



COMMUNITY INVESTMENT PROGRAM

2024

ARTS, CULTURE AND HERITAGE GRANT GUIDELINES





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:

1. Foster healthy environment for culture: arts and heritage.
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.

Grant Eligibility

The Applicant must:

- 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.
- 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.
- Apply for projects that occur between January 1, 2024, and December 31, 2024.
- 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).
- Be in compliance with past reporting requirements from any previous Community Investment Program Grants.

The Wood Buffalo Culture Plan includes five priorities, 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.



2024 ARTS, CULTURE AND HERITAGE GRANT GUIDELINES

PRIORITY 1: FOSTER HEALTHY ENVIRONMENT FOR CULTURE: ARTS AND HERITAGE	PRIORITY 2: FURTHER DEVELOP CULTURAL FACILITIES AND RESOURCES	PRIORITY 3: SUPPORT COLLABORATION AND INNOVATION	PRIORITY 4: ENCOURAGE DIVERSITY, INCLUSIVITY AND ACCESSIBILITY	PRIORITY 5: IMPROVE AWARENESS OF THE VALUE OF CULTURE
<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>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>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>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>To provide support for the local dissemination, exhibition, presentation and distribution of an individual's art, culture or heritage-related work. 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.

* The Arts, Culture & Heritage Grant will cover 50% of specialized equipment costs that benefit the community. Applicants must provide a plan to ensure community access to the equipment, which may include low or no-cost access, training, and workshops.

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.

Letter of Support:

A Letter of Support endorses the applicant's application and provides additional information about their qualifications, skills, and experience. It highlights the potential impact of the proposed project on the community. See [Appendix A](#) for a downloadable Letter of Support template.

The Letter of Support must:

- Be written by someone in the same field as the applicant who can confirm their artistic merit and ability to carry out the proposed project.
- Include the writer's 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.

The Arts, Culture and Heritage Grant will not fund:

- A registered non-profit organization or society.
- Applicants that are applying for funding from other CIP Grants or Alberta Culture Days funding for the same project.
- Applicants that do not meet the minimum eligibility requirements.
- 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.
- Expenses covered or eligible for coverage under other municipal grants.
- 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 letter of agreement will have to be returned.

Application Process

Pre-Application Meetings and Support

During the Call for Applications, administrative staff are available to answer any questions.

A pre-application meeting is strongly encouraged for applicants looking for assistance. During a pre-application meeting, staff will review eligibility, how the grant process works, accessing and completing applications in the CIP Grant Portal and other key information.

To schedule a pre-application meeting, you may send a request to CIP@rmwb.ca. If possible, please provide:

- Applicant/group name
- A brief project description
- Your availability for a meeting



Stage 1 – Application Submission

1. Review these guidelines to ensure you or your group are eligible for grant funding.
2. 2024 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. Submit the application, including required attachments. The CIP Grant Portal will accept applications until 4:30 p.m. on **December 31, 2024, or until funds are exhausted (whichever comes first). Only complete applications with all required information and attachments will be accepted.**
4. CIP will conduct a preliminary review of the application and supporting documents to ensure eligibility and completeness.
5. 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 within 2 weeks from when the revisions were requested.
6. All complete and eligible applications will be moved forward to **Stage 2 – Application Review and Decisions.**

Stage 2 – Application Review and Decisions

1. A Review Panel including subject matter experts from Municipal departments and a representative from Arts Council Wood Buffalo will complete application scoring and ranking based on established assessment criteria (See Appendix B).
 - a. 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
 - b. 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
 - c. Clear explanation of how the project will impact them or their community
 - d. Viability of the project (realistic goals, appropriate planning, cost-effectiveness)
 - e. Detailed budget of the project, listing all expenses and revenues. Applicants are encouraged to:
 - i. Compensate hired artists according to [CARFAC](#)
 - ii. Purchase services and products from local businesses
2. The review panel will meet on the fourth Thursday of every month in 2024, except for the month of December when the meeting will be held a week earlier. To have an application reviewed during that month's meeting, applicants must submit their application no later than the first Tuesday of the month.
3. The review panel will make a recommendation to the Supervisor of Community Investment Program for final decision.
4. Funding is provided on a first-come, first-served basis until December 31, 2024, or until funds are exhausted (whichever comes first).
5. Applicants will be notified of the decision via e-mail.
6. Successful applicants 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 days.



Fund Disbursement Process

Grant funding will be disbursed only to recipients in accordance with the terms and conditions of the agreement letter.

Reporting Criteria

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 heritage.
 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.
- 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.
- 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.

Disclosure of Information

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Contact Information

If you have any questions or would like clarification, please contact CIP@rmwb.ca or **Pulse at 780-743-7000** or Toll Free at **1-800-973-9663**.

Key Dates

Date	Key Action
March 4, 2024	Applications open Applications must be submitted no later than the first Tuesday of every month to be reviewed during that month's Review Panel Meeting
During Call for Applications	Pre-application meeting, information sessions, and one-on-one support (contact CIP@rmwb.ca).
December 31, 2024, or funds are exhausted	Applications close
Within 2 weeks of application submission	CIP completes preliminary review of application and supporting documents
During preliminary review	Requested application revisions from CIP, where applicable. Deadline to submit the required revision is within two weeks of request.
Fourth Tuesday of every month in 2024 (except for December 2024)	Review Panel will receive complete and eligible applications.
Fourth Thursday of every month in 2024 (except for December 2024)	Review Panel will meet to complete application scoring and ranking. 2024 Review Panel Meeting Schedule: <ul style="list-style-type: none"> • Thursday, March 28, 2024 (application deadline: March 5, 2024) • Thursday, April 25, 2024 (application deadline: April 2, 2024) • Thursday, May 23, 2024 (application deadline: May 7, 2024) • Thursday, June 27, 2024 (application deadline: June 4, 2024) • Thursday, July 25, 2024 (application deadline: July 2, 2024) • Thursday, August 22, 2024 (application deadline: August 6, 2024) • Thursday, September 26, 2024 (application deadline: September 3, 2024) • Thursday, October 24, 2024 (application deadline: October 1, 2024) • Thursday, November 28, 2024 (application deadline: November 5, 2024) • Thursday, December 19, 2024 (application deadline: December 3, 2024)
First Tuesday every month after review panel meetings (except for December 2024)	Review Panel will make recommendations to the Supervisor of the Community Investment Program for the final decision.

1 week after decision made	Decision Letter and Final Report (if approved) sent to applicant.
Within 30 days of signed Letter of Agreement	Grant distribution
Within 60 days of completing project	Final Report and receipts submitted to CIP@rmwb.ca .

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: <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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).
Heritage	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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)
Low Cost or No Cost	Offered at a rate that is accessible for individuals/groups with little to no disposable income. Appeal to the general population.
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.
Qualify	To progress to the next or final stage of a competition, as by: <ul style="list-style-type: none"> • winning preliminary contests; or • 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.
Review Panel	A panel consisting of subject matter experts from Municipal departments and a representative from Arts Council Wood Buffalo.
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 rmwb.ca/CIP.**

Community Investment Program
Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
CIP@rmwb.ca

Appendix A

[Your Name]

[Your Work Title, if applicable]

[Your Organization, if applicable]

[Your Address]

[Date]

Dear Arts, Culture & Heritage Grant Review Panel,

I am writing in support of *[Applicant's Name]* and their application for the Arts, Culture & Heritage Grant. I have known *[Applicant's Name]* for *[length of time]* and have seen how passionate and dedicated they are about *[specific artistic discipline or project]*.

As *[relationship to the applicant (e.g., colleague, mentor, collaborator)]*, I have had the pleasure of working with *[Applicant's Name]* on *[projects, events, etc.]*. During this time, I have been impressed by their *[qualifications, skills, experience, achievements- things that speak to their ability to carry out their proposed project]*.

[Insert personal story or experience working with the applicant here that is relevant to their proposed project. This could be an anecdote, a specific project you worked on together, or a particular skill or attribute that impressed you about the applicant that demonstrate their ability to succeed with the grant.]

Overall, I highly recommend *[Applicant's Name]* for the Arts, Culture & Heritage Grant. They have the talent, skills, and passion needed to make a meaningful contribution to the arts and culture community. Thank you for considering their application.

Sincerely,

[Your Name]

RMWB Arts, Culture and Heritage Grant Evaluation Scoring Sheet - 2024

APPLICANT NAME:

EVALUATION SUMMARY	ELIGIBILITY	ELIGIBLE
	EVALUATION SCORE (out of 18)	0
	FUNDING PRIORITY (out of 10)	0
	OVERALL SCORE (evaluation x funding priority) / 180	0.00%
	RECOMMENDATION	

Which of the following categories does this project best fall into?
As defined in the Culture Plan. Select all that apply.

arts
 culture
 heritage

ELIGIBILITY	YES NO
Has the applicant resided within the Regional boundary for at least one year?	<div style="background-color: #fff9c4; width: 100%; height: 100%;"></div>
Is the project being created, developed and/or presented within the regional boundary?	
Is the project taking place between January 1, 2024 and December 31, 2024?	
The project is not related to fundraising activities/costs.	
This is the only application submitted by the Applicant for the Arts, Culture & Heritage grant for project in 2024.	
The applicant has not received Alberta Culture Days funding for the same project.	
Has the applicant provided a letter of support?	

EVALUATION	0 - Not Met 1 - Partially Met 2 - Met
PROJECT	
Applicant has provided a strong case for being able to carry out the proposed project. <i>(e.g.: educational background, past work, performance/exhibition history, awards & recognitions, volunteer work)</i>	<div style="background-color: #fff9c4; width: 100%; height: 100%;"></div>
Applicant's letter of support demonstrates strong artistic merit from peer(s) in their field.	
Applicant's description of project strongly supports their rationale for activities.	
Applicant's timeline appears realistic and achievable.	
The applicant's project will help stimulate the local economy. <i>(e.g.: hiring local talent, renting from local venues)</i>	
Applicant provides a strong argument for how this project may impact them or their community. <i>(e.g.: individual skill development, accessibility and/or inclusion of all residents)</i>	
BUDGET	
The budget presented is specific and realistic.	<div style="background-color: #fff9c4; width: 100%; height: 100%;"></div>
The applicant demonstrates a diverse revenue stream. <i>(e.g.: other funders, sponsorships, donations, in-kind support)</i>	
The applicant is paying appropriate fees-for-service to other arts, culture and/or heritage-practitioners involved.	

FUNDING PRIORITY <small>Pulled from the Culture Plan's 5 strategic priorities.</small>	0 - Not Met 1 - Partially Met 2 - Met
PRIORITY 1: FOSTER HEALTHY ENVIRONMENT FOR CULTURE: ARTS & HERITAGE <ul style="list-style-type: none"> Does the project clearly support a group or individual's arts, culture or heritage-related endeavours? Does the project enhance cultural/arts/heritage programming? Does the project enhance the professional capacity of an individual or organization? Does the project support the developments or operations of a festival or a project? 	<div style="background-color: #fff9c4; width: 100%; height: 100%;"></div>
PRIORITY 2: FURTHER DEVELOP CULTURAL FACILITIES AND RESOURCES <ul style="list-style-type: none"> Does the project support the improvement of physical conditions for arts, culture, heritage and creative innovation? Does the project support the development or operation of an existing facility? Does the project include the development of spaces or studios for artists? Will the project be on display or presented in an Indigenous cultural facility? 	
PRIORITY 3: SUPPORT COLLABORATION AND INNOVATION <ul style="list-style-type: none"> Does the project create opportunities for innovation or collaboration? Does the project include a collaboration with other artists or professionals? Does the project include a collaboration with indigenous artists or organizations? Does the project include a collaboration with the social sector, youth or seniors? 	
PRIORITY 4: ENCOURAGE DIVERSITY, INCLUSIVITY AND ACCESSIBILITY <ul style="list-style-type: none"> Does the project empower Equity-deserving communities, who have historically faced barriers to accessing support in their art, or heritage-related endeavors? Does the proposal support programming in the rural areas? Does the proposal support programming related to historical Indigenous Peoples. Does the proposal promote reconciliation or address any of the TRC calls to Action? Is the proposal accessible to everyone? How? 	
PRIORITY 5: IMPROVE AWARENESS OF THE VALUE OF CULTURE <ul style="list-style-type: none"> Does the project provide support for the local dissemination, exhibition, presentation and distribution of an individual's art, culture or heritage-related work? Is the proposal promoting culture/heritage and arts? Is the proposal being prompted to a wide audience? 	

Do you recommend for funding overall? (YES / NO)

Comments: