



Cultural Industry

Organizations Project Grant Program Guidelines

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Overview

Grant Overview

The Cultural Industry Organizations Project Grant provides support for the creative and financial sustainability of Cultural Industry Organizations by assisting with new projects in books and magazine publishing, film production and sound recording.

Purpose

The grant is intended to support cultural industry producers that focus on finding and developing talent and intellectual property, creating high quality product(s) and ensuring that all Albertans have the opportunity to access the product(s) that public funding helped create.

Grant Deadline

June 1 annually at 11:59 pm MST.

If the grant deadline falls on a weekend, the deadline date will be extended to the next business day.

The grant intake window will open 60 days prior to the grant deadline.

Eligibility

Organization Eligibility

Eligible Organizations must:

- Be registered and in good standing in accordance with the appropriate provincial legislation;
 - Startup companies must, as a minimum, have a registered trade name with Alberta Corporate Registry and do business under that name.
- Be majority owned by Alberta residents with managerial, editorial and financial control by Alberta residents.
- Must be geographically based, including the location of the head office, in Alberta.
- Engage primarily in the production of books, eBooks, magazines, eMagazines, sound recordings or film/video.
- Organizations associated with a post-secondary institution, such as University Presses must be recognized as a separate department or entity within their institution. Post-Secondary institutions are not considered eligible.
- New companies in their first year of operation and established companies and organizations eligible for the Cultural Industry Support Organizations Operating Grant Stream are eligible to apply.

Book Publisher Eligibility

Eligible book publishers must:

- Publish or plan to publish books that are:
 - Permanent-bound (not coil or stapled);
 - At least 48 pages;
 - In editions of at least 500 copies; and
 - With at least 50 per cent of all printed copies eligible for sale.
- And/or publish eBooks that are:
 - Available through major online retailers, such as Amazon, Kobo and the iBookstore;
 - At least 48 pages of print equivalent; and
 - At least 75 per cent of all eBook titles must be eligible for sale.

Magazine Publisher Eligibility

Eligible magazine publishers must:

- Publish or plan to publish magazines of a literary, artistic or children's interest as a primary activity in electronic or print format, with a print format having a run of at least 500 copies;
- Have editorial policies and decisions that are in sole control of an editor or editorial board;
- Have a policy that the copyright for all published material resides with the author; and
- Have a clear distinction between editorial content and advertising. Each issue must consist of at least 50 per cent editorial content.

Sound Recording Organization Eligibility

Eligible sound recording organizations must:

- Develop, produce, license, release, promote, and distribute sound recordings as a primary business function. This includes music publishing copyright; and
- Have, or plan on having, the production copyright of the sound recording(s) owned or licensed by the label for each recording released.

Film Production Organization Eligibility

Eligible film production organizations must:

- Be an incorporated company with the Alberta Corporate Registry;
- Demonstrate that their main activity is the creation of film/video productions available for public viewing; and
- Have, or plan on having, created a film or video production for public viewing that has a running time, or combined running times in the case of multiple productions, of at least 30 minutes.

Project Eligibility

Eligible Projects

Eligible projects must meet the criteria in one or a combination of the following categories:

1. **Art Production**, includes the development, creation, and production of a new book, magazine, sound recording or film/video by Alberta artists and the tools needed to complete these projects, including computer hardware and software.
2. **Training and Career Development**, including a workshop, master class, professional development, or professional course of study in the cultural industries. Recreational training projects are not eligible.
3. **Marketing**, includes projects that promote, market, and/or distribute the work of Alberta creators. Costs may include, but are not limited to attending conferences, festivals, or award presentations by invitation and marketing events where the applicant proposes to pitch eligible projects. Projects may include strategies to access digital marketplaces or create supplemental digital product(s) to complement/enhance physical product(s).
4. **Research**, includes activities that support or result in the development of new cultural work.

Ineligible Projects

Projects considered ineligible in nature include:

- Projects where the applicant organization (including affiliates) have received, or would qualify to receive, funding from other grant programs through the Alberta Media Fund (AMF) or Alberta Foundation for the Arts (AFA);
- Projects that are self-published or where publication of the media is by the author/creator;
- Corporate/agency newsletters; and
- Corporate video productions.

Eligible Costs

Applicants may apply for up to 100 per cent of eligible expenses that are directly related to carrying out the proposed project. These expenses may include, but are not limited to:

- Transportation and accommodation;
- Royalties or licenses;
- Editing fees;
- Administration and contract fees;
- Promotion and publicity;
- Production; and/or
- Other directly related expenses considered by the Government of Alberta to be reasonable and necessary.

Ineligible Costs

Costs considered ineligible in nature include:

- Costs incurred prior to the date of application; and
- Costs where the applicant organization, and its affiliates, has received, or qualifies to receive funding from other grant programs through the Alberta Media Fund or Alberta Foundation for the Arts (AFA) for the same costs included in the application.

How to Apply

Grant Application

New Applicants

New applicants must set up an online profile prior to filling out an application. To set up a profile, organizations must complete a GATE Front Office Registration form [Front Office Registration form](#) and email the form to registrationamf@gov.ab.ca.

Previous Applicants

Login to the Online Grant Application System (GATE) to begin your application.

Application Requirements

All applicants must submit a complete application package, including a signed applicant agreement, through the Online Grant Application System (GATE) prior to the grant deadline date.

Applicants will be required to provide the following information in the application:

- A description of the organization and relevant publishing/production history. For startup companies, evidence of the experience and commitment of the principals must be provided;
- A detailed description of the project, including an outline of the objectives, planned activities, and the expected results and benefits;
- A detailed project budget, indicating all projected expenditures and income for the project, including the grant amount requested; and
- Any support material that may assist in the assessment process.

The following documents will be required as PDF attachments to the application:

- Annual corporate registry documents (annual return) showing the organization's legal name, shareholder/director breakdown and standing;
- The organization's most recent annual financial statements, as determined by the prior years grant amount, if applicable:
 - Grants over \$50,000 require a Review Engagement Report prepared by a designated accountant; licensed to practice in Alberta;
 - Grants over \$25,000 require a Compilation Engagement Report prepared by an accountant; or
 - Grants of \$25,000 or less require a detailed financial statement approved and signed by two board members other than the Treasurer, or if a sole proprietorship a copy of the most recent T2125 tax form.
- Resumes for the organizations principals (no more than four pages each); and
- Any other support material that may be used in the assessment of the application.

Grant Evaluation and Calculation

How Applications are Evaluated

Department staff assess the applications according to the eligibility criteria, and convene an expert panel who will evaluate the applications based on three evenly weighted categories:

1. **Organizational and Fiscal Responsibility**, in where the application demonstrates that the applicant company has a clearly defined mandate, structure, purpose and plan, including a solid detailed marketing and distribution plan highlighting potential markets and modes of distribution. The application also demonstrates that the applicant company maintains accurate and appropriate financial records, is financially healthy and revenue and expense projections are based on realistic and accurate factors.
2. **Organizational Enhancement**, in where the application demonstrates that the applicant company is focused on activities that will enhance the organization and the project will have a direct and positive impact on the company's business strategy.
3. **Cultural Mandate**, in where the application demonstrates that the applicant company produces or plans to produce cultural artifacts of high artistic and production value that correspond to the applicant's stated mandate.

The panel will be made up of appropriate representatives from the professional cultural industry community.

How Grant Amounts are Calculated

The anticipated grant amount is determined by evaluating the projected income sources and the projected expenditures.

The difference between the income sources and expenditures is used as the requested grant amount, to a maximum of \$20,000.

Grant Decisions and Payment

Grant recommendations are made to the Minister by program staff based upon the eligibility review and evaluation scoring by the expert panel, within the program budget.

The expert panel may choose to recommend a project for funding at a lesser amount than requested should the application not support the full request or if the program budget dictates.

Successful, unsuccessful and ineligible applicants will be notified of the status of their application by email. Applicants may contact the Cultural Industries branch via email at culturalindustries@gov.ab.ca to seek clarity on the reasoning and rationale regarding their unsuccessful or ineligible application.

Reporting

Grant recipients must submit a report upon completion of the project that demonstrates that grant funds were spent on activities described in the application. The report is due 60 days following the stated completion date of the project.

The final report will include:

- A breakdown of total expenses, as they relate to the project and use of the grant funds;
- A description of the results of the project, evaluating the success in relation to the original application and the challenges;
- Support material such as a travel itinerary, confirmation of attendance at an event or a copy of the work produced; and
- Copies of promotional materials for in which the Government of Alberta is referenced.

Recognition Requirements

If you receive funding, you must publicly acknowledge the financial support received with use of the Government of Alberta logo, in all public communications materials and promotional activities related to your business activities.

Additional Information

Minister Rights

Pursuant to the Ministerial Grants Regulation, the Minister is empowered to make grants to a person or organization for purposes related to any program, service or other matter under the administration of the Minister.

The Minister reserves the right to require an audit of the books and records of any applicant company that receives funding through the Cultural Industry Organizations Project Grant. These records may include, but are not limited to: invoices; payroll records; bank statements; cancelled cheques; audited financials; agreements; contracts with individuals and companies.

The Minister has full discretion in the administration of programs supported through the Alberta Media Fund (AMF) and in the application and interpretation of these guidelines to ensure funding is provided to those projects that contribute to the fulfillment of program objectives. In all questions of interpretation of these guidelines, the interpretation of the Minister will prevail.

The Minister may decline to accept applications or delay/refuse funding to those applicants undergoing an audit, compliance review or investigation.

The Minister may also vary the eligibility requirements for a grant, the purpose of a grant or a condition on which a grant is made.

The Minister reserves the right to make funding decisions regardless of scoring to ensure support to a diverse portfolio of organizations.

Funding Conditions

Any funds that are unused or used for a purpose other than approved must be returned to the Government of Alberta.

If a final report is not received through the Online Grant Application System, funds awarded must be returned to the Government of Alberta.

Retention of Records

Retention of records is required for a period of seven years from the date of final payment.

Freedom of Information and Protection of Privacy

The personal information that is provided on the grant application form will be used for the purpose of administering the Cultural Industry Organizations Project Grant 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.

The FOIP Act applies to any information that is provided to Alberta Arts, Culture and Status of Women. 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.

Please note, once an application has been approved and funding issued to an organization, the grant recipient, approved expenses, 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.

Occasionally, the Ministry may contact applicant organizations to provide information about initiatives or announcements related to the following topics:

- Grant program changes, funding announcements and opportunities to provide input/opinion on programs.
- Awareness of Ministry resources available to the non-profit/voluntary sector including Ministry sector events.

Only authorized contact representatives noted in the grant application may request specific information about grant applicants from the AMF office. For questions about the collection and use of this information, please email cultural.industries@gov.ab.ca.

Contact Information

Questions and program enquiries can be sent by email to culturalindustries@gov.ab.ca or by phone at 780-422-8584 (toll free 310-0000).

Supporting material may be submitted by email to: culturalindustries@gov.ab.ca, or by mail to:

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