



MUNICIPAL GRANT FUNDING PROGRAM

2024 Community Grant Application Guide

Application Deadlines: 11:59 p.m. on APRIL 1 & OCTOBER 1

*Submit applications via email to Grants@beaumont.ab.ca or delivered to or mailed to the City of
Beaumont City Hall, 5600 49 ST, Beaumont, AB T4X 1A1.

Please note - City Hall is open M-F 8:30 a.m.-12:00 p.m., 1:00 p.m.-4:30 p.m. and closed Saturdays,
Sundays, and holidays.

**PLEASE READ THE APPLICATION GUIDE THOROUGHLY BEFORE APPLYING.
THESE GUIDELINES HAVE BEEN UPDATED FOR THE APRIL 2024 INTAKE.
PREVIOUS VERSIONS NO LONGER APPLY.**

TABLE OF CONTENTS

- INTRODUCTION..... 3
- SECTION 1: HOW TO APPLY 3
- SECTION 2: APPLICATION PROCESS AND TIMELINES..... 4
- SECTION 3: PROGRAM GOALS AND OBJECTIVES 5
- SECTION 4: ELIGIBILITY 5
 - 4.1 Eligible Applicants 5
 - 4.2 Ineligible Applicants..... 6
 - 4.3 Eligible Projects and Expenses..... 6
 - 4.3.1 Eligible Expenses 6
 - 4.3.2 Applicant Contribution and Other Revenue..... 7
 - 4.3.3 Value of Donated Labour, Equipment or Materials..... 7
 - 4.4 Ineligible Projects and Expenses 7
- SECTION 5: EVALUATION AND ASSESSMENT..... 7
- SECTION 6: FUNDING CONDITIONS 8
- SECTION 7: REPORTING..... 9
- SECTION 8: COMPLETING THE APPLICATION FORMS..... 9
 - 8.1 Completing the Municipal Grant Funding Program General Application..... 9
 - 8.2 Completing the Community Grant Application..... 9
 - 8.2.1 General Tips and Guiding Questions (Project Plan and Budget)..... 10
- SECTION 9: GLOSSARY 11

INTRODUCTION

The Community Grants Program is one of four funding streams within the Beaumont Municipal Grant Funding Program (learn more about the Beaumont Municipal Grant Funding Program by visiting [our website linked here](#)). Community Grants support initiatives benefiting the residents and community of Beaumont, Alberta. This includes community events, festivals, and projects, as well as operating expenses of organizations in their developmental stage.

Local non-profit organizations can apply for a Community Grant to support up to 100% of eligible expenses to a maximum of \$10,000. There are two intakes per year (April 1 and October 1) and applicants may apply for a maximum of two (2) Community Grants per year, to a total maximum of \$20,000. This program is competitive, and eligibility does not guarantee funding. Applicants may receive full funding, partial funding, or no funding. Grants will be awarded based on the number of eligible applicants and available funding in each year.

SECTION 1: HOW TO APPLY

To apply for a Community Grant, submit both the Municipal Grant Funding Program General Application Form and the Community Grant Application Form along with all required additional materials by the deadline. Submit a separate application for each project requesting funds.

- **Application Deadlines:** 11:59 p.m. on April 1 and October 1.
- **Application Forms:** available online at [Community Grants](#)
 - The forms are fillable PDF documents. Download and save them to your computer.
 - Tip: Prepare your responses in a separate document (eg. a Word document), then enter (copy/paste) text directly into forms (remember to save your work!). Or print and handwrite the required information.
- **General Application Form Additional Materials:**
 - Refer to the form for details on the required additional materials.
- **Community Grant Application Form Additional Materials:**
 - Optional - Additional budget details (maximum 5 pages, saved as 1 document)
 - Optional - Additional information not already shared (maximum 1 page)

Submit applications via email to Grants@beaumont.ab.ca, or by mail or dropped off in person to:

City of Beaumont
Attention: Community Grant Program
5600 49 Street
Beaumont, AB T4X 1A1

Please note that the City of Beaumont City Hall office is open Monday to Friday, from 8:30 a.m. - 4:30 p.m. (closed from 12:00 - 1:00 p.m.), and closed Saturdays, Sundays, and holidays.

Questions and Assistance – Contact Us:

Applicants are encouraged to contact the Grant Program Administrator for assistance at any point during the application process by email to Grants@beaumont.ab.ca or call 780-328-9926.

SECTION 2: APPLICATION PROCESS AND TIMELINES

Step 1: Confirm eligibility (review the eligibility requirements as listed in these guidelines to confirm your organization and your project are eligible).

Step 2: Submit the required forms and documentation by the deadline. Depending on your project dates, you may have the option of applying to either intake. For example, an organization planning a community event in December could apply to either Intake 1 or Intake 2. But applying in April gives more planning time. Remember, expenses incurred before the application deadline are ineligible.

Step 3: Applications are screened; incomplete and/or ineligible applications will not be evaluated. Eligible applications are reviewed by the Beaumont Grant Funding Advisory Committee (GFAC).

Step 4: Applicants may participate in an optional 10-minute question and answer session.

Step 5: GFAC presents their recommendations to City Council for consideration and final approval.

Step 6: All applicants are advised on the outcome (awarded full funding, partial funding, or no funding). There is no appeal of City Council's decision under this program.

Step 7: To accept funding, successful applicants enter into a funding agreement. Funds are then disbursed as follows:

- 75% of the approved amount will be provided upon City Council approval.
- The remaining 25% will be provided upon project completion, and submission of acceptable final reporting.

Timelines:

Intake 1 <i>For projects taking place between April and May of the following year</i>	Intake 2 <i>For projects taking place between October and November of the following year</i>
February 1 – April 1: Applications open, deadline April 1.	August 1 – October 1: Applications open, deadline October 1.
April: GFAC reviews applications. Applicants can participate in optional Q&A during review.	October: GFAC reviews applications. Applicants can participate in optional Q&A during review.
Early May: GFAC presents recommendations to City Council. City Council makes final decisions.	Early November: GFAC presents recommendations to City Council. City Council makes final decisions.
May: City administration informs all applicants of results and distributes funds to successful applicants.	Late November/December: City administration informs all applicants of results and distributes funds to successful applicants.
May – May of the following year (12 months): Projects executed, and final reporting submitted. Final payments issued.	November – November of the following year (12 months): Projects executed, and final reporting submitted. Final payments issued.

SECTION 3: PROGRAM GOALS AND OBJECTIVES

Through the Beaumont Municipal Grant Funding Program, the City provides grants to support applicants whose efforts and mandates align with the City's strategic objectives. These strategic objectives are described in the directional plans "[Building Our Tomorrow, Today – Council Strategic Plan 2022-2026](#)" and "[Our Places and Play: Recreation, Parks, and Facilities Master Plan](#)", as well as in other [City supporting plans](#).

The objective of the Community Grants funding stream is to provide support to non-profit organizations for the following:

- One-time, and/or recurring community events and festivals
- One-time, and/or recurring community projects and initiatives within the areas of:
 - Sports and athletics
 - Recreation and leisure
 - Culture and multiculturalism
 - Heritage
 - Environment
 - Social services and wellbeing
 - Increasing community connections
 - Building the capacity of the volunteer organizations withing Beaumont
- Operating expenses of organizations in their developmental stage (for the purpose of the Community Grant, developmental stage is defined as the first five (5) years of incorporation or where a significant mandate change has occurred causing similar vulnerabilities)

The Community Grants program is competitive, and not every worthwhile project can be funded. As such, organizations are encouraged to create long-term funding sustainability plans suitable to their mandates and initiatives. Funds will be allocated for activities that best meet program eligibility and priority criteria, and that best demonstrate merit, impact, viability, and sustainability.

SECTION 4: ELIGIBILITY

4.1 Eligible Applicants

The following entities are eligible to apply for funding under the Community Grants program:

- Community non-profit organizations who are registered and are in good standing under one of the following Acts:
 - Provincial Legislation
 - Agriculture Societies Act
 - Part 21 of the Business Corporations Act – Extra-Provincial Corporations
 - Cemeteries Act or Cemetery Companies Act
 - Companies Act, Part 9 (Non-profit Companies)
 - Libraries Act
 - Societies of Alberta Act
 - Special Act of the Alberta Legislature
 - Federal Legislation
 - Special Act of the Parliament of Canada
 - Canada Not-for-Profit Corporations Act and must be registered in Alberta under the Business Corporations Act
 - Income Tax Act of Canada and operating in the province of Alberta (Charities)
- First Nations and Metis Settlements
- Foundations established and regulated under Alberta's Regional Health Authorities Act
- Universities, colleges, and institutes as defined under Alberta's Post-Secondary Learning Act

4.2 Ineligible Applicants

The following entities are ineligible for funding under the Community Grants program:

- For-profit organizations
- Any other organizations or groups not registered under one of the above-mentioned Acts
- Individuals
- Organizations that have overdue or incomplete accounting or reporting relating to any grant previously awarded by the City
- Other levels of government

4.3 Eligible Projects and Expenses

To be considered, applications must meet the following stipulations:

- Organizations may apply for a maximum of two (2) Community Grants per year, to a total maximum of \$20,000.
- Applicants may not receive funding from more than one City of Beaumont grant program for the same purpose (i.e., this project may not request funding from another City of Beaumont grant program or funding stream).
- Organizations can receive up to \$10,000 per application. Apply for up to 100% of eligible expenses that are directly related to carrying out the proposed project.
- The funding request does not exceed the organization's overall limit – the maximum combined total amount awarded to any organization under the Municipal Grant Funding Program shall not exceed \$100,000 per year.
- Project commencement and completion dates:
 - Funding is not assured for any project. City Council normally finalizes funding decisions approximately 6-8 weeks after the application deadline.
 - Project activities may commence at any time, however, expenses incurred prior to the application deadline are ineligible.
 - Projects are to be completed within twelve (12) months of project approval.

4.3.1 Eligible Expenses

Eligible expenses are costs for materials and/or activities that are directly related to carrying out the proposed project and include but are not limited to:

- Materials and supplies for the event/project
- Equipment – purchase, lease or rent – for example: lighting, sound
- Insurance for event/project activities
- Honorariums, wages – for example: professionals, technical personnel, consultants, contractors, speakers, performers, artists, etc.
- Marketing and advertising – for example: newspaper ads, posters, etc.
- Venue rental – for example: any identified programming space
- Technology costs – for example: Zoom, audio and visual technician services
- Construction materials and supplies
- Volunteer expenses – for example: t-shirts (for identification purposes only), refreshments while working at the event, etc.
- Food and beverage – note: alcoholic beverages and bar services are not eligible
- Cultural and other expenses related to protocols and gift giving, such as:
 - mentorship costs, such as honoraria and protocol
 - fees for mentors and Elders
 - associated travel and accommodation costs for mentors and Elders
- Operating expenses (for organizations in their developmental stage only) – for example: rent, utilities, telephones, office supplies, postage, bank charges, bookkeeping, and salaries or professional fees related to general administration and recurring operational requirements.

4.3.2 Applicant Contribution and Other Revenue

Although up to 100% of eligible expenses may be covered, organizations are encouraged to secure other revenue and contributions to their proposed project where possible. Applicant contributions may be in the form of any combination of money, donated equipment or services or materials, and volunteer time. Contributions can also include funds from other granting agencies, organizations, foundations, and grants from other municipal/provincial/federal governments.

4.3.3 Value of Donated Labour, Equipment or Materials

If incorporating in-kind expenses and revenues, they should be labelled as such and should balance. The value of donated resources is based on the Alberta Community Initiatives Program rates:

- \$20.00 per hour for unskilled labour working directly on the project.
- \$35.00 per hour for skilled labour working directly on the project.
Includes qualified trades and professional services specific to components of the project (e.g. artists, photographers, technical officials, ticketed electrician or plumber).
- \$70.00 per hour for heavy equipment including operator working directly on the project.
- Donated materials and professional services at verified fair market value.

Supporting documentation for donated resources must may be requested from applicants for accounting purposes, and include:

- Volunteer sign-in sheets for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value.
- Donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

4.4 Ineligible Projects and Expenses

The following projects and/or expenses are not eligible:

- Expenses already incurred prior to the application deadline (retroactive grant funding)
- Fundraising where the surplus is awarded to a beneficiary other than the applicant
- Operating costs of organizations not in their developmental stage
- For-profit commercial ventures or private organizations
- Debt retirement, deficit reduction, or endowments
- Activities advancing specific political, moral, or religious points of view
- Activities inconsistent with the City's values or goals

SECTION 5: EVALUATION AND ASSESSMENT

Eligible applications will be assessed under the following considerations:

- Demonstrated alignment with the grant criteria.
- Demonstrated alignment with the City of Beaumont directional plans.
- Demonstrated merit, impact, and viability and sustainability.
- Combined total grant funding requested and/or received (priority may be given to new applicants or those having received less funding in the current year or recent years).

Administration reviews applications for completeness and eligibility compliance. Incomplete and/or ineligible applications will not be evaluated. All complete and eligible applications are reviewed by the Beaumont Grant Funding Advisory Committee (GFAC). GFAC consists of 3-7 volunteer members comprised of citizens-at-large. Applicants may participate in an optional 10-minute question and answer session with GFAC (applicants will be contacted by administration to schedule the session).

The committee members assess each application on its own terms and in relation to all other applications received for a given deadline. Assessment criteria include the following (elements of which may vary slightly depending on the type of initiative):

Evaluation Criteria	Points
Merit	10
Impact	10
Viability and Sustainability	10
TOTAL	30

SECTION 6: FUNDING CONDITIONS

Applicants may not receive funding from more than one City grant program or funding stream for the same purpose. Applicants may apply for and receive multiple grants in the same year so long as the requests are for separate and distinct purposes.

Funding may be revoked for failure to comply with the terms and conditions stipulated including, but not limited to:

- A misappropriation of funds,
- Failure to report when requested, or
- Misrepresentation by the receiving applicant.

Grant funds must be expended as specified in the application. Proposed changes must be approved in writing in advance, with reasons for the changes provided to the City's satisfaction. If grant funds were not used for the purpose they were awarded, the applicant will be required to return the funding. If an eligible project is cancelled or not completed within the specified time frame, unexpended fund shall be returned. Any unused portions of the grant must be returned.

The City, or the City's authorized representative, may examine a funding recipient's financial and other records to ensure that funding is being used or was used for its intended purpose.

Applicants are required to secure and maintain appropriate insurance coverage in relation to the proposed activity and indemnify the City from claims related to such activities. Proof of insurance may be requested. (Minimum \$2M, naming the City of Beaumont as an additional insured).

Applicants receiving grant funding shall publicly recognize support from the City of Beaumont in communications related to the initiative and include a current City logo (provided) where appropriate.

To accept funding, successful applicants enter into a funding agreement. Funds are then disbursed as follows:

- 75% of the approved amount will be provided upon City Council approval.
- The remaining 25% will be provided upon project completion and submission of acceptable final reporting.

Successful grant applicants must complete their projects within twelve (12) months of approval and submit the required financial accounting and reporting within sixty (60) days of project completion.

SECTION 7: REPORTING

Within sixty (60) days of project completion, applicants must submit, using the provided final reporting form, the following:

- Financial report of actual revenue and expenses.
- Copies of receipts.
- Project results/outcomes.
- Copies of marketing materials that show acknowledgement of the City's support.

It is the sole responsibility of the applicant to ensure that all required documentation and reporting is received at the City of Beaumont by the final report deadline. Failure to submit may result in a disqualification/rejection for future applications.

SECTION 8: COMPLETING THE APPLICATION FORMS

8.1 Completing the Municipal Grant Funding Program General Application

This application form captures relevant **general information about your organization**. If submitting multiple grant applications in the same calendar year within the Municipal Grant Funding Program (any stream), submit this general application only once, unless information has changed.

- **Part A:** Complete all required fields – the 'Contact Person' is the person leading the project.
- **Part B:** Do not complete.
- **Part C:** Complete all required fields – for 'previous funding' list all grant monies, from the Community Grant Program or otherwise, that your organization has received in the last four (4) years.
- **Part D:** Submit the listed supporting documents (submit copies of your organization's most recent financial statements, last filed annual general return, and certificate of incorporation).
- **Declaration:** Complete and sign.

8.2 Completing the Community Grant Application

This application form captures **specific information about your project**.

- **Part A:** This section captures high-level details about the project. As applicants can receive full or partial funding, tell us how much money you are asking for (maximum \$10,000) AND the minimum amount of grant funding needed to carry out the project (can be the same amount or less than the 'funding amount requested').
- **Part B:** Go into detail about what this project aims to accomplish, why, who is positively impacted and how, how you will carry out your project (a plan that includes key steps and milestones and a timeline), and what will change because of completing the project.
- **Part C:** Provide details of a balanced budget that shows:
 - Revenues (including the amount requested in this grant application)
 - Expenses to pursue the project

Either fill out Part C of the form or provide a separate document showing the same information (anticipated revenues/expenses, amounts, and details in the notes sections of each line to identify or explain each revenue and expense). If you incorporate in-kind expenses and revenues, they should be labelled as such and balance. In a balanced budget the projected total expenses are equal to the projected total revenue.

- **Part D: Optional** – provide more information with two (2) additional documents. In the first optional document, provide any additional budget information, such as estimates or quotes, or extra information that gives more detailed descriptions of revenues/expenses (maximum five (5) pages). In the second optional document, share other information not already shared and that you feel is relevant to your project and project plan (maximum one (1) page). For example, describe if/how your project could/would go forward with less than full funding.
- **Declaration:** Complete and sign.

8.2.1 General Tips and Guiding Questions (Project Plan and Budget)

General tips

- Tell a compelling story about the need your project is addressing and the positive impact it will have.
- Demonstrate viability and sustainability with a well-structured, realistic, and achievable plan together with a balanced budget that aligns with the project plan.
- Balance conciseness and enough details.
- Write out acronyms the first time they are used and avoid lingo.
- Get feedback from outside your group to confirm your information is clearly understood.

Guiding Questions

Consider answering the following questions when addressing your project's merit, impact, and viability and sustainability:

- Why is this project needed? What are the goals and desired outcomes, and how will you measure how well these goals/outcomes have been met?
- Is there a specific demographic that will benefit from this project? How many people will be positively impacted? How? When and for how long (e.g., short-term/long-term impact)?
 - Consider the number of people impacted as well as quality of impact (e.g., does the project impact a small number but have a high impact, or a large number with a low impact?). How will benefits be measured?
 - What is the anticipated benefit to the broader community of Beaumont?
- How will benefits be sustained?
- How does the benefit outweigh the cost? How does the project demonstrate an appropriate use of municipal funds?
- Will funds be used to leverage other grants or revenue sources? Have other sources of support, such as sponsors, donations, volunteer labour, or gifts-in-kind been sought?
- What do your organization's financial statements indicate about the health of your organization? Why do you need this grant to carry out this project?
- How does the project align with your organization's overall mission and vision?
- Are costs linked to measurable targets and outcomes? Will the grant funds significantly contribute to the business plan? Are they linked?
- Who supports this proposal (e.g., your organization only? Other organizations? Residents of Beaumont)? Who will participate/be impacted? Have they been involved in the planning?
- Who will be involved in executing the project? Does your organization and/or key personnel have a track record of executing similar projects? What are the qualifications, skills, and experience of the managing personnel or volunteers?
- Is the project plan and budget complete, appropriate, and realistic?
 - Are actions in the project plan outlined with enough detail and appropriate timelines?
 - Do the actions correspond to the budget and vice versa?
- What factors or risks could negatively impact the project? Has managing these factors/risks been incorporated into the project plan and budget?
- Applicants may be awarded full funding or partial funding; what is the minimum amount of funding required for the project to proceed, and what changes (if any) to the project and project outcomes would take place if partial funding (instead of full funding) is awarded?
- Does your organization plan to run this project again on an annual or recurring basis (ie. is this a pilot project that has the intention of becoming regular programming, or a 'first-annual' event)? If so, how has the long-term sustainability been addressed in your project plan and budget? Will the project require grant funding to run again in the future, and how much?

SECTION 9: GLOSSARY

Developmental Stage: The first five (5) years of incorporation or where a significant mandate change has occurred causing similar vulnerabilities.

Fiscal Year: A 12-month period used by an organization as an accounting period. For example, the provincial government's fiscal year runs from April 1 to March 31 of the following year.

Good Standing: Having filed all necessary documentation to maintain active good standing under a registered organization's regulatory body, and/or not being in arrears with previous grant reporting or monies owed to the City of Beaumont.

Grant Funding Advisory Committee: A committee appointed by City Council with the mandate to make recommendations related to the awarding of Community Grant Program funds in accordance with the program guidelines and ensure funding allocations reflect the best interests of the community and align with City Council priorities (Bylaw #1037-23).

In-Kind Contribution: Materials or services donated to a project (by the recipient or by a third party). The value of the materials or services can be estimated in financial terms. Donated good and services may be considered as in-kind contributions if they are essential to a project's success, if they would otherwise have to be purchased by the recipient, if they can be measured at fair market value (ie. In relation to similar goods and services), and if they are balanced by an equal expense in the project budget.

Operating Costs: Costs related to operating a facility and/or to maintaining day-to-day work (basic organizational and administrative costs). For example, expenses such as rent, utilities, telephones, office supplies, postage, bank charges, bookkeeping, and salaries or professional fees related to general administration and recurring operational requirements.

Registered Non-Profit Organization: An association organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit, and is registered under relevant provincial or federal legislation.