



Camrose Arts Council

Arts and Culture Grant Funding Eligibility and Application Policy

Approved By: Motion 26/23 & 27/23

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Effective Date: June 23, 2023

1. Eligibility

1.1 Applicants for grants under this policy must satisfy the following criteria;

1.1.1 The Applicant must be a registered not-for-profit organization in existence for more than one (1) year as of the deadline date for filing the grant application. Consideration will be given to groups that do not have not-for-profit status who can provide evidence of their affiliation with a respective society or association and their ability to meet all other criteria outlined in this policy.

If the Applicant is an individual the Applicant must meet the eligibility requirement outlined in this policy.

1.1.2 The beneficiaries of the project must predominantly be residents of the City of Camrose.

1.1.3 The beneficiaries of the project must be directed to the improvement of the quality of life of residents of the City of Camrose.

1.1.4 The grant applied for shall not be intended or used for capital purposes, including but not restricted to, the purchase of land, equipment, fixtures or physical facilities.

1.1.5 The grant applied for shall not be intended or used for a purpose beyond objectives of the Applicant as outlined in its founding documents. The grant applied for shall not be used for a project that occurs within one month of the applicable Application Deadline Date.

1.1.6 The grant applied for shall be intended and used to further the Applicant's not-for-profit activities, and must not either directly or indirectly be intended or used for profit or gain. Fundraisers are not eligible for grant monies.

- 1.1.7 Within the deadlines, the Applicant must file and provide all documents and information outlined in the grant application. Successful Applicants must return an executed grant agreement within thirty (30) days of receiving written notification or will risk funding be revoked.
- 1.1.8 The activities of the Applicant shall be of a quality to merit public funding support.
- 1.1.9 The Applicant demonstrates fiscal responsibility and is managed in a responsible manner.
- 1.1.10 The Applicant shall demonstrate initiative and success in generating diverse sources of revenue.
- 1.1.11 The Applicant must be open for membership to the public at large under the rules and guidelines established by the Applicant which may include a membership fee.
- 1.1.12 The Applicant must submit a Final Account Report to the Camrose Arts Council Board within sixty (60) days of the completion of the project. Applications for funding on a new project or event will be denied if accounting is outstanding.
- 1.1.13 Such other criteria and guidelines as may be established by the Camrose Arts Council Board.
- 1.1.14 The grant applied for shall not exceed eighty percent (80%) of the total expenses, to a maximum of five thousand (\$5,000) dollars.
- 1.1.15 The grant applied for shall encourage or enhance the development of arts or culture to residents of the City of Camrose. Additional weight may be given to new innovative projects.
- 1.1.16 Events requesting a No-Fee Event at the Jeanne & Peter Lougheed Performing Arts Centre must be both admission free to the community at large and reflect the overall vision of the Jeanne & Peter Lougheed Performing Arts Centre.
- 1.1.17 Applicants interested in No-Fee Event at the Jeanne & Peter Lougheed Performing Arts Centre must first ensure that the date they are requesting is available for rent by contacting the Jeanne & Peter Lougheed Performing Arts Centre.

1.1.18 No-Fee Event at the Jeanne & Peter Lougheed Performing Arts Centre is defined as free from space rental fees and technical support costs. No-Fee Event is defined as a maximum of twelve (12) hours. As per the Booking Allocation Policy, additional charges such as any food and beverage services, third-party rentals, artist fees, and any special technical requirements would be the responsibility of the organization to arrange payment with the Jeanne & Peter Lougheed Performing Arts Centre (the Jeanne & Peter Lougheed Performing Arts Centre will be able to provide details at time of inquiry). Silver collection and/or donations at the door shall not be permitted for a No-Fee Event.

1.1.19 There are five (5) No-Fee Events in the Cargill Theatre and five (5) No-Fee Events in the Mayer Hall or Christenson Nelson Gallery at the Jeanne & Peter Lougheed Performing Arts Centre. Availability to organizations will be determined by the City of Camrose Arts Council Board on a year-by-year basis. No-fee events not assigned during the grant application process can be decided by the Camrose Arts Council Board on a discretionary basis.

2. Application Documents

2.1 Applicants for all grants must provide the following:

2.1.1 Copies of the founding documents; if applying for a grant for the first time;

2.1.2 Copies of all amendments to the founding documents;

2.1.3 Copies of all leases/licenses and rental agreements with the City of Camrose if applicable, when applying for a grant for the first time;

2.1.4 Copies of all amendments to leases/licence and rental agreements with the City of Camrose when those amendments are made;

2.1.5 Proof of their not-for-profit status, except for individuals; and

2.1.6 The completed grant application(s) form.

3. Application Delivery

3.1 The complete Application Package including the applicable grant application(s) and the required documents as outlined above are to be submitted by the Application Deadline Date to the Camrose Arts Council Board.

4. Related Documents:

4.1 Arts Council Grant Funding Bylaw;

4.2 Camrose Arts Council Arts and Culture Grant / Jeanne & Peter Lougheed Performing Arts Centre No-Fee Event Application(s) Form;

- 4.3 Camrose Arts Council Arts and Culture Grant Agreement; and
- 4.4 Camrose Arts Council Final Account Report.