



MICRO GRANTS APPLICATION GUIDE



INTRODUCTION	2
ABOUT THE MUNICIPAL GRANT FUNDING PROGRAM	2
OVERVIEW OF MICRO GRANT STREAM	2
ELIGIBILITY CRITERIA	3
ELIGIBLE APPLICANTS	3
ELIGIBLE EXPENSES	3
APPLICATION PROCESS	3
TIMELINES	3
PREPARING YOUR APPLICATION	4
FUNDING CONDITIONS	5
TERMS AND CONDITIONS OF FUNDING	5
PAYMENT	5
PUBLIC RECOGNITION AND ACKNOWLEDGEMENT	6

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 Micro Grant Stream

Micro Grants support registered non-profit organizations, ad hoc groups of artists, artist collectives, and individuals with small scale grass roots initiatives that bolster community spirit, contribute to an enhanced quality of life, and sense of belonging in Beaumont. Projects supported include, but are not limited to, neighbourhood or community gatherings, activities, and initiatives.

Micro Grants support up to 100% of eligible expenses to a maximum of \$1,000. Applicants may apply for this funding stream at any time. The Grant Funding team will review and consider applications. Applications are reviewed on the 10th of each month with notification of grant approval on or before the 25th of the same month. Grant intake will close for the year when the total funding is allocated or December 31 each year. Applicants can apply for a maximum of three (3) Micro Grants per year, to a total maximum amount of \$3,000.

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.

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
- Marketing and promotions
- Venue Rental
- Technology Costs
- Volunteer expenses
- Food and beverage (event specific)
- Cultural and protocol gift giving
- Road closure and related permits and fees

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

APPLICATION PROCESS

Timelines

Applicants may apply for this funding stream at any time. The Grant Funding team will review and consider applications. Applications are reviewed on the 10th of each month with notification of grant approval on or before the 25th of the same month. Grant intake will close for the year when the total funding is allocated or December 31 each year.

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.

Applicant Information	
Applicant	<ul style="list-style-type: none"> • Full Name -or- • 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 if an organization is the applicant
Project/Initiative Details	
Project Name	<ul style="list-style-type: none"> • Pick a name for your project or initiative
Project Description	<ul style="list-style-type: none"> • Tell us about your project, describe what you will do, and where. • Who will be involved in the project? • Who will be impacted by your project or initiative? • How will you use the grant funding? Get specific. • Share any community partners or volunteers that are involved or will be involved in the project. • The more detail the better
Project Outcomes	<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? • Describe how your project will make a difference in the community of Beaumont? • Tell us how many people that you think will participate.
Project Budget	<ul style="list-style-type: none"> • List all the expenses that you anticipate for your project • List any funding that you might have from other sources • Remember that the maximum amount you can request is \$1,000

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, unused 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.

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:

- 100% of the approved amount will be provided within thirty (30) days following the signing of a funding agreement. Reporting

Reporting templates are available on the [City of Beaumont Micro 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.