



## **ARTS, CULTURE & HERITAGE BOARD GRANT (ACHBG)** **GRANT APPLICATION GUIDELINE & PROCESS**

### **ACHBG OVERVIEW**

The intent of the ACHBG program is to support Arts, Culture & Heritage Individual(s)/Group(s) in the City of Brooks with the continuation, development, and/or growth of a project/program/festival/event. The ACHBG is not intended to enhance Arts, Culture & Heritage Individual(s)/Group(s) financial status. ACHBG's are never guaranteed, and the ACHBG program is subject to change. Applicants are always encouraged to strive to find sustainable funding sources.

### **ACHBG OBJECTIVE**

- To distribute funds to help with the development and growth stages of a project/program/festival/event to Arts, Culture & Heritage Individual(s)/Group(s) in the City of Brooks.

### **FUNDING PRIORITIES**

- The funding is for the continuation, development, and/or growth of projects, programs, festivals or events.
- Although each application is determined to be successful on a case-by-case basis, applications should meet at least one of the following criteria:
  - Contributes to the ongoing growth of Arts, Culture & Heritage opportunities within the City of Brooks;
  - Demonstrates self-sustainability and future financial sustainability;
  - Demonstrates impactful effects of vitality and sustainability;
  - Enhances future opportunities for Arts, Culture & Heritage;
  - Meets a widely held need by providing a new Arts, Culture & Heritage project/program/festival/event or enhancing an existing Arts, Culture & Heritage project/program/festival/event; and,
  - Reaches a wide population and/or variety of people; demonstrates diversity and inclusiveness.



## Schedule "B"

### ELIGIBILITY

- To be eligible for ACHBG, applicants must:
  - Use funds towards Arts, Culture & Heritage-related projects/programs/festivals/events as pertains to the objectives of the City of Brooks Bylaw 22/07 – “Arts, Culture & Heritage Board”;
  - Provide Arts, Culture & Heritage opportunities to citizens of the City of Brooks;
  - Implement Arts, Culture & Heritage-related projects/programs/festivals/events within the corporate boundary of the City of Brooks; and,
  - Must be 18+ to apply.

*\*\*Applicants that contribute a portion of their own funds to the project for which they are applying may receive a higher level of priority in the funding process.*

- You are ineligible for this grant if:
  - Your Art, Culture and Heritage project/program/festival/event is to subsidize income for your organization, business or association’s financials;
  - If your Organization, business or association operates outside of the corporate limits of the City of Brooks;
  - If your project/program/festival/event is to occur outside of the corporate limits of the City of Brooks;
  - If the individual applying resides outside the corporate limits of the City of Brooks;
  - You received privileged information through a position on or of the Board for private purposes or private gain; and,
  - The Arts, Culture & Heritage Individual(s)/Group(s) do not meet the objectives of City of Brooks Bylaw No: 22/07 (i.e. sport & recreation focused Individual(s)/Group(s).

### ELIGIBILITY CRITERIA

- Applications must be submitted to the Arts, Culture & Heritage Board via City Hall no later than May 31, 2022 of the pilot year and; by February 28 annually every year after.
- Funds must be accounted for and used within the calendar year in which the funds were awarded (e.g. January 1 – December 31).
- Project/programs/festivals/events may begin January 1; however, funding may not be granted before the disbursement date of June 1, 2022 of the pilot year and by April 1 annually after, of each ACHBG funding cycle.



## Schedule "B"

- ACHBG funds must be used for the purpose for which they were approved, or recipients must repay the full amount. Repaid funds will not affect future eligibility; however, failure to repay funds may result in future ACHBG funding ineligibility.
- Recipients must complete and submit the ACHBG Follow-Up Form by December 31 of the year following the application year and after the completion of the project/program/festival/event. All expenses must be accounted for.
- The Board reserves the right to refuse or amend ACHBG funding requests in full or in part within any ACHBG application.
- All promotions for funded events must include the Arts, Culture & Heritage Board logo or the phrase "*made possible through funding from the City of Brooks ACHBG Grant*".

### **ELIGIBLE EXPENSES**

- Supplies and contracted service costs for the project/program/ festival/event.
- Advertising and promotional costs.
- Food & Beverage (alcohol and bar services not eligible).
- Non-cash prizes.

### **INELIGIBLE EXPENSES**

- Debt payments.
- Cost of developing a proposal.
- Cost of completing the ACHBG application.
- Assessment studies.
- Cash & alcohol prizes.
- Staff wages or honorariums of any kind.
- Operational Costs (e.g. utilities).
- Facility rentals.



# ACHBG Application Process

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## ACHBG Application Process:

- ACHBG Applications must be submitted by May 31, 2022 of the pilot year and; by February 28 annually every year after.

In one of the following methods:

- Mail at PO Box 879, Brooks Alberta, T1R 1B7 Attn: Arts, Culture & Heritage Board: ACHBG Application;
- Hand delivered to City Hall – 201 1<sup>st</sup> Avenue West, Brooks, AB; or,
- Emailed to Supervisor, Recreation Services ([nlaviolette@brooks.ca](mailto:nlaviolette@brooks.ca)) with subject line as: "ACHBG Application".

ACHBG applications must be legible. Detailed point form is acceptable.

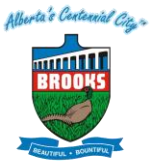
## ACHBG Funding Distribution Process:

ACHBG Applicants shall:

- Be given written notification that the application has been received and confirmation of application's eligibility.
- Be given written notification of applications success by June 20, 2022 of the pilot year and by April 1 annually every year after along with the Arts, Culture & Heritage Board Grant Application Follow-up Form.

ACHBG Funds distribution:

- Successful ACHBG applicants shall receive 100 percent (100%) of awarded funds by June 30, 2022 of the pilot year and by April 15 annually every year after.
- ACHBG funds must be accounted for and used by December 31 of the calendar year in which the funds were awarded.
- Successful ACHBG applicants are required to complete the ACHBG Application Follow-up Form within 30 days after the completion of the project or by December 31 of the calendar year in which the funds were awarded.



- If you are unable to complete the approved project or can not use the funds in the way the funds were intended, the Board requires the funding to be returned in full. Change requests will not be accepted. Returning funding will not affect your future eligibility.

### 1.0 ACHBG Applicant Information:

- 1.1 Individual(s)/Group(s) Name – *Insert the name of the organization you are representing (e.g. Local Seniors Art Club).*
- 1.2 Mailing Address – *Insert the mailing address for the Individual(s)/Group(s) being represented. (e.g. PO Box 123, Brooks, AB, T1R 1A1).*
- 1.3 Primary Contact Person & Information – *Insert the name of the individual who shall be contacted if there are any questions arising from the ACHBG application. The contact person must be knowledgeable on the content of the ACHBG application submitted.*
- 1.4 Other Contact Person & Information – *Insert the name of the individual who shall be contacted if the Primary Contact person is unavailable. The contact person must be knowledgeable on the content of the ACHBG application submitted.*
- 1.5 Describe the Individual(s)/Group(s) and their Purpose – *Provide a brief description of the Individual(s)/Group(s) and their purpose for applying.*

### 2.0 Project/Program Overview

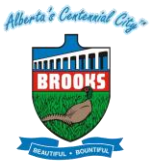
ACHBG applicants can apply for one or more projects/programs/festivals/events during each funding cycle.

Rather than having ACHBG applicants prepare multiple applications, ACHBG applicants are permitted to apply for more than one project/program/festival/event on a single application. You are required to fill out one **Project Insert** for each project/program/festival/event you are applying for.

The Board reserves the right to refuse or amend ACHBG funding requests in full or in part within any ACHBG application.

The example below demonstrates a complete ACHBG application with multiple project inserts listed.

- 1.0 ACHBG Applicant Information (please refer to Page 1)
- **2.0 Project Insert** (please refer to Page 2) – Purchase Supplies



- **2.0 Project Insert** (please refer to Page 2)
- **2.0 Project Insert** (please refer to Page 2)
- 3.0 Project Budget (please refer to Page 2)
- 4.0 ACHBG Applicant Agreement (please refer to Page 3)

2.1 Project/Program Title – *Apply a title to your project/program/festival/event (e.g. Local Senior Art Club program).*

2.2 Summary of the project/program/festival/event – *Describe what you plan to do with the funds.*

2.3 Statement of Need – *Please provide a statement of need for your project/program/festival/event. Follow the guidelines below to ensure that your statement covers all the necessary points.*

*Follow the guidelines below to ensure that your statement covers all the necessary points.*

\* The information below is an example to help guide you through the ACHBG application process.

- **Step 1: Describe the need your organization has identified.**
  - *e.g. Local Senior Art Club is requesting funding to purchase art supplies to run a bi-monthly outdoor art in the park class June 15 – August 15.*
- **Step 2: Explain your solution (your project/program/festival/event) and why it will help.**
  - *e.g. By purchasing the supplies with this grant, the Local Senior Art Club can begin developing programs and host art in the park classes to get more seniors involved with art initiatives. Activities for seniors is one of the most underfunded demographics in our community and therefore have little opportunities geared to their needs and interests.*
- **Step 3: Explain why the need requires immediate attention.**
  - *e.g. Without support, the Local Senior Art Club will have a difficult time finding additional funding to purchase supplies. This will prevent the program from going forward and remove potential opportunities for seniors.*
- **Step 4: Combine Step 1-3 into a statement of need.** *Be sure to indicate the Target Age (e.g. 55-100) for your project/program/festival/event and the number of anticipated users (e.g. 30-50). Provide the location of the*



*program/project/festival/event. Ensure numbers are realistic for the proposed program/project/festival/event.*

2.4 Statement of Demonstration – *Please provide a statement of demonstration for your project/program/festival/event to be self-sustainable, financially sustainable, and impactfully sustainable in the future.*

2.5 Project Viability – *How will your organization collect feedback to improve your project/program/festival/event (e.g. questionnaires)? How will you know the project/program/festival/event is successful (e.g. number of facility users has doubled from the previous year)?*

2.6 Amount Requested – Document the total amount of funds requested for the project/program/festival/event.

2.7 Additional Funding – *Indicate if you are seeking additional funding opportunities (e.g. other grants, fundraising).*

2.8 Additional Funding – *Indicate if you are seeking/ have received additional municipal funding (e.g. Brooks Regional Tourism, Newgrow Economic Development, Recreation User Group Grant).*

### 3.0 Project Budget

*For project/program/festival/event related budget items ONLY.*

- *Income/Expenses – Provide a breakdown of all project income (revenue) and expenses (costs). The PROJECT TOTAL must balance.*
- *Ensure that you do not over apply as funds are limited.*
- *Insert a title for all listed expenses (costs) along with the value (e.g. income, "RBC Donation" \$1,000 or expenses (costs), "labor" \$500).*

### 4.0 Application Agreement

4.1 Individual(s)/Group(s) Name – *Same as 1.0 in ACHBG Applicant Information.*

4.2 Checklist – *Verify that supporting documentation has been attached to the ACHBG application before submission. Please review which documentation is required and/or recommended. Quotes can be included from associate vendors. Letters of support should address specific lines of the budget.*

- *E.g. If the Brooks Hotel is providing food for 500 people at the discounted rate of*



Schedule "B"

*\$800 and they will deliver and pick up. A letter of support stating in writing the terms they have agreed to should be included as a letter of support.*

5.3 Signature/Position – *Signature of ACHBG applicant certifying that the information in the document is true and accurate. Any individual signing the application on behalf of an organization, they must have signing authority within the organization to do so. Insert the date the ACHBG application was completed and submitted.*

**ACHBG Funding Cycle and Important Dates**

|   | <b>Deadlines 2022</b>                  | <b>Deadlines 2023+</b>                 |
|---|--|--|
| <b>Applications Open</b>                                  | <b>May 1</b>                           | <b>February 1</b>                      |
| <b>Application Close</b>                                  | <b>May 31</b>                          | <b>February 28</b>                     |
| <b>Evaluation Period</b>                                  | <b>June 1 - June 19</b>                | <b>March 1 - 30</b>                    |
| <b>Disbursement (100%)</b>                                | <b>June 20 – June 30</b>               | <b>April 1 - 15</b>                    |
| <b>Summary of Financials and Follow-up Form Completed</b> | <b>December 31 of application year</b> | <b>December 31 of application year</b> |
| <b>ACHBG Funding Review Process</b>                       | <b>November Board meeting</b>          | <b>November Board meeting</b>          |