



Community Events Grant Program



GUIDELINES

COMMUNITY EVENT GRANT GUIDELINES

PURPOSE

To provide a source of funds for eligible community groups and eligible community events to assist in providing funding support associated with those events; and to establish specific criteria for the provision of funds to eligible community groups and eligible community events.

FUNDING AMOUNT

Annual funding is determined through the City's annual budget process.

ELIGIBLE GROUP

The organization must be a registered St. Albert non-profit society or a registered society with a St. Albert Chapter or Branch:

- The event is for St. Albert citizens and takes place in St. Albert.
- Organizations shall be limited to one Community Events Grant per calendar year.

ELIGIBLE EVENT

- Event is either no cost or low-cost for individuals to attend event, appeals to the general population and has a high level of community acceptance, or
- Relationship to national or provincial holiday, or
- Relationship to what may reasonably be seen as a community celebration, or
- May be an event that has a sport or cultural focus, ie sports tournament or performing arts event, or
- If a sporting event, show evidence that event draws teams or participants from outside the community, and
- Show evidence where possible that event utilizes St. Albert facilities and businesses.
- Funding for Ad Hoc events will not normally exceed \$5,000.00.

- Events that show a profit are not eligible for funding, and funds must not be used to provide a grant, donation, or scholarship to another person, group, or organization.
- Event that is hosted in St. Albert must be open and accessible to the public regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.
- Event is secular and non-political in nature.

AWARD ALLOCATION

Applications are processed semi-annually.

APPLICATION REQUIREMENTS

Applications for events occurring six months prior to and six months following the intake date may be considered for funding. For retroactive funding requests, a final report must be included if the 90-day reporting requirement falls before the application deadline. **Incomplete Applications will not be processed.**

APPLICATION REVIEW PROCESS

Recreation and Parks Department shall advertise the availability of the awards and shall provide information on the criteria by which the applications will be considered.

Applications received by award deadline will be reviewed at the next scheduled Community Services Advisory Committee meeting.

Applicants will be provided an appointment to appear before the Committee to respond to any questions or clarifications required by the Committee regarding their application.

Community Services Advisory Committee Members shall consider the applications and make recommendations to City Council according to merit, eligibility and available funding. Funding availability and priorities can be a limiting factor on the size and number of awards granted.

Funds will not be awarded if the application does not meet the criteria.

Applicants will receive notice indicating the decision regarding the application, upon completion of the review process. This process takes approximately ten to twelve weeks from application deadline to final City Council approval.

City Council unadopted minutes detailing grant awards are generally available on the City of St. Albert website (www.stalbert.ca) within one week of Council meetings.

Successful applications may receive public acknowledgment.

RECOGNITION

Successful applicants will acknowledge receipt of Community Events Grant funding from the City of St. Albert in their event promotion and advertising, including use of the City branding where appropriate.

“RECURRING COMMUNITY EVENTS” CATEGORY

“Recurring Community Events” are long-standing annual events which include:

- Those events that reach, encourage, and draw community-wide participation; and
- Events that are approved every two years based on an application process.

Applications within this category are submitted by December 1 of each “even” year for consideration for a two-year term. (ie, Applications for funding for 2021 and 2022 are due by December 1, 2020)

FREQUENTLY ASKED QUESTIONS (FAQ'S)

Question	Answer
Our event is only open to our members, or we charge an admission fee for people to attend our event. Are we eligible for funding?	Events that appeal to a very narrow portion of the population are less likely to be funded. Events that charge an admission fee for the general public to attend are less likely to be funded. Nominal admission fees can be defined as \$2 to \$5.
Our event is not a sporting event, but it is tied to a national holiday. Is our event eligible for funding?	Yes.
Our provincial championship-sporting event draws fewer than six teams, but our total	Yes, however the intent of this criteria is to ensure sufficient participants are involved to derive a benefit from the grant.

participants are more than fifty. Is this event eligible for funding?	
Our event is for one day but draws well over five hundred participants from all over Alberta, and a significant number of spectators. Is this event eligible for funding?	Yes, but you must show evidence that traveling teams or participants will utilize St. Albert facilities and businesses prior to or after the event.
Our event is a cultural event, not a sporting event. We have a significant number of participants and spectators. Is it eligible for funding?	Yes, but as with the previous question, you must show evidence that traveling participants will utilize St. Albert facilities and businesses prior to or after the event.
Our expense total is \$1000, with no other source of revenue. Should we apply for the entire amount under the Community Events Grant?	The intent of the grant is to enhance or augment other funding sources. Indicate other sources of funding (grants, organization dollars) in order to show that you are not dependent on a single funding source for your budget. If, due to the nature of your event, there are no other funding sources, you should indicate that on your application.
Our group received a Community Events Grant for our event last year. Can I apply again this year?	Yes, provided you have completed and submitted the required documentation.
Generally, what types of events are not funded?	The following types of events will not be considered for funding; regular training, invitational competitions, activities that charge more than a nominal admission fee, fundraising events.

**FOR FURTHER INFORMATION PLEASE CALL 459-1504 OR
EMAIL AROYER@STALBERT.CA**

Incomplete Applications will not be processed