

POLICY TITLE: ARTS & CULTURE GRANT FUND
POLICY #: R-004-003
EFFECTIVE DATE: March 9, 2009
ADOPTED BY COUNCIL ON: March 9, 2009
RESOLUTION #: 66.03.09
SUPERCEDES: C-003-001

THE PURPOSE OF THIS POLICY IS TO:

The purpose of this policy is to establish the criteria and process to access the Arts and Culture Grant Fund.

POLICY STATEMENT:

The Town of Sylvan Lake recognizes that Arts and Culture provide social and educational benefits and contributes to a healthier quality of life in the Community. The Arts and Culture Grant Fund policy provides citizens with an opportunity to access monies for specific non-profit related initiatives.

DEFINITIONS:

Arts: All forms of creative expression including but not limited to visual arts, literary arts, and performing arts.

Culture: The creative expressions, social forms and material traits that shape our heritage as a community and as individuals.

PROCEDURES:

1. CRITERIA

- 1.1 Arts and Culture Grant Fund monies are available to non-profit organizations based within the Town of Sylvan Lake's corporate boundaries.
- 1.2 Events or projects should:

- 1.2.1 Stimulate appreciation of the arts and culture within the community;
- 1.2.2 Build community support, increase membership, develop wider audiences or attract visitors;
- 1.2.3 Contribute to artistic or cultural achievement within the community; and
- 1.2.4 Meet a specific community need in terms of a program or product that is not provided by the Town of Sylvan Lake.

Examples of eligible projects include:

- Festivals or Series pertaining to the arts and culture of the community;
- Performances (theatre, music, dance, poetry, literature)
- Exhibitions pertaining to arts and culture;
- Workshops or seminars on the subject of arts or culture;
- Demonstrations of the arts and culture;
- Educational programs or activities in arts and culture;
- Community assets (examples include, but are not limited to staging, lighting tents, exhibition panels).

1.3 In order for a group or organization to be eligible for monies from the Arts and Culture Grant Fund the following criteria must be met:

- 1.3.1 The organization must be a registered non-profit society or group officially incorporated or registered for a minimum of one year under federal or provincial law. If the organization has not yet achieved this status they may apply under another registered non-profit-within the Town of Sylvan Lake.
- 1.3.2 The organization must be based within the Town of Sylvan Lake's corporate boundaries.
- 1.3.3 One application per organization per year. (Schedule "A")
- 1.3.4 The project or event must be completed by the end of the year that the Art and Culture Grant Fund monies were applied for, unless otherwise approved in writing prior to the year end.
- 1.3.5 The organization must demonstrate the following:
 - 1.3.5.1 Membership;
 - 1.3.5.2 Planning and Management;
 - 1.3.5.3 Additional fundraising efforts;

- 1.3.5.4 A specific need for funds requested;
- 1.3.5.5 Level of financial stability;
- 1.3.5.6 Benefit of the project to the community.
- 1.3.6 Organizations must have completed any required reports and or financial statements for projects that have previously received Town of Sylvan Lake Arts and Culture Grant Fund monies.
- 1.3.7 Funding Recipients must:
 - 1.3.7.1 Enter into a “Letter of Agreement” with the Town of Sylvan Lake if the application is approved;
 - 1.3.7.2 Agree that any project shortfalls or resulting ongoing funding requirements will be their responsibility;
 - 1.3.7.3 Agree to recognize the Town of Sylvan Lake’s Arts and Culture Grant Fund contribution to the event or project in all related public information, printed material and media coverage.
 - 1.3.7.4 Agree to provide the Town of Sylvan Lake with a follow-up report on the event or project. This report is to be received no later than 90 days following completion of the event or project and must include a budget summary.

2. GRANT MAXIMUM

- 2.1 Maximum grant available to any group or project per calendar year is \$1,500 (One Thousand Five Hundred Dollars).

3. PROCESS

- 3.1. Organizations will be responsible for completing the Arts and Culture Grant Fund application form, which will be available through the Recreation, Parks & Culture Office or the Town of Sylvan Lake web-site.
- 3.2. Applications must be received by the established deadline and relate to an event or project intended for the upcoming year.
- 3.3. The Recreation, Parks & Culture Director, or delegate, will review all applications for eligibility and completeness of information.
- 3.4. Applications that have met the required eligibility criteria and include the required information will be forwarded to the Community Services Standing Committee for review.

- 3.5. Applicants or organizations requesting Arts and Culture Grant Fund monies may be asked to make a brief presentation to the Community Services Standing Committee.
- 3.6. The Community Services Standing Committee will provide approval or denial of the applications.
- 3.7. The Recreation, Parks & Culture Department will notify all applicants of the decision regarding their application for Arts and Culture Grant Fund monies.
- 3.8. Funds will be distributed to the successful applicants upon the signing of a written “Letter of Agreement” by the applicant. The applicant also agrees to return any unused portion of the Arts and Culture Grant Fund monies with the final report on the event or project.



Application Deadline: September 30th of each year

1. Organization

a) Name:

b) Mailing Address:

c) Contact:

Name / Title:

Email:

Phone:

Fax:

d) Society or Charity Registration No.:

e) Year officially incorporated or registered:

f) Number of Registered Members:

g) Please attach proof of insurance for this project.

h) In which of the following areas is the organization involved:

Arts

Culture

Heritage

i) What other organizations, if any, is this organization affiliated with:

j) Brief overview of organization and service provided to the community. Attach additional sheets if necessary.

2. Project

a) Name:

b) Date or Time Frame

c) Description (include goals, itinerary, target audience, timeline, etc.). Attach additional sheets if necessary.

d) Explanation of organization's capabilities to plan and manage the project (i.e. past experience, staffing or volunteer support, financial stability).

e) Please indicate how this project will benefit the organization's membership and the community.

f) Is the project (please check appropriate box)

Annual

Ongoing

One Time Project

3. Financial

a) Please attach a proposed detailed budget for the project. (Sample budget template is attached).

b) Amount of funding being requested from the Town of Sylvan Lake (max. \$1,500.):

c) What, if any, specific purpose will Arts & Culture Grant funding be used for?

d) What, if any, fundraising initiatives will the organization be undertaking for this project?

e) What percentage of the budget will be supported by fund-raising efforts?

f) Has the organization contacted other community organizations or groups to form a partnership for this project?

Yes

No

If yes, which organization(s) and to what extent is the partnership?

g) Will the organization be requesting any "in kind" support from the Town of Sylvan Lake for this project?

Yes

No

If yes, to what extent?

h) If this application is approved for partial funding only, is the organization prepared to proceed with the project?

Yes

No

4. Reporting

- a) Is a representative of the organization willing to give a brief presentation to the Sylvan Lake Community Services Standing Committee?

Yes

No

5. Verification

The undersigned verifies that the information provided in this application is correct and complete.

Name (please print)

Position with Organization

Signature

Date

The personal information requested in this form is being collected for the purpose of determining eligibility of an applicant to receive Community Grant Program funding. The information is collected under the authority of Section 32 (c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the FOIP Coordinator at 4926 – 50 Avenue, Sylvan Lake, Alberta T4S 1A1.

The following section is for the Town of Sylvan Lake administration only.

1. Application No. _____

2. Date Received: _____

3. Date Reviewed: _____

4. Date of Committee Decision: _____

5. Funding Approved

Yes

No

6. Amount of Funding: _____

7. Date Organization Notified: _____

8. Date Letter of Agreement Signed: _____

9. Date Funds Distributed to Organization: _____

10. Follow-up Report Received

Yes

No

Date: _____

NAME OF ORGANIZATION
PROJECT NAME
PROPOSED BUDGET

Detailed Item Description	Revenue	Expenditure	Value of In Kind Donations	In Kind Donations Donated By
	\$ x,xxx.xx	\$ x,xxx.xx	\$ x,xxx.xx	
TOTAL				
Cost Breakdown				
Total Project Costs	\$ x,xxx.xx			
Total Revenues	\$ x,xxx.xx			
In Kind Donations	\$ x,xxx.xx			
Town funding support	\$ x,xxx.xx			
Definitions:				
Capital Expenditure:	An expenditure that has a value of more than \$5,000, life span of more than one year and usually refers to machinery & equipment, vehicles, buildings, land, roads, sidewalks, sewer & water systems. Items that are not consumed in the normal course of doing business.			
Operating Expenditure:	An expenditure that supports the ongoing day to day operations of the organization and is used up in the normal operating cycle of the organization. (e.g. personnel costs, office supplies, utilities, office machine costs or rentals)			

**Town of Sylvan Lake
Arts & Culture Grant Fund**