



## Historic Firehall #1 Courtyard Activation Grant 2026 Application

The City of Calgary, in partnership with cSPACE, invites arts and cultural organizations and collectives to activate the Historic Firehall #1 courtyard through inclusive, community-driven programming. This grant supports initiatives that transform the courtyard into a lively, welcoming cultural hub during the summer months, fostering creativity, connection, and cultural engagement across Calgary.

Funded initiatives must take place in the Historic Firehall #1 courtyard between June 1 and September 30th, 2026, and may be single-day or multi-day activations, including consecutive or recurring programming. Programming should be free or low-cost, family-friendly, and accessible to broad public audiences.

### Summary of the Guidelines (read the full guidelines before submitting your application)

#### Program Goals

The Historic Firehall #1 Courtyard Activation Grant supports initiatives that:

- Activate the courtyard as a vibrant outdoor cultural space
- Encourage inclusive, family-friendly community participation
- Foster meaningful connections through shared cultural experiences
- Support creativity and cultural engagement led by local artists
- Advance equity, diversity, and inclusion through accessible and intentional design

The Arts and Culture Microgrant supports initiatives that promote respect and dignity of all people regardless of race, culture, national or ethnic origin, religion, education, age, ability, sexual orientation, gender identity or expression, or socio-economic status. **We do not support:** political initiatives, rallies, protests, proselytizing, fundraising, annual general meetings, potlucks, banquets, or events that take place in private residences.

#### Eligibility Requirements

Applications must meet all eligibility requirements to be considered for funding.

##### Eligible Organizations and Collectives MUST:

Applicants must be non-profit organizations or collectives that:

- Have experience delivering cultural programming or activating public spaces
- Demonstrate community support for the proposed initiative
- Be in good standing with the City of Calgary, with no outstanding reports or payments
- Not receive funding via [Festival and Events Subsidy Program \(FESP\)](#), Festival and Events Subsidy Program Operations Assistance Fund (FESP-OAF), or [Downtown in Motion](#) for the same initiative.
- Play an active role in the initiative (cannot apply on behalf of another organization without playing an active role in the project)

**Eligible Applications MUST:**

- Include responses to every question in the application form
- Be submitted by March 31<sup>st</sup> at 11:59 p.m. MT
- Be signed by the grant writer

**Eligible (and ineligible) Expenses:**

Funding may be applied to direct costs that support the delivery of your initiative and does not extend to ongoing operational or capital costs. See the guidelines for a list of eligible and ineligible expenses.

SECTION A – Applicant Information			
<b>Organization Information</b>			
Name of Organization/Collective			
Type of Organization		NFP/Charity Registration #	
Mailing Address			
City, Province		Postal Code	
<b>Project Contact</b>		<b>Signing Authority</b>	
Name		Name	
Position		Position	
Email		Email	
Phone Number		Phone Number	
<b>Application Details</b>			
Has your organization received past Arts and Culture Microgrant funding?			

SECTION B – About the Initiative				
Initiative Title				
<b>Preferred Activation Dates</b>				
Please propose up to three (3) preferred date options for your initiative to take place at the Historic Firehall #1 courtyard. Dates must fall between June 1 – August 31, 2026.				
Submission of preferred dates does not guarantee availability or confirmation. Final scheduling will be determined after all initiatives are approved, based on overall program balance, site capacity, and operational considerations. Applicants who demonstrate flexibility in their proposed dates will be prioritized during the scheduling process.				
<b>Option</b>	<b>Preferred Date(s)</b>	<b>Start Time</b>	<b>End Time</b>	<b>Notes (if applicable)</b>
Option 1				
Option 2				
Option 3				
Is your initiative new?				

**1. Provide an overview of your initiative** *(ideal response length 300 – 500 words)*

- Describe the proposed activation, activities, and format
- Indicate whether this is a one-time event or recurring activation
- Explain the overall vision and experience for participants

**2. How will your new initiative or programming elements benefit the arts and culture communities and the broader Calgary community?** *(ideal response length 150 – 250 words)*

**3. Who can access and participate in your initiative?** *(ideal response length 150 – 250 words)*

- Are there any restrictions on participation?
- What barriers to participation (financial, physical, psychological, etc.) in your initiative exist?
- How will your organization ensure that all Calgarians feel invited and welcome to participate?

<b>4a. Is there a fee to attend your initiative?</b>
<b>4b. What is your ticketing strategy?</b>
<ul style="list-style-type: none"><li>• List all ticket types and prices</li><li>• How many tickets do you have for each type and price?</li><li>• <i>Examples of ticket types are: free tickets (for audience members), pay what you can tickets, paid tickets, and industry/media/marketing comps</i></li></ul>

<b>5a. How does your initiative demonstrate a commitment to equity, diversity, inclusion and belonging?</b> <i>(ideal response length 200 – 300 words)</i>
<i>Equity-deserving groups are communities that experience significant collective barriers in participating in society. This could include historic, social, and environmental barriers based on age, ethnicity, disability, economic status, gender, nationality, race, sexual orientation, transgender status, etc.</i>

<b>5b. Does your initiative include any indigenous-led or indigenous-centered programming elements?</b>
<b>5c. If yes, describe the indigenous-led or indigenous-centered programming</b>
<i>Commitment to Truth and Reconciliation may take many forms, including but not limited to: strengthening understanding and awareness, building relationships and opportunities with indigenous artists and communities, and addressing one of more of the Truth and Reconciliation Commission's 91 calls to action.</i>

<b>6. Community Support &amp; Partnerships.</b> <i>(ideal response length 150 – 250 words)</i>
<ul style="list-style-type: none"> <li>• Identify key collaborators or partners</li> <li>• Describe how the community is involved or supportive</li> <li>• Explain how partnerships strengthen the initiative</li> <li>• Which of your key collaborators are new relationships and which are ongoing?</li> <li>• How will your collaborations strengthen Calgary's cultural community, create shared opportunities, and amplify the impact of your initiative?</li> </ul>

SECTION C - Implementation	
<b>7. How will you implement the initiative?</b> <i>(Ideal response length 200 – 350 words)</i>	
<ul style="list-style-type: none"> <li>• What steps will you take?</li> <li>• Provide a detailed timeline that includes key milestones and activities</li> <li>• How is the initiative designed specifically for an outdoor courtyard?</li> <li>• Expected attendance and crowd management approach</li> </ul>	

<b>8. How will you promote the initiative?</b> <i>(Ideal response length 150 – 300 words)</i>	
<ul style="list-style-type: none"> <li>• Describe your marketing plan</li> <li>• What strategies will you use to reach and connect with your target audience?</li> <li>• What steps will you take to bring awareness of your initiative beyond your regular audience?</li> </ul>	

**9. Experience Activating Spaces.** *(Ideal response length 200 – 400 words)*

- Describe your organization's experience delivering similar initiatives
- Highlight experience activating public or community spaces
- Identify key team members or partners involved

**SECTION D – Impact**

Expected number of attendees	
Expected number of local creative professionals (e.g. artists, performers)	
Expected number of community partners with an active role	
Expected number of sponsors and local businesses with an active role	
Expected number of volunteers supporting the initiative	
Expected number of organizations that are part of the event site by default (i.e. brick and mortar businesses that are within the area of the initiative)	

**SECTION E – Full Initiative Budget****Revenues**

<b>Cash Revenue Source</b> (e.g. granting body, sponsor name, etc.)	<b>Description of Cash Revenue</b> (e.g. name of grant, what's being sponsored, etc.)	<b>Status</b> (Pending or Confirmed)	<b>Amount (\$)</b>
City of Calgary	Arts and Culture Historic Firehall #1 Grant	<b>PENDING</b>	
Your Organization	Amount contributed by your organization	<b>CONFIRMED</b>	
<b>A. Sub-Total of Cash Revenue</b>			<b>\$</b>



In-Kind Revenue Source (e.g. sponsor name)	Description of In-Kind Revenue (e.g. what's being sponsored)	Status (Pending or Confirmed)	Amount (\$)
<b>B. Sub-Total of In-Kind Revenue</b>			<b>\$</b>

<b>Total Revenue</b>	<b>C. Cash Revenue (Box A) + In-Kind Revenue (Box B)</b>	<b>\$</b>
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**Expenses\***

\*Include all expenses. Funding will be allocated only to eligible expenses (see guidelines)

Expense Type (e.g. performer fees, venue rental, etc.)	Description of Expense (e.g. 3 performers @ \$350 each, Venue rental @ \$150/hr for 5 hours, etc.)	Amount (\$)
In-Kind Expenses	Enter Amount from In-Kind Revenue (Box B)* & ** *Must exactly match in-kind revenues in BOX B). **DO NOT double count them by including them as regular expenses above	
<b>Total Expenses</b>	<b>D. Sum of Expenses</b> (including value of in-kind revenue)	<b>\$</b>
<b>Revenue Less Expenses (Total Revenue (Box C) – Total Expenses (Box D))</b>		<b>\$</b>
* Must equal \$0 or your budget is out of balance.		

**Total Amount of Funding Requested:** \$ \_\_\_\_\_ (must match amount listed in the budget)

#### SECTION F – Declaration

##### Part A – Authority of the Grant Writer

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 Arts and Culture Microgrant Application is true and correct to the best of my knowledge and will be upheld through City bylaws, policies, and procedures.

**Declaration made by:**

##### Part B – General Terms

I understand that if this application is successful, the applicant will receive a cheque for the amount approved. Accepting the payment means that the applicant agrees to:

- Acknowledge the City of Calgary as a funder in any related digital or print advertising, promotional materials and public communication,
- Spend the money as indicated in the budget provided in this application,
- Consult with the City of Calgary about any major changes to the initiative that become necessary including date changes, venue changes, significant budget revisions, etc.
- Provide the City of Calgary with a final report no later than 60 days after the initiative end date (as noted on page 3 of this application)

**Declaration made by:**

##### Part C – Participation in Free City of Calgary Promotional Campaigns

Select your preference:

#### SECTION G - Signature

Name of grant writer	
Position with the organization	
Signature of grant writer	
Date signed	

#### SECTION H – How to Submit

- Email the completed application and any additional documents to [microgrants@calgary.ca](mailto:microgrants@calgary.ca)
- Use the subject line: “**HF1C26- [Insert your initiative title]**”
- Applications must be submitted by March 31<sup>st</sup> at 11:59 p.m. MT

The personal information collected through this form is for administering The City of Calgary's grant program. This collection is authorized by section 4(c) of the *Protection of Privacy Act*. If you have any questions regarding information collection and use, contact Arts & Culture at [microgrants@calgary.ca](mailto:microgrants@calgary.ca). ISC: Confidential