing the application, receiving the funds and completing the final reporting
- One application is permitted per event or project

- 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 activities, private interests or proselytizing
- The event or activity must take place within the current year of application
- As The City of Medicine Hat is not the organizer of the event or activity, it is not appropriate to feature The City’s logo on event-related material. Grant recipients are encouraged to use the phrase “funded in part by a City of Medicine Hat Community Arts & Culture Microgrant” when promoting or discussing the event or project. A Microgrant logo will be provided.
 - A member of the Community Development department MAY visit your event
 - If you require 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 follow local health and safety requirements at the time of using grant dollars. The City is not responsible for identifying what those health and safety requirements are – all applicants must be aware of those requirements and have measures in place to satisfy all requirements 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?