

# COMMUNITY CULTURE DEVELOPMENT FUND

A GRANT PROGRAM

## GRANT APPLICATION FORM

### CATEGORY #2

## CULTURE OPPORTUNITIES

#### SUBMISSION REQUIREMENTS:

Applicants may apply for this funding at any time; there is no deadline. Please allow up to four weeks from confirmation of receipt of the application to notification of the funding decision. Once the annual funding is fully allocated, applications will no longer be accepted until the next annual funding cycle begins. To confirm that funding availability prior to applying email [CultureMailbox@reddeer.ca](mailto:CultureMailbox@reddeer.ca) or call 403-406-8820.

For your organization's application to be considered complete, the following documents are required:

- ☐ Completed Grant Application – Form A (including signatures, Part 3)
- ☐ Completed Culture Opportunities Category – Form B – Budget
- ☐ Annual Return – Proof of Filing from Alberta Corporate Registry

Forms and documents can be submitted in three ways:

#### **EMAIL**

**CultureMailbox@reddeer.ca**, must be signed and scanned

#### **COURIER OR MAIL**

ATTN: Community Culture Development Fund, City of Red Deer,  
Culture Services, Box 5008, Red Deer, Alberta, T4N 6X3

#### **HAND-DELIVERY IN A SEALED ENVELOPE**

ATTN: Community Culture Development Fund, City of Red Deer,  
5205 48 Avenue, Red Deer, AB T4N 6X3

**Important!** Please review the Community Culture Development Fund (CCDF) – Opportunities Category Application Guide before completing and submitting your application.

Applicants are responsible for ensuring their application reaches Culture Services, regardless of the submission method. To confirm receipt, email [CultureMailbox@reddeer.ca](mailto:CultureMailbox@reddeer.ca) or call 403-406-8820.

#### **Collection of Information:**

The personal information collected in this form is collected under the Authority of the Municipal Government Acts 3(b) and will be used for the purpose(s) of administering the Community Culture Development Fund. If you have any questions about the collection of this information please contact Community Development, The City of Red Deer by email at [CultureMailbox@reddeer.ca](mailto:CultureMailbox@reddeer.ca) or call 403-406-8820.

CATEGORY #2

# CULTURE OPPORTUNITIES

## FORM A

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### PART 1

Organization: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Contact (one person only): \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

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2. **The Opportunity:** Describe the opportunity for which you are requesting funding.

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**Explain how this project fits CCDF Opportunities Category's purpose:**

- ☐ This project is a new opportunity related to arts and culture. Please explain.

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- ☐ This project is an emerging project related to arts and culture. Please explain.

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- ☐ This project meets the description for CAPACITY. Please explain.

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- ☐ This project meets the description for EQUIPMENT. Please explain.

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- ☐ This project meets the description for EVENTS. Please explain.

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- ☐ This project meets the description for EMERGENCY PROJECT FUNDING SUPPORT. Please explain.

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

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4. **Amount Requested:** (maximum \$3000)  
Note: Must match shortfall = Amount Requested on Budget - Form B):

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5. **Dates:** When will the project start? When will the project be completed?

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6. **Location:** Where will the project take place?

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7. **How will you evaluate your project?** What are your target numbers for participation and/or attendance?  
How will you track participant satisfaction?
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8. **How does this project contribute to development in the arts and culture sector?**

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9. **Does your project's primary target population reside in Red Deer?** Please describe.

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10. **Have you received any other City of Red Deer funding for this project?** If so, please specify.

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11. **Does your ORGANIZATION own property within Red Deer, i.e. pay property taxes to the City of Red Deer?**  
If so, specify the address below.

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12. **Outcomes Focus:** The Application Guide identifies seven outcomes outlined by the City's Social Policy Framework, that projects supported by this grant must contribute to. Which outcomes will your project contribute to? Please check all outcomes that your project meaningfully contributes to (minimum one).
- ☐ **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.
  - ☐ **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.
  - ☐ **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.
  - ☐ **Health, Safety and Well-being** - we lead healthy and dignified lives with basic physical and mental offerings in culture and the value in bringing people together and play in a safe and secure community.
  - ☐ **Social and Cultural Diversity** - we respect and celebrate the diverse perspective 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.
  - ☐ **Heritage** - we value heritage activities that celebrate our unique identities. Heritage includes honouring the traditions we keep, the language 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 grandparents 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.
  - ☐ **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.

For each outcome selected, describe your project's contributions and indicators of success. I.e. How does this project contribute to the outcomes?

CATEGORY #2

# CULTURE OPPORTUNITIES

## FORM A

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Organization Name

Project Name

### PART 2

### AGREEMENT NOTICE

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 a final report as 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 Community Development 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 3

### 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 Form A and Form 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: \_\_\_\_\_