

COMMUNITY
INVESTMENT PROGRAM

Arts, Culture and Heritage **Grant**

2023 Guidelines



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

Arts, Culture and Heritage Grant

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Purpose of the Grant

The Arts, Culture & Heritage Grant provides funding to individuals or groups to support arts, culture and heritage-related projects that contribute to achieving priorities of the Wood Buffalo Culture Plan.

The \$50,000 funding initiative was created in response to a need identified in the Wood Buffalo Culture Plan to support the Culture Plan's vision of the Regional Municipality of Wood Buffalo as a culturally diverse and socially inclusive municipality in which arts, culture and heritage are vital to its social, economic, and environmental well-being.

Applicants must describe their need for funding and specify its alignment with one or more priorities of the [Wood Buffalo Culture Plan](#):

- Foster healthy environment for culture: arts and culture.
- Further develop cultural facilities and resources.
- Support collaboration and innovation.
- Encourage diversity, inclusivity, and accessibility.
- Improve awareness of the value of culture.

Pre-Application Meetings and Support

Support is available to assist applicants.

RMWB Community Investment Program (CIP) and Culture and Social Development (CSD) staff are available to answer any questions regarding eligibility, the grant process and the CIP Grant Portal. To schedule a meeting, you may send a request to CIP@rmwb.ca. If possible, please provide:

- Applicant name.
- Brief description of what you plan to apply for.
- Your availability for a virtual meeting.

Arts Council Wood Buffalo provides advisory services to artists in the region. For more information, visit www.artscouncilwb.ca.

Application Process

Stage 1

1. Review these guidelines to ensure you or your group are eligible for grant funding.
2. 2023 Grant Applications will be submitted through the CIP Grant Portal. Log in or register for your CIP Grant Portal account at www.rmwb.ca/CIP.
3. Complete and submit the application. The CIP Grant Portal will accept applications until 4:30 p.m. on **December 31, 2023, or until funds are exhausted (whichever comes first)**. **Only complete applications will be accepted. A complete application contains all the documents listed on the application.**
4. Contact CIP@rmwb.ca if you have any questions or would like clarification.

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Stage 2

1. Applications will be reviewed for general completeness and quality. If clarification on the submitted application is required, you will receive an email notifying you that revisions have been requested. Please log in to the CIP Grant Portal to provide clarifications.
2. Applications will then be referred to a Review Panel for detailed review in alignment with the evaluation criteria to ensure eligibility.
3. The final decision will be made by the Manager of Community Partnerships and Initiatives.
4. Funding is provided on a first-come, first-served basis until December 31, 2023 or until funds are exhausted (whichever comes first).
5. Applicants will be notified of the decision.
6. Applicants who are awarded a grant will be provided with an agreement letter that sets out the terms and conditions of participating in the program. Applicants must sign and return the agreement letter to CIP within 30 of days.

Contact Information

If you have any questions or would like clarification, please contact CIP@rmwb.ca or call PULSE at **780-743-7000** or toll-free at **1-800-973-9663**.

Arts, Culture and Heritage Grant Eligibility

The Applicant must:

1. Reside within the Regional Boundary for a minimum of one year or be a group with all members residing within the Regional Boundary for a minimum of one year before applying.
2. Apply for projects that are being created, developed, and presented within the Regional Boundary. Projects traveling to be exhibited outside of the region may also be approved, as long as they are created, developed and presented within the Regional Boundary.
3. Apply for projects that occur between January 1, 2023, and December 31, 2023.
4. Submit only one application and receive only one Arts, Culture and Heritage Grant per Call for Applications (applications can include multiple projects up to the grant maximum).
5. Be in compliance with past reporting requirements from any previous Community Investment Program Grants.

The Applicant must **not**:

1. Be a registered non-profit organization or society.
2. Be applying for funding from other CIP Grants or Alberta Culture Days funding for the same project.

Eligibility

The Wood Buffalo Culture Plan includes five priority areas, as listed below. Applicants must specify with which priority or priorities their project aligns and explain how the expected deliverables will contribute to advancing the goals of the Wood Buffalo Culture Plan. Projects do not need to align with all five priorities. Projects that align with at least one priority would be eligible for funding.

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<p>Priority 1:</p> <p>Foster Healthy Environment for Culture: Arts and Heritage</p>	<p>To support a group's or individual's arts, culture or heritage-related endeavors.</p> <p>Sample Projects:</p> <ul style="list-style-type: none"> • Purchasing, collecting or harvesting artistic materials directly related to the proposed project. • Research & Development towards the creation of a new project. • Fees and Honorariums paid to artistic, cultural or heritage professionals.
<p>Priority 2:</p> <p>Further Develop Cultural Facilities and Resources</p>	<p>To support the improvement of physical conditions for arts, culture, heritage and creative innovation.</p> <p>Sample Projects:</p> <ul style="list-style-type: none"> • The construction and/or renovation of studios as necessary to further the development of a particular project. • The rental or acquisition of specialized equipment to complete a particular community project. • The rental of venues necessary to complete a particular community project.
<p>Priority 3:</p> <p>Support Collaboration and Innovation</p>	<p>To support innovative, collaborative projects with an arts, culture or heritage focus. This includes projects that demonstrate new forms or content, that work with a new partner, or that approach audiences in a new way.</p> <p>Sample Projects:</p> <ul style="list-style-type: none"> • The development of projects with individuals or groups who otherwise would not have thought to work together.
<p>Priority 4:</p> <p>Encourage Diversity, Inclusivity and Accessibility</p>	<p>To empower Equity-Deserving Communities (EDC) that have historically faced barriers to accessing support in their art, culture, or heritage-related endeavors; or to support projects that bring art, culture or heritage-related projects to Indigenous and Equity-Deserving Communities.</p> <p>Sample Projects:</p> <ul style="list-style-type: none"> • The development of projects in one of the RMWB's rural communities. • Creating opportunities for the region's Indigenous, multicultural and diverse populations to showcase their arts, culture and heritage.
<p>Priority 5:</p> <p>Improve Awareness of The Value of Culture</p>	<p>To provide support for the local dissemination, exhibition, presentation and distribution of an individual's art, culture or heritage-related work.</p> <p>To provide support for projects that are created and developed in the region, but exhibited or presented nationally or internationally, with the goal of amplifying the RMWB's arts, culture and heritage practitioners on a global scale.</p> <p>Sample Projects:</p> <ul style="list-style-type: none"> • The development of an arts, culture, or heritage-based project using local resources, for local exhibition or exhibition outside of the region. • The funding of marketing and communications (for example: newspaper ads, social media ads, etc.) to support a particular project.

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What is considered an arts, culture and heritage project? Detailed descriptions can be found in the [Wood Buffalo Culture Plan](#). Examples include:

- Environmental Arts: landscape design and environmental art installations.
- Heritage Arts: protection, restoration, display and interpretation of heritage archives and materials, artifacts, archeological and heritage sites.
- Literary Arts: storytelling, creative writing, prose, poetry.
- Media Arts: film/video, photography, sound recording, multimedia, publishing.
- Multicultural Arts: ethnic celebrations, festivals, fairs, ethnic-specific performing, visual, literary, craft, folk tales, culinary traditions.
- Performing Arts: drama, music, dance, choral, theatre, opera, comedic, puppetry, mime, performance art.
- Visual Arts: painting, drawing, calligraphy, fiber arts, ceramic arts, mosaics, sculpture, craft, woodworking, metal work, printmaking.

The Arts, Culture and Heritage Grant will not fund:

- Projects related to political or religious parties.
- Projects that will take place as part of the Alberta Culture Days events.
- Re-applying for additional grant funds for the same project already funded during the same calendar year.
- The items and costs highlighted under Ineligible Expenses.

Ineligible Expenses:

- Expenses related to fundraising activities/costs.
- Costs funded under other Municipal grant programs.
- Liquor license, liquor.
- Per diem expenses.
- Projects deemed by the Municipality as ineligible on a case-by-case basis.

**Travel expenses may be approved on a case-by-case basis, to ensure that projects are created and developed within the region of Wood Buffalo, and to ensure that coverage is not duplicated by other approved grants.*

Funding Amounts

Individuals and groups may apply for a maximum of \$5,000.

If two or more individual applications are received from members of the same group, the total maximum amount awarded will not exceed the maximum amount (\$5,000). The amount awarded will be divided among the applicants.

The Municipality will allocate 100% of the approved grant upon application approval. Recipients must complete the Final Report and provide copies of receipts (up to the approved grant value) within 60 days of project completion.

Any funds not used for the project as described in the agreement will have to be returned.

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Expected Deliverables

A successful applicant will be required to:

- Contribute to a vibrant, sustainable community and quality of life for current and future residents through projects that align with the priorities of the Wood Buffalo Culture Plan below:
 1. Foster healthy environment for culture: arts and culture.
 2. Further develop cultural facilities and resources.
 3. Support collaboration and innovation.
 4. Encourage diversity, inclusivity, and accessibility.
 5. Improve awareness of the value of culture.
- Use grant funds only in the manner originally agreed upon. Any funds not used for the project as described in the application may have to be returned.
- Complete and/or upload the following in the CIP Grant Portal:
 - Final Report demonstrating the positive impact of the funded project(s).
 - Original receipts and paid invoices for project-related expenses.
 - Attachments including examples of how the successful applicant publicly recognized the funding considerations provided by the Regional Municipality of Wood Buffalo. Refer to [Logos](#) and the [Logo Standards Guide](#) for usage.

Letters of Support must:

- Be from someone in your field who can confirm for your artistic merit and ability to carry out the proposed project.
- Include contact details.
- Be signed (or in lieu of signature, writer may email CIP@rmwb.ca directly).
- Be dated within 30 days of application.
- Received by application deadline.
- Not be written by immediate family.

Evaluation Criteria

The following factors are considered in evaluating grant applications:

- Clear explanation of how the project aligns with the priorities of the Wood Buffalo Culture Plan and how the expected deliverable/s will contribute to advancing the goals of the Wood Buffalo Culture Plan.
- The degree to which the applicant's background, past work, performance/exhibition history, achievements and peer support demonstrate that they can complete the project successfully.
- Clear explanation of how the project will impact them or their community.
- Viability of the project (realistic goals, appropriate planning, cost-effectiveness).

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- Detailed budget of the project, listing all expenses and revenues. Applicants are encouraged to:
 - Compensate hired artists according to [CARFAC](#).
 - Purchase services and products from local businesses.

Review Panel

Applications for the Arts, Culture and Heritage Grant will be evaluated by a Review Panel that includes a representative of Arts Council Wood Buffalo and the following Municipal departments: Communications and Engagement, Community and Protective Services and Indigenous and Rural Relations.

Key Dates

During Call for Applications	Information Sessions with CIP and Culture and Social Development staff (contact CIP@rmwb.ca)
April 24, 2023	Call for Applications Opens
December 31, 2023, or funds are exhausted	Call for Applications Closes
TBD	Clarification and Correspondence with CIP and Culture and Social Development staff (contact CIP@rmwb.ca)
TBD	Decision Letter and Final Report sent to applicant
Within 30 days of signed agreement	Grant Distribution
Within 60 days of completing project	Final Report and receipts submitted to CIP via CIP Grant Portal

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Definitions

Accommodation – Short term lodging related to travel.

Adult – Anyone 18 years or older.

Applicant – Any individual, group, or club.

Arts – Arts include but are not restricted to:

- Creative/cultural Industries (e.g., film, television, publishing, sound recording, and new media).
- Literary arts (e.g., fiction, poetry, drama, graphic novel, children and young adults' literature, or literary non-fiction).
- Performing arts (e.g., theatre, circus arts, music and sound, and dance).
- Visual arts (e.g., drawing, painting, photography, printmaking, sculpture, fine craft).

Call for Applications – A public notice announcing that grant funding is available, and allows groups, clubs, individuals or organizations to present applications on how the funding could be used within the set guidelines.

CARFAC – Canadian Artists Representation/ Le Front des artistes canadiens.

Community Project – A project that is open and accessible to the public.

Culture – Distinctive spiritual, materialistic, intellectual, and emotional features that characterize a society or group; includes not only the arts and letters, but also modes of life, fundamental human rights, value systems, traditions, and beliefs (UNESCO, 1982).

That complex whole which includes knowledge, beliefs, arts, morals, laws, customs, and any other capabilities and habits acquired by [a human] as a member of society (UNESCO, 2001).

The glue that connects us as individuals to our communities, fostering unity, civility and a sense of belonging, pride and caring for our fellow citizens (Alberta government).

Creative artistic activity and the goods and services produced by it, and the preservation of heritage (Canadian federal government).

Equity-Deserving Groups – Equity-deserving groups are groups who have historically been denied equal access to employment, education, and other opportunities. Such groups include members of an Indigenous community, immigrants and refugees, persons with disabilities, racialized peoples, youth, women, members of the 2SLGBTQ+ community, people living in poverty or facing unemployment/underemployment, people experiencing or at-risk of homelessness, etc.

Grant – Transfer of monies from the Municipality to an applicant, group or organization for a project that meets the specific grant program requirements.

Grant Programs – Funding programs created to directly administer grants to applicants under specific guidelines (i.e., Community Impact Grant, Games Legacy Fund, Community Plan on Homelessness Funding).

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Heritage – A legacy inherited from the past, valued in the present – which it helps interpret – and safeguarded for the future – which it helps shape (Cole & Dubinsky, Ottawa Heritage Plan), including:

- Built heritage: e.g., buildings, structures and sites.
- Natural heritage: elements of biodiversity including flora and fauna, ecosystems and geological structures.
- Cultural landscapes: significant historic landscapes which are meaningful to particular groups, cultures or populations.
- Cultural heritage: an expression of the ways of living developed by a community and passed on from generation to generation, including both intangible and tangible cultural heritage.
- Documentary heritage: e.g., documents, records, artifacts, and images.
- Intangible heritage: traditions or living expressions inherited from our ancestors and passed on to our descendants, such as beliefs, languages and attitudes, oral traditions, performing arts, social practices, rituals, festive events, knowledge and practices concerning nature and the universe or the knowledge and skills to produce traditional crafts (UNESCO).

Minor – Anyone under the age of 18.

Municipality – The Regional Municipality of Wood Buffalo.

Project – May consist of one or more specific events or activities.

Quify – To progress to the next or final stage of a competition by winning preliminary contests or by being selected for advancement by fulfilling required skills or conditions.

Recipient – Successful grant applicant who receives funding from the Municipality.

Regional Boundary – The physical area of the Municipality that includes any lands comprising of First Nation Reserve located within the Municipality's geographical boundaries.

Specialized Equipment – Equipment, tools or machinery that requires expertise to operate and can do certain tasks that regular equipment is not capable of doing.

Term – The effective date and duration of the letter of agreement.

Travel – Transportation by air, bus or private vehicle outside the Regional Boundary. Also includes vehicle rental, parking, taxi/ride-share or public transit costs related to competition.

For more information, please visit the Community Investment Program website at www.rmwb.ca/CIP.

Community Investment Program
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