

Stabilize Program

Alberta's Performing Arts, Sports and Rodeo
Sectors

Guidelines

Please read the guidelines carefully before beginning the application.

Contact Information:

For questions about the program, eligibility or application process:

- **Toll-Free:** 1-800-642-3855
- **Email Inquiries:** Communitygrants@gov.ab.ca

Alberta

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1. Purpose and Objectives

The Government of Alberta recognizes the significant impact that Alberta's live experience sector has on economic recovery and the quality of life of Albertans, their physical and mental health, and their engagement with their communities. To help recover from the impacts of the pandemic, the Government of Alberta is providing one-time funding to support signature live experience organizations so that they may open this season or next as strong as ever.

Administered through the Ministry of Culture, Multiculturalism and Status of Women (CMSW), the Stabilize Program provides one-time funding to support and empower Alberta's live experience sport, arts, and culture organizations to again provide live events.

The outcomes of the Stabilize Program are to:

- Ensure Alberta's long-standing professional and elite amateur sport teams, as well as our nonprofit arts and cultural organizations, are sustainable and able to reopen;
- Enable nonprofit organizations to maintain public-use, live experience venues that will provide Albertans with art and cultural experiences now and in the future;
- Protect Alberta's sport and cultural identity, including our advantage in attracting businesses, skilled workers, and their families; and
- Foster tourism, restore community vibrancy, and protect Albertan's mental health by reigniting dynamic live experiences.

The Stabilize Program two funding possibilities:

- **Stabilize Program** – Support and stabilize Alberta-based professional sport teams, nonprofit elite amateur sport leagues and teams, rodeos, and organizations that own and/or operate dedicated presenting and performance arts venues.

8.4 **Stabilize Donation Matching Stream** – support and leverage Albertans' investment to support Alberta-based nonprofit organizations that are professional sport teams, elite amateur sport leagues and teams, organizations that host rodeos, owners and/or operators of live experience venues, by matching private donations dollar-for-dollar.

***Please refer to [the Donation Matching Fact Sheet](#).*

The Stabilize Program is guided by a set of principles that help inform decision-making and administration of the grant program. These principles are:

- Efficiency
- Simplicity
- Adaptability
- Transparency
- Accountability
- Demonstrated Financial Need

The Stabilize Program is governed by the terms outlined in the [Community Development Grants Regulation](#).

2. Stabilize Program Overview

Category	Overview
Eligible Organizations	<ul style="list-style-type: none"> • An established Alberta-based professional sport team or elite amateur sport team or league with an Alberta-based majority ownership (51 per cent or more). • Nonprofit organizations that are the primary organizers of an annual Alberta-based rodeo. • Nonprofit organizations that own and/or operate performing and presenting arts venues.
Eligible Expenses	<p>Professional and elite amateur sports teams and leagues may use funds for costs associated with delivering in-person sports events.</p> <p>Primary organizers of rodeos may use funds for costs associated with delivering in-person rodeo events.</p> <p>Nonprofit organizations that own and/or operate presenting and performing arts venues may use funds for ongoing operational costs such as rent, utilities, insurance, equipment leases, salaries (excluding player salaries), administration, etc.</p>
Funding Type	<ul style="list-style-type: none"> • One time operational funding based on demonstrated financial need. • Donation Matching Stream (Please refer to the Fact Sheet). • Stabilize funding does not impact the organization's ability to apply to other Ministry Grants.
Funding Term	Based on grant agreement.
Funding Range	Funding is up to 25 per cent of eligible expenses based on their two most recent board-approved/audited financial statements up to and including March 31, 2020.
Application Deadline	February 18, 2021
Application Package	<ul style="list-style-type: none"> • Business Case Form • Financial Worksheet • Mandatory supporting documentation
Grant Agreement	Formal grant agreement upon approval of the application.
Reporting Requirements	<ul style="list-style-type: none"> • Reporting as specified in the grant agreement • Final Written Report • Financial statements as per grant agreement (Review Engagement or Audited financials) • Outcome Survey

3. Eligibility Requirements

3.1 Eligible Organizations

To be eligible for the Stabilize Program, organizations must:

- have a principle mandate, as stated in its incorporation documents, in one or more of the following domains:
 - Sport, Alberta based elite amateur and professional sports teams or leagues.
 - Rodeo, competitive equestrian sport generally comprised of hosting the following Alberta based events: tie-down roping, team roping, steer wrestling, saddle bronc riding, bareback bronc riding, bull riding and barrel racing.
 - Own and/or operate facilities dedicated to presenting and performing arts, including theatre, musical theatre, opera, dance, music, and other performing arts.
- be located in Alberta, with at least 50 per cent of the organization's board members living in Alberta
- be registered for a minimum of three years under one of these Acts (with the exception of Alberta-based Professional or Elite Amateur Sports Teams and leagues*):
 - Provincial Legislation:
 - Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations
 - *Companies Act*, Part 9 (Nonprofit Companies)
 - *Societies Act of Alberta*
 - *Agriculture Societies Act*
 - 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))
 - eligible Alberta-based Professional or Elite Amateur Sports Teams or leagues are defined as:
 - Professional and elite amateur teams located in Alberta
- For-profit organizations must be 51 per cent owned by Alberta resident(s)
- Elite Amateur leagues must be provincial in scope
 - Leagues that cross provincial or national boundaries are not eligible
- be in good standing with their incorporation
- demonstrate:
 - financial need; demonstrating that other funding avenues have been exhausted and steps have been taken to reduce expenditures; and
 - the financial pressures of the venue (if applicable) was due to the COVID-19 pandemic, based on a business case demonstrating economic recovery planning, future growth, and contribution to Albertan communities.

3.2 Ineligible Organizations

The following groups and organizations are not eligible for the Stabilize Program:

- Applied and visual arts organizations (e.g. visual art, graphic art, photography, crafts, interior design, fashion design, architecture);
- Audio-visual and interactive media organizations (e.g. film, video, broadcasting, digital media, sound recording, music publishing);
- Venues, including cultural, that do not have a primary mandate of presenting and performing arts;

- Non-professional sports and recreational organizations, teams and leagues;
- Organizations primarily engaged in commercial variety acts such as face painting, balloon entertainers, fireworks/pyrotechnics, hypnotism;
- Social services organizations;
- Municipalities;
- Commercial and for-profit organizations, with exception of Alberta-based elite amateur and professional sports teams and leagues;
- Schools/school boards;
- Post-secondary institutions;
- Organizations receiving significant annual operational funding, more than 50 per cent of their total annual expenditures from the Government of Alberta are not eligible for funding;
- Any other organizations not registered under one of the above mentioned Acts, with the exception of Alberta-based elite amateur and professional sports teams and leagues;
- Organizations that have overdue or incomplete accounting or reporting relating to any grant previously awarded by Alberta Culture, Multiculturalism and Status of Women
- Organizations that are not legally registered and operating in Alberta for a minimum of 3 years;
- Organizations that are not in good standing; and
- Individuals.

3.3 Eligible Expenses

- Professional and elite amateur sport teams and leagues may use funds for costs associated with delivering in-person sports events, such as:
 - programming;
 - salaries, excluding professional player salaries;
 - advertising, marketing, and communication expenses; and
 - other pressures impacting their ability to deliver in-person events, as identified by the applicant and approved by the Ministry.
- Primary organizers of rodeos may use funds for costs associated with delivering in-person rodeo events, such as:
 - operational costs associated with the rodeo event (e.g. rent, insurance, utilities, administration, equipment leases);
 - rodeo event programming;
 - salaries;
 - advertising, marketing, and communication expenses; and
 - other pressures impacting their ability to deliver in-person events, as identified by the applicant and approved by the Ministry
- Nonprofit organizations that own and/or operate presenting and performing arts venues may use funds for ongoing operational costs such as:
 - utilities including: electricity, gas, water, wastewater, internet or phone landlines;
 - necessary regular and ongoing repairs and maintenance;
 - rent;
 - current equipment leases including office photocopiers, vehicle leases, etc.;
 - insurance related to the facility;
 - administration;
 - programming;
 - advertising, marketing, and communication expenses;
 - salaries, and

- other ongoing operating pressures as identified by the applicant and approved by the department.

Organizations may receive up to 25 per cent of eligible expenses based on their based on their two most recent board-approved/audited financial statements up to and including March 31, 2020. The scope will be determined in accordance with the organization's business case.

3.4 Ineligible Expenses

Organizations may not use funds for:

- mortgage payments;
- loan payments;
- amortization;
- alcohol;
- GST expenses;
- conventions and trade fairs;
- fundraising and social event expenses;
- bad debt and other paper losses or debt reduction;
- capital upgrades such as infrastructure, retrofitting, furnishings, major equipment purchases; etc.;
- scholarships, bursaries, prizes, gratuities, gifts, individual awards and payments for individual benefit;
- costs and activities that occurred prior to April 1, 2020;
- discretionary severance packages;
- staff bonuses or other discretionary income paid to staff;
- flow-through funds to another organization;
- players' salaries (sport teams); and,
- postponed activities that have been or will be rescheduled, and where income, fees or other costs have not been forfeited.

4. Evaluation Criteria

The considerations below will be used to evaluate applications to the Stabilize Program.

4.1 Principle Mandate

- Organizations applying for funding within the Stabilize Program must demonstrate that their organization's principle mandate, outcomes, and activities align with one of the following priority areas:
 - Sport, Alberta based elite amateur and professional sports teams or leagues.
 - Rodeo, competitive equestrian sport generally comprised of hosting the following Alberta based events: tie-down roping, team roping, steer wrestling, saddle bronc riding, bareback bronc riding, bull riding and barrel racing.
 - Own and/or operate dedicated presenting and performing arts facilities, including theatre, musical theatre and opera, dance, music, and other performing arts.
- Organizations who own or operate facilities that may occasionally host presenting or performing arts (e.g. community halls), but not as the organization's primary mandate, are not eligible for this program.

4.2 Alignment with Ministry Mandate

- Organizations are prioritized based on their principle mandate's alignment with the mandate of Culture, Multiculturalism, and Status of Women.

4.3 Financial Need

- The Stabilize Program provides one time funding to organizations who demonstrate financial need and exhaustion of other financial supports and resources. To demonstrate financial need, organizations must:
 - submit monthly cash-flow statements for their current and next fiscal years;
 - explain and provide supporting data demonstrating how the organization has been impacted by the COVID-19 pandemic;
 - demonstrate they have exhausted other financial resources, including reserves (if applicable) and applied for all applicable funding; and
 - clearly explanation what the requested funds will cover.

4.4 Viability

- Organizations must demonstrate they have minimized operational costs by reducing expenditures (e.g., staffing, insurance costs, marketing costs, etc.).
- Organizations must have a plan in place to ensure recovery and long-term sustainability.

4.5 Readiness to Resume Operations

- Organizations that own live experience facilities must demonstrate that the facilities are able to reopen in 2021 in accordance with public health guidelines.
- Professional and Elite Amateur Sports teams must demonstrate plans to resume games in 2021 in accordance with public health guidelines.

4.6 Long-term Growth and Adaptability

- Organizations must explain how they are examining and changing their business model, including revenue streams, to adapt to the long-term opportunities and challenges of the pandemic and economic downturn.
- Organizations must explain how they plan to stabilize and grow their organization over the next three years.

4.7 Community Support

- Organizations must clearly explain how they are a part of their community identity (e.g. a signature event or venue for their community, region, etc.).
- Organizations must demonstrate how they are continuing to be relevant and present in community.
- Organizations must provide information about the partnerships or collaborations they have been involved in to stabilize and resume operations of the live experience sector.
- Organizations may provide letters of support from community.

4.8 Application Process

The following specifies procedures for submitting an application to the Stabilize Program:

- Applicants can only receive funding from the Stabilize Program or the Donation Matching Stream, not both.
- Applicants are encouraged to contact the program office to confirm eligibility or to ask for assistance if they are having difficulty with completing the application.
- The application deadline is February 18, 2021.
- 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 within the Business Case Form to support a complete application package. This checklist will help identify what supporting documentation and mandatory attachments are required and need to be included when applying.

- NOTE: Applicants need to include all required and supporting documents when submitting the application package. Incomplete applications will not be accepted.
- Incomplete applications will be cancelled by program staff.
- It is important that applicants keep a complete copy of their application and supporting documentation. Applicants may need to refer to this copy if program staff have questions. This documentation forms part of the grant agreement if approved for funding.
- Applications are fully reviewed against the program criteria, project priorities and supporting documentation provided. Organizations may be contacted if further information or clarification is required, however incomplete applications will not be accepted.
- 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 complete the Direct Deposit Form, and additional information may be required to verify their account information.
- Applicants that have overdue or incomplete accounting/reporting related to previously approved Alberta Culture, Multiculturalism and Status of Women funding contact program staff before applying.
- The Minister of Culture, Multiculturalism and Status of Women may exercise discretion in approving applications that fall outside the general intent of the program.

5. Notification

Applicants will receive written notification of the decision regarding their application April 2021. All decisions on grant applications are final, and no appeals will be considered.

6. Reporting Requirements

- Reporting requirements for successful applicants will be outlined in their formal grant agreement.
- Reporting requirements will include (as per the formal agreement):
 - financial reports (Review Engagement or Audited Financials)
 - final summary report
 - grant recipients will be asked to complete an outcome survey
- 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 organization for which the grant funding was used as set out in the agreement.
- Records should be kept for seven years from the date of the notification of file closure from program staff.
- Any recipient that does not comply with the reporting requirements may be ineligible to receive additional funding from any Government of Alberta grant program until acceptable reporting is provided. A breach of any requirement in the grant agreement may result in the Government of Alberta pursuing legal action.

7. Funding Conditions

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

- After the review and approval of an application:

- the grant recipient must sign a formal grant agreement with the Ministry of Culture, Multiculturalism, and Status of Women, outlining the terms and conditions of the grant funding prior to funding being released; and
- Program staff will provide notification of reporting requirements to the grant recipient 30 days before the due date.
- Grant funds must be deposited into an account in accordance with the terms of the grant agreement.
- The grant funds must be spent according to approved eligible costs as determined by program staff.
- Grant funding not used or accounted for in accordance with the approved eligible costs shall be repayable by the grant recipient to the Government of Alberta. Program staff should be contacted for instructions, if repayment is required.
- Final outcomes and financial reports must be completed and submitted to CMSW as per the formal funding agreement.
- Approval of Stabilize Program funding in no way constitutes commitment, implicit or otherwise, of longer-term funding by the Government of Alberta to the organization. Should the organization require additional grant funding in the future, then a new funding application would need to be submitted for consideration to a respective grant program that the organization is eligible for.

7.1 Funding Extensions

If the grant recipient anticipates that funding will not be expended within the allotted timeframe and wishes to request an extension, a request must be submitted to program staff in writing. Extension requests for grants must be made at least 30 days in advance of the agreement end date.

The extension request should include:

- the reasons why the funding could not be spent within the timeframe.
- a description of what has been completed and proof of expenses incurred to date (in order to demonstrate the amount of progress that has been made).
- a description of what remains to be done and a reasonable timeline for completion (including a proposed new completion date – year/month/day).
- a copy of an updated bank statement and/or trial cash balance showing the balance of the grant funding.

The decision on extension requests will be communicated in writing to the grant recipient by program staff.

7.2 Change of Funding Scope

The grant recipient must notify program staff of any anticipated vital change of scope in expenditures for which the recipient wants to use the grant funds - or a proposed reallocation of funding or shortfall of expenses for the grant - prior to spending any grant funds on a new or revised expenditures (purpose). As a result, the grant recipient may be requested to:

- submit a written request to use the remaining funds for the proposed change/new expenditures (purpose), and only if approved, apply the unexpended funds to this purpose.

- if the change of scope is not acceptable, submit a cheque made payable to the Government of Alberta for the remaining unexpended funds once this amount has been confirmed by program staff. Repayment must be submitted to program staff for processing and file closure.

The decision on change of scope requests will be communicated in writing to the grant recipient by program staff.

8. Acknowledgment of Standards and Requirements

- 8.1 Recipients of Program are encouraged to acknowledge the Government of Alberta wherever possible and appropriate.
- 8.2 The Government of Alberta logo is available upon request and 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 and blog postings, etc.
 - Organization's website or newsletter
 - Signage, either temporary or permanent

9. Conflict of Interest

- 9.1 In addition to complying with the Stabilize Program guidelines and the Community Development Grants Regulation, an individual affiliated with a grant recipient should not place themselves in an apparent or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.
- 9.2 A conflict of interest may be actual or perceived.
- Actual conflict exists where an individual's personal interests could improperly influence the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent space from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.
 - Perceived conflict of interest exists when there is the appearance that an individual has a private interest that could improperly influence the individual's duty to act in the best interests of the grant recipient.
- 9.3 Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses they have an interest in no way personally benefits from the Government of Alberta funding that was provided.
- 9.4 As soon as reasonably possible after becoming aware of a personal interest that causes or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipient must give notice of

the conflict to the Minister. After giving notice of a conflict, the grant recipient may not commence nor continue the project until instructed to do so by program staff. If, in the opinion of the Minister, a conflict of interest warrants such action, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

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 Stabilize 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, Multiculturalism 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.
- 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:
<https://extranet.gov.ab.ca/env/previous-grant-recipients-database>.
- 10.4 Occasionally, Alberta Culture, Multiculturalism and Status of Women may contact applicant organizations to provide information about Ministry initiatives or announcements related to the following topics:
- 10.5 Grant program changes, funding announcements and opportunities to provide input/opinion on programs.
- 10.6 Awareness of Ministry resources available to the non-profit sector including Ministry sector events.
- 10.7 You may opt out of this option on the application.
- 10.8 Only authorized contact representatives noted in the grant application may request specific information about grant applicants/applications from the Ministry as per FOIP.
- 10.9 For questions about the collection and use of this information, please contact program staff.

11. Contact Information

Submit application by email to: LFP.application@gov.ab.ca

For program inquiries:

Email Inquiries: communitygrants@gov.ab.ca

P: 780-422-9598 **Toll-free:** 1-800-642-3855