

# Community Vibrancy Grant Guidelines

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2024  
Program Guidelines and Criteria

COMMUNITY DEVELOPMENT  
February 5, 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.

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](mailto:bonyar@medicinehat.ca) for clarity and assistance.

The grant information is on the City of Medicine Hat website at [www.medicinehat.ca/grants](http://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](http://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:
  - Community Development Department
  - 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

Criteria		Scores			
Application Question #'s from Application that Rubric is referring to:		Score of 9-10	Score of 6-8	Score of 3-5	Score of 0-2
26	Project Description (may include photos)	Project description is clearly defined; it is easy to determine the project scope and it is clear that the project was clearly thought out and researched.	Project description is general, but it is still a good project/idea that can be understood.	Project description needs clarity and further planning. Still, it is possible to understand what the project/idea is.	Unclear project description or lacks planning and research.
28	Alignment with grant objectives	Aligns with all objectives of the grant.	Aligns with a significant portion of the grant objectives.	Aligns with some of the grant objectives.	Little to no alignment with grant objectives.
29	Alignment with Council Strategic Priorities	Aligns with multiple strategic priorities.	Aligns with two strategic priorities.	Aligns with one strategic priority.	Very weak alignment with strategic priorities.
30.b.	Potential # of Community Members Impact for new (1 <sup>st</sup> time) events	Potential to profoundly impact a large number of residents.	Potential to impact a large number of residents in a casual manner.	Potential to profoundly impact few residents.	Potential to impact few residents in a casual manner.
30.a.	Previous # of Community Members Impact for ongoing events	Past projects profoundly impacted a large number of residents.	Past projects impacted a large number of residents in a casual manner.	Past projects impacted few residents profoundly.	Past projects impacted few residents in a casual manner.
33	Inclusivity and Accessibility	The entire project is accessible and inclusive.	A significant portion of the project is accessible and inclusive.	Less than 50% of the project is accessible and inclusive.	Provides limited or no options for accessibility and inclusion.

33	Innovation		Project is highly innovative.	Project offers some aspects of innovation.	Project offers little to no innovation.
34	Volunteers Involvement		Involves over 20 volunteers.	Involves fewer than 20 volunteers.	Does not involve any volunteers.
37	Community Partnerships		More than five community partnerships.	One to five community partners.	No community partners.
38	Evaluation Plan	There is a detailed, clearly defined, outlined, and realistic plan for documenting and evaluating the success of the grant – including how the outcomes will be measured.	There is an outlined plan for documenting and evaluating the success of the grant, however the outcomes are not realistic.	Plan for documenting and evaluating the success of the grant is present but not extensive, and/or does not include how the outcomes will be measured.	No plans for documenting and/or evaluating the success of the grant, or plans are limited or unclear.
42	Budget	Budget is clear and outlines in extensive detail: <ul style="list-style-type: none"> <li>- financial ask from City of Medicine Hat</li> <li>- expenses and revenues (cash and in-kind)</li> <li>- how funding will be spent (on what, how many and for how much)</li> </ul> Expenses are deemed eligible and reasonable.	Budget is clear and outlines in satisfactory detail: <ul style="list-style-type: none"> <li>- financial ask from City of Medicine Hat</li> <li>- expenses and revenues (cash and in-kind)</li> <li>- how funding will be spent (on what, how many and for how much)</li> </ul> Expenses are deemed eligible and reasonable.	Budget lacks clarity and outlines in limited detail: <ul style="list-style-type: none"> <li>- financial ask from City of Medicine Hat</li> <li>- expenses and revenues (cash and in-kind)</li> <li>- how funding will be spent (on what, how many and for how much)</li> </ul> Expenses are deemed eligible and may/or may not be deemed reasonable.	Budget unclear and does not outline in sufficient detail: <ul style="list-style-type: none"> <li>- financial ask from City of Medicine Hat</li> <li>- expenses and revenues (cash and in-kind)</li> <li>- how funding will be spent (on what, how many and for how much)</li> </ul> Expenses are deemed ineligible and/or may be unreasonable.

