



Clear Hills County

Effective Date: August 15, 2023	Policy Number 6803
Title: New Event Grant	

Purpose

1. **Bringing a new or unique program to Clear Hills County. To encourage and attract “outside of the box thinking” and bring forward imaginative and innovative events.**
2. To enable, encourage and assist Clear Hills County not-for-profit arts, culture, and heritage organizations to produce multi-faceted arts, cultural and/or heritage events that have never been held in Clear Hills County, or have not been held for a minimum of five years. Events must be held on one or more days in Clear Hills County
3. To be considered for funding under this category, the organization must meet the eligibility criteria:
 - Organization must be a Clear Hills County-based, not-for-profit; must have been registered as a Society for one year under one of the following:
 - Societies Act
 - Libraries Act
 - Agricultural Societies Act
4. Community organizations that are not registered may have a sponsor apply on their behalf. The sponsor must be eligible under the Special Events or Festival Grants Program funding criteria and must take full legal and financial responsibility for the grant funds approved.
5. The programs and services provided by the organization must be of value and available to the residents of Clear Hills County.
6. Only one application per event can be submitted at one time.
7. What is not eligible for funding?
 - Existing repeat event.
 - *Examples may include but are not limited too, Music Festivals, Gymkhana, Horse Clinics, Dine & Dances.*
 - Direct grants to individual artists
 - For-profit organizations
 - Fundraising costs

- Travel expenses
- Capital or equipment expenditures.
- Liquor license, liquor, food
- Retroactive funding for events/festivals that have already been held.
- Re-applying for additional grant funds for an event/festival already funded during the same calendar year.

Grant Amounts

8. Applicants may apply for up to \$5,000.00 (five thousand dollars) of their event or festival expense budget. For a collaborative project or event only one application can be submitted. Funds must be spent in the year they are awarded.
9. Evaluation Criteria (All applications are presented to Council for consideration and approval) the following factors are considered in evaluating grant requests:
 - Bringing a new or unique program or event to Clear Hills County.
 - Clearly articulated artistic program plan which reflects and fulfills the organization's mandate.
 - An exhibition, special event or festival that is of community value and encourages the development of arts, culture and/or heritage to a broad base of citizens.
 - Availability of the program to all Clear Hills County residents.
 - Viability of the project (realistic goals, appropriate planning, effective budgeting, cost-effectiveness).
 - Marketing and promotion strategies demonstrated.
 - Organizational competence that is demonstrated through the application process and past history in the community.
 - Collaboration with other not-for-profit arts and culture organizations (where relevant) would be considered a strength.

Consideration:

10. ***All applications are presented to Council at a Regular Council Meeting for Councils consideration.***
11. Major Enhancements to a current event that have not been done previously that improves or adds value, may be subject to consideration by Council.

Financial

12. Approved funding can only be used as detailed on the application. In the case of a change to the original application, such as a cancellation or change in programming, the applicant must submit a letter of explanation requesting approval of a change in the use of the grant. If an approval is not received, the funding or balance of funding must be returned to Clear Hills County.

13. Clear Hills County may request access to all financial statements and records of the applicant organization should the need arise.

Reporting

14. Within 60 days of the completion of the special event/festival, the organization must submit a final accounting report to Clear Hills County. Any new applications for funding under the Special Events or Festival Grants Program will be denied if accounting is outstanding.

Public Acknowledgement

15. Clear Hills County must be given public recognition for funding support. Advertisements of event must be shared with Clear Hills County. The Clear Hills County logo is available upon request.

First Time Applicants

16. Organizations applying for funding with questions should contact the Executive Assistant at Clear Hills County office.

Telephone: 780-685-3925 Extension 120, Email: bonnie@clearhillscounty.ab.ca

Application Deadlines

17. To request funding, applicants must submit an application consisting of a fully completed grant application form and the required support documents. Incomplete applications will not be accepted. The original, signed grant application must be submitted to Clear Hills County by:

- Accepted throughout the year, with a minimum of 8 weeks before the proposed event date.

18. You may submit your application using one of these three ways:

Emailed
Signed applications may be scanned and emailed to: bonnie@clearhillscounty.ab.ca When submitting by email you must ensure receipt at Clear Hills County through reply by County staff.
Dropped Off
Clear Hills County Office Executive Assistant 313 Alberta Avenue Worsley, AB Monday – Friday from 8:00 am – Noon, 1:00 pm - 4:30 pm (except on Statutory Holidays)
Mailed

Clear Hills County Office
Executive Assistant
Box 240
Worsley, AB T0H 3W0

End of Policy

ADOPTED:

Resolution # C339-22 June 28, 2022

AMENDED:

Resolution # C421-23 August 15, 2023



Applications are accepted throughout the year. To request funding, groups must submit a fully completed application form and provide the required support documents a **minimum of 8 weeks** before the proposed event date.

Before completing, please ensure that you have read Policy 6803- New Events Grant as your event may not qualify.

***All applications are presented to Council at a Regular Council Meeting, for Councils consideration.**

Applicant information:

Event name _____

Legal name of applicant _____

Act incorporated under _____ Incorporation Number _____

Registered mailing address (all correspondence and cheque will be mailed to this address)

Phone: _____ Email address _____

If you are applying on behalf of another organization, identify that group.

Required Attachments:

- List of current executive and/or board of directors, including names, positions/titles, phone numbers (home and work) and an email address where possible. Indicate the primary contact person for your organization.
- Most recent annual financial statements.
- Copy of the minutes of the meeting that include the motion by your organization’s governing Board authorizing this application.
- If you are applying on behalf of another organization, attach a list of the key individuals involved in that group, including names, positions/titles, phone numbers (home and work) and an email address where possible. Indicate the primary contact person for that organization.

Declaration

We, the undersigned officers for the organization, certify that this application contains a full and accurate account of all matters stated herein:

Name _____

Name _____

Position _____

Position _____

Signature _____

Signature _____

Date (yyyy-mm-dd) _____

Date (yyyy-mm-dd) _____

- **To your knowledge has this Event occurred within the last 5 years?**
- **If yes?** (Refer to Policy 6803 – New Event Grant (Section 1. Purpose)
- **Describe your event.**
Provide as much detail as possible to give a clear idea of what your event will include. List any other groups that will be collaborating with you (if any). How will the grant funds be used?
- **Community need**
What service gap has been identified that shows the need for this event in our community? Are others in the community offering a similar service?
- **Purpose and objectives of the event**
Describe the purpose of your event. How will your event enhance and encourage the development of arts, culture and heritage in our community.
- **Fitting your mission/mandate**
How does this event fit your organization's mandate and how does it relate to your organization's goals? Or, if this is an application on behalf of another organization, how does the event fit their mandate and goals?
- **What are the proposed dates and times for your event?**

• **Community participation**

Who will be served by your event? Is the event available to all Clear Hills County residents? How many people participate in your event? How are volunteers and the general public involved?

• **Funding sources**

List other sources of funding applied for to fund this event (even if you were not successful). Are there fees/charges for participating in the event?

• **Marketing strategies**

How will you promote your event to participants and/or the public? How will you engage the community to participate in your event?

SPECIAL EVENT BUDGET

INSTRUCTIONS

1. In order for the most informed decisions to be made regarding your application, provide the most complete information possible.
2. You should include as much detail as available in the Expenditure section of the budget. For example, list the names of the artists/professionals and their fees. If you do not have the names, provide an estimate and how you arrived at the figure (i.e., 4 instructors @ \$750 each = \$3000 or 2 individual musicians @ \$500 each plus one quartet at \$1750=\$2750).
3. Volunteer support refers to expenditures to purchase items such as: t-shirts, badges, name tags and other items to recognize/identify volunteers and not remuneration.
List the supplies and materials you plan to buy and the equipment and facilities you plan to rent. Provide details on the types of marketing strategies you plan to use and the costs.

Please note, the following are ineligible for funding:

- Travel costs
- Food
- Liquor & liquor licenses
- Capital equipment purchase.

4. The Revenue sections should identify the various source(s) of funding for the project.

How much funding are you seeking from the New Event Grant?

\$ _____
(Include this number in the revenue section below)

EXPENDITURES	Current Application	Previous Application
Professional fees		
Supplies and materials (non-capital)		
Administrative – specific to the event		
Equipment rentals (i.e.. Tables, sound equipment, tents, easels)		
Facility rentals		
Marketing/promotion		
Volunteer support		
Other (specify)		
Total Expenditures		
REVENUES		
New Event Grant		
Provincial grants (specify)		
Federal grants (specify)		
Recreation Board(s) support (specify)		
Other Clear Hills County grants (specify)		
Corporate support		
Fundraising		
Ticket sales/registrations/participant fees		
Cash donations		
Other (specify)		
Total Revenues		
NET		

You may submit your application using one of these three ways:

<p>EMAIL: Signed applications can be scanned and emailed to: bonnie@clearhillscounty.ab.ca when submitting by email if you have not received a response within 4 business days please follow up via telephone.</p>
<p>DROP OFF: Clear Hills County Administration Building 313 Alberta Avenue Worsley, AB Monday – Friday from 8:00 a.m.-noon, 1:00 p.m. – 4:30 p.m. except on Statutory Holidays.</p>
<p>MAIL IN: Clear Hills County Executive Assistant Box 240 Worsley, AB T0H 3W0</p>

If you have any questions please direct them to Bonnie Morgan, Executive Assistant– either by telephone at 780-685-3925 extension 120 or email bonnie@clearhillscounty.ab.ca.

