

Community Investment Program Organizational Support Grant Guidelines

Purpose:

The Organizational Support Grant is intended for organizations currently experiencing a challenge that may require additional resources and expertise. The program will support the cost of hiring a consultant or specialist to develop a plan to address the issue or need of the organization. Funding is not intended to support implementation.

The Edmonton Arts Council can assist with recruitment/selection of a consultant. Preference will be given to locally based expertise.

Applicants are advised against signing contracts or making any financial commitments prior to receipt of grant notification. Commitments made by the applicant before grant approval and approved start date of the project are the responsibility of the applicant.

Eligibility:

- The Applicant must be a registered non-profit organization that has been registered as a non-profit organization for at least one year.
- The Applicant's activities must primarily fall within the arts and festival category and take place within the corporate limits of the City of Edmonton.
- Grants are not intended to support organizations that are primarily training or educational institutions.
- Grants are not intended to support ongoing operations or the implementation of consultant recommendations.
- Projects are expected to begin within 30 days of approval.
- Consultants must not have an existing or previous (within the past two years) formal relationship with the applicant. This includes being an employee or board member of the applicant.

Level of Support:

- The maximum Organizational Support Grant will not normally exceed \$3,500. The Edmonton Arts Council will be responsible for paying approved invoices related to the project upon receipt of a report from the applicant.

Application Process:

- There is no set application deadline for an Organizational Support Grant.
- Applications will be considered and evaluated by the Edmonton Arts Council Board of Directors.
- Applicants are encouraged to contact grants staff at 780-424-2787 prior to submitting their application.

Evaluation:

Applications will be evaluated on the following:

- Clarity of objectives as described in the project proposal.
- The extent to which the organization demonstrates need for an Organizational Support Grant.
- The extent to which the proposed consultant's expertise is seen to fit the organization's needs (if applicable).

Reporting:

The recipient of a grant from this program must submit a final report verifying that the project took place. The confidential nature of the consultation will be respected and a report from the consultant will not be required.

For more information contact Justina Watt at the Edmonton Arts Council at 780-424-2787 ext243 or jwatt@edmontonarts.ca

Application Contents

I. General Information

II. Grant Request

III. Declaration of Officers

IV. Project details

A. Organizational background:

Brief history, mandate and mission of your organization.

B. Project proposal:

Clearly identify the issues/needs to be addressed including any immediate challenge(s)/opportunities the organization is experiencing. Provide the goals for the consultant, project start and end dates, and tasks/role of staff/key volunteers/board.

C. Project consultant:

If your organization has an individual in mind as a consultant, attach that individual's current resume or CV. Include a statement describing how the proposed consultant fits the needs of your organization.

V. Project budget

Itemize consultant fees and any related expenses.

VI. A list of the current Board of Directors including names, addresses and position of each member.

VII. The most recent annual report or, minutes of the most recent Annual General Meeting of the society including all related reports.

IIX. The financial statements approved at the last AGM.

IX. 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.

X. By-laws of the Society and any Amendments to the Society's by-laws.

XI. Proof of filing the most recent Annual Return with Corporate Registry of the Province of Alberta.

NOTE: If items VI–XI are already on file with the Edmonton Arts Council, contact grants staff at 780-424-2787.

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.