

# Arts and cultural grants

## *Funding guidelines*



For more information, please contact:  
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## Arts and cultural grants: *funding guidelines*

### Purpose

Leduc County offers annual funding opportunities to groups and organizations that encourage the development of arts and cultural-related events and programs. Through this funding, Leduc County intends to support new ideas and provide the opportunity for low cost, sustainable programs and events that benefit Leduc County residents.

### Eligibility

To be considered for funding, the organization or group must meet the following criteria:

- Applications may be a charitable, not-for-profit society including those registered under the *Societies Act, Libraries Act or Agricultural Societies Act*.
- Non-registered individuals or groups may apply providing they abide by the rules and conditions provided by Leduc County.
- Programs and events must be publicly advertised and available to residents of Leduc County.
- The event, program or activity must take place in the Leduc County region.
- Applicants must provide event, program or activity budget information.
- Applicants may apply for either an operating grant or a special event/program grant. Only one application will be considered in a given year.
- Any organization or group that is not in good standing with Leduc County may be ineligible for funding.

#### Eligible arts and cultural activities may include:

- **Visual arts:** painting, drawing, ceramic, sculpture, crafts
- **Media arts:** film/video, photography, multi-media
- **Performing arts:** drama, music, dance, theatre
- **Literacy arts:** storytelling, creative writing, poetry
- **Multicultural and heritage arts:** cultural celebrations, festivals, fairs
- **Educational arts:** camps, youth programming (4H, Scouts)

#### Ineligible projects:

- Direct grant to support individuals
- Municipalities
- For-profit organizations
- Fundraising or administration costs
- Travel costs
- Retroactive program or event costs
- Programs or facilities that already receive program or event funding from Leduc County
- Religious organizations, unless they are engaged in a significant project that benefits the entire community

## Arts and cultural grants: *funding guidelines*

### Grant amounts

- Applicants may apply for either an operating assistance grant or a special event/program grant
  - Maximum operating assistance grant is \$250 per year
  - Maximum special project/event grant is \$1500
- Funds must be spent in the year they are awarded

### Assessment criteria

All eligible applicants will be reviewed by the Leduc County Parks and Recreation Advisory Committee.

The evaluation of applications will be reviewed using, but not limited to, the following criteria:

- The program or event is of community value and encourages the development of arts, culture and/or heritage to a broad base of citizens.
- New or expanded opportunities for residents to participate in programs and/or services.
- Contribution to quality of life, community engagement and community development to Leduc County residents.
- Operating assistance priority will be given to new initiatives or groups.
- Viability and sustainability of the initiative.
- Organizational competence.
- Applications may not receive full funding amounts requested.

### Application process

Submissions for the Leduc County Arts and Cultural Grant Program will be accepted from Jan. 2, 2019 to Feb. 28, 2019.

Applications will be reviewed by Leduc County and the Parks and Recreation Advisory Committee.

Council will review recommendations and award final grant approval in March 2019.

Application forms are available online at [www.leduc-county.com](http://www.leduc-county.com) or at the Leduc County Parks and Recreation office (Community & Operations Centre), 1105 - 5 st., Nisku.

Completed applications will be accepted by mail, email or in-person at the Parks and Recreation department. Email applications to **[andrea@leduc-county.com](mailto:andrea@leduc-county.com)**.

Successful applicants will be required to complete a final report no later than three months following the completion of the event, program or activity. No additional funds will be awarded until a final report is complete.

# Leduc County Arts and Cultural Grant Program

## Application form

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### Organization information

Name of organization: \_\_\_\_\_

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

Telephone number: \_\_\_\_\_

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

Website: \_\_\_\_\_

Contact name and title: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Not-for-profit number, if available: \_\_\_\_\_

### Operating assistance, event, program or activity information:

1. What grant are you applying for? (circle one)
  - a. Operating assistance
  - b. Event/program
  
2. Describe the overall vision of the project that your group is requesting funding for. Please include start and completion dates, goals and objectives, outline of activities and the number of people expected to participate or be impacted by this project.

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3. Operating or event/program budget

Revenue	Amount (\$)
Association funds	
Other grants	
Fundraising	
Amount requested	
Total revenue	

Expenditures	Amount (\$)
Total expenditures	

**Please check if the following statements apply to your organization**

- Does your project provide arts or cultural benefit to the community?
- Is your project available to all residents within the community to benefit from?
- Is this project currently funded or receiving funds through another granting agency?  
If yes, please identify: \_\_\_\_\_
- Will project funds be spent within this calendar year?
- Has your organization submitted a final report form accounting for previous grants received from Leduc County?

**Does your organization receive annual funding to operate from any of the following:**

Local municipality: Yes \_\_\_ No \_\_\_ Amount: \$ \_\_\_\_\_

Leduc County: Yes \_\_\_ No \_\_\_ Amount: \$ \_\_\_\_\_

Province of Alberta: Yes \_\_\_ No \_\_\_ Amount: \$ \_\_\_\_\_

Other: name \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Amount: \$ \_\_\_\_\_

name \_\_\_\_\_ Yes \_\_\_ No \_\_\_ Amount: \$ \_\_\_\_\_

**Please ensure the following requirements are included with your application:**

- Copy of organization minutes with the motion that agrees to the submission of this application
- Current list of board or committee members

*Applications submitted without this information will be considered incomplete.*



## Applicant agreement

I declare that:

- I am a duly authorized representative having legal and/or financial signing authority for the aforementioned organization.
- To the best of my knowledge, information received in this application is accurate and funding will be used for the project as it was intended.
- Leduc County and the Parks and Recreation Advisory Committee will be recognized as a funding agency prior to, during and upon completion of this project.

\_\_\_\_\_

applicant signature

\_\_\_\_\_

date

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### For Leduc County use only:

Date application received:

\_\_\_\_\_

Does the application contain all of the required materials and criteria?

\_\_\_\_\_

What requirements and/or criteria are incomplete?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of representative accepting application as complete

\_\_\_\_\_

signature

\_\_\_\_\_

date

