

## Community Investment Program (CIP) Celebrations Grant for One-Day Events

### Online Application

The Edmonton Arts Council is now utilizing an online grant application system for the CIP Celebrations Grant for One-Day Events program. Applicants to this program are asked to use the online application form found on the previous web page or at this link <https://eacgrants.fluidreview.com>. Full instructions to fill-in the application are provided in the online form. This form allows you to insert, edit and save any 'in progress' information in the application prior to its final submission to the Edmonton Arts Council. Some of the questions in the online application require a document upload. We recommend preparing and/or uploading these documents well in advance of the application deadline. If you have any difficulties or are experiencing problems with this online system, please contact Justina Watt, Grants Administrator at [jwatt@edmontonarts.ca](mailto:jwatt@edmontonarts.ca) or (780) 424-2787 ext. 243.

### Introduction

The next few pages will provide overall guidelines for the application as well as an outline of the questions, forms and the documents that you will be asked to submit or upload in the online application. If you have any questions regarding the content of the application or the grant process, please contact Justina Watt, Grants Administrator at [jwatt@edmontonarts.ca](mailto:jwatt@edmontonarts.ca) or (780) 424-2787 ext. 243.

### Purpose

The Community Investment Program Celebrations Grant is intended to assist, through limited financial support, with the production of one-day celebratory events 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.

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## 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 prior year expenses** as shown on their Financial Statements. This does not imply that 25% is a target support level for Celebrations organizations.

## Application Process

- Completed applications for a Community Investment Celebrations Grant must be submitted online by 11:59pm on March 1.
- Incomplete applications or applications received after this date will not be considered.
- Applications will be considered and evaluated by a Celebrations Grant peer jury appointed by the Edmonton Arts Council.
- First time applicants are encouraged to contact Justina Watt at 780-424-2787 ext. 243 or [jwatt@edmontonarts.ca](mailto:jwatt@edmontonarts.ca) 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.

The Edmonton Arts Council charges jury panels to respect and consider the specific cultural context of applications from all cultural communities, and in the case of equivalent merits based on the published guidelines, to incorporate the Edmonton Arts Council's policy of reflecting the full demographic diversity of Edmonton before making grant recommendations.

## Application Deadline: March 1

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

## Invitations to Peer Jury

The Edmonton Arts Council encourages arts organizations to offer invitations to the Celebrations peer jury for their ticketed events. In this way, the peer jury is in a better position to observe and evaluate the organization's operations. Invitations to the peer jury can be coordinated by contacting Justina Watt at 780-424-2787 ext. 243 or [jwatt@edmontonarts.ca](mailto:jwatt@edmontonarts.ca)

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## Tips

### Attend a workshop

The EAC offers information workshops and individual consultations on the grant application and grant review process to applicants. Please contact Justina Watt at 780-424-2787 ext. 243 or [jwatt@edmontonarts.ca](mailto:jwatt@edmontonarts.ca) for more information.

### Be clear and concise

Remember, this is an operating grant — we want to know who you are, what your organization has been doing and what your organization is planning to do.

### Ensure financial information is in order

- Your organization's reviewed financial statement must correspond to Column 1 (Last Fiscal Year Actual) in Attachment 1 of the application.

## Community Investment Program (CIP) Celebrations Grant for One-Day Events

The deadline for this grant program is 11:59 pm on March 1. Complete applications must be received by the Edmonton Arts Council (EAC) on or before the deadline. Incomplete or late applications will not be accepted or considered.

1. **General Information** - You will be asked to provide information about your organization.
2. **Grant Request** - You will be asked to fill in your Grant Request.
3. **Description of Event** - You will be asked to fill in brief Event details.
4. **Declaration of Applicant** - You will be asked to provide the date, name, signature, and title of the officer in declaration of the veracity of the information provided in the application
5. **Narrative** - An evaluation of the previous event or a detailed description of the upcoming event produced by the applicant, including:
  - a. The event theme and core program content;
  - b. The number of free events, ticketed events, and the price of tickets;
  - c. Projected total attendance, including total paid attendance and total free attendance. Describe the methods that will be used to calculate free attendance;
  - d. 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;
  - e. Any collaborative or cooperative partnerships or ventures with other non-profit organizations;
  - f. How the event will contribute to the cultural development of Edmonton and improve the quality of life of Edmontonians;
  - g. Any additional information you would like considered.
6. **Upload a list of the current Board of Directors** including names, addresses and the position of each member on the board.
7. **Upload the most recent annual report or minutes of the most recent Annual General Meeting** of the society including all related reports.
8. **Attachment 1 Financial Information Form**

In-Kind Revenue and Expenses should only be reported in Attachment 1 if they are recognized in the Financial Statements. If the financial Statements are not reviewed or audited by an accountant, the applicant should keep invoices for in-kind contributors. The Edmonton Arts Council reserves the right the request this documentation.

Please report In-Kind Revenue in item C) of this attachment and expense it out in applicable categories in item H). to L). In-Kind Revenue and Expenses should balance (i.e. equal each other).
9. **Designated or Restricted Funds** (if applicable).

This summary should only be provided if designated or restricted funds are stated in your Financial Statements.

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## 10. Notes to Financial Information

### 11. Upload 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.

Financial Statements must state the fiscal year-end. In-Kind goods and services need to be reported in both the Financial Statements and Attachment 1 to be recognized in the application. In-Kind revenue must be labeled as In-Kind and be expensed out in applicable expense categories in the Income Statement. In-Kind Revenue and Expenses should balance (i.e. equal each other).

### 12. Debt Management Plan - 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.

### 13. Upload the most recent financial statements of any organization related at less than "arm's length" to the applicant organization (e.g., Foundations, support organizations), if applicable.

### 14. Upload filed and stamped copy of by-laws of the society if this is the first application by the organization.

### 15. Upload 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.

### 16. Upload a copy of Proof of Filing the most recent annual return from Corporate Registry of the Province of Alberta. Only the first page of this document is required.

### 17. Additional Comments