



Medicine Hat



Medicine Hat



Momentum

Medicine Hat Community
Well-Being Plan

Medicine Hat Community Well-Being Plan (*Momentum*)
One-Time **Project Kick-Off Grant** funding

Guidelines and Criteria

Community Development
City of Medicine Hat

April 2026

Grant Program Purpose:

Embracing well-being is a shared responsibility. All levels of government, as well as community partners, play vital roles. The City of Medicine Hat contributes directly and indirectly, collaborating with local organizations and using a variety of tools, such as land-use planning, advocacy, and investment. The City of Medicine Hat is invested in supporting community initiatives that help advance *Momentum's* Strategic Objectives.

Community Well-Being Plan (CWBP) Mission:

Working together, we strive to ensure that everyone feels safe, economically secure, and has a deep sense of belonging. By embracing change and looking out for each other, all Hatters can meet their basic needs and are supported, empowered and free to participate in the community.

Project Considerations

Some examples of community projects that may be considered for *Momentum* Kick-Off Grant could be identified as the following, but not limited to:

- Pop-up food security programs
- Indigenous history and culture projects
- Summer youth employment and training projects
- Accessibility improvements and awareness projects
- Educational programs that highlight the link between nutrition, wellness & sustainability
- Environmental reuse and sustainability projects
- Intergenerational learning, workforce development and mentorship for youth
- Social enterprise start-up projects
- Mentorship and resource sharing initiatives that support equity deserving entrepreneurs

Project Information:

If, after reading the guidelines, you are still uncertain if your project is eligible, please contact the Grant Administrator at 403-529-8316 or cdvgrants@medicinehat.ca, or, attend one of our online Information Sessions (both sessions will include the SAME information, so you only need to register for one).

Online Information Sessions

- Wednesday May 20, 2026 @ 1:00 – 2:30 pm - [To Register](#)
- Monday May 25, 2026 @ 9:00 – 10:30 am - [To Register](#)

* We will make every effort to record and share at least one of these sessions.

OBJECTIVES

Projects must align and address with:

- One or more of the **Actions** outlined in the *Momentum: Medicine Hat's Community Well-Being Plan*, found in the [Momentum Plan Summary](#)
- Applications that do not directly align with *Momentum* will not be eligible for funding
- Projects must be based in Medicine Hat and directly impact Medicine Hat residents

APPLICATION TIMELINES

Activity	Date
Grant Application portal opens	Friday, May 1, 2026
Deadline for applications – late applications will not be accepted	Friday, June 5, 2026
Grant applications review will be completed by	Friday, June 12, 2026
Successful applications will be notified by	Monday, June 15, 2026

GRANT AMOUNT

The *Momentum* Kick-off grant will provide one-time funding (up to \$10,000) to support innovative, organization-led projects that advance the goals of [Momentum: Community Well-Being Plan](#) and create measurable improvements in the social, cultural, and economic well-being of Medicine Hat residents.

APPLICATION PROCEDURES

All applicants must submit a completed *Momentum* Kick-Off Grant application form through the grant portal, [submit.com](#). Procedures include the following:

- Access and complete the application form through the portal available at www.medicinehat.ca/grants – go to Momentum Kick-Off Grant information
- Must submit a letter of support from the eligible organization (i.e. registered charity or non-profit group) that agrees to act as the project’s administrator or “banker,” managing the grant funding agreement on behalf of the applicant
- Ensure that you save a copy of your completed application form for your records
- You can start your application and revisit it at another time, as long as you ensure you choose the save option at the bottom of the application before you log out
- If you have two separate projects that relate to separate objectives, you may complete more than one application for each project
- If you have already received other funding from the City of Medicine Hat, you are still eligible for this grant.

ELIGIBILITY CRITERIA

Please read the following section carefully. Applications for a *Momentum* Kick-Off Grant must meet the following eligibility criteria:

Applicants / Projects must:

- Be a nonprofit group, registered under the Societies Act
- Or, be a registered charity
- Or, be supported by a nonprofit organization or registered charity that agrees to act as the project’s administrator or “banker,” managing the grant funding agreement on behalf of the applicant.
- Take place within the City of Medicine Hat limits/boundaries
- Support one or more of the objectives outlined above in this document
- Have a plan to expend all grant dollars by December 31, 2027
- Describe the key steps and timeline for your project over the next 12 months. How will the project be launched, implemented, and advanced throughout the year?

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 detailed proposed budget of projected expenses and revenue, including any projected shortfall of funds
- Describe any community partnerships and/or funds secured from other organizations/individuals

Applications must not:

- Be a for-profit business or fundraising project
- Involve the recruitment of permanent staff
- Involve major capital expenditures
- Be an association, without an appropriate partner (banker)

Eligible Expenses

- Administration costs (up to 20% of the grant funding awarded)
- Materials and supplies
- Renovation or retrofit of an existing community resource to support a new project
- Honorariums
- Advertising
- Food and beverage supplies for program activities (not for personal use)

Eligible expenses will be determined based on your project plan.

Ineligible Expenses

- Controlled substances/alcoholic beverages
- Computer equipment or furniture
- Costs required to sustain an organization that do not relate to direct service delivery under the program
- Operational fixed costs (e.g. Municipal taxes, utilities costs, etc.)

EVALUATION

Priority will be given to projects that:

- Clearly describe alignment with the Community Well Being Plan. Include one or more of the strategic actions, including anticipated deliverables and outcomes
- Address a gap in services in the community
- Are community-driven, with meaningful involvement from people most impacted by the opportunity
- Supports start-up or pilot initiatives that address root causes and promote longer-term well-being
- Collaborations or partnerships between organizations or community groups (including collaboration with the City of Medicine Hat, if applicable).
- Support vulnerable populations
- Create sustainable or legacy outcomes

- Demonstrate social innovation, including new or creative approaches to existing challenges
- Advance equity, diversity, inclusion, accessibility, and belonging, particularly for equity-deserving populations
- Describe the key steps and timeline for your project over the next 12 months. How will the project be launched, implemented, and advanced throughout the year

Please see the Grant Application Scoring Rubric on page 6 for more evaluation details

GRANT ADMINISTRATION AND ALLOCATION

All grant applications will be evaluated by appropriate Community Development department staff. This will include reviewing, approving and administering disbursements.

CONDITIONS OF FUNDING

Applicants must agree to the following conditions:

- Funds must be used only for the purposes for which they were granted.
- Carry out the planning and execution of the project as specified in the application.
- Notify the City as soon as possible of any changes/delays to the project as outlined in the application.
- Maintain separate accounting for the proposed project
- Keep all project budgets and reporting activity separate from joint collaborations and events
- Acknowledge the City of Medicine Hat's support when promoting the approved project
 - City logos available [About Medicine Hat | City of Medicine Hat](#) website page
- You will be invited to submit your final report documents through a city portal, which will also be available on the [Grants & Funding | City of Medicine Hat](#) website page
- Submit the final evaluation report and the financial statement to the City of Medicine Hat within 60 days of the project completion date.
 - ensure the final financial summary shows the actual revenue and expenses
- Applicants may be asked to make a presentation to the Community Development department staff about their completed project

Grant Application Scoring Rubric

Criteria	Score 9–10	Score 6–8	Score 3–5	Score 0–2
Project Description (may include photos)	Comprehensive and clear description. Scope is easy to understand; well planned, researched, and thoughtfully developed.	General but understandable description. Purpose is clear but some details missing.	Needs clarity and further planning. Idea is recognizable but important elements are unclear.	Unclear, incomplete, or shows minimal planning or research.
Alignment with CWBP Objectives/Actions	Strongly aligns with multiple actions.	Directly aligns with one action.	Aligns somewhat with at least one action but not directly related; aligns with an overarching objective only.	No clear alignment with any actions or objectives.
Addresses a Gap in Community Services	Clearly identifies a specific gap. Provides a strong, supported plan to address.	Identifies a gap, suggests how it may be addressed; less detail.	Broad or general description with limited potential impact.	No gap identified or no understanding of community needs.
Community Driven- with Meaningful Involvement	Clearly explains meaningful involvement of people most impacted.	Describes minimal involvement.	Unclear if impacted people will be involved.	No involvement described.
Supports Startup or Pilot Initiatives Addressing Root Causes	Clearly describes support for startup/pilot initiatives, how root causes will be addressed for long-term well-being.	Provides a basic explanation of project support.	Lacks clarity about support or root cause- work.	No information provided.
Collaborations or Partnerships	Clearly describes partnerships, and how organizations/groups will collaborate.	Mentions partnerships but provides limited detail on how they function.	Explanation of partnerships is unclear or incomplete.	No partnerships described.
Sustainable or Legacy Outcomes	Clearly describes long-term sustainability or legacy outcome.	Provides a basic explanation of sustainability.	Sustainability is unclear or insufficiently described.	No sustainability information provided.
Demonstrates Social Innovation	Clearly outlines innovative or creative approaches to address challenges.	Describes innovation at a basic level.	Limited detail; lacks clarity about innovation.	No innovation described.
Advances Equity, Diversity, Inclusion, Accessibility & Belonging	Clearly describes strong efforts supporting equity-deserving populations.	Minimal but present explanation of advancement.	The intent is mentioned but unclear or lacking detail.	No considerations provided.
Key Steps and Project Timelines	Clearly describes key steps and a detailed timeline. Project launch, implementation, and advancement are clearly defined and achievable.	Describes key steps, general 12-month timeline. Overall approach achievable. some steps or timing lack detail or clarity.	Provides limited or unclear steps and timelines. Sequencing or feasibility is questionable.	Project steps and timelines are missing, unclear, or unrealistic.

