Community Vibrancy
Grant Guidelines

2024
Program Guidelines and Criteria

COMMUNITY DEVELOPMENT
February 5, 2024
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.

The Community Vibrancy Grant is for **Community Projects and Activities**.

$38,500 is allocated for this grant intake.

**Objectives**
The **Community Projects and Activities** will 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
- 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

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 or bonyar@medicinehat.ca for clarity and assistance.

The grant information is on the City of Medicine Hat website at www.medicinehat.ca/grants. Completed grant application can be submitted through the grant portal. To apply for this grant through the grant portal, you must register with Submit.com first. To register and to access the application form, use the following link: https://submit.link/1Sb. The City of Medicine Hat grant page also has the grant portal link.

**Application Deadline**
The deadline for applications is Thursday, February 8, 2024, by 3 p.m. Late applications will not be considered.

**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
  - This will take you to the grant portal link: https://submit.link/1Sb
- ensure that you save a copy of your completed application form for your records.

**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 (summary shown on page 6 of this document)
• take place within the City of Medicine Hat limits/boundaries
• support one or more of the objectives stated on page 1 of this document

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 on page 4 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:
  o Community Development Department
  o Parks and Recreation Department
• applicants may be asked to make a 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
- acknowledge the support of the City of Medicine Hat in the promotion of the approved project
- maintain separate accounting for the proposed project
- keep the receipts for all expenses paid for with the grant for seven (7) years as 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, they are to be provided within 30 days
  - If the grant recipient does not produce the receipts, they may be required to repay the grant dollars to the City of Medicine Hat
- submit the final report evaluation and the financial statement to the City of Medicine Hat within 60 days of the event/project completion or December 31, 2024, whichever comes first
  - the final report documents to be completed are available at [www.medicinehat.ca/grants](http://www.medicinehat.ca/grants)
  - ensure the final financial summary shows the actual revenue and expenses

**Grant Application Scoring Rubric**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scores</th>
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<tbody>
<tr>
<td><strong>Application Question #’s from Application that Rubric is referring to:</strong></td>
<td><strong>Score of 9-10</strong></td>
</tr>
<tr>
<td>26</td>
<td>Project Description (may include photos)</td>
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<tr>
<td>28</td>
<td>Alignment with grant objectives</td>
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<tr>
<td>29</td>
<td>Alignment with Council Strategic Priorities</td>
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<tr>
<td>30.b.</td>
<td>Potential # of Community Members Impact for new (1st time) events</td>
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<tr>
<td>30.a.</td>
<td>Previous # of Community Members Impact for ongoing events</td>
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<tr>
<td>33</td>
<td>Inclusivity and Accessibility</td>
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<td></td>
<td>Innovation</td>
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<td>Volunteers Involvement</td>
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<td>Community Partnerships</td>
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<td>38</td>
<td>Evaluation Plan</td>
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<tr>
<td>42</td>
<td>Budget</td>
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WE HAVE ENERGY

The 2023-2026 Strategic Plan outlines Council’s strategic priorities and is intended to communicate Council’s vision and goals to our community, and partners, and provide strategic direction to City Administration. The City Manager is responsible for executing on Council’s strategic priorities and establishing and reporting on metrics to measure Administration's success in delivering on Council’s strategic priorities. Council is then responsible for evaluating this success and refining this Strategic Plan, as required.

1 INNOVATION

The City’s organizational culture will encourage and celebrate innovation, creativity, and multidisciplinary collaboration. We will empower individuals in our organization and community to present solutions to problems.

2 ECONOMIC EVOLUTION

We will have a strong, diversified regional economy and an economic ecosystem that encourages entrepreneurship.

3 SERVICE ORIENTATION

We will be intentional and proactive. We will understand and be responsive to our community and changing circumstances, and people will find it easy to deal with the City.

4 PARTNERSHIPS & GOVERNANCE

We will succeed through collaboration with our community and government partners and be a trusted partner in our community and region.

5 COMMUNITY WELLNESS

People will love living and being in our City. Our community will be vibrant and diverse, residents and newcomers alike, from all walks of life; will feel a sense of security and belonging in Medicine Hat.

6 RESILIENCE & SUSTAINABILITY

We understand the importance and interdependency of the success of our people, partnerships, environment, economy, and organization to accomplishing our goal of being a vibrant, sustainable, ensuring community.