



## Festival and Event Microgrant Program Application Form

Event Name:	
Event Date:	
Is this a virtual or in-person (live) event?	

### Your event: evaluation criteria (out of 15 points)

Choose a theme that your event relates to: <ul style="list-style-type: none"><li>• A Prosperous City</li><li>• A City of Safe and Inspiring Neighbourhoods</li><li>• A Healthy and Green City</li></ul>	
How does your event relate to the theme chosen? (5 points) 500 words maximum	

# Calgary



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. (5 points)

Please refer to [Alberta Biz Connect](#) for up to date information.

500 words maximum



**Requirements**

<p>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"><li>• Projected attendance</li><li>• Participant demographics</li><li>• Cost of participation</li></ul>	

**Calgary**



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

**Budget Details**

Anything else we should know?

NOTE: Microgrant funding is meant to support your event and not cover all event expenses. Please note the eligible and ineligible expenses below.

Questions? Please email [eventservices@calgary.ca](mailto:eventservices@calgary.ca)



## Eligible expenses

For In-person events:

- 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
- Honorariums and wages for workers and artists who are not already employed as staff
- Marketing and communications for materials and measures to address public safety

For Virtual events:

- Technology costs such as Zoom, Webex, audio/visual technician services and equipment
- Purchase of health and safety supplies such as hand sanitizer, masks and gloves
- Honorariums and wages for workers and artists who are not already employed as staff
- Venue rental\*

*\*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:

- **Operational costs to produce your event**
- 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
- Office and administration fees including utilities, rent and/or rental of an applicant organization facility

Within 60 days of an event, microgrant recipients will be required submit a final budget.



What is the event budget?  
(revenues and expenses)

How much funding are you asking  
for? Please use \$ amount  
(microgrants range between \$500  
and \$4,500).

**Calgary**



What will this funding be used for?  
(include estimated costs for each  
line item)

Do you have other funding  
sources? If yes, please describe  
here.





**Contact information**

Name:	
Phone/cell number:	
Mailing Address:	
Email Address:	
Name of organization (legal entity and operating name):	
Type of organization	<input type="checkbox"/> Registered not-for-profit <input type="checkbox"/> Registered Charity <input type="checkbox"/> Business Improvement Area

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 403-476-4307.

ISC: Confidential