



## **SPECIAL CULTURAL EVENTS ASSISTANCE GRANTS PROGRAM CRITERIA AND GUIDELINES**

The City of Medicine Hat values cultural activities because they encourage participation in the community, enhance a sense of belonging to the community and express the unique character of the community. Furthermore, the City values local individuals and groups who gain provincial, national and/or international recognition for the excellence of their cultural activity. The Special Cultural Events Assistance Grants provide funding to eligible organizations in Medicine Hat to support existing cultural activities, festivals, exhibitions or performances or to initiate new ones in the community. Special Cultural Events Assistance Grants are administered through the City's Arts and Heritage Advisory Board.

Community cultural events should evoke a celebratory feeling, be innovative and entertaining and encourage the following: celebration of community spirit, achievement and congregation; a representation of the City's diversity; awareness of local and visiting talent, expression, and uniqueness, and the appreciation of arts and culture, heritage and community pride.

Special Cultural Events Assistance Grants are not intended to provide continuing support to organizations indefinitely. Applicants are encouraged to develop a diverse funding/income base and seek self-sufficiency as evidence of a sustainable activity. The program is intended to encourage the development of event capacity, organization efficiency and best practices.

Please read these guidelines carefully to ensure that your event fits with the criteria. If after reading the guidelines you are still uncertain if your project is eligible, please contact the Cultural Grant Administrator at 403-502-8798 for clarity and assistance.

Completed grant and support materials can be delivered to:

Cultural Grant Administrator  
Esplanade Arts & Heritage Centre  
401 First Street SE, Medicine Hat, AB  
T1A 8W2

or scanned to:

[culturalgrants@medicinehat.ca](mailto:culturalgrants@medicinehat.ca)

## I. APPLICATION DEADLINES

There are 2 intakes for applications per year. The deadlines for applications are:

- January 15th
- May 15th

Only application forms completed in full (including support material where applicable) are accepted. No exceptions are made for late applications. Please note that if the deadline falls on a weekend or statutory holiday, applications and any support material may be delivered or postmarked on the next business day.

## II. GRANT AMOUNT

Maximum funding levels vary depending on the grant type. Subject to approval, grant amounts may be limited to a maximum of \$1,000 for events, and \$500 for competitions. Applicants are reminded that all grants are awarded on a year-by-year basis and are not to be seen as an automatic ongoing source of funding.

## III. APPLICATION PROCEDURES

All applicants must submit:

1. Completed Grant Application for the appropriate grant type (Event or Competition).
2. All necessary attachments as indicated in the Grant Application
  - i. Please access and complete the online application form, budget information and final report documents available at [www.medicinehat.ca/grants](http://www.medicinehat.ca/grants)
  - ii. Please ensure that you complete the entire application form and attach all relevant documents.
  - iii. If applicable, please 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.
  - iv. Please ensure that you print and save a copy of your completed application form and a copy of these guidelines and Final Report documents for your records.
3. Final Report (within 60 days of project completion).

## IV. PROJECT GRANT TYPES – APPLICATION CATEGORIES

### Special Cultural Events

A cultural activity, festival, exhibition or performance that involves or impacts the public in a positive, worthwhile and meaningful manner. These events are open to the public with typically free admission.

## Competitions

A cultural activity which provides opportunities to engage in challenging displays of ability. The sanction of a recognized provincial, national or international governing body through an invitation to complete or host is requested.

## V. ELIGIBILITY CRITERIA

**Please read the following section carefully.** Applications for a Special Cultural Events Assistance Grant must meet the following eligibility criteria:

1. Applicant(s) must be a resident of the City of Medicine Hat for the past 6 months.
2. The application must be received prior to the start of the event or competition. The event or competition must be completed by December 31<sup>st</sup> in the year in which the grant is awarded.
3. The event must be accessible to the public regardless of age, creed or religion.
4. The event must involve a significant number, either directly or indirectly, of the City's population.
5. Applicants must provide a budget statement of projected expenses and revenue. The budget for the event or competition must project a shortfall of funds.
6. Applicants cannot apply to more than one City of Medicine Hat Advisory Board source for the same event or competition.
7. Funds **can** be used for:
  - i. Advertising
  - ii. Entry/Registration Fees
  - iii. Equipment Rental
  - iv. Food & Beverage Supplies
  - v. Honorariums
  - vi. Insurance
  - vii. Materials/Supplies
  - viii. Royalties
  - ix. Travel & Accommodation
  - x. Venue Rental
8. Funds **can NOT** be used for:
  - i. Capital expenditures, such as the purchase of equipment which remains with the applying group;
  - ii. Alcoholic beverages; or
  - iii. Sale of books, cds, art pieces, merchandise and other items where personal monetary gain may be realized.

## **VI. ASSESSMENT CRITERIA**

Your application will be assessed on the following criteria:

1. The clarity of project objectives, outputs, deliverables / outcomes, and distinctiveness;
2. The demonstrated ability of the applicant to carry out the project;
3. Partnerships and opportunity for community involvement (e.g. volunteers, participants);
4. Demonstrated proof of additional event or competition funding and sponsorship.
5. During the assessment process, eligible applicants shall provide a short (15 minute) presentation to the Arts & Heritage Advisory Board describing their event or competition.

## **VII. REVIEW PROCESS AND PAYMENT**

1. Applications are received by staff to ensure applications are complete and accurate.
2. All applications are advanced to the Arts & Heritage Advisory Board for review and recommendation, and then to Council through the Public Services Committee for approval.
3. After Council has reviewed and considered the recommendations, the recommendations are adopted. All decisions are final following ratification.
4. Applicants that are successful through the process will receive a cheque within 4 weeks following notification. The amount is based on 50% of the grant amount (the remaining 50% paid out upon the submission of an approved final report confirming a shortfall).
5. The review process is approximately eight weeks in length.

## **VIII. CONDITIONS OF FUNDING**

1. Successful applicants must acknowledge the support of the City of Medicine Hat in all print and publicity material for the special event (e.g. programs, press kits, videos, cds, posters, websites and other promotional materials).
2. Funds must be used for the purpose for which they were requested.
3. Upon completion of the project, the applicant must submit a final report. Applicants must provide a budget statement of expenses and revenue. To be eligible for the balance of the funding, the budget for the event must confirm a shortfall of funds.
4. Applicants should not rely on the City of Medicine Hat as the sole source of financial support and may receive a lesser amount of support or no support in any given year.
5. A grant application may not be considered from organizations that received funding in the past but did not submit a final report.

6. If funding is advanced to an applicant and the event or competition does not occur, the applicant must notify the City as soon as possible and return all advanced funds to the City of Medicine Hat.
7. The City of Medicine Hat reserves the right to limit or refuse financial assistance.
8. The City of Medicine Hat assumes no responsibility, legal or otherwise, for any special cultural event or competition unless specifically outlined under a separate agreement.

## **IX. NOTIFICATION**

Applicants will be notified within 60 days of the grant deadline.

## **X. FINAL REPORTING**

A final report must be submitted by all grant recipients upon completion of the event or competition. This must be received no later than 60 days after the event occurs. Please complete the Final Report form (all grant types) available at [www.medicinehat.ca/grants](http://www.medicinehat.ca/grants)

Grant recipients shall provide a second, short (15 minute) presentation to the Arts & Heritage Advisory Board describing the success/results of their event or competition.