



COMMUNITY EVENTS GRANT PROGRAM GUIDELINES

Purpose of Program

To provide a source of funding support for eligible community groups hosting eligible community events to assist with expenses associated with the event provision.

Grant Categories

Community Celebration

- An annual event which the City is committed to supporting.
 - o As of 2023 includes:
 - Family Day (Fire & Ice Festival)
 - Culture Days
- The event is operated as a partnership with a community organization.

Ad Hoc Community Event

- An event which receives one-time funding. The applicant re-applies each year.

Recurring Community Events

- Events that reach, encourage, and draw community-wide interest and participation. These are long-standing events consistently offered in St. Albert.
- Events are approved for two-year consecutive funding based on an application process.

Review and Approval Level

The Community Events Grant program is assigned as level 2 (*Policy C-CC-23 Civic Granting*) for review and approval of funding allocations.

Review/Recommendation: Community Services Advisory Committee

Final Allocation Approval: Community Services Advisory Committee

Grant Intake Date(s)

Community Celebration

- No intake date.
- Partnerships/events supported annually as per Council direction.

Ad Hoc Community Event

- Two intakes per year: spring and fall.

Recurring Community Events

- Eligible events/applicants are invited to apply every two years.

Eligible Applicants

Applications will be accepted from registered St. Albert non-profit societies or a registered society with a St. Albert chapter or branch. Note: Registered non-profit organizations not located in St. Albert but providing the event to St. Albert residents **may** be considered for funding if a similar event is not already being offered to residents.

Organizations are eligible to be approved for funding for multiple events annually but must use a separate application for each.

Applicant must be up to date on all required reporting from previously allocated civic grants.

Eligible Events

Events primarily designed and delivered for the general population of St. Albert or an event that promotes the development of a stronger community within St. Albert.

Event is either no cost or low cost for individuals to attend, appeals to the general population, and has a high level of community acceptance.

Event may be related to a national or provincial holiday or a community celebration.

If a sporting or cultural event, it must draw a minimum of 6 teams or 50 participants from outside the community, operate for a minimum of two days, and utilize St. Albert facilities & businesses.

Applications for events occurring six months prior to and six months following the grant intake date may be considered for funding. For retroactive funding requests, a final report must be included.

Event must be open and accessible to the public regardless of race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation.

Events which are for fundraising purposes or which intend to realize a profit/surplus are ineligible.

Political events and non-secular events are ineligible.

Funding

Funding for ad hoc events will not normally exceed \$7,500.

Funding is provided to the successful applicants upon approval by the Community Services Advisory Committee and will be distributed via direct deposit.

Applicants are expected to contribute to the event budget. The applicant's contribution may be in the form of any combination of money, volunteer labour, or donated equipment or material. The volunteer contribution must be directly related to the event for which funding is being requested. Additional funding provided by the City of St. Albert whether gift in kind or through another civic granting program will not be considered as matching funds.

If the financial reporting for the funded event discloses a surplus, the applicant shall repay any surplus in excess of \$100.

If an event with an approved allocation of funding is cancelled or is not completed within 18 months of the approval of the grant funding, any unexpended funds shall be returned to the City of St. Albert.

Grant funding must not be used to provide a grant, donation, or scholarship to another person, group, or organization.

Reporting

The Grant Reporting (Events) form must be completed and submitted to the City of St. Albert within 90 days of event completion.

The report must include:

- Completed grant summary (form will be provided);
- Completed final budget; and
- Copies of receipts for expenses incurred directly related to the event.

Applicants for grants under this or any civic grant program who have not fulfilled the requirements of the program, including the repayment of unspent funds and/or completed reporting forms, are ineligible to reapply until these requirements have been met.

Grant Acknowledgement

As timelines allow, successful applicants are asked to provide acknowledgement of the City's contribution to their event on promotional material as well as social media posts (organization website, Facebook, Instagram, X).