

Alberta Culture Days^{ca}

Discover • Experience • Celebrate

ALBERTA CULTURE DAYS GRANT PROGRAM

GUIDELINES

Please read the guidelines carefully before beginning the application



Table of Contents

1. PURPOSE AND OBJECTIVES	3
2. PROGRAM OVERVIEW.....	4
3. PROGRAM ELIGIBILITY REQUIREMENTS.....	5
3.1 Eligible Organizations	5
3.2 Ineligible Organizations and/or Applicants	5
3.3 Eligible Projects.....	5
3.4 Eligible Expenses	6
3.5 Ineligible Expenses	6
4. CRITERIA.....	6
5. APPLICATION PROCEDURES.....	7
6. NOTIFICATION	8
7. FUNDING CONDITIONS	8
8. FINANCIAL REPORTING REQUIREMENTS	9
9. ACKNOWLEDGEMENT STANDARDS REQUIREMENTS	9
10. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT .	10
11. CHECKLIST FOR APPLICANTS.....	11
12. OFFICE CONTACT INFORMATION.....	11

For questions, please contact:
AlbertaCultureDays@gov.ab.ca
(T) 780-415-0281

Alberta Culture Days Grant Program

1. PURPOSE AND OBJECTIVES

- 1.1 The Alberta Culture Days funding assistance is designed to support initiatives (activities, events and projects) that raise awareness, engage public participation and inspire future involvement in the cultural life of Alberta communities.
- 1.2 There are three distinct funding streams Within the program:
- Feature Celebration Site - funding stream provides funding support to eligible nonprofit organizations that program three days of events;
 - Host Celebration Site - funding stream provides funding support to eligible nonprofit organizations that program two days of events;
 - Pop Up Celebration Site - funding stream provides funding support to eligible nonprofit organizations that program one day of events.

Applicants are to submit proposals according to the specifications and conditions set out in this document.

- 1.3 The program outcomes are to:
- ensure Alberta's artists and community groups have the opportunity to engage new audiences and showcase their talents and programming on a provincial scale;
 - promote the importance of culture as part of a prosperous and vibrant province; and
 - ensure Albertans and visitors have access to a wide range of cultural experiences.

2. PROGRAM OVERVIEW

Funding Streams	Stream 1: Feature Site Stream 2: Host Site Stream 3: Pop Up Site Applicants are asked to identify the funding stream they are applying to in the grant application.
Funding Range	<ul style="list-style-type: none"> • Feature Celebration Site - a designated site with three days of programming; eligible grant amount up to a maximum of \$10,000. • Host Celebration Site - a designated site with two days of programming; eligible grant amount up to a maximum of \$5,000. • Pop Up Celebration Site - a designated site with one day of programming; eligible grant amount up to \$1,000.
Application Deadline	April 4 at 4:30 p.m.
Notification Timelines	May 2019
Frequency of Application	Funding for a successful Feature Celebration Site will only be granted once every two years. *Please note that organizations may still apply to the other two streams.
Application Package	<ul style="list-style-type: none"> • Completed application form. • Detailed proposal letter outlining your event: • Programming of events during the: <ul style="list-style-type: none"> ○ one-day period (Pop Up); ○ two-day period (Host); or ○ three-day period (Feature). <p><i>**Feature Celebration Site applicants must indicate, and include a Host budget, to be considered as a Host Celebration Site if they are not chosen</i></p> • Letters of support from community partners. • List of partnership opportunities being considered. • Budget outlining revenues and expenses. • Additional funding including in-kind support. <p>See the FAQ sheet for help with the application process or call 780-415-0281.</p>
Evaluation	<ul style="list-style-type: none"> • Organizations that best meet the Guidelines Criteria. • Projects with broad scope and reach. • Projects with a detailed description of their programming. • A cover letter outlining the programming and potential partnerships.
Project Completion and Financial Reporting Timeframe	November 1

3. PROGRAM ELIGIBILITY REQUIREMENTS

3.1 Eligible Organizations

The following organizations are eligible to apply for funding:

- Community nonprofit organizations who are registered (and in good standing) under one of the following Acts:

Provincial Legislation (Alberta)

- *Agricultural Societies Act*
- Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations*
- *Companies Act*, Part 9 (Nonprofit Companies)
- *Libraries Act*
- *Societies Act of Alberta*
- *Special Act of the Alberta Legislature*

Federal Legislation

- *Special Act of the Parliament of Canada*
 - *Canada Not-for-profit Corporations Act* and must be registered in Alberta under the *Business Corporations Act**
 - *Income Tax Act* (of Canada and operating in the Province of Alberta (Charities))
- A First Nation or Métis Settlement in Alberta
 - A University, college, or institute as defined under Alberta's *Post-Secondary Learning Act*

**Must have an Alberta based address which must be regularly monitored by an active member of the organization*

3.2 Ineligible Organizations and/or Applicants

- Municipalities (*Municipalities are encouraged to partner with an organization, which meets the above criteria. The organization will then act as the fiscal agent for the grant*);
- for-profit organizations/enterprises;
- any other organizations not registered under one of the above mentioned Acts;
- organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by Alberta Culture and Tourism; and
- individuals.

3.3 Eligible Projects

- Programming which is culturally-related and provided during **three days** (Feature Sites) or **two days** (Host Sites) or **one-day** (Pop Up) during Alberta Culture Days 2019 (September 27 to 29);
- Ensure that all events/activities funded through the grant dollars are free;
- Program activities/events for a robust day, whether a three, two or one day Celebration Site and
- Provide a budget outlining estimated revenues (including in-kind and/or leveraged funds) and expenses.

3.4 Eligible Expenses

- Selected applicants must allocate funding in one or more of the categories listed below:
 - artists fees/workshop fees/performance fees - (funds can **ONLY** be used to compensate Albertan artists);
 - event/workshop materials - (e.g., paint brushes, paper, costume rentals, etc.);
 - marketing and communications - (e.g., newspaper ads, graphic design fees, etc.);
 - volunteer expenses - (e.g., t-shirts [for identification purposes only], refreshments, etc.);
 - food and beverage - (note: alcoholic beverages and bar services are **NOT** eligible);
 - honorariums, wages and contract wages agreements with cultural workers and artists who are not already employed as staff by the applicant organization - (e.g., ushers, stage managers, technicians etc.);
 - equipment rental - (e.g., lighting, sound, etc.) and
 - venue rental - (e.g. any identified programming space). **Please note that organization may claim a rental fee paid to another entity to support a project; however, when an organization owns and manages a venue, funding allocated for recompense for lost potential rental income would be considered an ineligible expense.*

3.5 Ineligible Expenses

- Program funding cannot be used for expenses related to:
 - Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video camcorders, power tools, etc.;
 - The purchase of alcohol;
 - Activity that exclusively promotes definable religious or political viewpoints;
 - Allowances, wages or personal expenses for program registrants and participants;
 - Salaries and expenses of existing staff of the applicant organization; and
 - Office and administration fees including utilities, rent and/or rental of an applicant organization facility.

4. CRITERIA

- 4.1** Applications will be assessed against the following specific criteria and priority will be given to those projects that best meet the criteria. Applicants should include as much information as possible to address the criteria below when completing their application:
- a realistic budget which identifies all in-kind and/or leveraged funds;
 - a proposal which demonstrates diverse partnerships and community support;
 - a program which showcases an array of cultural and artistic disciplines and includes Albertan artists/performers, interactive and family friendly components, and has an element of multicultural, Francophone, or Indigenous programming;
 - a detailed description of how you will be marketing your event(s) (***Please note that it is important to clearly identify how you will be engaging individuals to attend your events**);
 - a proposal showcasing events/activities, which help to strengthen public appreciation for the cultural sector.
 - activities that will encourage and inspire people to try something new and become a regular participant in cultural activities;

4.2 Due to limited funds and high demand for program funding, not all requests that meet the established criteria will be approved for funding. **Please note that applicants may receive full, reduced, or no funding for their projects.**

4.3 Additional Responsibilities of Successful Applicants

- promote Alberta Culture Days 2019 as free public events that are family-friendly;
- All events and activities **MUST** be submitted to the Culture Days Calendar <http://culturedays.ca/en/my-culture-days/activities>;
- provide information on Alberta Culture Days 2019 to local, regional and national media;
- include Alberta Culture Days 2019 visual identity on all promotional materials produced; (customizable promotional resources and the Alberta Culture Days wordmark are available at <http://culture.alberta.ca/culturedays/tools.aspx>);
- provide updates to Alberta Culture and Tourism staff that might affect your Grant Eligibility;
- use social media site(s) to promote Alberta Culture Days activities; and
- submit a completed Final Report by November 1, 2019.

5. APPLICATION PROCEDURES

The following specifies procedures for submitting an application:

- 5.1** Applicants need to ensure they are applying to the funding stream that is best suited for their project. Applicants are encouraged to contact the program office for assistance if they are having difficulty completing the application.
- 5.2** In order to process applications, the information requested from applicants needs to be fully completed and all questions on the forms must be answered. A checklist is available to ensure the application package is complete and all supporting documentation and mandatory attachments are included. Applicants should submit all required and supporting documents.
- 5.3** Applications should include letters of support or other official statements regarding the project.
- 5.4** Project expenses that are incurred before the application has been received by program staff are **not** eligible to include in the project budget for funding. Incurring these expenses prior to approval of the application is at the applicant's own risk. Applicants who begin the project prior to receiving notification relative to their application will not be eligible to resubmit their project if funding is not approved.
- 5.5** The program provides electronic funds transfer (EFT) to successful grant recipients. This system is safe and efficient and allows organizations to have their grant funds deposited directly into their bank account. As part of the application process applicants are required to provide either a photocopy of a void cheque or complete the Application for Direct Deposit.
- 5.6** Applicants that have overdue or incomplete accounting/reporting related to previously approved Alberta Culture and Tourism **funding will not be considered for new funding** until their outstanding accounting and reporting requirements have been closed.

5.7 The Minister of Culture and Tourism may refuse to provide a grant to an applicant who makes or has made a false or misleading statement in an application or in any other document required by the Minister. The Minister of Culture and Tourism has full discretion regarding the approval of applications.

6. NOTIFICATION

6.1 Applicants will receive written notification of the decision regarding their application.

6.2 All decisions on grant applications are final, and no appeals will be considered.

6.3 The notification period is as follows:

Grant Opens	February 21, 2019
Application Deadline	April 4, 2019 at 4:30 p.m.
Notification	May 2019

7. FUNDING CONDITIONS

Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:

7.1 The grant funds must be spent according to approved eligible costs.

7.2 Payments must be made by a verifiable method. Cash payments for expenditures are not acceptable as there is no verifiable proof from a third party (e.g. financial institution's negotiated cheque) that the payment has been made to the vendor.

7.3 Project Funds Carry over:

If the grant recipient anticipates that not all funds will be spent within the allotted time frame, and wishes to request carry over the funds to the next fiscal year, a request should be submitted to program staff in writing 30 days in advance of the Final Report due date (November 1, 2019).

7.4 The carry over funds request email/letter should include:

- the reasons why the project could not be completed within the timeframe;
- confirmation of the remaining balance of the grant funding; and
- a request to carry the funds to the next fiscal year.

7.6 The decision on carry over funds requests will be communicated via email to the grant recipient by program staff to confirm it.

8. FINANCIAL REPORTING REQUIREMENTS

- 8.1 Final report and financial reporting must be completed and submitted to program staff by **November 1, 2019**.
- Organizations are encouraged to submit their accounting as soon as the project has been completed.
- 8.2 Grant recipients must complete their financial accounting for the project using the Budget Template provided and include backup documentation as specified. The Budget Template will be provided to the organization.
- 8.3 The Budget Template for the project must be properly completed and signed by an authorized representative having legal and/or financial signing authority for the organization. The Budget Template must include cheque numbers of expenditures or copies of expenses.
- 8.4 Recipients must provide access, upon request, to the Minister or Minister's representative, or auditors engaged by the Minister, to all financial documents or records relative to all expenses and revenues related to the project including the program grant funding as set out in the agreement.
- 8.5 Recipients shall permit, if requested, the Minister or Minister's representative, or auditors engaged by the Minister, to examine during regular business hours, the books or records relating to the project for which the program funding was used as set out in the agreement.
- 8.6 Records should be kept for seven years from the date of the notification letter of file closure from program staff.
- 8.7 Any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from any Government of Alberta grant program until acceptable reporting is provided.
- 8.8 If the grant recipient is applying for new funding, overdue financial reporting relating to other Alberta Culture and Tourism grants must be provided to the relevant grant program(s) in a satisfactory manner.

9. ACKNOWLEDGEMENT STANDARDS REQUIREMENTS

- 9.1 Recipients of program funds are to acknowledge the Government of Alberta wherever possible and appropriate.
- 9.2 Recognition of funding can be achieved in a variety of ways:
- News release or submitted article to local/regional media
 - Social media channels such as Twitter, Facebook, Flickr and blog postings, etc.

- Organization's website or newsletter
- Signage, either temporary or permanent
- include Alberta Culture Days 2019 visual identity on all promotional materials produced; customizable promotional resources and the Alberta Culture Days wordmark are available at <http://culture.alberta.ca/culturedays/tools.aspx>

10. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 10.1** The personal information that is provided on the grant application form will be used for the purpose of administering the program and advising the applicant of grant program updates and relevant Ministry initiatives. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP Act)* and is protected by the privacy provisions of the FOIP Act.
- 10.2** The *FOIP Act* applies to any information that is provided to Alberta Culture and Tourism. This information may be disclosed in response to an access request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the *FOIP Act*.
- 10.3** Please note, once an application has been approved and funding issued to an organization, the grant recipient, project, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database at the following link:
www.alberta.ca/grant-payments-disclosure.aspx.
- 10.4** If agreed to by the applicant on the application form, occasionally, Alberta Culture and Tourism may contact applicant organizations to provide information about Ministry initiatives or announcements related to the following topics:
- 10.4.1 Grant program changes, funding announcements and opportunities to provide input/opinion on programs.
- 10.4.2 Awareness of Ministry resources available to the cultural sector including Ministry sector events.
- 10.4.3 Only authorized contact representatives noted in the grant application may request specific information about grant applicants from the program office.
- 10.4.4 For questions about the collection and use of this information, please contact program staff.

11. CHECKLIST FOR APPLICANTS

11. Please use this checklist to ensure all items are included within your grant application package.

- COMPLETED APPLICATION** - Please include a completed application form. Application forms can be found on at the following AlbertaCultureDays.ca.
- PROPOSAL LETTER** - General introduction of your organization and any other groups/organizations involved in your proposed event. It should also contain an overview of your event(s).
- PROGRAMMING** - A potential outline of what events and activities the organizing committee intends to offer. Events and activities must be held during the Alberta Culture Days weekend.
- LETTERS OF SUPPORT** - Letters (or emails) of support from other community groups, arts organizations, the corporate/business community, Mayors, Reeves, MLAs and/or additional sponsors (if applicable) are recommended.
- BUDGET** - Please use the budget template provided to state your expected revenues and expenses. Budget must include all in-kind and/or leveraged funds.
- DIRECT DEPOSIT FORM** - For new applicants please fill in the Direct Deposit Form.

Your application package must be received or postmarked by:
April 4, 2019 at 4:30 p.m.

12. OFFICE CONTACT INFORMATION

12. General contact and address information is:

Toll-free: 1-800-642-3855

For more information on Alberta Culture Days, visit AlbertaCultureDays.ca.

You can submit your electronic application to: albertaculturedays@gov.ab.ca or mail it to

Arts Branch
Culture and Tourism
Alberta Culture Days 2019
10708 - 105 Avenue
Edmonton, AB T5H 0A1