



# OPERATING AND MAJOR PROJECT GRANTS APPLICATION GUIDE

Submission Deadline  
September 20



<b>INTRODUCTION</b>	<b>2</b>
ABOUT THE MUNICIPAL GRANT FUNDING PROGRAM	2
OVERVIEW OF OPERATING AND MAJOR PROJECT STREAM	2
<b>ELIGIBILITY CRITERIA</b>	<b>3</b>
ELIGIBLE APPLICANTS	3
INELIGIBLE APPLICANTS	3
ELIGIBLE EXPENSES	3
INELIGIBLE EXPENSES	3
<b>APPLICATION PROCESS</b>	<b>4</b>
TIMELINES	4
PREPARING YOUR APPLICATION	4
OPERATING GRANT PROJECT DETAILS	5
MAJOR PROJECT GRANT PROJECT DETAILS	7
BUDGET	9
<b>EVALUATION AND SELECTION</b>	<b>11</b>
REVIEW PROCESS OVERVIEW	11
EVALUATION CRITERIA	11
ROLE OF EXTERNAL REVIEWERS/COMMITTEE	11
APPROVAL PROCESS AND NOTIFICATION	11
<b>FUNDING CONDITIONS</b>	<b>11</b>
TERMS AND CONDITIONS OF FUNDING	11
PAYMENT	12
REPORTING	12
PUBLIC RECOGNITION AND ACKNOWLEDGEMENT	13

# 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 Operating and Major Project Stream

Operating and Major Project Grants support registered non-profit organizations that have been in existence for more than (3) years as of the application deadline. Operating grants provide support for administrative costs, facility operating expenses, expenses related to the deliver of regular ongoing programming and recurring established community events and festivals. Major project grants support significant one (1) time projects.

Operating and Major Project Grants support up to 100% of eligible expenses to a maximum of \$50,000. The minimum request amount for project grants is \$10,000. There is one intake per year (September). Applicants may request one (1) operating and one (1) major project grant per year, to a total maximum amount of \$100,000 per year. Funding may be awarded as a single or multiyear commitment. Monies approved are for the next fiscal year(s).

## 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 and have been in existence for more than three (3) years as of the application deadline. For a full list of eligible organizations please see [Council Policy #C52 Municipal Grant Funding Program](#).

### Ineligible Applicants

The following are ineligible for funding:

- 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:

- Basic organizational and administrative costs, including staff salaries, communications, and the direct expenses of day-to-day work.
- Facility operating expenses of an organization that operate their own building (e.g., heating, electricity, water, outdoor maintenance, and rental/lease costs).
- Costs incurred by an organization to deliver regular ongoing activities and programming including office and program supplies.
- Costs incurred by an organization to deliver a recurring established community event or festival.

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

<b>July 1</b> Applications Open
<b>September 20</b> Funding application deadline
<b>Early October</b> Internal Committee review and adjudication deliberations
<b>Mid-November</b> Administration presents Council with funding recommendations
<b>Late-November</b> Council makes final decisions and approves funding as a part of the annual operating budget process

### Preparing your application

All questions should be answered in a full and complete manner.

<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 (max 300 characters)	<ul style="list-style-type: none"> <li>• Provide a summary of your organization, including the primary mission and purpose</li> </ul>

**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**

## Operating Grant Project Details

<b>Part B: Project Details</b>	
Category for Request	<ul style="list-style-type: none"> <li>• Select the option(s) that best align with your operating grant request. Check all of the options that apply.</li> <li>• Remember that whatever you select is how you must spend the funds if awarded. For example, if you select administrative, you cannot use the funds for regular programming.</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. each year</li> <li>• The amount on these lines must match the amounts on your budget template</li> <li>• Maximum budget request is \$50,000 per year</li> <li>• Requesting the maximum is not encouraged if you do not think that your project/initiative requires it. Any unspent grant funds must be returned. Consistent inflated grant funding requests may be viewed unfavourably.</li> </ul>
Total annual operating budget of organization	<ul style="list-style-type: none"> <li>• The total amount of projected expenses for the current fiscal year</li> <li>• This number is used to better understand what it costs to keep your organization operating for 12 months</li> </ul>
% of total annual operating budget that the requested amount represents	<ul style="list-style-type: none"> <li>• Divide your funding request (for one year) by your total operating budget and then multiply by 100</li> <li>• Example: <math>\\$15,000 / \\$150,000 = 0.10 \times 100 = 10\%</math></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>

<p>Project Description (max 1100 characters)</p>	<ul style="list-style-type: none"> <li>• Describe your funding request why does your organization need operating funding?</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>• The more detailed the better</li> </ul>
<p>Project Outcomes (max 600 characters)</p>	<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>
<p>Community Impact (max 600 characters)</p>	<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> </ul>
<p>Number of Unique individuals</p>	<ul style="list-style-type: none"> <li>• Indicate the total number of UNIQUE INDIVIDUALS that your organization served in the LAST YEAR</li> <li>• This must be a number, and it cannot be left blank</li> <li>• Unique means that each individual is only counted once, even if they access your organization more than one time</li> </ul>
<p>Number of Unique Beaumont Residents</p>	<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>• This must be a number, and it cannot be left blank</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>
<p>Sustainability -Less or no funding (max 400 characters)</p>	<ul style="list-style-type: none"> <li>• How would your organization proceed without a grant from the City of Beaumont, or if only partial funding is awarded</li> <li>• Indicate the minimum amount of funding required by your organization</li> <li>• Describe the steps that your organization will take to work towards sustainable operations 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>

**Major Project Grant Project Details**

<b>Part B: Project Details</b>	
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. each year</li> <li>• The amount on these lines must match the amounts on your budget template</li> <li>• Maximum budget request is \$50,000 per year</li> <li>• Requesting the maximum is not encouraged if you do not think that your project/initiative requires it. Any unspent grant funds must be returned. Consistent inflated grant funding requests may be viewed unfavourably.</li> </ul>
Total annual operating budget of organization	<ul style="list-style-type: none"> <li>• The total amount of projected expenses for the current fiscal year</li> <li>• This number is used to better understand what it costs to keep your organization operating for 12 months</li> </ul>
% of total annual operating budget that the requested amount represents	<ul style="list-style-type: none"> <li>• Divide your funding request (for one year) by your total operating budget and then multiply by 100</li> <li>• Example: <math>\\$15,000 / \\$150,000 = 0.10 \times 100 = 10\%</math></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>

<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"> <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>
<p>Project Outcomes (max 600 characters)</p>	<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>
<p>Community Impact (max 600 characters)</p>	<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> </ul>
<p>Number of Beaumont residents who will be impacted or will benefit from project/initiative</p>	<ul style="list-style-type: none"> <li>• Put the total number of BEAUMONT RESIDENTS</li> <li>• This must be a number, and it cannot be left blank</li> <li>• It is ok to put in an estimate if you are unsure</li> </ul>
<p>Number of Unique individuals</p>	<ul style="list-style-type: none"> <li>• Indicate the total number of UNIQUE INDIVIDUALS that your organization served in the LAST YEAR</li> <li>• This must be a number, and it cannot be left blank</li> <li>• Unique means that each individual is only counted once, even if they access your organization more than one time</li> </ul>

Number of 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>• This must be a number, and it cannot be left blank</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 (max 200 characters)	<ul style="list-style-type: none"> <li>• If only partial funding is granted, will your project/event still take place?</li> <li>• Indicate the minimum amount of funding required from this grant for your project to go ahead</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>

**Budget**

<b>Budget</b>	
<ul style="list-style-type: none"> <li>• Select the budget template that aligns with your application, either the one (1) year budget template, or the multi-year budget template.</li> <li>• If you are applying for a project grant: Do not show your entire organization budget, only the project or event that you are applying for</li> <li>• If you are applying for an operating grant, you need to show your entire organization budget</li> <li>• Review the budget example templates</li> <li>• Make sure you provide comments as these help reviewers to understand your funding request</li> <li>• A copy of your organization's most recent financial statements must be on file or accompany the funding request</li> <li>• Reach out to the Grants team 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>• 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</li> <li>•</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.

### Evaluation Criteria

In evaluating each application for funding the following, along with a scoring rubric 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 internal adjudication committee reviews, evaluates, and scores operating and major project grant applications. The Committee consists of 3 to 7 city of Beaumont staff who review all eligible applications. Committee members assess each application using a scoring rubric. Following adjudication, City Administration will provide information and recommendations for Council.

### 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 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 Operating and Major Project 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.