



# Festival and Event Microgrant Program Report Back Form

Submit this form to [eventservices@calgary.ca](mailto:eventservices@calgary.ca) within 60 days of the completion of your event.

Event Name:	
Event Date:	
Was this a virtual or in-person (live) event?	
What was your event theme? <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>	

# Calgary



How did your event relate to the event theme?

500 words maximum

# Calgary



How did the community benefit from this event?

What difference did you make in your community and beyond?

500 words maximum



<p>What measures did you put in place to ensure a safe environment, as per provincial health orders, for your staff, volunteers and participants?</p>	
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# Calgary



What did you learn by including these new health and safety measures?

Please provide details regarding the following:

How many participants did you have?

Please provide any demographical statistics that you gathered (formal or anecdotal – please verify which is reported)

Did your event support a charity? If so how much was donated?



<p>How was your event marketed or promoted?</p>	
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**Final Budget**

Please provide a final budget including how the funds were spent. Any unspent funds are to be returned to The City within 30 days of the final report submission. Please review this list of eligible and ineligible expenses when providing your budget.

**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.*

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



## **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
- Base operational costs
- 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.

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 403-476-4307.

ISC: Confidential