



Festival and Event Microgrant Program Application Form

Event Name:	
Event Date:	

Your event: evaluation criteria (out of 15 points)

Choose a theme that your event relates to: <ul style="list-style-type: none">• A Prosperous City• A City of Safe and Inspiring Neighbourhoods• A Healthy and Green City	
How does your event relate to the theme chosen? 500 words maximum.	

How will the community benefit from this event? (5 points)

What difference do you hope to make in your community and beyond?

500 words maximum

Please describe how you will produce a safe event environment as per current provincial health orders and City requirements for enhanced safety (10 points)

Resources:

- City of Calgary Health and Safety Form (LINK) to be included with your application (unless already applied through City of Calgary Festival and Event Application process)
- COVID Protocols Guidebook for The Arts Sector And Live Events (LINK)

Please refer to [Alberta Biz Connect](#) for up to date information to operate safely including but not limited to:

- [General relaunch guidance](#)
- [Outdoor events](#)
- [Outdoor vocal concerts](#)
- [Drive-in events](#)
- [Indoor events](#)
- [Instrumental music](#)
- [Singing and vocal performance](#)
- [Sport, physical activity and recreation](#)

[Restaurants, cafes, pubs, and bars](#)

1000 words maximum



Requirements

<p>Event Description: Please provide a description of your event.</p>	
<p>Is this a new event or a re-imagined annual event?</p>	
<p>Scope of event: Please provide the following information:</p> <ul style="list-style-type: none">• Projected attendance• Participant demographics• Cost of participation	

Have you received permission/permits to host your event?
Will you be able to get approval to host your event?

Anything else we should know?



Budget Details

Note that the grant funding is meant to support your event and not cover all your expenses. Please note eligible and ineligible expenses below.

Eligible expenses

For events (**up to *75% of total budget or maximum of \$4500**):

- Rental of health and safety equipment or supplies such as hand sanitizer dispensers, thermometers, crowd management infrastructure, and contact tracing support
- Purchase of health and safety supplies such as hand sanitizer, masks, and gloves
- Purchase of event supplies
- Rental of event equipment, contracted services and applicable permits
- Honorariums and wages for workers and artists who are not already employed as staff
- Contract Fee to hire a temporary professional event organizer
- Marketing and communications
- Technology costs such as Zoom, WebEx, audio/visual technician services and equipment to support virtual component of event (if applicable)
- **Venue rental including permits

***Please note that organizations may claim a rental fee paid to another entity to support a project; however, when an organization owns and manages a venue, funding allocated for recompense for lost potential rental income would be considered an ineligible expense.*

Ineligible expenses

Program funding cannot be used for expenses related to:

- Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video camcorders, or power tools
- The purchase of alcohol or cannabis or related expenses
- Activity that exclusively promotes definable religious or political viewpoints
- Allowances, wages or personal expenses for program registrants and participants
- Salaries and expenses of existing staff of the applicant organization
- Office and administration fees including utilities, rent and/or rental of an applicant organization facility
- Charitable donations

Microgrant recipients will be required submit a final budget with a post event report no later than 45 days after the event. Failure to submit a final report will result in all awarded funds to be paid back to The City

<p>What is the event budget? (revenues and expenses)</p>	
<p>How much funding are you asking for? Please indicate dollar amount (Not to exceed \$4,500).</p>	
<p>What will this funding be used for? (Be specific)</p>	
<p>Do you have other funding sources? Please let us know about them</p>	



Contact information

Name:	
Telephone number:	
Mailing Address:	
Email Address:	
Legally registered name of Organization:	

Declaration

- ☐ I recognize that COVID-19 legislation may change, and I acknowledge it is my responsibility to ensure my event complies with all current legislation.
- ☐ I certify that I am authorized to act on behalf of the Applicant and the Company or Organization listed in the Application. The information contained in this Microgrant Application is true and correct to the best of my knowledge and will be upheld through City event policy and procedures

Your Name _____ *Signature* _____

Today's Date _____ Your email address _____

Before you submit the application have you:

1. Completed all sections of the application form.
Incomplete applications will be declined
2. Included your organization's registration information
3. Provided budget details including revenues **and** expenses
4. Completed and signed the applicant declaration

Thank you!

The personal information collected by this form is obtained under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). The information will be used only for the purpose of the Microgrant Program, Event Services, Arts and Culture, Calgary Recreation, City of Calgary. If you have any questions regarding the collection and use of this information, please contact Event Services at 403-476-4304.

ISC: Confidential

Questions? Please email eventservices@calgary.ca