



## MUNICIPAL GRANT FUNDING PROGRAM

# 2025 Operating & Major Projects Grants Application Guide

Application Deadlines:  
Stage 1: 11:59 p.m. on June 13  
Stage 2: 11:59 p.m. on September 12

**PLEASE READ THE APPLICATION GUIDE THOROUGHLY BEFORE APPLYING.**

# 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 ..... 6
  - 4.1 Eligible Applicants ..... 6
  - 4.2 Ineligible Applicants..... 6
  - 4.3 Eligible Projects and Expenses..... 7
    - 4.3.1 Eligible Expenses ..... 7
    - 4.3.2 Applicant Contributions and Other Revenue ..... 8
    - 4.3.3 Value of Donated Labour, Equipment or Materials..... 8
  - 4.4 Ineligible Projects and Expenses ..... 8
- SECTION 5: EVALUATION AND ASSESSMENT ..... 9
- SECTION 6: FUNDING CONDITIONS ..... 9
- SECTION 7: REPORTING..... 10
- SECTION 8: COMPLETING THE APPLICATION FORMS ..... 10
  - 8.1 Completing the Municipal Grant Funding Program General Application..... 10
  - 8.2 Completing the Operating & Major Projects Expression of Interest (EOI)..... 10
  - 8.3 Completing the Operating & Major Projects Full Application ..... 11
    - 8.3.1 General Tips and Guiding Questions (Detailed Description and Budget) ..... 12
- SECTION 9: GLOSSARY ..... 13

## INTRODUCTION

The Operating & Major Projects 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 [Beaumont.ab.ca/299](http://Beaumont.ab.ca/299)). Operating and major project grants support initiatives that enhance the quality of life and contribute to the long-term development of the community in areas such as: arts, culture, heritage, leisure, recreation, sport, environment, social services and wellbeing, and community spirit. Operating grants support for administrative costs, facility operating expenses, and costs incurred to deliver regular ongoing activities, programming, and recurring established community events and festivals. Major project grants support significant one-time projects with a request for funding of over \$10,000.

Local registered non-profit organizations that have been in operation for more than three (3) years as of the deadline date and that have demonstrated sound operations and fiscal responsibility are eligible to apply. Operating grants support up to 100% of eligible expenses to a maximum amount of \$50,000 per year. Major project grants support up to 100% of eligible expenses to a maximum of \$50,000 per year. Applicants may request one (1) operating grant and one (1) major project grant together on the same application form per year, to a total maximum of \$100,000 per year. Funding, when awarded, will normally be awarded as a one-year, two-year, or three-year commitment. Monies approved are for the next fiscal year(s).

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.

## SECTION 1: HOW TO APPLY

Applying for Operating & Major Projects Grants is a 2-part process. Part 1: Submission of the Expression of Interest (EOI) form and the General Application form along with all required additional materials by the deadline. Part 2: Eligible applicants will be invited to complete a Full Application form by the deadline and appear before Council during the review process. Applicants may request one (1) operating grant (maximum \$50,000) and one (1) major project grant (maximum \$50,000) together on the same application form, to a total maximum amount of \$100,000 per year. Applicants may request funding for one (1), two (2), or three (3) years. There is one (1) intake per year.

- **Application Deadlines:**
  - EOI and General Application forms submitted by 11:59 p.m. on June 13
  - Full Application form submitted by 11:59 p.m. on September 12
- **Application Forms:**
  - Available online at [Beaumont.ab.ca/299](http://Beaumont.ab.ca/299)
  - Three (3) forms are required:
    - Municipal Grant Funding Program General Application
    - Operating & Major Projects Grants EOI
    - Operating & Major Projects Grants Full Application
  - The forms are fillable PDF documents. Download and save them to your computer.
  - Tip: Prepare your responses in a separate document (e.g., 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.

- **Operating & Major Projects Grant Full Application Form Additional Materials:**
  - Optional, per funding request category – Additional budget details (maximum 5 pages, saved as 1 document)
  - Optional, per funding request category – Additional information not already shared (maximum 1 page)

Submit applications via email to [Grants@beaumont.ab.ca](mailto: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](mailto:Grants@beaumont.ab.ca) or call 780-328-9926

## SECTION 2: APPLICATION PROCESS AND TIMELINES

**Step 1:** Confirm eligibility (review the guidelines to confirm your organization and your initiative(s) are eligible).

**Step 2:** Submit the General Application, EOI, and all required documents by June 13.

**Step 3:** Applications are screened; incomplete and/or ineligible applications will not advance to the next stage. Eligible applications will be invited to complete and submit the Full Application and appear before Council.

**Step 4:** Submit the Full Application and all required documents by September 12

**Step 5:** Applications are reviewed by Council with applicants appearing before Council for a 10-minute question and answer session (Council meeting date to be confirmed by October, and normally taking place between mid-October to late November).

**Step 6:** City Council makes final decisions during the annual budget deliberation process (normally late November to mid-December).

**Step 7:** 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 8:** To accept funding, successful applicants enter into a funding agreement. Funds are then normally disbursed as follows, unless otherwise specified:

- For grants of \$25,000 or less, funding is provided as one lump-sum payment.
- Grants for more than \$25,000 receive an initial payment of 75% of the approved total amount, followed by the remaining 25%, contingent on the submission of acceptable updated documentation, year-end or final reporting as specified in the funding agreement.
- Funding to applicants participating in a multi-year agreement will follow this same schedule for each year of the agreement.

How often to apply:

- Applicants who receive funding with a one-year commitment must apply every year. For example, apply in 2025 for funding for 2026, then apply again in 2026 for funding for 2027, and so on. Reminder: eligibility does not guarantee funding and approval of a grant in one year is not an automatic ongoing source of annual funding.
- Applicants who receive funding for a multi-year commitment must apply in the final year of their term, with a request for a new multi-year funding term. Reporting will be required throughout the term and will be specified in the funding agreement. For example, apply in 2025 for a 3-year funding commitment (for 2026, 2027 and 2028), then apply again in 2027 for a new 3-year funding commitment (for 2029, 2030 and 2031). Reminder: eligibility does not guarantee funding and approval of a grant in one year is not an automatic ongoing source of annual funding
- Application and funding may overlap; applicants who are awarded either operating or major project funding on a one-, two-, or three-year term, are eligible to apply for funding for the other category at any time so that funding overlaps. For example, an organization applies in 2025 and is awarded an operating grant for a 3-year term (2026, 2027, 2028), then applies in 2027 and is awarded a major project grant for a 2-year term (2028 and 2029).

Timeline:

Operating & Major Projects Grants	
<b>April 1 - June 13:</b>	Applications open, Stage 1: Expression of Interest deadline June 13.
<b>June 13 - July 15:</b>	Administration screens applications. All applicants receive confirmation of their application's status (eligible or ineligible) by July 15, with eligible applicants invited to advance to Stage 2.
<b>September 12:</b>	Stage 2: Full Application deadline September 12
<b>October - late November:</b>	Applicants receive confirmation of their scheduled date to appear before Council by October 1. City Council reviews applications, with applicants participating in a 10-minute Q&A with Council during this review period.
<b>Late November - mid-December:</b>	City Council makes final decisions during the annual budget deliberation process.
<b>Mid-December - late December:</b>	Administration informs all applicants of results. To accept funding, successful applicants enter into a funding agreement.
<b>January - December of the following year(s):</b>	Funds disbursed. Successful applicants carry out operations and/or projects, providing updates and/or final reporting as specified in their funding agreement. Applicants re-apply for funding in the last year of their funding term.

## 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 Operating and Major Projects Grants funding stream is to support initiatives that enhance the quality of life and contribute to the long-term development of the community in areas such as: arts, culture, heritage, leisure, recreation, sport, environment, social services and wellbeing, and community spirit. This funding stream provides to those registered non-profit organizations that have been in operation for more than three (3) years as of the deadline for filing the grant application and that have demonstrated sound operations and fiscal responsibility, support for the following:

- Operating Grants support:
  - Basic organizational and administrative costs, including salaries of full-time and part-time staff, communications, and the direct expenses of day-to-day work.
  - Facility operating expenses of an organization that operate their own building, including heating, electricity, water, outdoor maintenance, and rental/lease costs.
  - Costs incurred by an organization to deliver regular ongoing activities and programming including office and program supplies.
  - Costs incurred by an organization to deliver a recurring established community event or festival.
- Major Project Grants support:
  - A significant one-time project with a request for funding of over \$10,000.

The Operating and Major Projects Grants program is competitive, and not every worthwhile request 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, who have been in existence for more than three (3) as of the deadline for filing the grant application, are eligible to apply for funding under the Operating and Major Projects 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 Operating and Major Projects 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
- Organizations or groups registered under one of the above-mentioned Acts, who have been in existence for less than three (3) years as of the deadline for filing the grant application
- Other levels of government

### 4.3 Eligible Projects and Expenses

To be considered, applications must meet the following stipulations:

- The City will accept only one submission per applicant, per deadline.
- Applicants may request either one (1) operating grant or one (1) major project grant or both types of grants on the same application.
- Operating grants can support any combination of expenses that fall under this category to a total annual maximum of \$50,000. For example, an organization can request a total of \$30,000 to support three operating expense categories: administrative expenses (\$10,000), ongoing programming costs (\$8,000) and costs to deliver an established recurring community event (\$12,000).
- Major project grants support a significant one-time project with a request for funding of over \$10,000 to an annual maximum of \$50,000.
- Organizations can receive up to \$50,000 per year as an operating grant and up to \$50,000 per year as a major project grant, to a maximum annual limit of \$100,000. Apply for up to 100% of eligible expenses that are directly related to carrying out the proposed activities and/or 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.
- Applicants may not receive funding from more than one City of Beaumont grant program for the same purpose (i.e., these activities and/or project may not request funding from another City of Beaumont grant program or funding stream).
- Activity and/or project commencement and completion dates:
  - Funding is not assured for any project. City Council finalizes funding decisions during the annual budget deliberation process which is normally completed by mid-December.
  - Monies approved are for the next fiscal year(s).
  - Activities supported with an operating grant are to take place between January 1 – December 31, with details and for the number of years specified in the funding agreement. Major projects are to be completed within one (1), two (2), or three (years) of project approval, with project timelines and milestones specified in the funding agreement.

#### 4.3.1 Eligible Expenses

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

- Organizational and administrative expenses – for example: rent, utilities, telephones, office supplies, postage, bank charges, bookkeeping, and salaries or professional fees related to general administration and recurring operational requirements.
- Facility operating expenses – for example: heating, electricity, water, outdoor maintenance, and rental/lease costs.
- Honorariums, wages – for example: professionals, technical personnel, consultants, contractors, speakers, performers, artists, etc.
- Marketing and advertising – for example: newspaper ads, posters, etc.
- Materials and supplies for the event/project

- An established recurring annual event or festival falls under the category of operating expenses, and a special one-time event or festival (such as a 50<sup>th</sup> anniversary event or the hosting of a provincial or national competition that rotates host cities) would be considered a major project.
- Equipment – purchase, lease or rent – for example: lighting, sound
- Construction materials and supplies
- Insurance for event/project activities
- Venue rental – for example: any identified programming space
- Technology costs – for example: Zoom, audio and visual technician services
- 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

#### 4.3.2 Applicant Contributions and Other Revenue

Although up to 100% of eligible expenses may be covered, organizations are encouraged to secure other revenue and contributions 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)
- Costs already supported by the City of Beaumont through other programs
- Fundraising where the surplus is awarded to a beneficiary other than the applicant
- 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

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 Beaumont City Council. Applicants are required to participate in a 10-minute question and answer session with City Council (applicants will be contacted by Administration to schedule the session).

Each application is assessed independently and in relation to all other applications received for a given deadline. Eligible applications will be reviewed and 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).
- Number of eligible applications.
- Total annual Operating and Major Projects Grants budget allocation as established by City Council.

## 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 normally disbursed as follows, unless otherwise specified:

- For grants of \$25,000 or less, funding is provided as one lump-sum payment.
- Grants for more than \$25,000 receive an initial payment of 75% of the approved total amount, followed by the remaining 25%, contingent on the submission of acceptable updated documentation, year-end or final reporting as specified in the funding agreement.

- Funding to applicants participating in a multi-year agreement will follow this same schedule for each year of the agreement.

Successful grant applicants must complete their projects and submit the required financial accounting and reporting as specified in their funding agreement.

## SECTION 7: REPORTING

Following the interim and/or final reporting deadlines as specified within the funding agreement, applicants must submit, using the provided reporting forms, the following:

- Interim updates as requested.
- 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.

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

## 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 Operating & Major Projects Expression of Interest (EOI)

This EOI form captures **general information about your funding request**. Please note, for those applicants who are invited to complete a full application, the information provided in this form will be referenced. Keep a copy for your records.

- **General Information:** Provide your organization's name, and the number of years the registered group has been in operation. Indicate if a General Application form is being submitted along with the EOI, or a previously submitted one is still up-to-date, or if a new/updated General Application form is being submitted because there is new/updated information.
- **Requested Funding Summary:** This section captures high-level details about your requested funding.
  - Check the appropriate box or boxes to indicate if you are requesting either an Operating Grant, or a Major Project Grant, or both.
  - If requesting an Operating Grant, specify how much you are requesting for each year (can request funding for one (1), two (2), or three (3) years, and if requesting for multiple years, the amount

requested can be the same or different each year). Provide the total annual budget, and what percent the annual requested amount represents.

- If requesting a Major Project Grant, specify how much you are requesting for each year (can request funding for one (1), two (2), or three (3) years, and if requesting for multiple years, the amount requested can be the same or different each year). Provide the total annual budget, and what percent the annual requested amount represents.
  - The Yearly Combined & Total Funding Request section will complete automatically using the dollar amounts entered in the fields above.
  - Provide a clear and brief description (max. 100 words) of what the funding will be used to support. For example, indicate what type of operating expenses will be supported, or an overview of the proposed project.
- **Declaration:** Complete and sign.

### 8.3 Completing the Operating & Major Projects Full Application

This application form captures **specific and detailed information about your funding request.**

- **Part A: This section is required for all applicants.**
  - Provide your organization's name.
  - Indicate if the General Application form that was submitted earlier in the year (either before or along with the EOI) is still up-to-date, or if a new/updated General Application form is being submitted because there is new/updated information.
  - Acknowledge the requirement to appear before Council.
- **Part B: Complete this section only if you are requesting an operating grant.**
  - **Requested Operating Funding – Specific Use:** Identify which of the four (4) categories of operating expenses the requested funding would be used to support, select all that apply.
  - **Requested Funding Amounts – Summary:** This information must match what you provided in your EOI. This provides the total amount of funding you are requesting per year as an operating grant (max. \$50,000 per year). If requesting funding for more than one category of operating support, you will go into detail in the budget section of what that breakdown is.
  - **Detailed Description:** Go into detail about why your organization is requesting an operating grant, and what activities would be supported if the grant was successful. Explain what your activities aim to accomplish, why, who is positively impacted and how, how you will carry out your activities, programming, event, and/or festival. If appropriate, include a programming/event/festival plan that includes key steps and milestones and a timeline, and what the impact will be because of completing these activities.
  - **Funding is not guaranteed:** As applicants can receive full, partial, or no funding, address how receiving partial funding or no funding would impact the delivery of these activities. Identify the minimum amount of grant funding required to carry out your activities (this can be the same amount as your request, or less).
  - **Recognition:** Identify how the City will be recognized for its financial contribution, and remember that final reporting will require examples.
  - **Sustainability:** Provide details about what long-term sustainability strategies your organization is using or considering in order to support your activities after the grant term is over.
  - **Budget:** Use the provided charts for expenses and revenues OR submit your own document(s) that include the same details. Provide details of a balanced budget that shows revenues (which includes the amount requested in this grant application) and expenses. There are four (4) different expense charts, one (1) for each of the different categories of operating expenses, and one (1) revenue chart. Use 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. The revenue chart includes the Year 1 combined total funding request, and each of the expense charts have a spot at the bottom for you to

indicate how much of the total is being allocated to that category. For example, if you are requesting an operating grant for \$8,000 per year for three (3) years, and each year you are going to use \$3,000 for administrative expenses, and \$5,000 for facility expenses, at the bottom of the “Organizational and Administrative Operating Expenditures” chart write “\$3,000”, at the bottom of the “Facilities Operating Expenditures” chart write “\$5,000”, and on the “Anticipate Revenue” chart write “\$8,000” on the first line beside “City of Beaumont Operating Grant”.

- **Part C: Complete this section only if you are requesting a major project grant.**
  - **Project Information:** Give the project a name (max. 10 words), indicate its start date and end date (remember that expenses incurred prior to the application deadline are ineligible). Projects must have end date. Indicate where the project will take place and if it will be open to the public.
  - **Requested Funding Amounts – Summary:** This information must match what you provided in your EOI. This provides the total amount of funding you are requesting per year as a major project grant (max. \$50,000 per year).
  - **Detailed Description:** Go into detail about why your organization is requesting a major project grant, and what activities would be supported if the grant was successful. Explain what your activities aim to accomplish, why, who is positively impacted and how, how you will carry out your activities, programming, event, and/or festival. Include a project plan that includes key steps and milestones and a timeline, and what the impact will be because of completing these activities.
  - **Funding is not guaranteed:** As applicants can receive full, partial, or no funding, address how receiving partial funding or no funding would impact the delivery of these activities. Identify the minimum amount of grant funding required to carry out your activities (this can be the same amount as your request, or less).
  - **Recognition:** Identify how the City will be recognized for its financial contribution, and remember that final reporting will require examples.
  - **Sustainability:** Provide details about what long-term sustainability strategies your organization is using or considering in order to support your activities and this project after the grant term is over.
  - **Budget:** Use the provided charts for expenses and revenues OR submit your own document(s) that include the same details. Provide details of a balanced budget that shows revenues (which includes the amount requested in this grant application) and expenses. There is one (1) revenue chart and one (1) expense chart. Use 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. The required information is for the complete project budget, regardless of how many years of funding is being requested.
- **Part D: Optional** – provide more information, for either or both grant categories, 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 activities/project and activities/project plan (maximum one (1) page). For example, describe if/how your activities or project could/would go forward with less than full funding.
- **Declaration:** Complete and sign.

### 8.3.1 General Tips and Guiding Questions (Detailed Description and Budget)

#### General tips

- Tell a compelling story about the need your activities and/or 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 activity or 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 the merit, impact, and viability and sustainability of your project or activities:

- Why are these activities or 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 these activities or 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 activity or project plan and budget complete, appropriate, and realistic?
  - Are actions in the 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 your activities or project? Has managing these factors/risks been incorporated into the plan and budget?
- Applicants may be awarded full funding or partial funding; what is the minimum amount of funding required for the activities or 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?
- How is your organization planning to continue your recurring activities in the future and/or how is your organization planning to build on the outcomes of your major project after it is complete? Will the project or activities require grant funding to run again in the future, and how much? Consider addressing the long-term sustainability in your activity/project plan and budget and/or in optional additional materials.

## SECTION 9: GLOSSARY

**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.

**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 goods 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.

**Major Project:** Within the Operating and Major Projects Grant program, a major project is considered an initiative that has identified outcomes within a defined period (there are defined start and end dates), and that is significant in its scope and budget (minimum total budget exceeding \$10,000). Examples of major projects include: a significant capital expenditure (usually referring to a value of more than \$5,000, a life span of more than one year and usually refers to machinery, equipment, vehicles, buildings, land, roads, sidewalks, sewer and water systems, and items not consumed in the normal course of doing business), new programs or program expansions, non-recurring events that mark anniversaries or milestones, and hosting of major sporting events taking place in Beaumont (e.g., nationals).

**Operating Costs:** Within the Operating & Major Projects Grant program, operating costs are considered the costs related to operating a facility and/or to maintaining day-to-day work (basic organizational and administrative costs) as well as costs related to delivering recurring ongoing programming, and/or established recurring community events and festivals.

**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.