

Community Events Grant Program



Guidelines and Application

TABLE OF CONTENTS

TABLE OF CONTENTS	2
PURPOSE.....	3
FUNDING AMOUNT	3
ELIGIBLE GROUP	3
ELIGIBLE EVENT	3
AWARD ALLOCATION.....	4
APPLICATION REQUIREMENTS	4
APPLICATION REVIEW PROCESS	4
COMMUNITY EVENTS GRANT PROGRAM APPLICATION	2
PART 1: GENERAL INFORMATION	2
EVENT BUDGET	5
TOTAL EXPENSE.....	5
TOTAL REVENUE	5
DECLARATION BY ORGANIZATION	6

Community Events Grant Regulations

PURPOSE

To provide a source of funds for eligible community groups and eligible community events to assist in defraying costs associated with those events.

FUNDING AMOUNT

Annual funding is determined through the City's annual budget process.

ELIGIBLE GROUP

The organization must be a registered St. Albert non-profit society or a registered society with a St. Albert Chapter or Branch:

- The service or activity is for St. Albert citizens and takes place in St. Albert.
- Organizations shall be limited to one Community Events Grant per calendar year.

ELIGIBLE EVENT

Event is either no cost or low-cost for individuals to attend event, appeals to the general population and has a high level of community acceptance, or

Relationship to national or provincial holiday, or

Relationship to what may reasonably be seen as a community celebration, or

May be an event that has a sport or cultural focus, ie sports tournament or performing arts event, or

If a sporting event, show evidence that event draws teams or participants from outside the community, and

Show evidence where possible that event utilizes St. Albert facilities and businesses

Funds available to new events will only serve to augment or enhance the event.

Funding for the event will not normally exceed \$5,000.00.

Events that show a profit are not eligible for funding.

Events of a religious or political nature are not eligible for funding.

Retroactive applications are not allowed.

AWARD ALLOCATION

Applications are processed semi-annually.

APPLICATION REQUIREMENTS

Completed applications must be received a minimum of sixty (60) days prior to the event. A pre-application telephone interview is highly recommended.

APPLICATION REVIEW PROCESS

Community and Protective Services shall advertise the availability of the awards and shall provide information on the criteria by which the applications will be considered.

Applications received by award deadline will be reviewed at the next scheduled Community Services Advisory Board meeting.

Applicants may make an appointment with Legislative Services (459-1633) to appear before the board to present their application prior to the Board making their decision. These appointments **are optional and would** be scheduled on the monthly meeting date in fifteen-minute intervals.

Community Services Advisory Board Members shall consider the applications and make recommendations to City Council according to merit, eligibility and available funding. Funding availability and priorities can be a limiting factor on the size and number of awards granted.

Funds will not be awarded if application does not meet the criteria.

Applicants will receive a letter indicating the decision regarding the application, upon completion of the review process. This process takes approximately six to eight weeks from application deadline to City Council approval.

City Council unadopted minutes detailing grant awards are generally available on the City of St. Albert website (www.stalbert.ca) within one week of Council meetings.

Successful applications may receive public acknowledgment.

RECOGNITION

Successful applicants will acknowledge receipt of Community Events Grant funding from the City of St. Albert in their event promotion and advertising.

FREQUENTLY ASKED QUESTIONS (FAQ'S)

Question	Answer
Our event is only open to our members, or we charge an admission fee for people to attend our event. Are we eligible for funding?	Events that appeal to a very narrow portion of the population are less likely to be funded. Events that charge an admission fee for the general public to attend are less likely to be funded. Nominal admission fees can be defined as \$1 to \$2.
Our event is not a sporting event, but it is tied to a national holiday. Is our event eligible for funding?	Yes.
Our provincial championship-sporting event draws fewer than six teams, but our total participants are more than fifty. Is this event eligible for funding?	Yes, however the intent of this criteria is to ensure sufficient participants are involved to derive a benefit from the grant.
Our event is for one day but draws well over five hundred participants from all over Alberta, and a significant number of spectators. Is this event eligible for funding?	Yes, but you must show evidence that traveling teams or participants will utilize St. Albert facilities and businesses prior to or after the event.
Our event is a cultural event, not a sporting event. We have a significant number of participants and spectators. Is it eligible for funding?	Yes, but as with the previous question, you must show evidence that traveling participants will utilize St. Albert facilities and businesses prior to or after the event.
Our expense total is \$1000, with no other source of revenue. Should we apply for the entire amount under the Community Events Grant?	The intent of the grant is to enhance or augment other funding sources. Indicate other sources of funding (grants, organization dollars) in order to show that you are not dependent on a single funding source for your budget. If, due to the nature of your event, there are no other funding sources, you should indicate that on your application.
Our group received a Community Events Grant for our event last year. Can I apply again this year?	Yes, provided you have completed and submitted the required documentation.
Generally, what types of events are not funded?	The following types of events will not be considered for funding; regular training, invitational competitions, activities that charge more than a nominal admission fee.

FOR FURTHER INFORMATION PLEASE CALL 459-1692.

Community Events Grant Program Application

Community Group Name



Community Events Grant Program Application

Part 1: General Information

1. Registered name and address of Organization:

- 2.** a) Act under which Organization is incorporated: _____
- b) Society Registration Number: _____

3. Officers of the Organization:

Name of Chairperson/President: _____

Address: _____

Business Telephone Number: _____

Residence Telephone Number: _____

Name of Vice-Chairperson/Vice-President: _____

Address: _____

Business Telephone Number: _____

Residence Telephone Number: _____

Name of Secretary/Treasurer: _____

Address: _____

Business Telephone Number: _____

Residence Telephone Number: _____

4. Name of Primary Contact Person: _____

Address: _____

Business Telephone Number: _____

Residence Telephone Number: _____

7. Will your Organization be requesting funds from any other source for this project?

Yes No If Yes, complete the following:

Funding Source:	Request:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

8. Has your Organization received a Community Events Grant or other funding from the City of St. Albert in the past fiscal year?

Yes No If Yes, complete the following:

Project Name:	Funding Received:
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

9. Please attach the following support information:

- A copy of your Organization's current audited financial statement.
- A copy of your Organization's budget for the forthcoming year.

EVENT BUDGET

Expenses		
<i>Examples of Expenses:</i> Equipment rental, operating supplies, signage, advertising materials or other specific items.		
List your group's expenses below:	Amount	
TOTAL EXPENSE		

Revenue		
<i>Examples of Sources of Revenue:</i> Club contribution, grants, cash donations, gifts in kind, registration/participant fees, requested funds from Community Events Grant Program or other specific sources.		
List your group's sources of revenue below:	Amount	
TOTAL REVENUE		

Requested funding from the St. Albert Community Events Grant Program	
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Declaration by Organization

We the undersigned do hereby declare that to the best of our knowledge this application:

- a) contains a full, current and accurate account of all matters stated herein,
- b) is made for and on behalf of the Organization by the undersigned,
- c) is in respect of a project which is in the best interests of the Organization and which has been officially approved by a majority vote as defined by the constitution of the Organization,
- d) we declare that the monies will be used for the purpose the application was approved within one year of application approval. If the event is not undertaken, the grant money will be returned and,
- e) we agree to fulfill the commitments of this grant, which include submitting the required expenditure report within sixty days following completion of the event with a brief description of the project outcome and an evaluation of the project in relation to its objectives.

If granted, the cheque will be made payable to:

Name of Organization: _____

Address of Organization: _____

Signature of Chairperson/President

Signature of Vice-Chairperson/Vice-President

Date

Forward Application to:

Project Assistant
Community and Protective Services
5 St. Anne Street
St. Albert, Alberta
T8N 3Z9

459-1692

THE GRANTING OF FUNDS IN ANY ONE YEAR SHALL NOT PRESUPPOSE AN AUTOMATIC CONTINUATION OF SUCH ASSISTANCE IN FUTURE YEARS.

FREEDOM OF INFORMATION AND PRIVACY ACT: The City of St. Albert operates under the Freedom of Information and Protection of Privacy Act. All records in its custody or under its control are subject to the provisions of this Act.