



2024 Arts and Culture Microgrant Guidelines

A thriving arts and culture scene makes Calgary a more livable city by strengthening the local economy, enriching our city's cultural diversity, supporting well-being and creating social connections for all individuals.

The City of Calgary Arts and Culture Microgrant supports **new arts and culture initiatives and new elements of programming added to reoccurring initiatives** led by registered non-profits and charities, Community Associations and Business Improvement Areas that celebrate arts and culture and help activate culturally vibrant neighbourhoods and districts in Calgary.

Eligible Initiatives

Arts and Culture Microgrant funding is available for new arts and culture projects, programming, temporary installations, creative placekeeping, workshops and events that align with one or more of the following priority areas:

- Enhancing cultural learning and/or arts appreciation.
- Strengthening partnerships and collaboration between community-led organizations, businesses and local creative professionals (artists, performers, creators).
- Initiatives that are available for all individuals in Calgary to access and participate in.
- Supporting equity deserving groups to advance equity, diversity, inclusion and belonging.
- Commitment to Truth and Reconciliation through strengthening understanding, relationships and opportunities with Indigenous communities.

Some ideas for initiatives could include a pop up music event, cultural cooking workshop, drumming workshop, artisan market, interactive artwork or installation, cultural festival, recreational art studio and shared makerspace, theatre production, light show, cultural film screening, and art exhibition showcasing local artists.

The Arts and Culture Microgrant supports initiatives that promote respect and dignity of all people regardless of race, culture, national or ethnic origin, religion, education, age, ability, sexual orientation, gender identity or expression, or socio-economic status. We do not support initiatives with a political message, including rallies and protests.

Who can apply?

Calgary-based registered non-profits and charities, Community Associations and Business Improvement Areas that:

- Are in good standing with The City of Calgary with no outstanding report and/or payment.
- Obtain the required insurance, permits, permissions and approvals.
- Are not receiving a City of Calgary Festivals and Events Subsidy for the same initiative.

How much funding is available?

The Arts and Culture Microgrant has two tiers of funding:

Tier 1: Up to \$5,000

With total funding of \$330,000, Tier 1 supports smaller initiatives by covering up to 100 percent of eligible expenses, up to a maximum of \$5,000.

- Apply at least 30 days prior to the intended start date of the initiative.
- Initiative must be completed by December 31, 2024.
- Your organization may receive one Arts and Culture Microgrant within this tier.
- Intake is ongoing for initiatives until the funding is fully subscribed.

Tier 2: Up to \$30,000

With two intake periods and total funding of \$325,000 per intake, Tier 2 supports larger initiatives by covering up to 50 percent of expenses, to a maximum of \$30,000.

- Apply by March 3, 2024, for initiatives taking place between June and November 2024.
- Apply by September 1, 2024, for initiatives taking place between December 2024 and May 2025.
- Your organization may apply to both intakes of Tier 2 (two per year) for different initiatives.

Eligible expenses

This microgrant supports direct costs associated with implementing a local initiative. Eligible expenses may include, but are not limited to:

- Honorariums and fees for artists, performers and volunteers. **Note:** The City of Calgary Arts and Culture Microgrant supports the [CARFAC-RAAV Minimum Recommended Fee Schedule](#) which provides guidelines on what artists should be paid for their copyright and other professional services.
- Wages for contractors, technicians, and workers who are not already employed as staff.
- Production and technical costs related to artistic programming.
- Marketing and communication costs associated with promoting the initiative.
- Initiative-specific equipment, materials, and supplies (including transportation of these items).
- Tobacco products and accessories used for Elder offerings and Truth and Reconciliation activities.
- Initiative-specific venue costs, such as venue rental fees, utilities, and event cancellation insurance.
- Training and support for volunteers.
- Development and implementation of health, safety, and accessibility plans.
- Permitting fees and other expenses for City services (i.e., parks permit, road closure permit).
- Other expenses and supplies that the Arts and Culture Division deems reasonable and necessary.

Ineligible expenses

This microgrant does not cover capital expenses or operational costs associated with your organization's day-to-day functions. Ineligible expenses include:

- Office and administration fees, including office supplies, bookkeeping, postage, etc.
- Overhead costs such as utilities, rent, mortgage, etc.

- Travel, accommodation and meal allowance costs.
- Compensation for existing staff, grant writers, reporters.
- Capital investments (i.e., building permanent infrastructure, construction, renovations, repairs, or the acquisition of significant equipment such as computers, video recorders, or power tools).
- Expenses incurred prior to the application approval.
- Expenses that are not directly relevant to the initiative being applied for.
- Expenses that are already covered by other funding sources.
- Prize monies, trophies, or medals.
- Fundraising activities, donations, contingency funds, or repayment of deficits or debts.
- Commercial activities.
- Alcohol or cannabis.
- Expenses and supplies deemed unreasonable and unnecessary by the Arts and Culture Division.

Reviewing your application

We will review your application and consideration for funding will be based on how well it aligns with the funding priorities and your demonstrated ability to carry out the initiative. You will be asked to provide a detailed budget, marketing plan and describe how you will evaluate the success of your initiative. We may contact you during the review stage if we have questions about your application.

Tier 1 applications are reviewed on a rolling basis. You will be notified of a decision within three weeks from when we receive your application.

Tier 2 applications are independently reviewed and scored by a committee. Funding will be awarded to applications with the highest scores until all available funds are distributed. You will be notified of a decision either way within 60 calendar days from the application deadline. If your application is unsuccessful, you may ask us for feedback on how to improve future applications.

Reporting back to us

Arts and Culture Microgrant recipients will be asked to share their success by providing a **final report and financial statement** within 60 days after the initiative is completed. The reporting template will be provided upon grant approval.

We do ask that recipients acknowledge the City of Calgary as a funder in any related digital or print advertising, promotional materials and public communication.

We may visit your initiative and provide feedback for future funding eligibility.

The City of Calgary will publish a list of Arts and Culture Microgrant recipients and the funding awarded.

How to apply

- Complete the Arts and Culture Microgrant application form.
- Email the completed application form to microgrants@calgary.ca with the subject line “**AC Microgrant – [Insert Your Initiative Title]**” prior to the deadline.
- If you need additional support to complete your application, email microgrants@calgary.ca

Questions?

Email microgrants@calgary.ca or view our [Frequently Asked Questions](#) section on our website.