

COMMUNITY CULTURE DEVELOPMENT FUND

CANADA 150

One-time Opportunities Fund

A GRANT PROGRAM*



**GRANT APPLICATION GUIDE
& APPLICATION FORM**

2017

**Formerly the Cultural Fee For Service Program*

A

INTRODUCTION

The City of Red Deer recognizes the important contribution made by organizations in the provision of culture services and opportunities within Red Deer. Through these offerings, individual lives are enhanced, communities come together, heritage is preserved, diversity of community is fostered and appreciated, jobs are created, spending occurs and the economy benefits. It is with those ultimate benefits in mind that City Council supports this Community Culture Development Fund.

The 2008 Community Culture Vision describes the City's role as being supportive to culture initiatives that are developing within the community. In honouring that role, this grant has been designed to augment and enhance culture activities that need a supportive boost.

The City of Red Deer has the responsibility, through this grant program, to sustain and support the provision of culture services within the community. In areas where there are gaps in services and activities, the City may also use this grant program to encourage or seek out culture services and offerings in under-represented areas to encourage diverse and year-round culture opportunities. The City also has the responsibility to administer the grant including the development of the grant process, the administrative systems, and tools that involved in the program, as well as providing support to applicant groups through the grant process.



B

A DEFINITION OF CULTURE

The 2008 Community Culture Vision provides a definition of culture which is applicable to this grant. This document, which can be found on the City of Red Deer's website at www.reddeer.ca, was written by the community in 2008 and remains a key reference for culture in Red Deer.

“Culture is all around us in our everyday lives and can be experienced through the formal and informal interaction of the many forms of creative expressions and exploration of our heritage as a community or as individuals.”

COMMUNITY CULTURE DEVELOPMENT FUND OUTCOMES

By investing City of Red Deer tax dollars in culture, The City has the responsibility to ensure that this money is invested in services that support researched culture outcomes for individual and community well-being.

- 1 *Community Cohesion and Engagement* | We have culture opportunities that lead to thriving and attractive neighbourhoods (including the downtown) where people gather to create strong personal, family, neighbourhood and community connections, a sense of belonging and high quality of life.
- 2 *Educational Opportunity and Attainment* | We have access to quality and diverse learning opportunities in culture (including the arts, music, literary arts, and performing arts) throughout our lives.
- 3 *Equitable Services and Access* | We have fair and equitable access to neighbourhoods and community assets and services such as libraries, museums, art galleries, festivals and concerts.
- 4 *Health, Safety and Well-being* | We lead healthy and dignified lives with basic physical, mental, emotional, and spiritual needs consistently met through the offerings in culture and the value in bringing people together through culture opportunities. Due to this, we live, learn, work and play in a safe and secure community.
- 5 *Social and Cultural Diversity* | We respect and celebrate the diverse perspectives and backgrounds of all. Culture activities are provided to a wide variety of people including those facing challenges such as isolated seniors, young people or families with lone parents.
- 6 *Heritage* | We value heritage activities that celebrate our unique identities. Heritage includes honouring the traditions we keep, the languages we speak, the music we play, the books we read, the tools we use, the stories passed down through our families, the nursery rhymes and lullabies our parents and grand-parents sang to us. It is also the buildings we live in and use, the parks that we play in and the forests and mountains that we cherish.
- 7 *Economic Value* | We support a creative economy that expands talent and leads us to more people gaining new skills through culture. This expansion builds attractive places to live, work and visit.

CANADA 150 ONE-TIME OPPORTUNITIES FUND OUTCOMES

The Canada 150 One-time Community Culture Development Opportunities Fund is for projects that celebrate the 150th anniversary of Confederation in 2017 in a way that will foster a sense of belonging, support meaningful reconciliation and leave a lasting legacy now and for future generations. In addition to the outcomes listed on the previous page, Canada 150 themed initiatives must also support one or more of the following three additional outcomes:

1 *Encourage Participation*

We encourage and value everyone's participation in community activities and events to mark Canada's 150th anniversary of Confederation;

2 *Inspire Deeper Understanding*

We support Canada 150 cultural opportunities that will foster a deeper understanding about the people, places and events that have shaped our community; or

3 *Build a Vibrant and Healthy Community*

We support the development of a vibrant and healthy community with the broadest possible engagement of all Red Deerians, including indigenous peoples; groups that reflect our cultural diversity; youth; and official language minorities.



D THE RESOURCE

For 2017, The City of Red Deer will allocate \$25,000 to support Canada 150 related initiatives within Red Deer. This one-time funding grant is available for 2017 only. The activities to be funded must take place no later than December 31, 2017.

E THE SUPPORT

If you require more information, please contact Culture Services by calling **403-309-4091** or emailing culturemailbox@reddeer.ca.

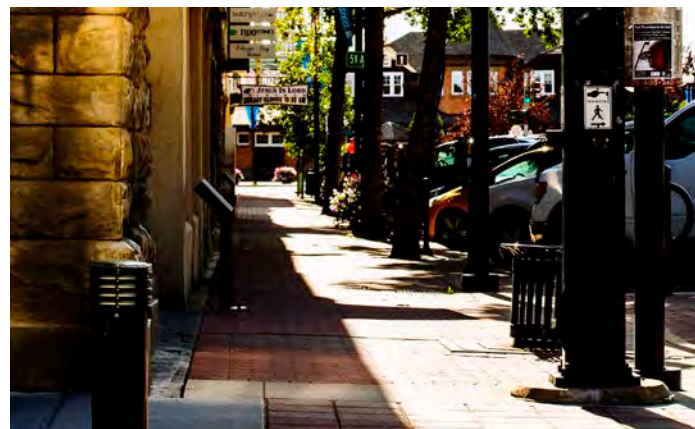
F RETURN OF FUNDING CLAUSE

Funding that is not expended as per the details of the application shall be returned to the City for re-investment in other culture services through this grant program.

G REPORTING

Successful applicants will be required to complete a project report at the end of the project.

Please use the Culture Opportunities Category: Final Report Form which is available on The City of Red Deer's Community Culture Grants webpage.



CATEGORY #3

CULTURE OPPORTUNITIES – CANADA 150 ONE-TIME FUND

DEFINITION	<p><i>Support for Canada 150 projects that celebrate the 150th anniversary of Confederation in a way that will foster a sense of belonging, support meaningful reconciliation and leave a lasting legacy now and for future generations. Canada 150 Opportunities should contribute to one or more of the following:</i></p> <p>a. ENCOURAGE participation in community activities and events to mark Canada’s 150th anniversary of Confederation;</p> <p>b. INSPIRE a deeper understanding about the people, places and events that shape our community; or</p> <p>c. BUILD a vibrant and healthy community with the broadest possible engagement of all Red Deerians, including indigenous peoples; groups that reflect our cultural diversity; youth; and official language minorities.</p>
AMOUNT	Maximum amount per application: \$5,000.
DURATION	One time purpose with reporting to follow within one month of the project completion date.
DEADLINES	Applicants may apply at any time. Applicants can expect a four week turnaround from the time that the application has been confirmed by Culture Services as recieved until the funding decision is known. This one-time funding grant is available for 2017 only.
REQUIREMENTS	<p>In order to apply, applicants must:</p> <p>A) Be a registered non-profit society in good standing (i.e. provide proof that annual filings with the Province are up to date);</p> <p>B) Contribute to at least one of the seven outcomes listed in Section C1 of this guide;</p> <p>C) Contribute to at least one of the three Canada 150 outcomes listed in Section C2 of this Guide.</p>
CRITERIA	<p>Applications will be considered if the project meets the following criteria:</p> <p>Outcomes Focus: ability to demonstrate a contribution to any one or more of the seven stated outcomes.</p> <p>Advancement of culture: the project will continue to advance the communities culture assets and capacity.</p> <p>Canada 150 Outcomes Focus: ability to demonstrate a contribution to one or more of the three Canada 150 stated outcomes.</p>
REPORTING	<p>Successful applicants will be required to report as follows:</p> <p>Final Report: 1 page report responding to the following questions:</p> <p>A) Did the project proceed as planned? Yes or No. If no, explain the variation.</p> <p>B) How do you know the project contributed to the stated outcomes?</p> <p>Receipts: Provide proof of expenditure that will satisfy the City’s audit</p>
ELIGIBILITY	<p>A) Organizations already receiving operating funding or other tax-based support from The City are not eligible for funding under the Culture Community Development Fund program. Applicants applying within one funding category of the Community Culture Development Fund program are not precluded from applying for the other.</p> <p>B) The applicant should be able to demonstrate that a minimum of 75% of the organization is Red Deer based and whose primary target population is from Red Deer.</p>

2017

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GRANT APPLICATION FORM

CATEGORY #3

CULTURE OPPORTUNITIES – CANADA 150 ONE-TIME FUND

SUBMISSION REQUIREMENTS:

Applicants may apply for this funding at any time. There is no deadline. Please allow up to four weeks from the time of confirmed receipt of the application to the time of the announcement of the funding decision. Once the Canada 150 funding has been exhausted for the year, applications will no longer be accepted. Please call 403-309-4091 to ensure the availability of Canada 150 funding prior to submitting your application.

For your organization's application to be considered complete, the following attachments must be submitted:

- Completed Grant Application - Form A (including signatures - Part C)
- Completed Culture Opportunities Category: Form B - Budget
- Proof of Incorporation; a copy of the current annual return from Alberta Corporate Registry

Forms and documents can be submitted in one of three ways:

COURIER OR MAIL:

ATTN: Community Culture Development Fund, City of Red Deer,
Culture Services Centre, Box 5008, Red Deer, Alberta T4N 3T4

EMAIL:

If signed and scanned, culturemailbox@reddeer.ca

HAND-DELIVERY IN A SEALED ENVELOPE:

ATTN: Community Culture Development Fund, City of Red Deer,
Culture Services Centre, 3827 - 39 Street

It is the responsibility of the applicant to ensure that the submitted application is in the hands of Culture Services regardless of the submission method chosen. To confirm receipt of the application, call 403-309-4091.

Important! Please ensure that you have read the Grant Application Guide prior to completing and submitting your application.

CATEGORY #3

CANADA 150 FUND: ONE-TIME OPPORTUNITIES FUND FORM A

PART A

Organization: _____

Name of Project: _____

Contact (one person only): _____

Title: _____

Phone: _____

Email: _____

Mailing Address: _____

1. **Mission or Mandate:** what is the overall purpose of your organization? If available, please provide your organizations official mission statement and mandate.

2. **The Project:** Please describe the project you wish to have funded.

3. **Fit:** a) How does this project fit with this your organization's goals and direction?

b) Please demonstrate how your request pertains to a short notice or unforeseeable culture opportunity where longer term planning was not possible.

4. **Amount Requested:** (must match Line 1 on Budget - Form B):

\$ _____

5. **Dates:** When will the project start? When will the project finish?

6. **Outcomes Focus:** The Application Guide identifies seven outcomes that are the focus of this grant. To which outcomes will your project contribute? Please check the ones which relate to this project.

- Community Cohesion and Engagement
- Educational Opportunity and Attainment
- Equitable Services and Access
- Health, Safety and Well-being
- Social and Cultural Diversity
- Heritage
- Economic Value

For each of the outcomes relating to your project, describe how your project will contribute.

Canada 150 Outcomes Focus: The application Guide identifies three additional outcomes that are the focus of the Canada 150 grant. Please check which of the following three outcomes your project contributes to:

- Encouraging participation
- Inspiring deeper understanding
- Building community

Please describe how your project will contribute to these outcomes relating to your project.

7. **Success:** How will you know that your project has been successful? What measurement will you use (e.g. number of attendees, number of sessions held, training attended, etc.?)

8. **Advancement of Culture:** What legacy will this project leave in the community once completed? How will the project make a difference from one year to the next in improving or advancing Red Deer's culture assets (e.g. leadership, facility, experiences, etc.?)
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9. **Timing of Funding:** If your application is successful, do you require the funds in advance of the project starting, or will you claim the funds with receipts at the project's completion?
-

* **Budget - Form B** must be completed and attached with this application.

CATEGORY #3

CANADA 150 FUND: ONE-TIME OPPORTUNITIES FUND FORM A

PART B AGREEMENT

To receive funding, successful applicants must sign an Applicant Agreement that will include the following terms and conditions:

1. The organization must expend the funds received in accordance with their application.
2. The organization must complete the reports identified in the Application Guide by deadlines and in the format specified. Failure to do so may result in suspension of all or any future payments.
3. The City staff of Culture Services must be notified if any change occurs that may result in inability of the organization to deliver the project as specified in the application.
4. Any unspent funds allocated through this program to the successful project will be returned to the City.
5. The City of Red Deer reserves the right to cancel the agreement with reasonable cause provided the organization receive 90 days written notice.

Full details and other terms will be included in the Applicant Agreement document, should the application be successful.

PART C

Authorization for Application: as established through a resolution / motion of the organization's Board of Directors, the following signatures indicate that the information provided in Part A and Part B of this application is accurate and they acknowledge that an Applicant Agreement will be entered into prior to funds being released.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Print Name: _____ Title: _____