



# Arts & Heritage Advisory Board

## *Cultural Grants* Application Package

Please forward completed Application Form to:

**Arts & Heritage Advisory Board  
c/o Cultural Development Department  
Cultural Centre  
299 College Drive S. E.  
Medicine Hat, AB  
T1A 3Y6**

**APPLICATION DEADLINES:  
January 15<sup>th</sup> and May 15<sup>th</sup>  
For further information, please call 502-8426**

### **CULTURAL DEVELOPMENT STATEMENT**

The City of Medicine Hat believes cultural pursuits are worthwhile and reflect the philosophy as well as the character of the City. The City of Medicine Hat recognizes the value of special events, performances, and competitions, and the contributions they make to the spirit and vitality of the community. In addition, the City of Medicine Hat recognizes the valuable contribution made by those groups, organizations and individuals who attain provincial, national and international recognition. These are important elements that bind us together as a community.

### **ARTS & HERITAGE ADVISORY BOARD**

The Arts & Heritage Advisory Board (AHAB) is a volunteer Board appointed by City Council, through the Cultural Development Department, to advise on matters pertaining to arts, culture and heritage. A total annual grant budget of \$12,500 is available to distribute to community groups, organizations and individuals for arts, cultural and heritage endeavours. The Arts & Heritage Advisory Board provides recommendations to City Council, through the Public Services Committee, for the disbursement of financial assistance to successful applicants.

## DEFINITIONS

**SPECIAL EVENTS/PROJECTS:** A cultural activity, fair, exhibition, demonstration, or performance that involves or impacts local citizen in a positive, worthwhile and meaningful manner. It can be a single event or a series of events or projects. The event/project(s) should accentuate and celebrate the spirit of community living, and it should develop the community through tourism and economic growth.

**COMPETITIONS:** A cultural event sanctioned by a recognized provincial, national, or international governing body, which invites participants to develop and showcase their abilities in a competitive and challenging atmosphere.

## CRITERIA & PROCEDURES

- Any support provided must be applied directly to activities specific to the event.
- An event/project must involve a significant number of the City's population, either directly or indirectly.
- The event must be open and accessible to the public regardless of age, creed, or religion.
- Preferences will be given to applications that have demonstrated community support. The following aspects may be considered: location, duration and/or interest in the competition/event, the number of people involved and any special needs that are being met by offering this event/activity.
- To ensure the event's success, applicants should not rely on the City of Medicine Hat as the sole source of financial support. If the applicant returns year after year for support, they may receive a lesser amount of support in consecutive years,, up to a maximum of four (4) years. However, applicants must be aware that funding cannot be guaranteed.
- Any assistance provided will take into consideration the "value of benefit" returned to the community as a result of attending or hosting an event/project or competition.

## FUNDING APPROVALS & RESTRICTIONS

Subject to approval, financial support may be granted to (1) Hosting an Event - may be limited to up to \$1,000 or (2) Attending an Event - may be limited to up to \$500. Applicants cannot apply to more than one City Advisory Board funding source for the same project. Consideration may also be given to groups/organizations that require seed funding for projects/events/competition. Consideration may also be given to individuals that attain provincial, national, and international recognition. Applications for assistance may be accepted in consecutive years, up to a maximum of four (4) years. However, preference will be given to new events/projects or competitions. The City of Medicine Hat reserves the right to limit or refuse assistance to any applicant. If the funding has been advanced for an event that has not occurred, or the individual, team or group does not attend, the advanced funds must be returned to the City of Medicine Hat. Applicants must provide a budget statement of project expenses and revenue. Successful applicants will receive an initial 50% of the approved amount. Upon conclusion of the event, project, or competition a final financial accounting statement, including receipts, must be provided within sixty (60) days to qualify for any balance of funds. Failure to provide this statement may result in disqualification of future grant approvals.

The City of Medicine Hat must be acknowledged as a funding source on all items produced (programs, catalogues, press kits, videos, CD's), including all promotional and publicity materials prepared in relation to the approved grant application. Financial contribution from the City of Medicine Hat for any event/project or competition in no way obligates the City to participate in the event/project or competition beyond the terms set out by its Special Cultural Events, Performance, Exhibition, Competition Assistance Policy Number 0123. The City of Medicine Hat assumes no responsibility, legal or otherwise, for any event, project or competition unless outlined under a separate agreement.

**ELIGIBLE FOR FUNDING:** Funding assistance may be granted for the following budgetary items:

Advertising	Entry/Registration Fees
Equipment Rentals	Food and Non-Alcoholic Beverages for the purposes of hosting the event only
Honorariums	Insurance
Materials & Supplies	Royalties
Travel & Accommodation	Venue Rentals

**NOT ELIGIBLE FOR FUNDING:** Funding assistance will not be granted for the following budgetary items:

- Alcoholic Beverages
- Sale of books, CDs, art pieces, merchandise and other items where personal monetary gain may be realized

**Please complete and return the application form by either May 15<sup>th</sup> or January 15<sup>th</sup>. We suggest that you maintain a copy of your financial statement. This will assist you in resubmitting your final financial statement.**



Special Cultural Events, Performance, Exhibition, Competition Assistance Policy #0123

DATE: \_\_\_\_\_ AMOUNT OF REQUEST: \_\_\_\_\_

1. Name of Event/Project: \_\_\_\_\_

2. Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_

3. Name of Group/Individual: \_\_\_\_\_

4. Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Bus. Phone: \_\_\_\_\_ Res. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

5. Description of Event (Include detail of activity and location. Please add additional pages as required):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Estimated number of active participants involved with your group/event \_\_\_\_\_

7. Estimated number of community volunteers involved in this Project \_\_\_\_\_

For attending or hosting a competition, please provide written confirmation from the governing body that you or your group has qualified for and/or is authorized to represent your region, province or country, OR is authorized to host the above-noted event. Please attach a copy to this application or indicate that a written confirmation will be forthcoming.  Attached  Forthcoming

A financial report form is attached. You are required to complete or provide a detailed copy of your financial statement with receipts for all expenditures no later than sixty (60) days after the Competition or Event.

X \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

City of Medicine Hat - Arts & Heritage Advisory Board  
**SPECIAL CULTURAL EVENTS, PERFORMANCE, EXHIBITION, COMPETITION ASSISTANCE POLICY #0123**

NAME OF EVENT: \_\_\_\_\_ NAME OF GROUP OR INDIVIDUAL: \_\_\_\_\_

	PROJECTED BUDGET	ACTUAL REVENUE & EXPENSES (To Be Completed At The Conclusion of Your Event) <b>RECEIPTS MUST BE ATTACHED</b>
<b>REVENUE:</b>		
Admission/Registration Fees to Event (if applicable)		
Corporate Sponsorship (Please specify) a. _____ b. _____		
Fundraising Efforts (Please specify i.e. Bingos, raffles, solicitations, etc.) a. _____ b. _____		
Grant(s) from Other Sources (Please specify)  a. _____ b. _____		
Contribution(s) from your organization or governing body		
Other (Please specify)		
<b>TOTAL REVENUE</b>		
<b>EXPENSES:</b>		
Advertising		
Entry/Registration Fees		
Equipment Rented		
Food & Non-Alcoholic Beverage Supplies		
Honorariums		
Insurance		
Material & Supplies		
Royalties		
Travel and Accommodation		
Venue Rentals		
Other (Please specify)		
<b>TOTAL EXPENSES</b>		
<b>REVENUE LESS EXPENSES (SHORTFALL/SURPLUS)</b>		

We, the undersigned, certify that to the best of our knowledge, the information outlined on this application form is complete and accurate. (Two official signatures are required, i.e. applicant and Committee Chair, President and Treasurer).

SIGNED: X \_\_\_\_\_  
 PRINTED NAME): \_\_\_\_\_  
 POSITION: \_\_\_\_\_

SIGNED: X \_\_\_\_\_  
 PRINTED NAME: \_\_\_\_\_  
 POSITION: \_\_\_\_\_

**REMINDER: YOU ARE REQUIRED TO COMPLETE THE ACTUAL PORTION OF THIS FORM OR PROVIDE A DETAILED COPY OF YOUR FINANCIAL STATEMENT WITH RECEIPTS FOR ALL EXPENDITURES WITHIN sixty (60) days AFTER THE COMPLETION OF THE EVENT.**

*Revised Feb. 08*