

2012 Community Investment Program Celebrations Grant for One-Day Events

Purpose

The Community Investment Program Celebrations Grant is intended to assist, through limited financial assistance, with the production of one-day celebratory events and/or major parades within the City of Edmonton. All applications are considered and evaluated according to criteria stated in Bylaw 14157 and Policy C211F which guides the program.

Who Can Apply

Applicants must be the organization producing the One-Day Event, have not-for-profit status and be incorporated for at least one year prior to applying for a Celebrations grant.

Event Eligibility

- The event must have as its main purpose the celebration of some theme of interest and appeal to the general public;
- The event must occur within the corporate limits of the City of Edmonton;
- The event must have an obvious presence in the community;
- The length of the event should normally not exceed a twenty-four (24) hour period.

Grants will **NOT** be available for:

- Sports and athletic events, runs, walks;
- Competitions;
- Demonstrations, marches, rallies;
- Block parties, picnics, garden shows, street markets;
- Religious rites and ceremonies;
- Events for marketing, promotional, or commercial purposes;
- Events that have a predominant commercial component;
- Events whose purpose is primarily fund-raising;
- Festivals and parades;
- Capital projects;
- Events or activities that are funded through other City of Edmonton Community Investment Programs.

Level of Support

- In accordance with Bylaw 14157 and Policy C211F, support through the City of Edmonton Community Investment Program may be provided to a maximum of 25% of the applicant's operating budget.

Application Process

- Completed applications for a Community Investment Celebrations Grant must be received at the Edmonton Arts Council Office prior to 4:30pm on March 1, 2012.
- Incomplete applications or applications received after this date will not be considered
- Applications will be considered and evaluated by a Celebrations Grant Committee appointed by the Edmonton Arts Council.
- All Applicants are encouraged to contact EAC Grants Staff at 780-424-2787 prior to submitting their application.

Evaluation Criteria

The applicant and the one-day event will be assessed in accordance with the following criteria as appropriate:

- Extent to which there is opportunity for volunteers to participate in organizing and implementing the one-day event.
- Extent to which the applicant ensures an appropriate measure of public access. Consideration will be given to free events vs. ticketed events and ticket prices.
- Extent to which the one-day event enhances the quality of life by offering opportunities for Edmonton residents.
- The extent to which the one-day event contributes to the cultural development of Edmonton.
- The extent to which the one-day event caters to a broad audience.
- Extent to which an Applicant's revenues are derived from multiple sources to create a stable funding base.
- Extent to which the Applicant has established partnership initiatives and is reaching out to form new alliances.
- The attendance as a measure of public support relative to the scope of the event.
- Initiatives taken by the Applicant to accommodate participation by those persons with disabilities.
- Sound fiscal management and financial performance of the Applicant.

Application Deadline: March 1, 2012:

Applicants will be notified in writing of Committee recommendations 8-10 weeks following the deadline.

For more information contact the Edmonton Arts Council at 780-424-2787.

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The deadline for receipt of the complete application is **4:30 p.m. on March 1, 2012**. Complete applications must be received in the office of the Edmonton Arts Council (EAC) on or before the deadline.

I. General Information

Name of Organization Producing the Event

Primary Contact

Address

Postal Code

Telephone

Fax

Email Address

II. **Grant Request:** (this amount must match amount budgeted): \$ _____

III. Description of Event

Event Name

Number of Supporting Volunteers

Estimated Attendance

Event Date

Event Location

The information on this application is being collected under the authority of Section 33(c) of the FOIP Act and will be used by the Edmonton Arts Council to determine eligibility for a Community Investment Program Grant and for purposes of administering the Community Investment Grant Program. The aggregate data may be used for program planning and evaluation. All information collected by the City of Edmonton and the Edmonton Arts Council is protected by the provisions of the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program to the Edmonton Arts Council at (780) 424-2787.

IV. Declaration of Applicant

In making this application, we the undersigned applicant or representative of the applicant, hereby declare to the Edmonton Arts Council that to the best of our information and belief the information provided is truthful and accurate; the application is made on behalf of the organization named on this page with its full knowledge and consent; the applicant organization meets all of the criteria of fundamental eligibility to apply for a 2012 Community Investment Celebration Grant for One-Day Events through the Edmonton Arts Council.

Dated at Edmonton, Alberta this _____ day of _____, 2012

Signature of Officer

Name (please print)

Title

V. All Applications must include the following:

1. An evaluation of the previous event or a detailed description of the upcoming event produced by the applicant, including:
 - The event theme and core program content;
 - The number of free events, ticketed events, and the price of tickets;
 - Projected total attendance, including total paid attendance and total free attendance. Describe the methods that will be used to calculate free attendance;
 - The organization's volunteer program including the number of volunteers and the number of hours of service expected. Describe the tasks undertaken by volunteers as well as methods used to recruit, train and recognize volunteers;
 - Any collaborative or cooperative partnerships or ventures with other non-profit organizations;
 - How the event will contribute to the cultural development of Edmonton and improve the quality of life of Edmontonians;
 - Any additional information you would like considered.
 2. A list of the current Board of Directors including names, addresses and the position of each member on the board.
 3. The most recent annual report or minutes of the most recent Annual General Meeting of the society including all related reports.
 4. Completed financial information sheets (Attachment 1).
 5. If applicable, a summary of the purpose for any designated funds held by the organization (Attachment 2)
 6. Financial statements, including a balance sheet and statement of revenue and expenses, presented to the members of the society at the most recent AGM. These financial statements must be verified in the following manner:
 - Funding requests of less than \$25,000 require financial statements independently reviewed and/or signed by two board members other than the Treasurer as specified in the society by-laws.
 - Funding requests of \$25,000 to \$100,000 require reviewed financial statements with a review engagement report signed by a CA, CGA or CMA.
 - Funding requests greater than \$100,000 require financial statements audited and signed by a CA, CGA or CMA with an auditor's report.
 7. A description of the debt management plan or repayment schedule if the accumulated short term debt incurred on operations exceeds 15% of the annual operating budget.
 8. The most recent financial statements of any organization related at less than "arms length" to the applicant organization (e.g., Foundations, support organizations), if applicable.
 9. Filed and stamped copy of by-laws of the society if this is the first application by the organization.
 10. Amendments to the society's by-laws passed between the last application and this application, if applicable. Please submit filed and stamped copy from Corporate Registry.
 11. A copy of Proof of Filing the most recent annual return from Corporate Registry of the Province of Alberta.
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VI. Successful applicants will be required to provide the following:

1. Reasonable recognition of financial support by the Edmonton Arts Council and the City of Edmonton including logos on posters, programs and purchased ads.
2. If your organization does not intend to apply for Celebrations funding in 2013, a financial and activities report is required within 90 days of completion of the one-day event. Otherwise, applications for 2013 Celebrations funding will be accepted as the final report for the 2012 event.

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Attachment 1 - Financial Information Forms

A) Earned Revenue	Last Fiscal Year Actual	Current Fiscal Year Projections	Next Fiscal Year Budget
Ticket Sales/Admissions			
Bar/Concession/Memorabilia			
Advertising			
Memberships			
Other (specify)			
Total Earned Revenue			

B) Fundraising	Last Fiscal Year Actual	Current Fiscal Year Projections	Next Fiscal Year Budget
Corporate sponsorship/ donations (cash)			
Individual donations (cash)			
Foundations grants			
Bingo (net)			
Casino (net)			
Raffle (net)			
Other (specify)			
Total Fundraising			

C) Donated Goods and Services in Kind	Last Fiscal Year Actual	Current Fiscal Year Projections	Next Fiscal Year Budget
Specify			
Total Donated Goods and Services in Kind¹			

¹ If the value of Donated Goods & Services(C) exceeds 15% of Total Revenue(F), a detailed breakdown of Total Donated Goods & Services must accompany this application. Please indicate if the value of donated goods and services in kind are recognized on the organization's audited/reviewed financial statements.

**2012 Community Investment Program Celebrations Grant for One-Day Events
Attachment 1 - Financial Information Forms**

D) Grants	Last Fiscal Year Actual	Current Fiscal Year Projections	Next Fiscal Year Budget
Federal			
Canadian Heritage			
Other (specify)			
Provincial			
Alberta Foundation for the Arts (specify)			
Employment (specify)			
Other (specify)			
Municipal			
Community Investment Celebrations for One-Day Events			
Other (specify)			
Total Grants			

E) Other Income	Last Fiscal Year Actual	Current Fiscal Year Projections	Next Fiscal Year Budget
Investments			
Other (specify)			
Total Other Income			

F) Total Revenue	Last Fiscal Year Actual	Current Fiscal Year Projections	Next Fiscal Year Budget
(A+B+C+D+E)			

G) If applicable, revenue not associated with the One-Day Event.²			
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² This is only relevant to those organizations that produce activities in addition to their One-Day Event. The sum of this figure and the figure calculated as Total Revenue (F) should, in the column labeled 'last fiscal year actual', correspond to the amount stated on the audited/reviewed financial statements.

**2012 Community Investment Program Celebrations Grant for One-Day Events
Attachment 1 - Financial Information Forms**

H) Expenses	Last Fiscal Year Actual	Current Fiscal Year Projections	Next Fiscal Year Budget
Artist Fees/Salaries/Honoraria			
Production/Exhibition (include in kind if applicable)			
Volunteer Program (include in kind if applicable)			
Marketing/Promotion (include in kind if applicable)			
Administration/Management Salaries			
Office Rent			
Office Materials and Equipment			
Fundraising			
Other (specify)			
Total Expenses			

I) If applicable, expenses not associated with the One-Day Event.³			
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Summary	Last Fiscal Year Actual	Current Fiscal Year Projections	Next Fiscal Year Budget
Total Revenue (Box F)			
Total Expenses (Box H)			
Surplus (Deficit)			
Accumulated Surplus (Debt)			
Total Designated Funds (see Attachment 2)			

³As stated in the previous note, this is only relevant to those organizations that produce events in addition to the One-Day Event. The sum of this figure and the figure calculated as Total Expenses (H) should, in the column labeled 'last fiscal year actual', correspond to the amount stated on the audited/reviewed financial statements..

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Attachment 2 - Designated Funds

Attach a summary of the designated funds held by the applicant.

Indicate the total funds designated, as of the end of the most recently ended fiscal year, to each of the following:

- capital replacement or purchases, **specify the items and the replacement or purchase schedule including costs and timings.**
- future special projects (**tours, promotions, etc.**), **briefly describe those projects and indicate total projected costs.**
- purposes (**contingency, scholarships, etc.**), **identify those purposes and total funds designated to each.**

Additionally, Edmonton Arts Council Policy states **that if an organization holds an undesignated reserve of funds that exceeds one year's operating expenses for that organization's activities relevant to the grant application, the Jury shall consider the surplus in deciding on grant recommendations for that organization.** Designated surpluses must be itemized according to guidelines set by the Edmonton Arts Council. These guidelines are outlined above. Please note that in accordance with **Bylaw 14157 and Policy C211F**, support through the City of Edmonton Community Investment Program may be provided to a **maximum of 25% of the applicant's operating budget.**