

CULTURE

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# Alberta Culture Days 2023

Grant program guidelines



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For more information about this document, contact:  
ALBERTA CULTURE  
STRATEGIC STAKEHOLDER OUTREACH  
905, 10405 Jasper Avenue  
EDMONTON, AB T5J 4R7  
780-415-0281  
Email: [albertaculturedays@gov.ab.ca](mailto:albertaculturedays@gov.ab.ca)

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

# 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.

There are three distinct funding streams within the program:

- Feature Celebration Site - provides funding support to eligible nonprofit organizations that program three days of events;
- Host Celebration Site - provides funding support to eligible nonprofit organizations that program two days of events;
- Pop Up Celebration Site - provides funding support to eligible nonprofit organizations that program one day of events.
- Applicants must submit proposals according to the specifications and conditions set out in this document.

1.2 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.

1.3 The Alberta Culture Days grant program is governed by the terms outlined in the Community Development Grant Regulations.

1.4 The Alberta Culture Days grant program is also guided by a set of principles that help guide decision-making and administration of the grant program. These principals are:

- Community Driven Public Benefit;
- Transparency;
- Equity;
- Accountability; and
- Simplicity.

1.5 Alberta Culture Days Celebration Sites must:

- provide culturally-related programming during the month of September:
  - Feature Sites - any three days during September
  - Host Sites - any two days during September
  - Pop Up sites - any day during September

Please note applicants can provide programming for on line and/or in person events.

# 2. PROGRAM OVERVIEW

<b>Funding Streams</b>	Stream 1: Feature Site Stream 2: Host Site Stream 3: Pop Up Site  Applicants identify the funding stream they are applying to in the grant application
<b>Funding Range</b>	<ul style="list-style-type: none"> <li>• <b>Feature Celebration Site</b> - a designated site with three days of programming; eligible grant funding <b>up to a maximum of \$10,000.</b></li> <li>• <b>Host Celebration Site</b> - a designated site with two days of programming; eligible grant funding <b>up to a maximum of \$5,000.</b></li> <li>• <b>Pop Up Celebration Site</b> – a designated site with one day of programming; eligible grant funding <b>up to a maximum of \$1,000.</b></li> </ul>
<b>Eligible Programming</b>	Alberta Culture Days Celebration Sites must: <ul style="list-style-type: none"> <li>• provide culturally-related programming during the month of September:             <ul style="list-style-type: none"> <li>○ Feature Sites - any three days during September</li> <li>○ Host Sites - any two days during September</li> <li>○ Pop Up sites - any day during September</li> </ul> </li> </ul>

<b>Application Deadline</b>	March 17, 2023
<b>Notification Timelines</b>	June
<b>Frequency of Application for Feature Celebration Site</b>	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
<b>Application Package</b>	<ul style="list-style-type: none"> <li>• Completed application form.</li> <li>• Detailed cover letter outlining your event.</li> <li>• Signed Grant Agreement form.</li> <li>• Outline programming of events/activities: <ul style="list-style-type: none"> <li>○ one-day period (Pop Up);</li> <li>○ two-day period (Host); or</li> <li>○ three-day period (Feature).</li> </ul> </li> </ul> <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 as a Feature Site.</i></p> <ul style="list-style-type: none"> <li>• Letters of support from community partners.</li> <li>• A Marketing/Communication Plan.</li> <li>• List of partnership opportunities being considered.</li> <li>• Budget outlining revenues and expenses.</li> <li>• Additional funding including in-kind support.</li> </ul> <p>See the FAQ sheet for help with the application process or call 780-415-0281.</p>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Organizations that best meet the Guidelines Criteria.</li> <li>• Projects with broad scope and reach.</li> <li>• Projects with a detailed description of their programming.</li> <li>• Projects that promote Alberta Artists.</li> <li>• A cover letter outlining the programming and potential partnerships.</li> </ul>
<b>Project Completion and Financial Reporting Timeframe</b>	November 1

### 3. PROGRAM ELIGIBILITY REQUIREMENTS

#### 31 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.

#### 32 Ineligible Organizations and/or Applicants

- municipalities (Municipalities are encouraged to partner with an organization that meets the above criteria. The organization will 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
- individuals.

### 33 Eligible Projects

- Alberta Culture Days Celebration Sites must:
  - provide culturally-related programming during the month of September:
    - Feature Sites - any three days during September
    - Host Sites - any two days during September
    - Pop Up sites - any day during September
- All events/activities funded through the grant dollars are free to the public;
- Provide a budget outlining estimated revenues (including in-kind and/or leveraged funds) and expenses.

### 34 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 while working at the event, 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.);
  - technology costs (e.g. Zoom, WebEx, audio/visual technician services, etc.);
  - equipment rental - (e.g. lighting, sound, etc.) and
  - venue rental - (e.g. any identified programming space). \*Please note that organizations 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.*

### 35 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 faith or political viewpoints;
  - Allowances, wages or personal expenses for program registrants and participants;
  - Gas for use in personal vehicle;
  - Thank you event for volunteers;
  - 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 that identifies all in-kind and/or leveraged funds;
- a proposal that demonstrates diverse partnerships and community support;
- a program that 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;
- programming that can be easily transferred to an online format;
- 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 encouraging individuals to attend your events);
- a proposal that showcases events/activities that 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.

42 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. If funding is reduced, applicants can change the scope of their programming.**

43 Additional Responsibilities of Successful Applicants

- promote Alberta Culture Days as free public events that are family-friendly;
- all events and activities MUST be submitted to [Albertaculturedays@gov.ab.ca](mailto:Albertaculturedays@gov.ab.ca);
- provide information on Alberta Culture Days to local, regional and national media;
- include Alberta Culture Days 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 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.

## 5. APPLICATION PROCEDURES

The following specifies procedures for submitting an application:

- 51 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.
- 52 In order to process applications, the information requested from applicants needs to be 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.
- 53 Applications should include letters of support or other official statements regarding the project.
- 54 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.
- 55 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, first time applicants are required to complete the [Application for Direct Deposit](#).**
- 56 Applicants that have overdue or incomplete accounting/reporting related to previously approved Alberta Culture funding will not be considered for new funding until their outstanding accounting and reporting requirements have been closed.
- 57 The Minister of Culture 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 has full discretion regarding the approval of applications.

## 6. NOTIFICATION

- 61 Applicants will receive written notification of the decision regarding their application.
- 62 All decisions on grant applications are final, and no appeals will be considered.
- 63 The notification period is as follows:

Grant Opens	February 13
Application Deadline	March 17
Notification	June

## 7. FUNDING CONDITIONS

- 7.1 Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:
- The grant funds must be spent according to approved eligible costs.
  - 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.
- 7.2 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).
- 7.3 The carry over funds request email/letter should include:
- the reasons why the project could not be completed within the time frame;
  - confirmation of the remaining balance of the grant funding; and
  - a request to carry the funds to the next fiscal year.
- 7.4 The decision on carry over funds requests will be communicated via email to the grant recipient by program staff.

## 8. FINANCIAL REPORTING REQUIREMENTS

- 8.1 Final report and financial reporting must be completed and submitted to program staff by **November 1**.
- 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.
- 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.
- 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 grants must be provided to the relevant grant program(s) in a satisfactory manner.

## 9. ACKNOWLEDGEMENT STANDARDS REQUIREMENTS

- 9.1 Recipients of program funds MUST 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, You Tube, Instagram and blog postings, etc.;
  - Organization's website or newsletter;
  - Signage, either temporary or permanent; and
  - Include Alberta Culture Days 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

- 101 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.
- 102 The FOIP Act applies to any information that is provided to Alberta Culture. 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.
- 103 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](http://www.alberta.ca/grant-payments-disclosure.aspx).
- 104 If agreed to by the applicant on the application form, occasionally, Alberta Culture 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

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

- COMPLETED APPLICATION** - Please include a signed application form. Application forms can be found at [AlbertaCultureDays.ca](http://AlbertaCultureDays.ca).
- COVER 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).
- GRANT AGREEMENT** – Please sign and return a copy of this agreement with your application form. The Grant agreement is only applicable if funding is allocated to the applicant.
- PROGRAMMING** - An outline of what events and activities the organizing committee is planning to offer. Ensure that the information provided clearly articulates the length of overall programming during the day.
- MARKETING/COMMUNICATION PLAN** – An outline of how the proposed events are going to be marketed (i.e. Facebook posts, Radio station, municipality event page, etc).
- 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 by **March 17, 2023**.

## 12. OFFICE CONTACT INFORMATION

General contact and address information is:  
780-415-0281 (toll-free by first dialing 310-0000)

For more information on Alberta Culture Days, visit [AlbertaCultureDays.ca](http://AlbertaCultureDays.ca).