

Updated September 27, 2022

## **Community Culture Development Fund – Culture Development category Q&A**

The Community Culture Development fund, initiated in 2000, provides support to not-for-profit organizations delivering arts, culture, and heritage initiatives in Red Deer. The intent of the program is to augment and enhance culture activities that need a supportive boost.

The Culture Development category supports long term projects, including expenses related to the delivery of a project or program, or hosting a cultural event that requires long term planning. Multi-year funding for up to three years may be available within this category.

**Application deadline:** September 30, annually

### **1. Who is eligible for funding from this grant?**

Not-for-profit organizations in good standing that deliver arts, culture and/or heritage initiatives in Red Deer are eligible to apply.

### **2. What are the outcomes for this program?**

Applicants are required to link their application to at least one of these seven outcomes:

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

### **3. How much funding is available through this grant?**

\$400,000 is available for this funding cycle, with a maximum of \$30,000 per application.

### **4. How can I learn more about this funding opportunity?**

Visit The City's [website](#) to view the Application Guide, which provides more details about the grant program and application process.

For new applicants and those unfamiliar with SmartSimple application software, optional Orientation Sessions will be held on the following dates. The sessions will be hosted via Zoom; preregistration is not required, and there is no limit to the number of attendees. To attend, visit The City's [website](#) at the time of the session and click the Zoom link provided.

- Wednesday, August 17 at 9:00 a.m.
- Thursday, August 18 at 1:00 p.m.

### **5. How can my organization apply?**

Eligible applicants are invited to apply online via the SmartSimple platform beginning August 15, 2022. Printed and hand-delivered applications are not accepted for this grant.

A link to the online application form may be found on The City's [website](#).

**6. I am having trouble with the application. Who can help me?**

Please contact our Community Development team for assistance\*:

- Phone: 403-406-8820
- Email: [culturemailbox@reddeer.ca](mailto:culturemailbox@reddeer.ca) (include "CCDF" in the subject line)

\* Please note: If your request is received within three days of the submission deadline, application support may not be available.

**For more information, contact:** Community Development  
403-406-8820  
[culturemailbox@reddeer.ca](mailto:culturemailbox@reddeer.ca)

**September 27, 2022 updates:**

**Q: Can the CCDF Grant be used as 'seed money' for a fundraiser?**

**A:** No, it cannot. The Fund's intent is to support current and ongoing programs and projects. Expenses and Revenue related to fundraising may be part of your overall project budget.

**Q: If I am applying for 3 years, does the amount for each year need to be the same?**

**A:** Yes, each year's amount will need to be the same. The intent of offering a multi-year option is to create an easier way for organizations to be able to move forward in a well-planned way, and to reduce the number of times an organization needs to apply.

**Q: When I open the budget sheet, it asks for Year 1, 2 and 3 figures and why are there columns for the actual figures for each year? I don't have that information yet.**

**A:** If you haven't filled out the part of the application under the Budget tab budget that asks how much you are requesting and for which years, the budget sheet will default to asking for everything. Please go back and fill out the budget questions and save your work. When you open the budget sheet again, you should only see fillable fields for the year(s) for which you are requesting funds.

**Q: What is the difference between cash equity and in-kind in creating my budget? Do I have to have all of the revenue items?**

**A:** Cash equity is the applicant's own money put toward the project. It might be the shortfall after other sources are calculated. In-kind can be from others or it can be applicant in-kind equity (someone outside of the organisation donating use of a stage is an example of an in-kind contribution, but if the applicant can contribute something that offsets expenses that is not cash, it is an applicant in-kind contribution to the project.

You do not have to have all types of revenue in your budget, but considering all potential sources is part of planning.

**Q: I started work on my application but when I returned to it, all the fields are empty! What happened to my work?**

**A:** It is very important to save your work at the bottom of every screen before you choose "NEXT" go proceed to the next part of the application, or before you click on one of the tabs Project Feasibility, Outcomes, Budget, etc. The red Save button is found at the bottom of each screen.

**Q: Can I upload a Word document into a response field?**

A: No you won't be able to upload, but you can pre-write your answers into a Word doc and use Copy & Paste to enter your text into the response fields. Note: SmartSimple does not have an Autosave function – you must click Save on the bottom of each page. Please be aware that each text box has a character limit, so be short and succinct.

**Q: Can I apply for the Opportunities Category for my project? It looks like equipment and capacity building through training are eligible, and the maximum request is \$3,000.**

A: This grant intake is only for the Development Category. The Opportunities Category is a second category under the Community Culture Development Fund with a separate application process – funds are fully spent for 2022 and not currently available. Supported applications may include specific equipment and training needs and may offset short notice and/or one-time costs related to unforeseeable culture opportunities where longer term planning is not possible. If you are interested in the Opportunities Category, please check for updates on The City's [website](#) in January 2023.)

**Q: Why does the system open a new draft every time I try to go back into the application I started?**

A: If you are having trouble finding the draft you started or if you unintentionally started new applications, this may help:

- When you begin an application it will save as a draft – because you save your work on each screen or page of the application, you can close out and return to edit your draft until you submit the finished application.
- When you open the application portal and arrive at the landing page, you will see several icons. Just below them, you should see **My Applications**. **Drafts** is the first item under My Applications, and it will also indicate how many drafts you have started in (#) brackets. The drafts will be listed in a chart at the bottom of the screen. Your drafts will have an application ID like this: FCSS-23-07XX . If you click on the draft you want, you can continue working.
- If you have unintentionally created extra drafts and you want us to delete them to avoid confusion, please e-mail [culturemailbox@reddeer.ca](mailto:culturemailbox@reddeer.ca). Be sure to double check for work you may want to copy or keep before asking us to delete it.

**Q: Can applicants apply more than once?**

A: Yes, provided each submission is for a project distinct from the other application(s).

**Q: I am having trouble with the application or my password. Who can help me?**

A: Please contact our Community Development team for assistance\*:

Phone: 403-406-8820

Email: [culturemailbox@reddeer.ca](mailto:culturemailbox@reddeer.ca) (include "CCDF" in the subject line)

\* Please note: If your request is received within three days of the submission deadline, application support may not be available.

**The application deadline is September 30, 2022 4:00 p.m.**