



2022 Arts & Cultural Microgrant Program Guidelines

CITY OF CALGARY ARTS & CULTRE DIVISION

CORE PRINCIPLES:

The City of Calgary's Arts & Culture Division administers a number of grant programs and services for the community which:

- encourage active & healthy lifestyles
- build strong neighbourhoods
- enhance cultural vibrancy
- facilitate development of activities
- enhance social sustainability

Organizations seeking funding support from the City of Calgary through any of the grant programs administered by the Arts & Culture Division should be aware of and aligned with one or more of these core principles.

VALUES:

Any organization supported by the City of Calgary Arts & Culture Microgrant Program will commit to the following values:

- **Accessibility, diversity and inclusion:** we welcome everyone to engage in quality experiences that showcase the unique identity of our community.
- **Accountability and fiscal responsibility:** we use resources effectively to leverage opportunities that optimize value and create impact.
- **Innovation:** we support forward-thinking solutions that anticipate needs and bring together a range of experiences to see the future in a unique way.
- **Partnerships and cooperation:** we achieve more through meaningful relationships based on mutual respect and understanding.

The Arts & Culture Microgrant Program is one of many grant programs provided by the City of Calgary. Information about other grant opportunities is available on The City's website: [Arts and culture \(calgary.ca\)](https://www.calgary.ca/artsandculture).

1.0 PROJECT PROGRAM OBJECTIVES AND DESCRIPTION

1.1 Objectives:

The City of Calgary Arts & Culture Microgrant Program was created to encourage safe, positive opportunities for Calgarians and visitors to engage with their communities through a variety of arts and culture activities. These opportunities include community-run projects, local events for not-for-profits and small businesses, new opportunities for local artists and activations in the slowest winter months.

1.2 Eligibility Requirements:

- This program is for registered not-for-profits, charitable organizations, and business improvement areas.
- This grant is meant to support local and publicly accessible programming.
- Activities must take place between the date an application is received and Dec. 31, 2022.
- Maximum grant amount available for a single initiative is \$50,000.
- A final report must be submitted within 60 days of the completion of the project/program.
- The deadline for application is July 31, or upon full subscription on the available funds.
- Applications will be reviewed and approved in the order they are received until the fund is fully allocated.

The Arts & Culture Microgrant Program consists of two tiers of funding opportunities:

Tier 1: \$500 - \$4,999

Tier 2: \$5,000 - \$50,000

Maximum grant: up to 50 per cent of eligible expenses to a maximum of \$50,000

1.3 Eligible activities and expenses:

1.3.1 Eligible activities

- Festival – an organized event which occurs over more than one day, incorporates an intensive level of planned activity into those days and demonstrates established or potential audience support from a broad range of the community.
- Event – an organized performance, gathering, activity or cluster of activities which occurs on a single day.
- Innovative activity – a special project which may be one time, with clear start and end date(s) and identified outcomes. Examples include new or unique collaborations, workshops, or other time-bound projects.
- Production and presentation – the production or presentation of any work in any artistic discipline.

- Truth and reconciliation – honor the importance and share the history and culture of Indigenous people, establish a framework for including the voices of Indigenous artists and cultural leaders in the creative sector, support and celebrate Indigenous arts and culture, and/or mobilize the creative sector to take intentional action on truth and reconciliation.
- Multiculturalism – includes public education, programs, events or services focused on building awareness, appreciation and celebration of language, traditions and affirms.

1.3.2 Eligible expenses

- Honorariums and wages for workers and artists who are not already employed as staff.
- Production and technical costs related to artistic programming.
- Marketing and communication costs.
- Initiative specific administrative and overhead costs such as rent, telephone and communication, computers, utilities and insurance.
- Volunteer support and training.
- Development and execution of health & safety and accessibility plans.
- Permitting fees and other City expenses.

1.4 Ineligible activities and expenses:

1.4.1 Ineligible activities

- A rally or protest that is political or religious in nature.
- Fundraising activities.

1.4.2 Ineligible expense

- Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video recorders or power tools.
- Volunteer hours or gifts.
- The purchase of alcohol or cannabis or related expenses.
- 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.

2.0 APPLICATION PROCESS

General

Applications will be accepted until the fund has been full allocated. Applications will be reviewed and approved in the order in which they were received.

Only one microgrant will be awarded per initiative or program. Organizations are able to apply for multiple initiatives.

Unsuccessful applications can be updated and resubmitted and will be reviewed in the order that the updated application was received.

Tier 1

Organizations asking for less than \$5,000 funding grants should complete application form for tier 1. Email your completed form to microgrants@calgary.ca. Keep a copy of your completed forms for your records.

Tier 2

Organizations asking for \$5,000-\$50,000 funding grants should complete application form for tier 2. Email your completed form to microgrants@calgary.ca. Keep a copy of your completed forms for your records.

3.0 ASSESSMENT CRITERIA

The criteria listed below represent 'good' practices for applying organizations. Assessment will be based on the degree to which organizations meet the criteria, based on the information they provide.

All organizations are unique and will be at different stages in their lifecycle, there is no expectation that an organization must be demonstrating exceptional performance in all areas in order to receive funding support. However, the assessment criteria provide an objective framework within which the organization's overall performance can be considered and form the basis for constructive feedback to the organization.

Criteria are grouped into four categories:

1. Strategic Investments

The project is clearly defined, has an arts and culture focus and there is an understanding of the community need the project addresses.

2. Culture Vitality

There is evidence of positive community impact to the program participants, organization volunteers and/or the community at large.

3. Capacity

There are appropriate personnel involved in the planning and execution of the project. Projects that focus on diversity, equity and inclusion require appropriate and meaningful inclusion of representative. There is a realistic and achievable timeline for completion of the project. The project budget is realistic for the proposed activities. The project budget reflects a good understanding of the cost to deliver the project as described.

4. Connections

The project has leveraged its human and financial resources by actively collaborating with other organizations. The applicant has strategies in place to create awareness of, build appreciation for the drive participation.

4.0 FINAL REPORT

Successful applicants will provide a final report in a prescribed format to the Arts and Culture Division within 60 days of the completion of their project/program. Receipt of these reports is a pre-condition for future eligibility in any City of Calgary grant program. Final Reports may be considered part of assessment of any future applications by the organization.

Applicants may be required to provide three high-quality images with the final report. These images must be accompanied by photo release waivers from both the photographer and people in the photographs, giving the photo rights to the City of Calgary which allows the City to use them in future promotional materials.

Wherever possible, recipients are requested to acknowledge funding received from the City of Calgary Arts and Culture Microgrant program in related advertising or promotional materials. The City of Calgary will provide acknowledgement statements and logos as required.

5.0 CONTACT INFORMATION

If you have questions for our team, email or phone us. Our regular business hours are Monday to Friday, 8:30 a.m. – 4:00 p.m.

Email: microgrants@calgary.ca