

Alberta Culture Days^{BC}

Discover • Experience • Celebrate

ALBERTA CULTURE DAYS 2018 CELEBRATION SITE GRANT GUIDELINES

Alberta Culture and Tourism is inviting community organizations to apply for funding for Alberta Culture Days 2018

Archived

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For questions, please contact:

AlbertaCultureDays@gov.ab.ca

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ALBERTA CULTURE DAYS GRANT 2018 GUIDELINES

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I. INTRODUCTION

Alberta Culture Days is an annual three-day celebration that takes place the last weekend of September. Culture Days provides opportunities for communities and community organizations across Alberta to discover, experience, and celebrate the cultural life of their communities. Alberta Culture Days celebrates our diverse culture, showcases local artists, and provides access to Albertans. Culture Days, a nationwide celebration, takes place September 28-30, 2018.

The purpose of Alberta Culture Days is to:

- ensure Alberta's artists and community groups have the opportunity to connect with 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.

Alberta Culture Days funding assistance is designed to support Alberta Culture Days activities, events, and promotions that engage public participation and inspire future involvement. Applicants are to submit proposals according to the specifications and conditions set out in this document.

II. GRANT APPLICATION PROCESS

Terminology

Terminology used throughout this grant application process is as follows:

- **Alberta Culture and Tourism** means Her Majesty the Queen in right of Alberta, as represented by the Minister of Culture and Tourism.
- **Alberta Culture Days 2018 Feature Celebration Site** - a designated site supported by the Government of Alberta to a maximum amount of \$10,000, whereby family friendly programming will occur throughout the three days of Alberta Culture Days 2018.
- **Alberta Culture Days 2018 Host Celebration Site** - a designated site supported by the Government of Alberta to a maximum amount of \$5,000 for two days of programming, whereby family friendly programming will occur during Alberta Culture Days 2018.
- **Alberta Culture Days 2018 Pop Up Celebration Site** - a designated site supported by the Government of Alberta to a maximum amount of \$1,000 for one day of programming, whereby family friendly programming will occur during Alberta Culture Days 2018.

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 - (**up to 20 per cent** of the grant may be used for food and beverage if these costs can be directly attributed to the cultural activity {note: alcoholic beverages and bar services are **NOT** eligible});

- honorariums, wages, and contract agreements with cultural workers and artists - (e.g., ushers, stage managers, technicians etc.);
- venue rental - (e.g. any identified programming space); and
- equipment rental - (e.g., lighting, sound, etc.).

Process Schedule

Grant Opens:	April 20, 2018
Grant Closes:	June 1, 2018 at 4:30 p.m.
Grant Notification:	July 2018
Term:	April to November, 2018

The above dates are subject to change at the sole discretion of the Minister of Alberta Culture and Tourism.

Preparation of Grant Application

When applying, please indicate in your proposal letter your intentions to become either a:

- Feature Celebration Site (three-day event); Host Celebration Site (two-day event); or Pop Up Celebration Site (one-day event).

All applications must include the following components:

- Completed application form.
- Proposal letter:
 - Feature Celebration Site applicants must indicate if they would like to be considered as Host Celebration Site if **not chosen** as a Feature Celebration Site.
- Programming of events during the one-day period (Pop Up), two-day period (Host) or three-day period (Feature).
- Letters of support from community partners and potential partnership opportunities being considered.
- Budget outlining revenues and expenses:
 - Please indicate whether you are receiving additional funding support.
 - Feature Celebration Site applicants wanting to be considered for Host Site funding **must include** a second budget that reflects up to \$5,000 in funding.

Review and Selection of Grant Recipients

Specific criteria that applications will be evaluated by include, but are not limited to, the following:

- a realistic budget which includes quotes/statements supporting expenses;
- a budget which shows all in-kind and/or leveraged funds;
- a proposal which demonstrates diverse partnerships and community support;
- a program which includes Albertan artists/performers, interactive and family friendly components, and has an element of multicultural, Francophone, or Indigenous programming;
- a proposal which explains how you are marketing your event;
- a program which showcases an array of cultural and artistic disciplines; and
- a proposal showcasing events/activities which help to strengthen public appreciation for the cultural sector.

III. ELIGIBILITY CRITERIA FOR DESIGNATED CELEBRATION SITES

Eligibility

Alberta Culture Days 2018 Celebration Sites must:

- provide cultural-related programming during **all three days** (Feature Sites), **all two days** (Host Sites), or **one-day** (Pop Up) during Alberta Culture Days 2018 (September 28 to 30);
- **PLEASE NOTE:** funding for a successful Feature Celebration Site will only be granted once every two years.
- ensure that all events/activities funded through the Celebration Site grant are free; and
- provide a budget outlining estimated revenues (including in-kind and/or leveraged funds) and expenses.

In addition, organizations must be a nonprofit and registered (and in good standing) under one of the following Acts:

Provincial Legislation

- *Agriculture Societies Act*
- Part 21 of the *Business Corporations Act* - Extra-Provincial Corporations
- *Cemeteries Act or Cemetery Companies Act*
- *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))
- First Nations and Métis Settlements
- Foundations established and regulated under the province's Regional Health Authorities Act
- Universities, colleges, and institutes as defined under *Alberta's Post-secondary Learning Act*

Organizations must have an Alberta-based address which must be regularly monitored by an active member of the organization.

***Please Note** - Municipalities **are not eligible** for funding but are encouraged to partner with an organization which meets the above criteria. The organization who meets the criteria will then act as the fiscal agent for the grant.

IV. PROJECT REQUIREMENTS

Additional Responsibilities of Successful Applicants

- promote Alberta Culture Days 2018 as free, public events that are family friendly;
- provide information on Alberta Culture Days 2018 to local, regional, and national media;

- A requirement of your funding is that you **submit all events and activities** to the Culture Days Calendar <http://culturedays.ca/en/my-culture-days/activities>;
- include Alberta Culture Days 2018 visual identity on all promotional materials produced; customizable promotional resources and the Alberta Culture Days wordmark are available at <http://culturetourism.alberta.ca/culturedays/tools.aspx>;
- provide updates to Alberta Culture and Tourism staff that affect your Grant Eligibility;
- post on Twitter and Facebook about Alberta Culture Days activities being held; and
- **submit a completed Final Report by November 15, 2018.**

Final Reporting

The following are due no later than **November 15, 2018**:

- Final Report document (to be provided by Culture and Tourism);
- proof that the Alberta Culture Days visual identity was used on promotional materials;
- daily attendance numbers for events held; and
- financial reporting (receipts and/or cheque numbers) on related event costs.

Refusal to Provide Grant

The Minister 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 or who furnishes or has furnished the Minister or the Government of Alberta or the Government of Canada with any false or misleading information that, in the opinion of the Minister, materially affects the applicant's eligibility to receive a grant. The Minister of Culture and Tourism has full discretion regarding the approval of applications.

V. APPENDIX A

ALBERTA CULTURE DAYS 2018 - CHECKLIST FOR APPLICANTS

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 the 'Get Involved' section of AlbertaCultureDays.ca.
- PROPOSAL LETTER** - Introduce your organization and any other groups/organizations involved in your proposed event.
- 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** - Please fill in the Direct Deposit Form.
- REQUIRED COPIES** - Please provide one original and four copies of the completed grant application package.

Your application package must be received or postmarked by:

June 1, 2018 at 4:30 p.m.

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

Please send your completed application to:

Arts Branch
Culture and Tourism
Alberta Culture Days 2018
10708 - 105 Avenue
Edmonton, AB T5H 0A1