



# COMMUNITY GRANT APPLICATION GUIDE

Submission Deadline

Spring Intake: April 1

Fall Intake: October 1



<b>INTRODUCTION</b>	<b>2</b>
ABOUT THE MUNICIPAL GRANT FUNDING PROGRAM	2
OVERVIEW OF COMMUNITY GRANT STREAM	2
<b>ELIGIBILITY CRITERIA</b>	<b>2</b>
ELIGIBLE APPLICANTS	2
INELIGIBLE APPLICANTS	3
ELIGIBLE EXPENSES	3
INELIGIBLE EXPENSES	3
<b>APPLICATION PROCESS</b>	<b>4</b>
TIMELINES	4
PREPARING YOUR APPLICATION	4
<b>EVALUATION AND SELECTION</b>	<b>7</b>
REVIEW PROCESS OVERVIEW	7
EVALUATION CRITERIA	7
ROLE OF EXTERNAL REVIEWERS/COMMITTEE	8
APPROVAL PROCESS AND NOTIFICATION	8
<b>FUNDING CONDITIONS</b>	<b>8</b>
TERMS AND CONDITIONS OF FUNDING	8
PAYMENT	9
REPORTING	9
PUBLIC RECOGNITION AND ACKNOWLEDGEMENT	9
<b>APPENDIX A - COMMUNITY GRANT EVALUATION RUBRIC</b>	<b>10</b>

# 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 Community Grant Stream

Community Grants support registered non-profit organizations with initiatives that contribute to the long-term development of the community, enhance quality of life, and benefit the residents and community of Beaumont in the areas of: Community Spirit; Culture; Environment; Heritage; Leisure/Recreation; Social services/Wellbeing; Sport/Athletics. Initiatives supported by this grant stream include community events, festivals, projects, and operating expenses (for organizations in their developmental stage).

Community Grants support up to 100% of eligible expenses to a maximum of \$10,000. There are two intakes per year (April 1 and October 1), and applicants can apply for a maximum of two (2) Community Grants per year to a total maximum of \$20,000.

# ELIGIBILITY CRITERIA

## Eligible Applicants

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

## **Ineligible Applicants**

The following entities are ineligible for funding under the Operating and Major Project stream:

- Individuals
- For-profit organizations
- Organizations and groups who are not registered under one of the Acts specified in Council Policy #C52
- Organizations 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 (organizations in their developmental stage)

If you are unsure if your proposed expenses are eligible, please reach out to the Grant team at [grants@beaumont.ab.ca](mailto: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
<b>February 1</b> Applications Open	<b>August 1</b> Applications Open
<b>April 1</b> Funding application deadline	<b>October 1</b> Funding application deadline
<b>April</b> -Grant Funding Advisory Committee (GFAC) reviews applications	<b>October</b> -Grant Funding Advisory Committee (GFAC) reviews applications
<b>Late April</b> GFAC Adjudication and Recommendations City Administration informs applicants of funding recommendations	<b>Late October</b> GFAC Adjudication and Recommendations City Administration informs applicants of funding recommendations
<b>Early May</b> GFAC presents recommendations to City Council. City Council makes final decision	<b>Early November:</b> GFAC presents recommendations to City Council. City Council makes final decision
<b>May</b> City Administration prepares funding agreements and disbursement of grant funding	<b>November</b> City Administration prepares funding agreements and disbursement of grant funding

## Preparing your application

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.

<b>Part A: Organization Information</b>	
Organization Name	<ul style="list-style-type: none"><li>• Registered or Full Legal Name of organization</li></ul>
Contact Person	<ul style="list-style-type: none"><li>• Full name and contact information for individual who is the main contact for the grant application</li></ul>
Organization Focus Area(s)	<ul style="list-style-type: none"><li>• Select the area(s) that best describes the work of your organization</li></ul>
Organization Type	<ul style="list-style-type: none"><li>• Select the type of organization</li></ul>

Organization Summary	<ul style="list-style-type: none"> <li>Provide a summary of your organization, including the primary mission and purpose</li> </ul>
<p><b>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</b></p>	
<b>Part B: Project Details</b>	
Funding Request Type	<ul style="list-style-type: none"> <li>Select the type that best aligns with your funding request</li> </ul>
Funding Amount Requested	<ul style="list-style-type: none"> <li>Funding requests should be for the amount that you anticipate that your organization requires for your project, event, etc.</li> <li>The amount in this line must match the amount on your budget template</li> <li>Maximum budget request is \$10,000</li> <li>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.</li> </ul>
If your project is unable to be fully funded would you accept a smaller funding amount?	<ul style="list-style-type: none"> <li>Please indicate if your organization would accept a smaller grant amount if your project cannot be fully funded</li> </ul>
Project Description	<ul style="list-style-type: none"> <li>Describe your funding request.</li> <li>Who are the participants that will be impacted by your event/project/request?</li> <li>Who will benefit?</li> <li>What would the grant funding be used for? Get specific.</li> <li>Why is this funding important for the organization?</li> <li>What will the funding allow your organization to do/grow/expand that you are unable to do currently?</li> <li>Share any community partners or volunteers that are involved or will be involved in the project.</li> <li>The more detailed the better</li> </ul>

Project Outcomes	<ul style="list-style-type: none"> <li>• Describe what you are hoping to achieve by receiving the funding</li> <li>• What will success look like if you receive the funding?</li> <li>• How will you know you've been successful?</li> <li>• 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.)</li> </ul>
Community Impact	<ul style="list-style-type: none"> <li>• Describe how your project/initiative benefits the community of Beaumont and its residents.</li> <li>• Why does your organization and its programs and services matter? Tell a story that invites people to care.</li> <li>• How many Beaumont residents will be directed impacted or benefit from the project/initiative. Be specific.</li> </ul>
Unique individuals	<ul style="list-style-type: none"> <li>• Describe how your organization benefits the community and Beaumont and its residents.</li> <li>• Why does your organization and its programs and services matter? Tell a story that invites people to care.</li> </ul>
Unique Beaumont Residents	<ul style="list-style-type: none"> <li>• Indicate the total number of UNIQUE BEAUMONT residents that your organization served in the LAST YEAR</li> <li>• Unique means that each individual is only counted once, even if they access your organization more than one time</li> <li>• Organizations should aim to have at least 60% of people served as Beaumont residents</li> </ul>
Sustainability	<ul style="list-style-type: none"> <li>• If your goal is to have the project/initiative continue beyond the grant term, how do you intend to make it sustainable?</li> </ul>
Operating Funds	<ul style="list-style-type: none"> <li>• If your organization is requesting operating funds during their developmental stage, outline the steps that your organization intends to take to work towards making the organization sustainable beyond the grant term.</li> </ul>
Acknowledgement	<ul style="list-style-type: none"> <li>• Indicate how you will acknowledge the City of Beaumont's grant</li> <li>• Note that examples may be requested in reporting</li> </ul>
<b>Part C: Declaration</b>	
Declaration	<ul style="list-style-type: none"> <li>• Ensure that an authorized representative for the organization signs the application and completes the required form fields.</li> </ul>

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

## 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 Grant Funding Advisory Committee.

### Evaluation Criteria

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

- Demonstrated alignment with grant criteria
- Demonstrated alignment with City of Beaumont strategic objectives and directional plans
- 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 [Grant Funding Advisory Committee](#) (GFAC) makes recommendations related to the awarding of Community Grant program funds. The Committee consists of 3 to 7 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 GFAC determines which applications are recommended for funding and at what amount. Further information on the GFAC is available in [1090-25 Grant Funding Advisory Committee Amending Bylaw](#).

### **Approval Process and Notification**

Applicants will be notified via email if their application has been recommended to Council for approval following the Committees deliberation meeting. Final approval of grant funding recommendations is made by Beaumont City Council.

## **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 fund 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:

- 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.

## **Reporting**

Reporting templates are available on the [City of Beaumont Community 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](mailto: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 - Community Grant Evaluation Rubric

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