



2023 Arts & Culture Microgrant Guidelines

City Of Calgary Arts & Culture Division

Core principles

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

- encourage active and 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.

Program objectives

The City of Calgary Arts & Culture Microgrant Program supports local non-profits to activate culturally vibrant neighbourhoods and district through a variety of arts and culture initiatives. With grant funding up to \$5,000 per initiative in Tier 1 and up to \$50,000 per initiative in Tier 2, these opportunities must:

- Support local publicly accessible cultural initiatives across the city, including programming and creative placemaking
- Include community-run projects and installations, local events, opportunities for local artists and culture makers, activations in winter months, or activities with an Indigenous or multicultural focus
- Strengthen the local economy and contribute to community spirit and wellbeing

Eligibility requirements

The Arts & Culture Microgrant can be used to develop a new or improved existing initiative. Only one Arts & Culture Microgrant will be awarded per initiative. Any registered non-profit, charitable organization, Community Association or Business Improvement Area can apply if they:

- Are in good standing with The City of Calgary with no outstanding report and/or payment
- Demonstrate the experience and skills needed to support the initiative
- Will NOT be receiving funding support from The City of Calgary's Festivals and Events Subsidy Program

Program structure

To support local and publicly accessible initiatives, the Arts & Culture Microgrant Program consists of two tiers of funding opportunities:

Tier 1: \$500 to \$5,000

With a total grant of \$330,000, this tier supports small initiatives with up to 100 per cent of eligible expenses, to a maximum of \$5,000.

- Apply a minimum of 30 days prior to initiative start date
- Applicants are limited to one application per organization in this tier
- Intake is ongoing for initiatives until funding is fully subscribed

Tier 2: \$5,001 to \$50,000

With two intakes and a total grant of \$325,000 per intake, this tier supports initiatives with up to 50 per cent of eligible expenses, to a maximum of \$50,000.

- Apply by March 22, 2023 for initiatives taking place between June and November 2023
- Apply by September 13, 2023 for initiatives taking place between December 2023 and May 2024
- Applicants may submit more than one application in this tier if the initiatives are different

Eligible initiatives

You may apply for funding to support new or enhanced initiatives that include, but are not limited to:

- **Innovative activity and/or project** - collaboration, workshop, installation or creative placemaking that makes public spaces more inviting.
- **Production and/or presentation** of any work in any artistic discipline.
- **Festival and/or event** - organized performance/activity with appeal to a broad range of the community.
- **Truth and reconciliation** - honour the importance and share the history and culture of Indigenous people; support and celebrate Indigenous arts and culture in the local community.
- **Multiculturalism** - public education, programs, events, or services focused on building awareness, appreciation and celebration of language, culture, and traditions.

Ineligible initiatives

- Rallies/protests that are political or religious in nature
- Fundraising activities
- Activities that promote hate or marginalize ethnic, cultural, or individual groups

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, hardware, software, utilities, and insurance
- Volunteer support and training
- Development and execution of health and safety and accessibility plans
- Permitting fees and other City expenses

Ineligible expense

- Base operational costs
- Salaries and expenses of existing staff
- Volunteer hours or gifts
- Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video recorders or power tools
- The purchase of alcohol or cannabis or related expenses
- Allowances, wages or personal expenses for program registrants and participants
- Office and administration fees including utilities, rent, rental of an applicant organization facility

Application process

Complete the applicable Arts & Culture Microgrant application form for your desired funding level and email it to microgrants@calgary.ca with subject line "AC Microgrant – [Insert Your Initiative Title]" prior to the deadline. Keep a copy of your completed forms for your records.

Applications to Tier 1 will be reviewed and approved as they are received.

Applications to each intake in Tier 2 will be reviewed and scored by the review committee. Funding will be granted to those initiatives with higher scores until all funds are allocated. A decision will be sent to applicants within 60 calendar days from the intake deadline.

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 provided in the application. All organizations are unique and will be at different stages in their lifecycle, so there is no expectation that an organization must be exceptional in all areas in order to receive funding support.

Assessment criteria are grouped into five categories:

1. **Strategic Investments**
The initiative is clearly defined, has an arts and culture focus, and there is an understanding of the community need that the initiative addresses.
2. **Culture Vitality**
There is evidence of positive community impact to the participants, organization volunteers and/or the community at large.
3. **Innovation**
The initiative is innovative or has new elements to support the needs of the community.
4. **Capacity**
There are appropriate personnel assigned to plan and execute the initiative. Initiatives that focus on diversity, equity and inclusion have appropriate and meaningful inclusion of representative groups. There is a realistic and achievable timeline for completing the initiative. The budget is realistic for the proposed activities and reflects a good understanding of the cost to deliver the initiative as described.
5. **Connections**
The initiative has leveraged its human and financial resources by actively collaborating with other organizations. The applicant has strategies in place to create awareness, build appreciation for the initiative, and inspire participation.

Final report

Successful applicants will provide a final report in a prescribed format to the Arts & Culture Division within 60 days of completing their initiative. Submitting these reports is required to maintain future eligibility in any Arts & Culture grant program.

Applicants may be asked to provide high-quality images with the final report.

Grant recipients are asked to acknowledge funding received from The City of Calgary Arts & Culture Microgrant program in any related advertising or promotional materials that recognize sponsors and partners. The City of Calgary will provide a logo if required.

Contact information

If you have questions or require additional support to apply, please contact microgrants@calgary.ca for assistance.