

# **Alberta Media Fund**

## **Cultural Industry Support Organizations Operating Grant Stream Guidelines**

**Application Deadline: June 1**

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**1. Purpose**

This grant stream of the Alberta Media Fund (AMF) provides support for the creative and financial sustainability of Cultural Industry Support Organizations by assisting with annual operating and programming expenses of eligible organizations.

**2. Eligibility Criteria**

**2.1** Only those organizations designated by Alberta Culture (the department) are eligible for funding under this grant stream. Currently, these organizations are:

- a. The Alberta Magazine Publishers Association
- b. The Alberta Music Industry Association
- c. The Book Publishers Association of Alberta
- d. The Alberta Media Production Industries Association

**2.2** Eligible organizations must:

- be registered and in good standing in accordance with the appropriate legislation;
- must be geographically based, including the location of the head office, in Alberta; and
- engage primarily in the support of Alberta companies or organizations that produce books, magazines, or sound recordings or film production.

**3. Application Requirements**

For each three-year application cycle, organizations must submit a complete application containing the components identified below:

- 3.1** A completed Statistical Information Form.
- 3.2** A completed Application Form and signed Applicant Agreement.

**3.3** An organizational profile including the company's mandate and record in no more than 1,500 words.

**3.4** A detailed description of the proposed programs and services for which the grant is requested.

**3.5** A completed Statement of Eligible Expenses.

**3.6** A detailed budget indicating all projected revenue and expenditures for the next operating year. (Please note: for submission requirements for **annual reporting**, see Section 6 on reporting).

**3.7** The organization's most recent financial statement, demonstrating fiscal responsibility. The financial statement required varies according to the amount of the grant received from the AMF in the last year:

- a. over \$100,001 requires an audited financial statement provided by an independent, professionally designated accountant;
- b. over \$50,001 requires a Review Engagement statement provided by an independent, professionally designated accountant;
- c. over \$10,001 requires a Notice to Reader financial statement provided by an accountant; or
- d. \$10,000 or less requires a financial statement approved and signed by two board members other than the Treasurer.

**3.8** A current list of the names and addresses of all current principles in the organization and Board officers such as the Chair, Treasurer, and Secretary, including titles, addresses, telephone numbers, and e-mail addresses.

**3.9** A copy of the organization's most recent return to the Alberta Corporate Registry.

**3.10** Copies of all promotional and publicity materials including catalogues, posters, pamphlets and advertisements.

**3.11** The three-year cycle application deadline and the annual reporting deadline is June 1. Faxed, e-mailed, late or incomplete applications will not be accepted.

**3.12** Applications and support materials must be received by 11:59 p.m. on the deadline date. If a deadline falls on a statutory holiday or a weekend, the deadline will be extended until 11:59 p.m. on the next working day.

#### 4. Grant Calculations and Conditions

**4.1** Grant calculations for each organization in this grant stream will consist of two components:

- a. a base amount of \$50,000 for operating expenses.
- b. up to 50 per cent of eligible expenses. An Expert Panel will make funding recommendations over and above the base amount to the department:
  - i. assessment will be based on the organization's governance practices, fiscal responsibility, and cultural mandate as conveyed in reports required in Section 3;
  - ii. panel recommendations are used to determine performance-based funding allocations that encourage a balance between the four keystones of Access, Capacity, Excellence and Cultural Industry from *The Spirit of Alberta*, Alberta's cultural policy, and the three key areas of organizational responsibility in governance practices, fiscal responsibility, and cultural mandate;
  - iii. the panel will be made up of appropriate representatives from the professional cultural industry community; and

- iv. a department consultant will serve as the technical advisor to this panel.

**4.2** The Government of Alberta may require a grant recipient to return funds if reporting requirements are not met.

**4.3** Grants may be used by the organization for all normal operating expenses, including, but not limited to administration, programming, the salaries of permanent employees, fees for artists and persons employed under contract, maintenance of equipment and fixed assets, and renting facilities used in the production and presentation programming. Grant recipients must return unused portions of a grant to the Government of Alberta.

**4.4** The Government of Alberta or its authorized representative may examine a grant recipient's financial and other records to ensure that the grant is being, or was, used for its intended purpose.

**4.5** During the initial three-year transition period (2011-14) to this grant stream, no organization's operating grant will change more than plus or minus 15 per cent annually, assuming adequate funds are available.

**4.6** All three-year funding commitments are contingent on the approval of the annual AMF budget.

#### 5. Assessment and Notification

**5.1** Department staff will evaluate applications according to the grant stream criteria, coordinate the Expert Panel, and prepare recommendations to the Minister.

**5.2** Applicants will be notified **in writing** of the result of their application and/or funding status after all recommendations are approved by the Minister.

**6. Reporting**

**6.1** Grant recipients must submit to the AMF, by June 1 of each intervening year between three-year application cycles, one original copy (stapled or clipped together and not within folders, page covers, or binders) of the following materials to meet **annual reporting** requirements:

- a. a current list of the names and addresses of all current board members, including titles, addresses, telephone numbers and e-mail addresses for Board officers such as the Chair, Treasurer, and Secretary;
- b. a current list of the organization's permanent staff and their positions;
- c. financial documentation as outlined in Section 3; and
- d. copies of all promotional and publicity materials for the previous fiscal year, demonstrating compliance with recognition requirements.

**6.2** All grant recipients must report on or before June 1 annually to maintain their good standing in this grant stream. Failure to report on time will result in a minimum 10 per cent penalty applied to the subsequent grant disbursement.

**6.3** Grant recipients that do not submit an application for the next three-year cycle must submit:

- a. a full report that demonstrates the grant funds were spent on the activities as proposed in the detailed program description required for Section 3.4; and
- b. financial documentation as outlined in Section 3.

**6.4** A situation report must be filed with the department in the event that:

- a. an organization plans any significant deviation from the detailed program description as required in Section 3.4; and
- b. an organization projects or accumulates any deficit or debt during its current fiscal year.

**7. Recognition Requirements**

**7.1** Credit to the Government of Alberta for financial support must be acknowledged in any publicity prepared in relation to the organization's activities, including electronic, print, or visual material.

**7.2** It is the grant recipient's responsibility to provide evidence of compliance with the recognition requirements.

**7.3** The Government of Alberta provides electronic versions of its logo for use in meeting recognition requirements. These will be provided by Department staff upon request.

**7.4** A minimum reduction of not less than 10 per cent will be applied to the subsequent grant of any organization that does not satisfy Government of Alberta recognition requirements.

**8. Application Submissions and Questions**

**8.1** Submit all applications through the online application portal:

<https://gate.alberta.ca/gate/frontOffice.jsf>

**8.2** For assistance with this grant application, call Cultural Industries at 1-888-813-1738.

**8.3** The AMF will retain all materials submitted with grant applications.

**8.4** The application deadline is **June 1**.