



COMMUNITY GRANT PROGRAM

2023 – Intake 2 Application Guide

*These guidelines have been updated for the October 2023 intake –
previous versions no longer apply*

Application Deadlines: 10:00 AM on APRIL 1 & OCTOBER 1

Submit a separate application for each project requesting funds.

TABLE OF CONTENTS

INTRODUCTION.....	3
SECTION 1: HOW TO APPLY.....	3
SECTION 2: APPLICATION PROCESS AND TIMELINES.....	4
SECTION 3: PROGRAM GOALS AND OBJECTIVES	6
SECTION 4: ELIGIBILITY.....	6
4.1 Eligible Organizations	6
4.2 Ineligible Organizations and/or Applicants	6
4.3 Eligible Projects and Expenses.....	7
SECTION 5: EVALUATION AND ASSESSMENT.....	9
SECTION 6: FUNDING CONDITIONS	9
SECTION 7: REPORTING.....	10
SECTION 8: COMPLETING THE APPLICATION FORM.....	10
General Tips.....	10
Completing PART A: Applicant Information.....	10
Completing PART B: Project Summary	11
Completing PART C: Community Benefit / Financial Need / Ability to Manage Project	11
Completing PART D: Project Budget	12
Completing PART E: Supporting Documentation.....	12
APPENDIX A: GLOSSARY	13

INTRODUCTION

The Beaumont Community Grant Funding Program offers matching grants to local non-profits and community organizations. Grants are available between \$1,000 – \$10,000 up to 50% of eligible expenses. Funding through this program assists with operating expenses and/or costs incurred to deliver events, projects, programs, and initiatives, that benefit the residents and community of Beaumont, Alberta. There are two intakes per year (April 1 and October 1). 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

A complete application for funding requires the submission of the application form as well as the submission of additional materials by the deadline. Submit a separate application for each project requesting funds.

- **Application Deadlines:** April 1 at 10:00 a.m. and October 1 at 10:00 a.m.
 - If a deadline falls on a weekend, applications are due the following business day
- **Application Form:** access the application form on the City of Beaumont website at beaumont.ab.ca/299/Funding-Requests.
 - The PDF application form is fillable and applicants can either type directly into the form or print and handwrite the required information. If you choose to type into the form, remember to save your work.
- **Additional materials:** submit the following along with the completed application form
 - List of executive/board members (include full name, position, phone and email)
 - Financial statements
 - Last filed annual general return
 - Meeting minutes that indicate approval to sponsor the application by a non-registered group (only required if applicable)

Submit applications (application form and supporting documentation) via email to CommunityGrantApplications@beaumont.ab.ca, or by mail or dropped off in person to:

City of Beaumont
Attention: Community Grant Program
5600 49 Street
Beaumont, AB T4X 1A1

Please note that the City of Beaumont office is open Monday to Friday, from 8:30 a.m. to 4:30 p.m. (closed from 12 to 1 p.m.).

Questions and Assistance – Contact Us:

For more information or for help with accessing and/or completing the application form, applicants are welcome and encouraged to contact the Community Grant Program Administrator at any point during the application process.

Contact: CommunityGrantApplications@beaumont.ab.ca or call 780-328-9926.

SECTION 2: APPLICATION PROCESS AND TIMELINES

Step 1:

- Review the Community Grant Funding Program Guidelines to determine whether your organization and your organization's project meet eligibility requirements.
 - For your application to be eligible, your organization cannot have overdue or incomplete accounting or reporting relating to any grant previously awarded by the City of Beaumont.
 - All prospective applicants are welcome and encouraged to connect with the Community Grant Program Administrator to discuss their application.

Step 2:

- Complete and submit the application form along with supporting documentation by the deadline (April 1 at 10:00 a.m. OR October 1 at 10:00 a.m.).

Step 3:

- Administration reviews applications for completeness and eligibility compliance. Incomplete and/or ineligible applications will not be evaluated. Incomplete applications that are received well before the deadline will be returned to the applicant and may be resubmitted before the deadline. Extensions to deadlines will not be granted. Applicants may resubmit for the next intake.

Step 4:

- All complete and eligible applications are presented to the Beaumont Grant Funding Advisory Committee (GFAC) to review, rank and make recommendations to Council. Applicants have the option to participate in a 10-minute question and answer session with GFAC.

Step 5:

- GFAC presents their recommendations to Council for consideration and approval. Applications may be awarded full funding, partial funding, or no funding. There is no appeal of Council's decision under this program. Unsuccessful applicants may revise and resubmit applications for the next intake cycle.

Step 6:

- Administration sends official correspondence to all applicants advising them on the status of their funding request.
- The City of Beaumont disburses funds to successful applicants in the following manner:
 - 80% of the approved amount will be provided upon Council approval.
 - The remaining 20% will be provided upon project completion, project assessment and final reporting (project must be completed within 12 months).

Timelines:

2023 – Intake 1 <i>For projects taking place between May 1, 2023 – May 30, 2024</i>	2023 – Intake 2 <i>For projects taking place between November 1, 2023 – November 30, 2024</i>
February 1 – April 1, 2023: Applications open	August 1 – October 1, 2023: Applications open
April 2023: GFAC Reviews applications	October 2023: GFAC Reviews applications
Late April / Early May 2023: GFAC presents recommendations to Council. Council makes final decisions.	Late October/ Early November 2023: GFAC presents recommendations to Council. Council makes final decisions.
May 2023: City administration informs all applicants of results and distributes funds to successful applicants.	November 2023: City administration informs all applicants of results and distributes funds to successful applicants.
May 2023 – May 2024: Projects executed, and final reporting submitted. Final payments issued.	November 2023 – November 2024: Projects executed, and final reporting submitted. Final payments issued.
2024 – Intake 1 <i>For projects taking place between May 1, 2024 – May 30, 2025</i>	2024 – Intake 2 <i>For projects taking place between November 1, 2024– November 30, 2025</i>
February 1 – April 1, 2024: Applications open	August 1 – October 1, 2024: Applications open
April 2024: GFAC Reviews applications	October 2024: GFAC Reviews applications
Late April / Early May 2024: GFAC presents recommendations to Council. Council makes final decisions.	Late October/ Early November 2024: GFAC presents recommendations to Council. Council makes final decisions.
May 2024: City administration informs all applicants of results and distributes funds to successful applicants.	November 2024: City administration informs all applicants of results and distributes funds to successful applicants.
May 2024 – May 2025: Projects executed, and final reporting submitted. Final payments issued.	November 2024 – November 2025: Projects executed, and final reporting submitted. Final payments issued.

SECTION 3: PROGRAM GOALS AND OBJECTIVES

The purpose of the Community Grant Program is to fund the following:

- One-time projects and initiatives
- Operating expenses of organizations in their developmental stage, once per fiscal year up to three years*
- Events that are primarily designed and delivered for the general public that attract visitors, significantly contribute to the local economy, promote volunteerism and add value to Beaumont

*PLEASE NOTE: Operating/Core Support is only available up to three (3) times within the first five (5) years of operation or where an organization has had a significant mandate change (see Appendix A: Glossary) and requires: a sound business plan linking to measurable targets and outcomes, financial statements indicating organizational stability, and demonstrated qualifications of the managing personnel or volunteers.

Funds will be allocated from the Community Grant Program for activities that best meet program eligibility and priority criteria, as well as build efficiency and sustainability through measurable outcomes.

SECTION 4: ELIGIBILITY

4.1 Eligible Organizations

The following organizations are eligible to apply for funding under the Community Grant Program:

- 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

4.2 Ineligible Organizations and/or Applicants

The following organizations are not eligible to apply for funding under the Community Grant Program:

- For-profit organizations
- Any other organizations **not registered*** under one of the above-mentioned Acts
- Organizations that have overdue or incomplete accounting or reporting relating to any grant previously awarded by the City of Beaumont including, but not limited to, the Community Grant Program
- Individuals

*PLEASE NOTE: If your group is non-registered, you can still apply through an eligible group. The sponsoring organization must provide their explicit board approval to apply for grant funding, assist with submitting the application, oversee the project/activity, and ensure accounting requirements are met. The sponsoring group will provide mentoring of the entire process which will help new groups build their capacity for future applications.

4.3 Eligible Projects and Expenses

To be considered, applications must meet the following stipulations:

- The funding request is a minimum of \$1,000.00 and a maximum of \$10,000.00
- Funds support eligible expenditures (see Section 4.3.1)
- Funding is approved on a matched-grant basis (see Section 4.3.2)
- Previous monies received from the City of Beaumont have met reporting requirements
- Applications must clearly demonstrate how requested funding will:
 - 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 occurs as a result of services and/or facilities provided)
- Project commencement and completion dates:
 - Projects are to commence after funding decisions have been finalized by City Council, which is normally May 1 for the April intake and November 1 for the October intake
 - Projects are to be completed within twelve (12) months of project approval, which is normally May of the following year for the April intake and November of the following year for the October intake
- Groups can receive one-time funding for three (3) consecutive years, after which they cannot apply for the next two (2) intakes

An organization may submit more than one application per intake and/or per year, provided that the projects are not directly related financially or otherwise. Each application must meet eligibility requirements.

4.3.1 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:

- Construction materials and/or supplies
- Event/Project materials and/or supplies
- Equipment – purchase, lease or rent – for example: lighting, sound
- Insurance for project/event activities
- Honorariums, wages and contract wage agreements with workers – for example: professionals, technical personnel, consultants, contractors, speakers, performers, artists, etc.
- Marketing and advertising – for example: newspaper ads, graphic design fees, etc.
- Venue rental – for example: any identified programming space

- Technology costs – for example: Zoom, audio and visual technician services
- 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
- 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
- Operating (core) expenses – for example: rent, utilities, telephones, office supplies, postage, bank charges, bookkeeping, and salaries or professional fees related to general administration and recurring operational requirements
 - Note: eligible once per fiscal year for a maximum of three (3) years within an organization's developmental stage. Developmental stage is defined as the first five (5) years of incorporation or where a significant mandate change has occurred causing similar vulnerabilities.

4.3.2 Applicant Contribution

Funding is approved on a matched-grant basis. The applicant must contribute an amount equal to or exceeding the Community Grant funding request towards the expenses of the project. The matching funding may be in the form of any combination of money, donated equipment or services or materials, and volunteer time. Contributions can also include funds from other granting agencies, organizations, foundations, and grants from other Municipal/Provincial/Federal Governments.

4.3.3 Value of 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 (e.g. 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.

4.4 Ineligible Projects and Expenses

The following projects and/or expenses are not eligible:

- Debt retirement
- Deficit reduction
- Retroactive grant funding
 - Refer to project commencement and completion dates in Section 4.3
- Operating (core) costs that are not linked to measurable targets and outcomes, and/or of organizations not in their developmental stage

- For-profit commercial ventures or private organizations
- Endowments
- Projects/activities whose beneficiaries are solely/primarily outside Beaumont (the project/activity may occur outside Beaumont boundaries, however, the majority of the project/activity benefit must be to Beaumont residents).

SECTION 5: EVALUATION AND ASSESSMENT

Only those applications meeting grant program eligibility requirements shall be considered for funding. Applications are assessed by the Beaumont Grant Funding Advisory Committee. The Committee consists of 3-5 volunteer members comprised of citizens-at-large. Once eligibility is established, the following Council-approved Ranking Criteria & Weighting System will be used by the Committee to evaluate applications and make recommendations to Council:

Needs assessment, analysis, and planned evaluation with measurable targets/outcomes	20 PTS
Cost Benefit Value	20 PTS
Degree of financial need of applicant/how much self help	20 PTS
Demonstration of thorough project plan	15 PTS
Number of people impacted and how (includes special considerations)	10 PTS
Financial stability/demonstrate how matching funds/resources/revenue will be raised	10 PTS
Credible previous management of project/activity/organization	5 PTS
TOTAL	100 PTS

The Committee assesses the merit of each application both on its own terms and in relation to all other applications received for a given deadline.

SECTION 6: FUNDING CONDITIONS

Successful grant recipients are required to:

- Expend funds as specified in the application.
 - If grant funds were not used for the purpose they were awarded, the applicant will be required to return the funding.
 - If an eligible project is cancelled or not completed within the specified time frame, unexpended funds shall be returned.
 - Any unused portions of the grant must be returned along with the Final Report.
- Obtain insurance coverage appropriate to the proposed activity and indemnify the City from claims related to such activities. (Minimum \$2M, naming the City of Beaumont as an additional insured).

- Publicly acknowledge the receipt of funding from the City of Beaumont to the project in all related public information, printed material and media coverage and include the City logo where appropriate.
 - A copy of the City of Beaumont logo will be provided.
 - Any projects occurring on City-owned land are required to discuss signage requirements with the City of Beaumont Planning & Development Department.
 - As the cost of signage is to be covered by the grant recipient, it is advisable to discuss the requirements prior to applying for funding.
- Submit a final report within sixty (60) days of project completion (see Section 7). Failure to submit may result in a disqualification/rejection for future applications.

SECTION 7: REPORTING

Successful grant applicants must complete their projects within 12 months of approval, and within sixty (60) days of project completion applicants must submit the following as their final report:

- Financial report of actual revenue and expenses
- Copies of receipts
- Project results/outcomes
- Examples of how marketing materials used the City of Beaumont logo

Failure to submit may result in a disqualification/rejection for future applications.

SECTION 8: COMPLETING THE APPLICATION FORM

Once completed, the application form along with the additional documents requested, will constitute your complete funding application. Instructions and helpful tips to complete the application form are provided below. For more information or for help with accessing and/or completing the application form, applicants are welcome and encouraged to contact the Community Grant Program Administrator at CommunityGrantApplications@beaumont.ab.ca or call 780-328-9926.

General Tips

- Strong applications tell a compelling story about the need your project is addressing and the positive impact it will have.
- Balance conciseness and enough details.
- Write out acronyms the first time they are used and avoid lingo.
- Get feedback from outside your group to confirm your information is clearly understood.

Completing PART A: Applicant Information

Complete all required fields. The Contact Person is the person that is the head of the project. For "previous financial support from the City of Beaumont" list all grant monies, from the Community Grant Program or otherwise, that your organization has received in the last four (4) years from the City of Beaumont.

Completing PART B: Project Summary

This section is a key element of your funding application as it provides an overview describing what your project will achieve, how it will be achieved, who will benefit, and why it is important. The merit and viability of the project must be evident throughout.

Completing PART C: Community Benefit / Financial Need / Ability to Manage Project

The following provides the applicant with some guiding questions when providing answers for this part of the application form.

Needs assessment, analysis, and planned evaluation with measurable targets/outcomes (20 PTS):

- Have you completed a needs assessment for the project?
- If not, how was the need determined? Why is this project needed?
- How will your proposal address these conditions / this need?
- Who supports this proposal? (Some of your organization? All of your organization? Other organizations? Other residents of Beaumont? Etc.)
- What are the goals and desired outcomes of the project?
- How will you assess how well your goals/targets have been met?

Cost Benefit Value (20PTS):

- How does the project demonstrate an appropriate use of municipal funds?
- What would be the anticipated benefit to the community (immediately, in the short-term, in the long-term)?
- How does the benefit outweigh the cost?

Degree of financial need of the applicant/how much self-help (20 PTS):

- Is your organization new? Is the organization's overall sustainability affected by the success of this project?
- Have you received funding from the City in the past for this project and/or other projects?
- Will funds be used to leverage other grants or revenue sources? Have other sources of support, such as sponsors, donations, volunteer labour, or gifts-in-kind been sought?
- Have you applied for/received other grants?
- Is your self-help evident and appropriate?

Demonstration of thorough project plan (15 PTS):

- How does the project goals and desired outcomes align with your organization's overall mission, vision, objectives and short-term/long-term strategies?
- Are costs linked to measurable targets and outcomes? Will the grant funds significantly contribute to the business plan? Are they linked?
- Who will participate/be impacted? Have they been involved in the planning?
- Is the project a standalone project?
- Project viability:
 - Provide a timeline for the project indicating a starting date and completion date. Are actions outlined with enough detail and appropriate timelines?
 - What risks could negatively impact the project? How will you manage these risks?

- Will the project be in phases or stages? If so, how many? Will each phase function on its own or rely on additional funding for the next phase to be operational?

Number of people impacted and how (includes special considerations) (10 PTS):

- Is there a specific demographic that will benefit from this project? How many people will be positively impacted? Consider the number of people impacted as well as quality of impact (e.g., does the project impact a small number but have a high impact, or a large number with a low impact?).
- To what extent does this benefit the broader community of Beaumont?
- What conditions are being improved? How will the improvement be measured?
- When will people benefit? Immediately? For the duration of the project? Beyond the project?
- How will benefits be sustained?

Financial stability/demonstrate how matching fund/resources/revenue will be raised (10 PTS):

- How long has your organization been operating?
- Do you have a fundraising strategy?
- Is there a solid volunteer/membership base?
- State your ability to raising matching/additional funds.
- What do your organization's financial statements indicate about the health of your organization?

Credible previous management of project/activity/organization (5 PTS):

- Is there a history of successfully completed projects?
- Are past projects similar in scale to the current project?
- What are the qualifications, skills, and experience of the managing personnel or volunteers?

Completing PART D: Project Budget

When completing Part D, ensure your budget is balanced (ie. The projected total expenses are equal to the projected revenue). See section 4.3 for eligible/ineligible expenses and how to value donated labour, materials and equipment.

Your proposed budget (expenses and revenue) will be evaluated:

- Is it complete and realistic?
- Has funding or support from other sources been pursued/secured?

Completing PART E: Supporting Documentation

Up-to-date information is required when submitting financial statements and list of executives. Society documentation must include your last filed Annual General Return that states your society is in good standing. In the event that your group is registered and you are sponsoring a non-registered (and therefore non-eligible) group, a motion from your board indicating approval to sponsor the non-registered group is required.

APPENDIX A: GLOSSARY

Community Grant Funding Advisory Committee:

A committee appointed by Council with the following duties (excerpt from Bylaw #1085):

The Beaumont Grant Funding Advisory Committee shall:

- Review, rank and provide recommendations to Council on eligible applications under the Community Grant Program using council-approved eligibility requirements and ranking criteria and weighting;
- Make recommendations that reflect the best interests of the community and align with City Council priorities and vision;
- Appear as a delegation before Council to address their recommendation for Council decision; and
- Make recommendations to Council related, but not limited, to Community Grant Program annual budget allocations, processes, and program guidelines.

Developmental Stage:

The first five (5) years of incorporation or where a significant mandate change has occurred causing similar vulnerabilities.

Fiscal Year:

A 12-month period used by an organization as an accounting period. For example, the provincial government's fiscal year runs from April 1 to March 31 of the following year.

Goal:

The primary purpose of a project. A goal is a statement of desired outcomes to be achieved over a specified period of time.

Ineligible Funding Requests:

Includes items such as: debt retirement, deficit reduction and/or retroactive grant funding, operating (core) costs that are not linked to measurable targets and outcomes, for-profit commercial ventures or private organizations, endowments, projects/activities whose beneficiaries are solely/primarily outside Beaumont (the project/activity may occur outside Beaumont boundaries, however, the majority of the project/activity benefit must be to Beaumont residents).

In-Kind Contribution:

Goods or services donated to a project (by the recipient or by a third party) without expectation of compensation. In-kind contributions are considered real contributions to the cost of the proposed activities but are not reimbursable. Donated goods and services may be considered as in-kind contributions if they are essential to a project's success; if they would otherwise have to be purchased by the recipient; if they can be measured at fair market value (i.e. in relation to similar goods and services); and if they are balanced by an equal expense in the project budget.

Operating Costs:

Expenses such as rent, utilities, telephones, office supplies, postage, bank charges, bookkeeping, and salaries or professional fees related to general administration and recurring operational requirements.