

## Arts and Culture Grant Funding Eligibility and Application Policy

**Date of Approval:** August 29, 2018  
**Motion:** #14/18  
**Revised:** January 12, 2021  
**Motion:** #4/21

### 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 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 its programs and services must predominantly be residents of the City of Camrose.

1.1.3 The beneficiaries of its programs and services 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.

1.1.6 The grant applied for shall be intended and used to further the Applicants 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 complete the Camrose Arts Council Grant Agreement within 30 days of 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 and financials to the Arts Council Board within 60 days of the completion of the project or program. 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 Arts Council Board.
- 1.1.14 The grant applied for shall encourage or enhance the development of arts or culture to residents of the City of Camrose. This may include an innovative project, outreach and building an audience for the arts, and/or projects that ignite a passion for the arts.
- 1.1.15 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 (*“the enhancement and development of the arts, culture, and education for the benefit of the community served by each of the City and the University of Alberta and those additional communities served by the Jeanne & Peter Lougheed Performing Arts Centre”*).
- 1.1.16 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 at the Jeanne & Peter Lougheed Performing Arts Centre by contacting rental@camroselive.ca.
- 1.1.17 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 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.

1.1.18 There are 5 No-Fee Events in the Cargill Theatre and 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 on a year-by-year basis. No-fee events not assigned during the grant application process can be decided by the Camrose Arts Council 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; and

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

2.1.6 The completed grant application form as provided.

## **3. Application Delivery**

3.1 The complete Application Package and the required documents outlined above are to be submitted by the deadline to the Camrose Arts Council.

## **4. Appendices**

4.1 Appendix A - City of Camrose Arts Council - Grant Application Form

4.2 Appendix B - City of Camrose Arts Council - Jeanne & Peter Lougheed Performing Arts Centre No-Fee Event Application Form

## APPENDIX A

### CITY OF CAMROSE ARTS COUNCIL – GRANT APPLICATION FORM

Application Deadline Dates: March 30 and September 30

E-mail completed application forms to [camroseartscouncil@camrose.ca](mailto:camroseartscouncil@camrose.ca) or drop off at City Hall to the Attention of the Camrose Arts Council.

#### Check All That Apply:

- FUNDING APPLICATION** (Complete Appendix A)
- NO-FEE EVENT** Jeanne & Peter Lougheed Performing Arts Centre (Complete Appendix A & B)

---

#### **INFORMATION ABOUT THE APPLICANT**

---

Date of Application: \_\_\_\_\_

Legal Name of Organization or Individual: \_\_\_\_\_

Year Founded: \_\_\_\_\_ Current Annual Operating Budget: \_\_\_\_\_

Executive Director/Society Chair: \_\_\_\_\_

Contact Person/Title (if different from above) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_

---

#### **REQUIRED ATTACHMENTS**

---

\*If you are unable to provide any of the following documents, please include a brief explanation why and alternate documents as per the Eligibility and Application Policy.

- Indicate additional City of Camrose support, such as copies of all leases/license and rental agreements with the City of Camrose, if applicable.
- Proof of not-for-profit status, and organizational mandate, except for individual applicants.
- Resume, including 2 letters of reference, for applications submitted by individuals.
- Completed application form.
- Project budget.
- Written confirmation of available dates at Jeanne & Peter Lougheed Performing Arts Centre  
(If applying for Jeanne & Peter Lougheed Centre No-Fee Event)

---

---

**INFORMATION ABOUT THE PROJECT**

---

---

**Project Name:** \_\_\_\_\_

**Funding Amount Requested\*:** \_\_\_\_\_

\*This amount cannot be greater than 80% of the total project cost, to a maximum of \$5,000.

**Total Project Cost:** \_\_\_\_\_

**Please Indicate the Category of the Project:**

\_\_\_\_\_ Event    \_\_\_\_\_ Programming    \_\_\_\_\_ Exhibition    \_\_\_\_\_ Special Initiative

**Please attach your answers to the following questions on a separate sheet(s) of paper:**

- 1) **Brief Description of the Project** (The description should be no longer than 600 words, excluding attachments.)
- 2) **What are the project goals?** (Maximum 400 words)
- 3) **These grant funds are intended to strengthen the community of Camrose. How does your project fit this criteria?** (Maximum 400 words)
- 4) **What part of your project will the Arts and Culture Grant Funding be used for?** (Note: Grant monies must be used for eligible project expenses, as described in 1.1.4, 1.1.5, 1.1.6, and 1.1.14 of the Arts and Culture Grant Funding Eligibility Policy.)

**Anticipated Start Date\*:** \_\_\_\_\_

**Anticipated Completion Date\*\*:** \_\_\_\_\_

\* Funds will be allocated within 2 months of the grant deadline. The project should not start before the grant application deadline.

\*\* Completion dates must be within one year of date of grant approval.

## APPENDIX B

### CITY OF CAMROSE ARTS COUNCIL – GRANT APPLICATION FORM

#### Jeanne & Peter Lougheed Performing Arts Centre – No-Fee\*, Prime-Time Events\*\*

<b>Name of Organization</b>	<b>Title of Event</b>	<b>Contact Person &amp; Phone #</b>
<b>Type of Event</b> <i>(Speaker, concert, etc.)</i>	<b>Date (s) and Time (s) of Event</b>	<b>Anticipated # of Attendees</b>
<b>Choose space(s) required:</b>  <input type="checkbox"/> Cargill Theatre  <input type="checkbox"/> Mayer Family Community Hall  <input type="checkbox"/> Christenson-Nelson Gallery/Lobby	<b>Technical Requirements:</b>	<b>Additional Requirements:</b>
<p><b>Event Profile:</b> <i>The events requesting a No-Fee Event at the Jeanne &amp; Peter Lougheed Performing Arts Centre must be both admission free to the community at large and reflect the overall vision of the Jeanne &amp; Peter Lougheed Performing Arts Centre (“the enhancement and development of the arts, culture, and education for the benefit of the community served by each of the City and the University of Alberta and those additional communities served by the Jeanne &amp; Peter Lougheed Performing Arts Centre”)</i></p>		
<input type="checkbox"/> <b>You have received written confirmation that the Jeanne &amp; Peter Lougheed Performing Arts Centre is available for rental on the dates you have provided for the event by contacting <a href="mailto:rental@camroselive.ca">rental@camroselive.ca</a> (Attach written confirmation)</b>		
<input type="checkbox"/> <b>You acknowledge that additional charges such as any food and beverage services, and possibly any special technical requirements as listed above would be the responsibility of the organization to arrange payment with the Jeanne &amp; Peter Lougheed Performing Arts Centre (details can be provided at time of inquiry).</b>		
<i>*No-Fee is defined as free from space rental fees and technical support costs for a maximum of 12 hours.</i>	<i>**Prime-Time is defined as week-day evenings from 4:00pm onward and all day Saturday &amp; Sunday.</i>	

***I CERTIFY, TO THE BEST OF MY KNOWLEDGE, THAT:*** the funds requested comply with the City of Camrose Arts Council funding qualifications as outlined in the application process.

***Signatures:***

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Individual Applicant

\_\_\_\_\_  
Date

## **PROJECT BUDGET**

*Please attach information if additional space is required.*

**Expenses:** (List all costs that you expect to spend in support of the project. This may include materials and supplies, venue space or equipment rentals, in-kind expenses\*, etc.)

<b>Item</b>	<b>Amount</b>	<b>Actual</b> (to be filled in after project completion, if approved)
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total Expenses</b>	\$	\$

**Revenue:** (List the funds you expect to receive for this project from other granting organizations, including if these funds are anticipated or confirmed. These funds may include other grants, donations, fundraisers, in-kind contributions\*, etc.)

<b>Funding Source</b>	<b>Amount</b>	<b>Confirmed?</b> (circle one)
	\$	YES / NO
	\$	YES / NO
	\$	YES / NO
	\$	YES / NO
	\$	YES / NO
	\$	YES / NO
<b>Sub-Total Revenue</b>	\$	
<b>Amount of Grant Requested from the Camrose Arts Council**</b>	\$	
<b>Total Revenue</b> (should be equal to Total Expenses)	\$	

\* In-kind contributions and in-kind expenses must balance.

\*\* The amount requested from the Camrose Arts Council cannot exceed 80% of the Total Expenses, to a maximum of \$5,000.

Copies of receipts and actual expenses/revenues will be requested in the final report, required within 60 days of completion of the Project.