



Beaumont Arts Council Grant Funding Program

2023 Application Guide Intake 2

These guidelines have been updated for the August 31, 2023, intake – previous versions no longer apply

Application Deadline: August 31, 2023, at 11:59 p.m.

Submit a separate application for each project requesting funds

INTRODUCTION	1
SECTION 1: HOW TO APPLY	1
SECTION 2: GOALS AND OBJECTIVES OF THE BEAUMONT ARTS COUNCIL FUNDING PROGRAM	1
SECTION 3: ELIGIBILITY	2
3.1 ELIGIBLE APPLICANTS.....	2
3.2 INELIGIBLE APPLICANTS	3
3.3 ELIGIBLE PROJECTS AND EXPENSES	3
3.4 INELIGIBLE PROJECTS AND EXPENSES.....	4
SECTION 4: APPLICATION PROCESS	4
SECTION 5: APPLICATION REQUIREMENTS	5
SECTION 6: EVALUATION	6
SECTION 7: GRANT CONDITIONS	6
SECTION 8: REPORTING	7

INTRODUCTION

Beaumont Arts Council Grants are open to individuals, ensembles and non-profit organizations based in the city of Beaumont, Alberta. This grant program assists with costs incurred to deliver events, projects, programs and initiatives that encourage and support artistic and cultural endeavours. Although there is no limit to the amount that can be requested, in 2022 there was a total of \$50,000 distributed to 14 recipients with grant amounts ranging from \$95 to \$9000. This program is competitive, and eligibility does not guarantee funding. Grants will be awarded based on the number of eligible applicants and available funding in each year.

SECTION 1: HOW TO APPLY

On behalf of the City of Beaumont (City), the Beaumont Arts Council is accepting applications for grant funding. A complete application for funding requires the submission of the online application form as well as the submission of additional materials via email by the deadline.

- **Application Deadline:** Thursday, August 31, 2023, at 11:59 p.m.
- **Application Form:** access the online application form on the City of Beaumont [website](#)
- **Additional Materials:** submit via email to ArtsCouncil@beaumont.ab.ca
 - **Project Details**
 - **Project Budget**
 - **Organization/Artist Bio**

See Section 5 for more details. If you have any questions or require help completing the application, please contact ArtsCouncil@beaumont.ab.ca or call 780-231-1605.

SECTION 2: GOALS AND OBJECTIVES OF THE BEAUMONT ARTS COUNCIL FUNDING PROGRAM

The purpose is to fund the following:

- events, projects, programs, and initiatives that encourage and support artistic and cultural endeavours by artists, arts and culture organizations, and the broader arts and culture community of interest in Beaumont, and
- arts and culture events, projects, programs and initiatives that are primarily designed for and delivered to the general public in Beaumont

As specified in Council Policy #C38 Development and Practice of Artistic and Cultural Expression, 'the Arts' and 'Culture' are defined as:

The Arts: The term 'the Arts' includes, but is not limited to, music (instrumental and vocal), dance, drama, folk art, creative writing, architecture and allied fields, painting, sculpture, photography, graphic and craft arts, industrial design, costume and fashion design, motion pictures, television, radio, film, video, tape and sound recording, the Arts related to the presentation, performance, execution, and exhibition of such major art forms, all those traditional arts practiced by the diverse peoples of this community and the study and application of the arts to the human environment.

Culture: The Cambridge English Dictionary defines culture as "the way of life, especially the general customs and beliefs, of a particular group of people at a particular time." The Arts as defined above represent a creative outlet of expression that is influenced by culture and which in turn influences and helps to change culture.

SECTION 3: ELIGIBILITY

3.1 ELIGIBLE APPLICANTS

3.1.1 Organizations

The following organizations are eligible to apply:

- community non-profit organizations who are registered and are 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 (Non-profit Companies)
 - Libraries Act
 - Societies of Alberta 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)
- First Nations and Metis settlements
- foundations established and regulated under Alberta's Regional Health Authorities Act
- universities, colleges and institutes as defined under Alberta's Post-Secondary Learning Act

3.1.2 Individuals

Individuals who are residents of Beaumont, Alberta, are eligible for individual project funding.

- This means you:
 - are legally entitled to be or remain in Canada
 - are legally entitled to work in Canada
 - have your primary residence is in Beaumont
 - ordinarily live in Beaumont for at least six months of each year with the exception of attending a formal program of study

3.1.3 Ensembles, Collectives and Collaborations

Ensembles, collectives and collaborations are eligible to apply to this program and must list all principal artists involved in the project activities as part of their application. At least one member of an ensemble, collective or collaboration must meet the individual residence criteria.

3.2 INELIGIBLE APPLICANTS

The following organizations/individuals/ensembles are not eligible to apply for funding:

- for-profit organizations
- organizations, individuals, ensembles, collectives and collaborations that have overdue or incomplete accounting or reporting relating to any grant previously awarded by the City

3.3 ELIGIBLE PROJECTS AND EXPENSES

3.3.1 Eligible Projects

To be considered, applications must meet the following stipulations:

- funds support eligible expenditures (see Section 3.3.2)
- although matching funds are not required, the budget must balance
- previous monies received from the City have met reporting requirements
- applications must clearly demonstrate how requested funding will:
 - encourage and support artistic and cultural endeavours by artists, and/or arts and culture organizations, and/or and the broader arts and culture community of interest in Beaumont
 - benefit the general public and specifically the residents of Beaumont
 - link to measurable targets (service and/or facilities delivered as a result of the grant funding) and outcomes (changes that occur as a result of services and/or facilities provided)
- commencement and completion of events/projects/programs/initiatives seeking funding must:
 - commence no earlier than August 31, 2023, and no later than August 30, 2024
 - be completed no later than February 28, 2025
- grants for individuals and collectives are intended to support artists throughout the stages of their careers – from emerging artist to professional artist; grants for individuals and collectives are not normally intended to support recreational artistic hobbies

An applicant may submit more than one application per year, provided that the projects/activities are not directly related financially or otherwise. Each application must meet funding eligibility.

3.3.2 Eligible Expenses

Eligible expenses are costs for materials and/or activities that are directly related to carrying out the proposed project and include but are not limited to:

- cultural and other expenses related to protocols and gift giving, such as:
 - mentorship costs, such as honoraria and protocol
 - fees for mentors and Elders
 - associated travel and accommodation costs for mentors and Elders
- artist fees, workshop fees, performance fees
- event and workshop materials – for example: paint brushes, paper, costume rentals, etc.
- marketing and communications – for example: newspaper ads, graphic design fees, etc.
- volunteer expenses – for example: t-shirts (for identification purposes only), refreshments while working at the event, etc.

- food and beverage – note: alcoholic beverages and bar services are not eligible
- honorariums, wages and contract wage agreements with cultural workers and artists who are not already employed as staff by the applicant organizations
- technology costs – for example: Zoom, audio and visual technician services
- equipment rental – for example: lighting, sound
- venue rental – for example: any identified programming space

3.4 INELIGIBLE PROJECTS AND EXPENSES

The following projects and/or expenses are not eligible:

- debt retirement
- deficit reduction
- retroactive grant funding
 - expenses incurred prior to the application deadline are not eligible (refer to project commencement and completion dates in Section 3.3.1)
- for-profit commercial ventures or private organizations
- endowments
- projects/activities whose beneficiaries are solely/primarily outside Beaumont (the project/activity may occur outside the city boundaries, however, the majority of the project/activity benefit must be to Beaumont residents)

SECTION 4: APPLICATION PROCESS

Step 1

- Complete and submit the online application form and additional materials (Project Details, Project Budget and Organization/Artist Bio) by Thursday, August 31, 2023, at 11:59 p.m.
- Submit a separate application for each project. Applicants may indicate a priority order for multiple submissions however, applications that best align with the program goals may be chosen over the applicants' priority choices.
- The online application form is available on the City of Beaumont website or by **clicking [here](#)**.

Step 2

- After the deadline, Administration reviews applications for completeness and eligibility compliance. Incomplete and/or ineligible applications will not be evaluated. Extensions to deadlines will not be granted.

Step 3

- All complete and eligible applications are presented at a meeting of the Beaumont Arts Council (which meets quorum) to be evaluated, ranked, voted on and awarded. Applications may be awarded full funding, partial funding, or no funding.

Step 4

- Administration sends official correspondence to all applicants advising them on the status of their request.

- The City disburses funds to successful applicants within 12 weeks of the deadline.

Step 5

- Funding recipients are required to submit a final report that includes financial reporting within sixty (60) days of project completion. Any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from the City until acceptable reporting is provided.

SECTION 5: APPLICATION REQUIREMENTS

A complete application for funding requires:

- **application form – submitted as an online form**
- **additional materials – submitted via email**
 - **Project Details**
 - **Project Budget**
 - **Organization/Artist Bio**

Application Form – Applicant Information:

Required information includes contact information, charitable/incorporation number (if applicable), both the requested grant amount and the minimum grant amount required to complete the project, and details of all previous financial support from the past four (4) years (2019-2022) from the City of Beaumont. This includes financial support from the Beaumont Arts Council Grant, the Community Grant Funding Program, and/or other direct grants or funding from the City of Beaumont.

Project Details:

Save this document as “Project Name – PROJECT DETAILS”. Include the project name, date(s), funding amount requested, minimum funding required, and the details of the project. As this funding program is competitive and partial funding may be awarded, applicants are encouraged to elaborate on if/how the project would proceed with less than full funding and to consider the minimum grant required to complete your project as described. You may include a modified project plan and budget for a smaller grant amount.

Describe exactly what you want to do, how you want to do it, and why. Consider organizing the information like this:

1. Objectives
2. Planned Activities
3. Timeline
4. Expected Results and Benefits

Project Budget:

Save this document as “Project Name – PROJECT BUDGET”. Indicate and list all projected expenditures and income for the project including the amount of the grant requested. Activities identified in the project details should have relevant budget line items and vice versa – a realistic, well-researched project budget that is aligned with your project details will give you the best opportunity for success in your application. Consider if/how your budget will need to adjust if you receive partial funding.

- Project revenue includes the amount requested from the Arts Council Grant program as well as other support you may be receiving, such as ticket sales, sponsorship, personal contributions (if

applying as an individual artist) or organization contributions (if applying as a non-profit), other funding, in-kind contributions, etc. Indicate if revenues are confirmed or pending.

- Although the Arts Council Grant does not require matching funds, your budget must balance.
 - The maximum grant that may be awarded will not exceed the total of eligible expenses.
- If the project budget includes payments that will go to the applicant, these expenses are to be clearly identified in your application. Applicants are encouraged to provide additional information that supports the amount budgeted for these types of payments. These types of payments could include:
 - paying yourself/member of your organization an artist fee or an honorarium
 - paying yourself/a member of your organization a contract wage or honorarium
 - renting equipment or space from a business that is owned by and/or affiliated with the applicant

Organization/Artist Bio:

Save this document as either “Organization Name – BIO” or “Artist Name – BIO”. Provide information about your organization or yourself as an artist/group of artists.

- **Organizations:** provide details about your organization’s mission, vision and objectives.
- **Artists (Individuals/Ensembles/Collectives/Collaborations):** provide evidence of your existing and committed practice in any arts discipline or your activity in the arts sector; demonstrate your abilities as an artist and include relevant details of your artistic career and training relevant to the proposed activity.

SECTION 6: EVALUATION

Applications will be evaluated with like applications (applications from non-profit organizations will be evaluated together, applications from ensembles and collectives will be evaluated together, and applications from individual artists will be evaluated together). Applications will be evaluated on:

- how the planned goals and outcomes of the project align with the purpose of the grant program, which is to encourage and support artistic and cultural endeavours by artists and arts/culture organizations, and to deliver arts and culture initiative that benefit the broader community with Beaumont
 - This considers: needs assessment, cost-benefit, degree of financial need, demonstration of thorough and appropriate project plan and budget
 - Artistic considerations include reviewing the applicant’s past work demonstrating a level of merit to warrant public funding, the applicant’s capacity to achieve the artistic goals of the project, the project’s potential impact on the development of the artist(s), and the project’s potential contribution to an art form or an artistic process

For 2023, priority for funding will first consider applications from Community Volunteer Organizations registered with the City of Beaumont. Multiple applications from the same applicant are welcome, however applications that best align with the program goals may be chosen over the applicants’ priority choices.

SECTION 7: GRANT CONDITIONS

By accepting funding, grant recipients agree to the following:

- to expend funds as specified in the application
 - that is, to spend funds on eligible expenses, as described in the submitted project plan and project budget in their initial grant application
 - it may be further specified that grant funds must be used for specific expenses
 - funds awarded are not transferable between projects
 - proposed changes (project date, scope, etc.) must be approved in writing by the City prior to changes being made
 - unexpended funds shall be returned to the City
 - the City of Beaumont, or our authorized representative, may examine a funding recipient's financial and other records to ensure that the funding is being, or was, used for its intended purpose
- that activities must occur within the approved timeframe, specifically:
 - activities must begin no earlier than August 31, 2023 and no later than August 30, 2024
 - activities must be completed no later than December 3, 2024
 - if an eligible project is cancelled or not completed within the specified time frame, unexpended funds shall be returned to the City
- to obtain appropriate insurance coverage in relation to the proposed activity and indemnify the City from claims related to such activities
- to publicly acknowledge the City of Beaumont's financial support, a copy of the City of Beaumont logo will be provided
- to submit a final report within sixty (60) days of project completion
 - any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from the City until acceptable reporting is provided (see Section 8)

SECTION 8: REPORTING

Grant recipients must submit a final report within sixty (60) days of project completion which includes:

- project results – summarize how the Beaumont Arts Council Grant was used and the impact the funding had on the artist(s) and/or organization, the community, and the viability of the project
- financial summary – a list of expenses and revenue including donated labour/materials/services (reference the budget submitted with initial application)
- copies of receipts for expenses
- details of how the City of Beaumont was acknowledged for its financial support (including but not limited to newspaper ads/articles, press releases, programs, social media, website, etc.), and where possible provide copies
- picture(s) describing the project that can be publicly shared – submit one, two, or three photographs (jpg or png files)

8.1 Donated Labour, Equipment or Materials

The value of donated resources is based on the Alberta Community Facility Enhancement Program rates:

- \$20.00 per hour for unskilled labour working directly on the project (must report actual hours in the final accounting report)

- \$35.00 per hour for skilled labour (must report actual hours in final accounting report). *Skilled labour includes qualified trades and professionals specific to components of the project (for example: ticketed electrician or plumber)*
- \$70.00 per hour for heavy equipment including operator (must report actual hours in final accounting report)
- donated materials and professional services at verified fair market value

Supporting documentation for donated resources must be maintained and may be requested from applicants for accounting purposes, and include:

- volunteer sign-in sheets for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value
- donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business