



ARTS GRANT APPLICATION GUIDE

Submission Deadline
Spring Intake: April 1
Fall Intake: October 1



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INTRODUCTION

About the Municipal Grant Funding Program

Through the Municipal Grant Funding Program, the City of Beaumont provides grants to support applicants whose efforts and mandates align with the [City's strategic objectives and directional plans](#).

The City of Beaumont recognizes and values the contributions that community non-profit organizations, volunteers, and citizens make to the community. Through the Municipal Grant Funding Program, the city provides grants to support projects, programs, services, and initiatives that enhance the quality of life and contribute to the long-term development of the community in the following areas:

- Arts
- Community Spirit
- Culture
- Environment
- Heritage
- Leisure/Recreation
- Sport/Athletics
- Social services and wellbeing

The City of Beaumont is committed to fostering a fair, inclusive, and equitable community where all residents have access to the resources and opportunities they need to thrive and belong. The city welcomes and encourages applications from all qualified organizations that represent and serve Beaumont residents.

Beaumont was settled on Treaty Six territory and the homelands of the Métis Nation. The City of Beaumont respects the histories, languages and cultures of all First Peoples of this land.

Overview of Arts Grant Stream

Arts Grants support registered non-profit organizations, ad hoc groups of artists, artist collectives, and individual artists with initiatives that support artistic and cultural endeavors and the delivery of arts initiatives that contribute to the long-term development of the community, enhance quality of life, and benefit the residents and community of Beaumont. Initiatives supported by this grant stream include arts events and festivals, arts programming, projects, and initiatives, and operating expenses for arts organizations. Project and initiatives in this stream must have, as their primary focus, the support for, promotion of, and/or the advances of the arts in Beaumont.

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, and relates to the presentation, performance, execution, and exhibition of such major art forms.

Local non-profit arts organizations, ad hoc groups of artists, and artist collectives can apply for a maximum of three (3) Arts Grants per year, each application supporting up to 100% of

eligible expenses to a maximum of \$20,000, to an overall maximum of \$60,000. Individual artists can apply for a maximum of two (2) Arts Grants per year, each application supporting up to 100% of eligible expenses to a maximum of \$10,000, to an overall maximum of \$10,000.

ELIGIBILITY CRITERIA

Eligible Applicants

Community non-profit organizations such as registered Alberta Societies, Charities, and Non-Profit Companies that operate within or serve the residents of the City of Beaumont, for a full list of eligible organizations please see [Council Policy #C52 Municipal Grant Funding Program](#).

Individuals who are residents of Beaumont, Alberta, and who meet the criteria below:

- Have their primary residence in Beaumont, Alberta.
- Ordinarily live in Beaumont, Alberta for at least six months of each year with the exception of attending a formal program of study.
- Are legally entitled to be or remain in Canada.
- Are legally entitled to work in Canada.

Ad hoc groups and **Collectives** must have the primary applicant meet the criteria listed above for individuals.

Ineligible Applicants

The following are ineligible for funding:

- For-profit organizations
- Applicants that have overdue or incomplete reporting related to any grant previously awarded by the City
- Other levels of government

Eligible Expenses

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

- Material and supplies for the event/project
- Equipment -purchase, lease or rental
- Insurance for event/project activities
- Honourariums, wages (project specific)
- Marketing and promotions
- Venue Rental
- Technology Costs
- Volunteer expenses
- Food and beverage (event specific)
- Cultural and protocol gift giving
- Operating expenses

If you are unsure if your proposed expenses are eligible, please reach out to the Grant team at grants@beaumont.ab.ca

Ineligible Expenses

- Activities advancing specific political, moral, or religious points of view
- Activities inconsistent with the City’s values or goals
- Alcohol and related items
- Deficit reduction funding or debt payments
- Endowments
- Expenses already covered by another funding source
- Fundraising where the surplus is awarded to a beneficiary other than the applicant
- Retroactive funding (expenses incurred prior to application approval)

APPLICATION PROCESS

Timelines

Spring Intake April 1 Submission Deadline	Fall Intake October 1 Submission Deadline
February 1 Applications Open	August 1 Applications Open
April 1 Funding application deadline	October 1 Funding application deadline
April -Arts Advisory Committee (AAC) reviews applications	October -Arts Advisory Committee (AAC) reviews applications
Late April AAC Adjudication, recommendations, and final grant funding decisions.	Late October AAC Adjudication, recommendations, and final grant funding decisions.
Early May City Administration informs applicants of funding decisions City Administration prepares funding agreements and disbursement of grant funding	Early November: City Administration informs applicants of funding decisions City Administration prepares funding agreements and disbursement of grant funding

Preparing your application -Organizations

All questions should be answered in a full and complete manner, with the exception of questions that indicate to please write "N/A" if not applicable.

Part A: Organization Information	
Organization Name	<ul style="list-style-type: none"> Registered or Full Legal Name of organization
Contact Person	<ul style="list-style-type: none"> Full name and contact information for individual who is the main contact for the grant application
Organization Type	<ul style="list-style-type: none"> Select the type of organization
Organization Summary	<ul style="list-style-type: none"> Provide a summary of your organization, including the primary mission and purpose
<p>A copy of your organization's most recent Society Annual Return and Financial Statements must either be on file or accompany your grant funding application. If you are unsure what is on file, please contact grants@beaumont.ab.ca</p>	
Part B: Project Details	
Funding Request Type	<ul style="list-style-type: none"> Select the type that best aligns with your funding request
Funding Amount Requested	<ul style="list-style-type: none"> Funding requests should be for the amount that you anticipate that your organization requires for your project, event, etc. The amount in this line must match the amount on your budget template Maximum budget request is \$20,000 Requesting the maximum is not encouraged if you do not think that your project requires it. Any unspent grant funds must be returned. Consistent inflated grant funding requests may be viewed unfavourably.
If your project is unable to be fully funded would you accept a smaller funding amount?	<ul style="list-style-type: none"> Please indicate if your organization would accept a smaller grant amount if your project cannot be fully funded

<p>Project Description (max 1100 characters)</p> <p>Any project that includes material changes, modifications, or additions to a third-party property owner's property (not the applicant) requires written approval that must accompany the grant application.</p>	<ul style="list-style-type: none"> • Describe your funding request. • Who are the participants that will be impacted by your event/project/request? • Who will benefit? • What would the grant funding be used for? Get specific. • Why is this funding important for the organization? • What will the funding allow your organization to do/grow/expand that you are unable to do currently? • Share any community partners or volunteers that are involved or will be involved in the project. • The more detailed the better
<p>Project Outcomes (max 600 characters)</p>	<ul style="list-style-type: none"> • Describe what you are hoping to achieve by receiving the funding • What will success look like if you receive the funding? • How will you know you've been successful? • How will you measure the success? (Will you increase the number of people served? will you be able to offer more programming? Hire a full-time employee, etc.)
<p>Community Impact (max 600 characters)</p>	<ul style="list-style-type: none"> • Describe how your project/initiative benefits the community of Beaumont and its residents. • Why does your organization and its programs and services matter? Tell a story that invites people to care. • How many Beaumont residents will be directed impacted or benefit from the project/initiative. Be specific.
<p>Number of Beaumont residents who will be impacted or will benefit from project/initiative</p>	<ul style="list-style-type: none"> • Put the total number of BEAUMONT RESIDENTS • This must be a number, and it cannot be left blank • It is ok to put in an estimate if you are unsure
<p>Number of Unique individuals</p>	<ul style="list-style-type: none"> • Indicate the total number of UNIQUE INDIVIDUALS that your organization served in the LAST YEAR • This must be a number, and it cannot be left blank • Unique means that each individual is only counted once, even if they access your organization more than one time
<p>Number of Unique Beaumont Residents</p>	<ul style="list-style-type: none"> • Indicate the total number of UNIQUE BEAUMONT residents that your organization served in the LAST YEAR • Unique means that each individual is only counted once, even if they access your organization more than one time • Organizations should aim to have at least 60% of people served as Beaumont residents

Sustainability (max 200 characters)	<ul style="list-style-type: none"> • If your goal is to have the project/initiative continue beyond the grant term, how do you intend to make it sustainable?
Operating Funds (max 200 characters)	<ul style="list-style-type: none"> • If your organization is requesting operating funds, outline the steps that your organization intends to take to work towards making the organization sustainable beyond the grant term.
Acknowledgement	<ul style="list-style-type: none"> • Indicate how you will acknowledge the City of Beaumont’s grant • Note that examples may be requested in reporting
Part C: Declaration	
Declaration	<ul style="list-style-type: none"> • Ensure that an authorized representative for the organization signs the application and completes the required form fields.

Preparing your application -Individual/Collectives

Part A: Organization Information	
Applicant Full Name	Full legal name (as it would appear on government issued identification)
Contact Information	Mailing Address Email Phone Number
Eligibility Questions	All of these questions must be answered “YES” for the application to eligible for grant funding
An Artist Biography (max 1 page) must be included in your grant funding application. This may be sent as a separate attachment.	
Part B: Project Details	
Funding Amount Requested	<ul style="list-style-type: none"> • Funding requests should be for the amount that you anticipate that you or your collective requires for your project, event, etc. • The amount in this line must match the amount on your budget template • Maximum budget request is \$10,000 for individuals and \$20,000 for collectives <p>Requesting the maximum is not encouraged if you do not think that your project requires it. Any unspent grant funds must be returned. Consistent inflated grant funding requests may be viewed unfavourably.</p>
If your project is unable to be fully funded would you accept a smaller funding amount?	<ul style="list-style-type: none"> • Please indicate if you or your collective would accept a smaller grant amount if your project cannot be fully funded

<p>Project Description (max 1100 characters)</p> <p>Any project that includes material changes, modifications, or additions to a third-party property owner's property (not the applicant) requires written approval that must accompany the grant application.</p>	<ul style="list-style-type: none"> • Describe your funding request. • Who are the participants that will be impacted by your event/project/request? • Who will benefit? • What would the grant funding be used for? Get specific. • Why is this funding important for you/the collective? • What will the funding allow you to do/grow/expand that you are unable to do currently? • Share any community partners or volunteers that are involved or will be involved in the project. • The more detailed the better
<p>Project Outcomes (max 600 characters)</p>	<ul style="list-style-type: none"> • Describe what you are hoping to achieve by receiving the funding • What will success look like if you receive the funding? • How will you know you've been successful? • How will you measure success?
<p>Community Impact (max 600 characters)</p>	<ul style="list-style-type: none"> • Describe how your project/initiative benefits the community of Beaumont and its residents. • Why does your project matter and how does it relate to the priorities of the City? Tell a story that invites people to care. • How many Beaumont residents will be directed impacted or benefit from the project/initiative. Be specific.
<p>Number of Beaumont residents who will be impacted or will benefit from project/initiative</p>	<ul style="list-style-type: none"> • Put the total number of BEAUMONT RESIDENTS • This must be a number, and it cannot be left blank • It is ok to put in an estimate if you are unsure
<p>Sustainability (max 200 characters)</p>	<ul style="list-style-type: none"> • If your goal is to have the project/initiative continue beyond the grant term, how do you intend to make it sustainable?
<p>Acknowledgement</p>	<ul style="list-style-type: none"> • Indicate how you will acknowledge the City of Beaumont's grant • Note that examples may be requested in reporting
<p>Part C: Declaration</p>	
<p>Declaration</p>	<ul style="list-style-type: none"> • Ensure that an authorized representative for the organization/collective/individual named in the application, signs the application and completes the required form fields.

Budget

Budget	
<ul style="list-style-type: none"> • Select the ONE (1) Year Budget Template • Do not show your entire organization budget, only the project or event that you are applying for • If you are applying for an operating grant, you need to show your entire organization budget • Review the 1 year budget example • A copy of your organizations most recent financial statements must be on file or accompany the funding request • Reach out to the Grants team if you have any questions or need support: grants@beaumont.ab.ca 	
Revenue	<ul style="list-style-type: none"> • The total entered for the Beaumont Municipal Grant Funding Request must match the total in the application form. • Include all revenue sources that you have related to your funding request, confirmed or anticipated. • Add and delete line items as required • Add comments where appropriate
Expenses	<ul style="list-style-type: none"> • Include all expenses related to your funding request • You may use higher level categories such as “program supplies”, “facility rental, etc. • Add comments to explain your expenses where appropriate • If you are requesting funding for staff these need to be listed individually and include the FTE (full time staff equivalent) as well as the salary or wage • Refer to “Eligible Expenses” in the Guidelines • More details make it easier for the Grant Funding Committee to understand your funding request

EVALUATION AND SELECTION

Review Process Overview

Funding is determined based on eligibility of the application and the quality of the application submitted. The Community Services Grants team will review applications to confirm completeness and eligibility. Applicants are invited to participate in a 10-minute question and answer session with the Arts Advisory Committee.

Evaluation Criteria

In evaluating each application for funding the following along with the Scoring Rubric(s) included in [Appendix A](#) and [Appendix B](#) are the basis of assessment:

- a) Demonstrated alignment with grant criteria
- b) Demonstrated alignment with City of Beaumont strategic objectives and directional plans
- c) Demonstrated merit and viability (evidence of need, clear goals and outcomes)
- d) Combined total grant funding requested and/or received in the current and recent years (priority may be given to new applicants or those having received less funding within the last three fiscal years)

Role of External Reviewers/Committee

The [Arts Advisory Committee](#) (AAC) reviews, evaluates and makes the final decisions related to the awarding of Arts Grant program funds. The Committee consists of 5 to 9 volunteers who review all eligible applications. Committee members assess each application using the Scoring Rubric available in Appendix A. Committee members who are affiliated with an organization that has submitted or intends to submit an application must recuse themselves for all discussions, deliberations, evaluations, and decisions during the intake period. The AAC determines which applications receive funding and at what amount. Further information on the AAC is available in [1039-23 Arts Advisory Committee Bylaw](#).

Approval Process and Notification

Applicants will be notified via email if their application has received funding and at what amount.

FUNDING CONDITIONS

Terms and Conditions of Funding

Applicants may not receive funding from more than one City grant program or funding stream for the same purpose. Applicants may apply for and receive multiple grants in the same year so long as the requests are for separate and distinct purposes. For more information on annual

granting maximums and other funding stipulations, please see [Council Policy #C52 Municipal Grant Funding Program](#).

Funding may be revoked for failure to comply with the terms and conditions stipulated including, but not limited to:

- A misappropriation of funds,
- Failure to report when requested, or
- Misrepresentation by the receiving applicant.

Grant funds must be expended as specified in the application. Proposed changes must be approved in writing in advance, with reasons for the changes provided to the City's satisfaction. 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.

The City, or the City's authorized representative, may examine a funding recipient's financial and other records to ensure that funding is being used or was used for its intended purpose.

Applicants are required to secure and maintain appropriate insurance coverage in relation to the proposed activity and indemnify the City from claims related to such activities. Proof of insurance may be requested. (Minimum \$2M, naming the City of Beaumont as an additional insured).

Successful grant applicants must complete their projects within twelve (12) months of approval and submit the required financial accounting and reporting within sixty (60) days of project completion.

Payment

All grant payments are issued via Electronic Funds Transfer. To receive funding, new grant recipients must complete a Direct Deposit Form. Grant recipients will receive the document via email when they receive correspondence with their grant application results. To accept funding, successful applicants enter into a funding agreement with the City of Beaumont. Funds are then disbursed as follows:

Non-Profit Organizations

- 75% of the approved amount will be provided upon City Council approval, within thirty (30) days following the signing of a funding agreement.
- The remaining 25% will be provided upon project completion and submission of acceptable final reporting.

Individuals

- 100% of the approved amount will be provided upon project completion and submission of acceptable final reporting.

Ad-hoc Groups/Collectives

- 50% of the approved amount will be provided upon City Council approval, within thirty (30) days following the signing of a funding agreement.
- The remaining 50% will be provided upon project completion and submission of acceptable final reporting.

Reporting

Reporting templates are available on the [City of Beaumont Arts Grant webpage](#). They will also be emailed to grant recipients. Reporting is due via email within sixty (60) days of project completion, applicants must submit, using the final reporting templates provided, the following:

- Financial report showing actual revenue and expenses
- Project results/outcomes
- Copies of marketing materials that show acknowledgement of the City of Beaumont's support

For questions on final reporting please contact grants@beaumont.ab.ca

Public Recognition and Acknowledgement

Applicants receiving grant funding shall publicly recognize support from the City of Beaumont in communications related to the initiative and include a current City logo (provided via email) where appropriate.

APPENDIX A – Individual Artist Evaluation Rubric

Criteria	4 – Exemplary	3 – Adequate	2 – Needs Improvement	1 – Insufficient
Project Description	<p>Proposed artistic project is creative, innovative, and offers a diverse arts experience. The proposal includes a strong and detailed artist bio.</p> <p>Description and project scope are clearly and strongly defined.</p> <p>Use, purpose, and need for funding is very detailed and clear.</p> <p>Project aligns with all the objectives of the grant and strategic priorities.</p>	<p>Proposed artistic project is creative, innovative, and offers a fairly diverse arts experience. The proposal includes a good and fairly detailed artist bio.</p> <p>Description is general, good idea that can be understood.</p> <p>Use purpose and need for funding is detailed.</p> <p>Project aligns with a significant portion of the grant objectives and strategic priorities.</p>	<p>Proposed artistic project is somewhat creative and innovative and offers a fairly diverse arts experience. The proposal includes an artist bio but it is not detailed.</p> <p>Description needs clarity and further planning, it is still possible to understand what the project or idea is.</p> <p>Use, purpose, and need for funding is not clearly described.</p> <p>Project aligns with some of the grant objectives and strategic priorities.</p>	<p>Proposed artistic project is not very creative or innovative and does not offer a diverse arts experience. The proposal is missing an artist bio, or it is not detailed.</p> <p>Unclear project description or lacks planning and research.</p> <p>Use, purpose, and need for funding are vague.</p> <p>Project demonstrates little to no alignment with grant objectives and strategic priorities.</p>
Project Outcomes	<p>Project clearly defines success and demonstrates clear goals and outcomes.</p> <p>Project outcomes are strongly aligned with the promotion, advancement, and support of the arts in Beaumont.</p>	<p>Project defines success and some goals and outcomes have been identified.</p> <p>Project outcomes are aligned with the promotion, advancement, and support of the arts in Beaumont.</p>	<p>Success is loosely defined, and minimal goals and outcomes are identified.</p> <p>Project outcomes are somewhat aligned with the promotion, advancement, and support of the arts in Beaumont.</p>	<p>Success has not been defined, and no goals or outcomes are identified.</p> <p>Project outcomes do not align or align in a limited way with the promotion, advancement, and support of the arts in Beaumont.</p>
Impact and Benefits to Community	<p>Benefits to the community are detailed and clearly articulated.</p> <p>Project clearly advances, promotes, or draws attention to the arts in Beaumont.</p>	<p>Benefits to the community are clear.</p> <p>Project somewhat advances, promotes, or draws attention to the arts in Beaumont.</p>	<p>Benefits to the community are not clearly described. Community needs are inadequately addressed.</p> <p>Project advances, promotes or draws attention to the arts in Beaumont in a limited way.</p>	<p>Benefits to the community are unclear and community need is not described.</p>
Budget	<p>Budget is detailed, complete and clearly supports the work described. The details section has been completed to provide context for budget line items.</p> <p>Budget expenses and revenue are clearly related to the operations or project goals and objectives</p> <p>Applicant demonstrates fiscal responsibility and has a record of programmatic success, which suggests a high likelihood of project completion</p>	<p>Budget is generally clear; some lines have the details section completed for context.</p> <p>The budget expenses and revenue mostly relate to operations or project goals and objectives</p> <p>Applicant demonstrates fiscal responsibility and some programmatic success, which suggests a good likelihood of project completion</p>	<p>Limited budget details are included, unclear how the expenses and revenue relate to operations or project goals and objectives</p> <p>Applicant has not demonstrated fiscal responsibility or programmatic success</p>	<p>Budget is unclear and does not clearly support the work described.</p> <p>Applicant has not demonstrated fiscal responsibility or programmatic success.</p>

APPENDIX B – Organization/Collective/Ad-Hoc Group Evaluation Rubric

Criteria	4 – Exemplary	3 – Adequate	2 – Needs Improvement	1 – Insufficient
Project Description	<p>Proposed artistic project is creative, innovative, and offers a diverse arts experience.</p> <p>Description and project scope are clearly and strongly defined.</p> <p>Use, purpose, and need for funding is very detailed and clear.</p> <p>Request addresses a community or organizational need.</p> <p>Project aligns with all the objectives of the grant and strategic priorities.</p>	<p>Proposed artistic project is creative, innovative, and offers a fairly diverse arts experience.</p> <p>Description is general, good idea that can be understood.</p> <p>Use purpose and need for funding is detailed.</p> <p>Request addresses a community or organizational need.</p> <p>Project aligns with a significant portion of the grant objectives and strategic priorities.</p>	<p>Proposed artistic project is somewhat creative and innovative and offers a fairly diverse arts experience.</p> <p>Description needs clarity and further planning, it is still possible to understand what the project or idea is.</p> <p>Use, purpose, and need for funding is not clearly described.</p> <p>Request minimally addresses a community or organizational need.</p> <p>Project aligns with some of the grant objectives and strategic priorities.</p>	<p>Proposed artistic project is not very creative or innovative and does not offer a diverse arts experience.</p> <p>Unclear project description or lacks planning and research.</p> <p>Use, purpose, and need for funding are vague.</p> <p>Request doesn't address a community or organization need.</p> <p>Project has little to no alignment with grant objectives and strategic priorities.</p>
Project Outcomes	<p>Project clearly defines success and demonstrates clear goals and outcomes.</p> <p>Project outcomes are strongly aligned with the promotion, advancement, and support of the arts in Beaumont.</p>	<p>Project defines success and some goals and outcomes have been identified.</p> <p>Project outcomes are aligned with the promotion, advancement, and support of the arts in Beaumont.</p>	<p>Success is loosely defined, and minimal goals and outcomes are identified.</p> <p>Project outcomes are somewhat aligned with the promotion, advancement, and support of the arts in Beaumont.</p>	<p>Success has not been defined, and no goals or outcomes are identified.</p> <p>Project outcomes do not align or align in a limited way with the promotion, advancement, and support of the arts in Beaumont.</p>
Impact and Benefits to Community	<p>Project clearly advances, promotes, or draws attention to the arts in Beaumont.</p> <p>Benefits to the community are detailed and clearly articulated.</p> <p>Addresses a significant community need and enhances the quality of life and long-term development of the community.</p> <p>Project impacts a very significant number of Beaumont residents or under resourced population.</p>	<p>Project somewhat advances, promotes, or draws attention to the arts in Beaumont.</p> <p>Benefits to the community are clear.</p> <p>Addresses a community need and enhances the quality of life and long-term development of the community.</p> <p>Project impacts a significant number of Beaumont residents or under resourced population.</p>	<p>Project advances, promotes or draws attention to the arts in Beaumont in a limited way.</p> <p>Benefits to the community are not clearly described. Community needs are inadequately addressed.</p> <p>Project impacts a limited number of people.</p>	<p>Benefits to the community are unclear and community need is not described. Project impacts a small number of people.</p>
Budget	<p>Budget is detailed, complete and clearly supports the work described. Project is funded from multiple committed sources. The details section has been completed to provide context for budget line items.</p> <p>Budget expenses and revenue are clearly related to the operations or project goals and objectives.</p>	<p>Budget is generally clear; some lines have the details section completed for context. Project has identified some other funders.</p> <p>The budget expenses and revenue mostly relate to operations or project goals and objectives.</p>	<p>Limited budget details are included, unclear how the expenses and revenue relate to operations or project goals and objectives.</p>	<p>Budget is unclear and does not clearly support the work described.</p>