Prince of Wales Armouries, 2nd Floor,
10440 108 Avenue, Edmonton, AB T5H 3Z9

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Community Investment Program
Celebrations Grant for Major Parades Guide

Purpose

To assist with the production of major parades within the City of Edmonton through limited financial assistance.

Who Can Apply

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

Event Eligibility

- The parade must have as its main purpose the celebration of some theme of interest and appeal to the general public;
- The parade must occur within the corporate limits of the City of Edmonton;
- The parade must have an obvious presence in the community;
- Parades entries must be open and not restricted to members of a certain group or organization.

Grants will **NOT** be available for:

- Community parades (road event attracting spectators from local community and appealing to specific neighbourhoods or geographical area);
- Procession or marches (road event not intended to attract spectators with limited public appeal);
- Fundraisers.

Level of Support

Grants will be considered in support of direct operating costs. The maximum parade grant to any applicant will not normally exceed 25% of eligible expenses.

Eligible Expenses include:

- Expenses paid directly to the City of Edmonton for services that only the city can provide (i.e. policing costs, road closures, parking meter costs);
- Expenses paid directly to the City of Edmonton where parade organizers could use alternate suppliers (i.e. rental of city owned facility to supply washrooms);
- Expenses for supplies and services not paid to the City of Edmonton (i.e. publicity, marketing, volunteer support, administration, talent).

In all cases, expenses that are offset by a donation in-kind by the supplier will be recognized as equal to cash expenses, but exact and detailed verification of those in-kind donations and expenses must be provided by applicants.

While the value of volunteer time is indisputable, this program does not include a cash valuation of that expense and corresponding donation.

Other city support for the organization will not make any applicant ineligible for a Major Parades Grant unless that city support is directly related to the parade event. If, however, the organization producing the parade receives indirect support for the parade by the city, those expenses and the corresponding donation in-kind by the city will not be included as part of the applicant's eligible expenses.

The grant payment will be made to the applicant within a reasonable period of time following the submission of a financial report and verification that the event occurred. If the actual expenses and revenues associated with a parade are such that an unanticipated surplus is realized, the EAC Parade peer jury may reduce the amount granted to the organization. Applicants will be given an opportunity to describe the reason for and possible internal uses of that surplus.

Terms and Conditions

Applications will be evaluated by a Parade peer jury appointed by the Edmonton Arts Council. The peer jury will base its evaluation on the General Principles and Guidelines of City of Edmonton Bylaw 14157 and Policy C211F: Community Investment Grants to Organizations and Individuals, and will consider the following:

- the eligible operating expenses of the parade;
- the number entries in the parade;
- the number of spectators attending the parade.

The Parade Grant Program is primarily intended to support the expenses incurred that are directly charged to the parade organizers by the City of Edmonton. Therefore the EAC Parade peer jury will place priority on eligible applicants who have incurred these costs, and, in making grant recommendations will place priority on the recovery of those costs.

Application Process

- Completed applications for a Community Investment Major Parades Grant must be received at the Edmonton Arts Council Office prior to 4:30pm on March 1. When the deadline falls on a weekend, the deadline is the next business day.
- Incomplete applications or applications received after this date will not be considered.
- Applications will be considered and evaluated by a Parade peer jury appointed by 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.
- Applicants will be notified in writing of peer jury recommendations 8-10 weeks following the deadline.

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

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Community Investment Program
Celebrations Grant for Major Parades Application

The deadline for receipt of the complete application is **4:30 p.m. on March 1**. Complete applications must be received in the office of the Edmonton Arts Council (EAC) on or before the deadline. When this deadline falls on a weekend, the deadline is the next business day.

I. General Information

Name of Organization Producing the Parade

Primary Contact

Address | Postal Code

Telephone | Fax

Email Address

II. Grant Request: (maximum 25% of eligible expenses): $ _____

III. Description of Parade

Parade Name

Number of Entries | Number of Supporting Volunteers | Estimated Spectator Attendance

Parade Date | Parade 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 Community Investment Parade Grant for Major Parades through the Edmonton Arts Council.

Dated at Edmonton, Alberta this _____ day of _____ , 20_____.

_____

Signature of Officer

_____

Name (please print) Title

V. The following information must accompany your application:

Failure to submit the following will result in your application being returned as incomplete.

Please indicate below with a (✓) that the required attachments have been included.

- ☐ 1. Completed financial information form (see Attachment 1).
- ☐ 2. A description of last year's parade including number of parade entries, spectator attendance and volunteer support.
- ☐ 3. A description of the upcoming parade and its associated activities including projected parade entries, spectator attendance and volunteer support. Please describe any significant changes from last year's parade.
- ☐ 4. The organization's most recent financial statements reviewed and signed by two members of the society.
- ☐ 5. Minutes of the most recent Annual General Meeting of the society.
- ☐ 6. A list of the current Board of Directors.
- ☐ 7. A copy of Proof of Filing the most recent annual return from Corporate Registry in the Province of Alberta.
- ☐ 8. By-laws of the society if this is the first application by the organization. Please submit filed and stamped copy from Corporate Registry.
- ☐ 9. Please indicate whether or not any amendments to the society's by-laws have been passed between the last application and the application. Include any amendments with this application.
- ☐ 10. A copy of the organization's Parade Permit, issued by the Edmonton Police Service. If a permit has not yet been issued for the upcoming parade, please submit a copy of last year's permit with this application. Receipt of funding will be contingent upon submission of the current permit.

The Freedom of Information and Protection of Privacy Act (FOIP) regulates the collection and disclosure of personal information by municipalities and municipal boards and agencies. The privacy of personal information requested in the Community Investment Grant applications is protected by the FOIP Act. Organizational information may not be protected from disclosure in the interest of subjecting local government activity to public scrutiny. Aggregate information about programs funded through Community Investment Grants may be compiled and reported. Your organization will be contacted if any third party requests specific organizational information contained in your application.

Community Investment Program Celebrations Grant for Major Parades
Attachment 1 - Financial Information Form

PARADE EXPENSES	Projected	Actual
Parade Permit	$	$
Policing	$	$
Transportation/Streets	$	$
Community Services	$	$
Emergency Response/Fire	$	$
Other (specify)	$	$
Total City Service Costs	$0	$0

Other Cash Expenses	Projected	Actual
Publicity	$	$
Marketing	$	$
Volunteer Support	$	$
Administration	$	$
Other (specify)	$	$
Total Other Cash Expenses	$0	$0

Donated Goods and Services (Donor verification required)	Projected	Actual
Please specify:	$	$
	$	$
	$	$
	$	$
Total Donated Goods & Services	$0	$0

TOTAL PARADE EXPENSES	$0	$0

PARADE REVENUES	Projected	Actual
Entry Fees	$	$
Corporate/Private Sector Cash Sponsorship	$	$
Fundraising	$	$
Other Government Grants	$	$
Donated Goods & Services ($ value must match expenses)	$	$
Private Donations	$	$
Other City of Edmonton Support (specify)	$	$
Other (specify)	$	$
	$	$
	$	$
Community Investment Program Parade Grant	$	$
TOTAL PARADE REVENUE	$0	$0

PARADE SURPLUS/(DEFICIT)	$0	$0