



# Community Investment Program



# 2026

## Arts, Culture and Heritage

### GRANT GUIDELINES

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## 1. PURPOSE OF THE GRANT

The Arts, Culture & Heritage Grant supports projects that strengthen arts, culture, and heritage in the Regional Municipality of Wood Buffalo. Funding these projects contributes to a diverse, inclusive, and vibrant community as envisioned in the Wood Buffalo Culture Plan.

### **What is Considered an Arts, Culture or Heritage Project?**

See below for short descriptions – more details can be found in the Wood Buffalo Culture Plan:

#### **Arts**

Activities involving the creation or performance of artistic work in recognized disciplines such as visual arts, music, theatre, dance, writing, film, media arts, or craft.

#### **Culture**

Activities that celebrate traditions, languages, cultural identities, and community diversity.

#### **Heritage**

Projects that preserve, document, interpret, or share local history, heritage resources, or community stories.

### **Respectful and Ethical Cultural Practices**

The Arts, Culture & Heritage Grant supports projects that honour and respect the cultural diversity of the Wood Buffalo region.

Projects involving knowledge, traditions, languages, ceremonies, sacred practices, or culturally specific practices of any community must demonstrate:

- Meaningful dialogue with relevant communities, rights holders, Elders, Knowledge Keepers, or cultural representatives
- Appropriate permissions, where required
- Respectful and accurate representation
- Fair recognition and compensation for cultural advisors

Projects that misrepresent cultural traditions or engage in cultural appropriation will not be eligible for funding.

## 2. GRANT ELIGIBILITY CRITERIA

### 2.1 Eligible Applicants

#### Applicants must:

- Be an individual, team or group whose members have resided in the Regional Municipality of Wood Buffalo for at least one year prior to applying
- Propose projects that occur within the Municipality between January 1 and December 31 of the grant year
- Submit only one application per Call for Applications and must choose only one of the three available streams
- Be in good standing with reporting requirements for any previous Community Investment Program funding (CIP)

### 2.2 Funding Streams

Applicants must apply under one of the three funding streams listed below that best reflect the primary purpose of their project.

#### 1. Create

Supports the creation and production of new arts, culture, or heritage work from initial idea to completion for individual exploration or public presentation.

#### Eligible costs may include:

- Research and development
- Materials and production supplies
- Collaborator or artist fees
- Project-specific equipment or specialized tools essential to the project
- Marketing and promotion
- Project-specific rentals

#### Project examples include:

- Writing, recording, or producing new artistic work
- Developing a theatre production or exhibition
- Creating a documentary or heritage publication
- Research and development of new artistic or cultural projects

#### 2. Present

Supports public-facing arts, culture, or heritage events and presentations. Projects must prioritize public engagement or audience experience.

#### Eligible costs may include:

- Venue rental
- Production and technical costs
- Marketing and promotion
- Performer or presenter fees
- Supplies and materials
- Cultural food, when essential to the event

#### Project examples include:

- Exhibitions, performances, or shows
- Cultural celebrations or heritage events
- Public presentation of completed artistic or cultural work

Project-specific equipment and specialized tools may be eligible if essential to the project.

#### 3. Develop

Supports skill-building, learning, and professional development opportunities related to arts, culture, and heritage practice.

#### Eligible costs may include:

- Specialized course or training fees
- Workshops and conferences
- Mentorships with artists, Elders, or Knowledge Keepers
- Travel related to training or learning.
- Bringing instructors, Elders, or facilitators to the region

**Development examples include:**

- Professional arts workshops
- Conferences or specialized training
- Mentorships with artists, Elders, or Knowledge Keepers
- Specialized training not available locally

**Letter of Support**

A letter of support endorses the applicant's application and provides additional details about their qualifications, skills, and experience. The letter should also highlight the potential impact of the proposed project on the community. Refer to Appendix A4 - Letter of Support Template for guidance.

**Letter of Support Requirements:**

- Must be written by a qualified peer – someone working in the same field as the applicant who can confirm their artistic merit and their ability to carry out the proposed project
- Includes the writer's contact information - such as name, email, phone number, and professional affiliation
- Signed (or, if a signature is not possible, the writer may send the letter directly by email to [CIP@rmwb.ca](mailto:CIP@rmwb.ca))
- Must be dated within 30 days of the application submission.
- Has to be received by the application deadline.
- Cannot be written by an immediate family member

**Note**

- If three or more individuals from the same team/group apply, they will be considered as a team-application with a maximum group grant limit of \$5,000, to be shared among them

**2.3 Ineligible Applicants and Projects****Ineligible Applicants****The following are not eligible:**

- Non-profit or for-profit organizations
- Political organizations
- Federal and provincial governments, and affiliated bodies
- Applicants who are not in good standing with previous grants
- Applicants who fail to meet minimum eligibility criteria
- Applicants that attempt to influence or contact a Review Panel Member outside the established process

**Ineligible Projects**

Funding will not be provided for:

- Recurring programming not tied to a specific project
- Political campaigns or activities intended to advance political interests
- Religious worship or faith-based instruction requiring participation
- Projects receiving funding from another CIP program or Alberta Culture Days for the same project
- Duplicate funding requests within the same calendar year
- Projects occurring outside the eligible project period
- Projects created exclusively using artificial intelligence
- Projects deemed ineligible under the Community Investment Program

## 2.4 Ineligible Expenses

- Ongoing operational costs
- Regular year-round training or registration
- Equipment, uniforms, footwear, or other personal gear
- Capital or operating costs
- Fundraising or promotional activities unrelated to the funded project
- Costs already funded under other municipal grants
- Educational tuition for university or formal degree programs (short-term workshops, courses, or training may be eligible under the Develop Stream)
- Per diem or daily allowances
- Liquor or liquor license costs
- Expenses for resale items

Exceptions may be considered at the discretion of the Municipality on a case-by-case basis.

## 3. FUNDING CONDITIONS

### 3.1 Funding Amounts

- The maximum grant request will not exceed \$5,000
- Partial funding may be awarded
- Meeting eligibility requirements does not guarantee funding
- Funding is subject to available program budgets
- Project-specific equipment may be funded under the Create or Present grant stream if essential
- If two or more individual applications are received from members of the same team or group, the total amount awarded will not exceed the maximum amount of \$5,000  
The amount awarded will be divided among the applicants

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

### 3.2 Disclaimer Requirement

As a condition of funding, applicable grant Recipients must include the following mandatory disclaimer in all project credits, promotional materials, and publications (including but not limited to videos, short films, documentaries, poetry, visual art or installations). This disclaimer clarifies that while the project is supported by the Municipality, the views and content are solely the responsibility of the creator.

#### Required Disclaimer Text:

"The views and opinions expressed in this project do not necessarily reflect those of The Regional Municipality of Wood Buffalo."

#### Proof of Inclusion

The Recipient must provide the Municipality with an attachment, sample, or copy of project materials showing proper inclusion of the disclaimer prior to the public release or presentation of the funded work.

#### Non-Compliance

Failure to include the required disclaimer may result in the Recipient being required to repay the grant funds to the Municipality, in whole or in part, as determined by the Municipality in its sole discretion. Additionally, non-compliance may render individuals, teams, or groups ineligible for future municipal funding opportunities.

### 3.3 Privacy and The Protection of Privacy Act Requirements

The Recipient is responsible for ensuring that any personal information collected, used, or disclosed as part of the funded project complies with the requirements of the Protection of Privacy Act. Personal information must be limited to what is necessary for project delivery and must be securely stored, managed and protected against unauthorized access, use, or disclosure.

## Example Statement for Applicants

Applicants may use the following wording when collecting personal information as part of their project:

"The personal information collected is authorized under Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to [insert purpose]. If you have questions about the collection or use of your personal information, please contact [insert contact information]."

## 4. APPLICATION PROCESS

**Pre-Application Meetings and Support**  
During the Call for Applications, CIP staff are available to assist with any questions and provide support. Pre-application meetings are strongly encouraged for new applicants or those seeking more detailed information. These meetings will cover eligibility criteria, the application and award process, registering and completing applications in the CIP Grant Portal, and other relevant information.

**To schedule a meeting, email [CIP@rmwb.ca](mailto:CIP@rmwb.ca) and include:**

- Applicant name
- A brief description of the project
- Your availability for a meeting

### STAGE 1 – APPLICATION SUBMISSION AND PRELIMINARY REVIEW

1. Review the guidelines to ensure eligibility.
2. All grant applications must be submitted through the CIP Grant Portal. Log in or register for your CIP Grant Portal account. Enter the contact information for the individual for whom the grant is intended.
3. Complete the application and attach all required documents by 4:30 p.m. MDT on August 31, 2026. Late applications will not be accepted and will be withdrawn by CIP.

4. CIP will conduct a preliminary review of your application and support documents for eligibility and completeness. If any key information is missing, you will be notified via email to revise your application. Revisions can be submitted through the CIP Grant Portal until 4:30 p.m. MDT on September 15, 2026.

All complete and eligible applications will be moved to Stage 2 – Panel Review Scoring and Decision. Applicants who do not meet the criteria for Stage 2 will be informed by CIP.

### STAGE 2 – PANEL REVIEW SCORING AND DECISION

1. Applications will be evaluated by a review panel consisting of municipal staff and representatives from Arts Council Wood Buffalo (see Appendix A3-Application Evaluation Scoring Sheet).
2. Grants are awarded to the highest-scoring applications until the budget of \$50,000 is fully allocated.
3. Applicants will be notified of the application decision and assessment score by late October 2026.
4. Successful Applicants will receive a Letter of Agreement outlining the terms and conditions of the grant.

#### Note

All funding decisions are final. Approved applications are not subject to an appeal.

## 5. ASSESSMENT CRITERIA

Assessment Criteria (100 Points)

CORE CRITERIA – ALL APPLICATIONS (70 POINTS)

| Area                           | Considerations                                               | Points |
|--------------------------------|--------------------------------------------------------------|--------|
| Project Overview               | Clarity of project and alignment with stream                 | 15     |
| Development & Capacity         | Contribution to applicant practice or development            | 15     |
| Project Timeline               | Realistic timeline and preparedness                          | 10     |
| Project Feasibility            | Clarity of scope, partnerships & resource availability       | 15     |
| Applicant Background & Support | Relevant experience, skills, and strength of support letters | 15     |

STREAM-SPECIFIC CRITERIA (30 POINTS)

CREATE

| Area                           | Considerations                                                   | Points |
|--------------------------------|------------------------------------------------------------------|--------|
| Creative Concept & Originality | How unique and creative is the project?                          | 15     |
| Intended Outcome               | What will the outcome of the project be?<br>Why is it important? | 15     |

PRESENT

| Area                | Considerations                                                               | Points |
|---------------------|------------------------------------------------------------------------------|--------|
| Audience Engagement | Who is the intended audience? How will the project reach and connect people? | 15     |
| Community Impact    | What will you gain, and how could it benefit the community or your practice? | 15     |

DEVELOP

| Area              | Considerations                                                         | Points |
|-------------------|------------------------------------------------------------------------|--------|
| Learning Plan     | Explain what skills or knowledge you expect to gain.                   | 15     |
| Knowledge Sharing | How might the knowledge gained benefit your practice or the community? | 15     |

## 6. FUNDING DISBURSEMENT PROCESS

Grant funding will be disbursed to recipients in accordance with the Letter of Agreement terms and conditions.

The following must be satisfied and will be verified by the Municipality prior to awarding the grant funding:

- The applicant must not be a party to a legal dispute with the Municipality.

## 7. REPORTING REQUIREMENTS

Grant recipients must submit a final report as outlined in the Letter of Agreement within 60 days of completing the project.

The report must include:

- 7.1** Demonstration of the positive impact of the funded project
- 7.2** Original receipts and paid invoices for project-related expenses up to the awarded amount
- 7.3** Grant recipients may be required to provide proof of payment upon request
- 7.4** Attachments show how the successful applicant publicly recognized the funding provided by the Regional Municipality of Wood Buffalo
- 7.5** Confirmation of any remaining uncommitted grant funding as of December 31, 2026
- 7.6** If applicable, the Recipient must provide the Municipality with an attachment, sample, or copy of project materials showing proper inclusion of the disclaimer prior to the public release or presentation of the funded work.

The Municipality may request additional information or documentation to confirm project completion.

Once all requirements are met and any repayments received, a File Closure Letter will be issued.

Failure to meet reporting requirements may result in ineligibility for future grants.

## 8. ACKNOWLEDGMENT STANDARDS AND REQUIREMENTS

Grant recipients must acknowledge the municipality as a funding partner in project communications where appropriate.

- Use of the RMWB logo must adhere to the Logo Standards Guide via the Logo Request Form
- Funding recognition may include:
  - News release or media articles
  - Social media posts (e.g., X/Twitter, Facebook, Instagram, blog posts)
  - Website or newsletter mentions
  - Commemorative sign on the funded equipment to acknowledge the Municipality's support

## 9. PROTECTION OF PRIVACY ACT (POPA)

The personal information collected on the grant application is collected under the authority of Section 4(c) of the Protection of Privacy Act and is managed in accordance with the Act. It will be used to process the application and contact you if needed, during the review of the application. If you have any questions about the collection and use of personal information you may contact Access and Privacy by calling the Pulse line at (780) 743-7000.

## 10. 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.

## **11. CONTACT INFORMATION**

If you have any questions, or would like clarification,  
please contact the Community Investment Program.

Email: [CIP@rmwb.ca](mailto:CIP@rmwb.ca)

Phone: Pulse at 780-743-7000 or toll-free at  
1-800-973-9663

Website: [www.rmwb.ca/CIP](http://www.rmwb.ca/CIP)

By Mail:

Community Investment Program

Community Services

Regional Municipality of Wood Buffalo

9909 Franklin Avenue, 6th Floor

Fort McMurray, AB T9H 2K4

## APPENDIX

### A1. Key Dates

| Date                                            | Key Action                                                                                                                                                                                                                                         |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| July 27, 2026                                   | Applications open.                                                                                                                                                                                                                                 |
| July 27 – August 24, 2026                       | Pre-application meeting, and one-on-one support (contact CIP@rmwb.ca). Explain what skills or knowledge you expect to gain.                                                                                                                        |
| August 31, 2026                                 | Applications close. The deadline for submitting your application is 4:30 p.m. MDT.<br><br>Applications will not be accepted after this time.                                                                                                       |
| September 1–15, 2026                            | CIP reviews for eligibility and completeness. If key information is missing, application revisions will be requested. The deadline to submit your revisions: September 15, 4:30 p.m. MDT.<br><br>Information will not be accepted after this time. |
| September 21, 2026                              | CIP completes preliminary review of applications and notifies ineligible applicants.                                                                                                                                                               |
| Late September (TBD)                            | Review Panel evaluates applications using the criteria in Appendix 3.                                                                                                                                                                              |
| Late October (TBD)                              | Review Panel selects successful applicants.                                                                                                                                                                                                        |
| Late October (TBD)                              | CIP sends Review Panel's final decision to applicants.                                                                                                                                                                                             |
| Late October (TBD)                              | CIP issues Letter of Agreement to applicants.                                                                                                                                                                                                      |
| Within 30 days of Letter of Agreement execution | Grant funds distributed.                                                                                                                                                                                                                           |
| Within 60 days of completing the project.       | Recipient submits Final Report, original receipts and paid invoices.                                                                                                                                                                               |

## APPENDIX

### A2. Definitions

**Accommodation** – Short-term lodging related to travel for the purpose of conducting the proposed cultural or artistic project.

**Adult** – Anyone 18 years or older.

**Applicant** – Any group, club, or individual.

**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)

**Budget** – A detailed financial plan outlining projected project revenues and expenses submitted as part of the grant application.

**Call for Applications** – A public notice announcing that grant funding is available, and inviting eligible groups, clubs, and individuals to submit applications describing how they will use the funding within the set guidelines.

**CARFAC** – Canadian Artists Representation/ Le Front des Artistes Canadiens.

**Collaborator** – An individual who contributes specialized skills, artistic input, or expertise to a project but is not the primary applicant.

### 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)

**Cultural Advisor** – An individual who provides guidance to ensure that cultural content, traditions, or practices are represented respectfully and accurately.

**Cultural Appropriation** – is when someone adopts or uses elements of a culture that is not their own especially a culture that has been historically marginalized without understanding, respecting, or acknowledging its meaning.

**Cultural Food** – Food that is essential to the cultural expression or authenticity of an event or activity. Cultural food may be eligible where it directly supports the purpose of the project.

**Cultural Protocols** – Established customs, practices, or expectations that guide respectful engagement with cultural communities, particularly when working with Indigenous knowledge, traditions, or sacred practices.

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

## 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)

**Indigenous Knowledge** – Knowledge systems, traditions, cultural practices, and teachings held by Indigenous Peoples and shared through community protocols.

**Knowledge Keeper** – An individual recognized within their community as a holder and teacher of traditional knowledge, cultural teachings, or practices.

**Letter of Support** – A written statement from an individual in a related field that confirms the applicant's qualifications and ability to complete the proposed project.

**Minor** – Anyone under the age of eighteen.

**Municipality** – The Regional Municipality of Wood Buffalo.

**Project** – A temporary initiative with a specific time frame (defined start and end date), goal, and set of activities. It is a unique undertaking designed to deliver a particular outcome or result.

**Project-Specific Equipment** – Tools or equipment required specifically to complete the proposed project. These items must be essential to the project and not part of general operational equipment.

**Recipient** – An applicant whose project has been approved for funding and who enters into a funding agreement with 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.

**Religious Activities** – Refer to the specific, organized actions for members of a faith. This includes activities with a primary purpose of promoting or sustaining religious belief or practices and that involve theism (e.g., worship of a deity or connection to a higher power), consistent with Canadian charitable law on the advancement of religion.

Examples of religious activities include teaching of doctrines, preaching the teachings, maintaining a facility to be used for religious programs or workshops, etc.

Activities with religious connections that are primarily cultural, community-based, or secular in nature (e.g., festivals or celebrations) may be eligible where they do not include a substantive religious or worship component and their primary purpose is not the advancement of religion and observers are not required to be members of a practicing religion to be included.

**Religious Organization** – An entity established primarily to advance a system of faith, typically involving a structured doctrine and a spiritual or theistic element (e.g., belief in a higher power). Its core activities are devoted to promoting and practicing that faith, such as worship, religious instruction, and the maintenance of religious teachings and observances.

**Respectful and Ethical Cultural Practices** – Practices that ensure cultural knowledge, traditions, and community identities are represented respectfully and with appropriate permissions.

**Specialized Equipment** – Technical tools, machinery, or devices that are specifically designed for, or critical to, the creation, production, exhibition, preservation, or dissemination of cultural, artistic, and heritage products.

**Stream** – A category within the grant program that supports specific types of projects (CREATE, PRESENT, or DEVELOP).

**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 project.

## APPENDIX

### A3. Application Evaluation Scoring Sheet

|                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |                                                        |                               |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|--------------------------------------------------------|-------------------------------|-------------------------------|
| APPLICANT NAME:                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |                                                        |                               |                               |
| PROJECT TITLE:                                                                                                                                                                                                                                                                                                                                                                       |                                                                                        |                                                        |                               |                               |
| FUNDING STREAMS                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |                                                        |                               |                               |
| Applicants must apply under the funding Stream that best reflects the primary purpose of their project.<br>Check One:                                                                                                                                                                                                                                                                |                                                                                        | CREATE <input type="radio"/>                           | PRESENT <input type="radio"/> | DEVELOP <input type="radio"/> |
| EVALUATION SUMMARY                                                                                                                                                                                                                                                                                                                                                                   |                                                                                        |                                                        |                               |                               |
| Section 1: Core Criteria: (Max Score: 70)                                                                                                                                                                                                                                                                                                                                            |                                                                                        | Final Score: (Total Weighted Score/100 (Scale of 1-4)) |                               |                               |
| Section 2: Stream-specific Criteria: (Max Score: 30)                                                                                                                                                                                                                                                                                                                                 |                                                                                        | Final Percentage: (Final Score/4 times 100%)           |                               |                               |
| Total Weighted Score: (Sum of Section 1 + Section 2)                                                                                                                                                                                                                                                                                                                                 |                                                                                        |                                                        |                               |                               |
| SCORESHEET INSTRUCTIONS                                                                                                                                                                                                                                                                                                                                                              |                                                                                        |                                                        |                               |                               |
| <ul style="list-style-type: none"> <li>Rate each criterion in 'Column D' using whole numbers from 1-4 only.</li> <li>Under the Stream-specific Criteria – applicants complete one (1) stream only.</li> <li>Score Description: 4 = Excellent, 3 = Good, 2 = Satisfactory, 1 = Unsatisfactory</li> <li>Respectful &amp; Ethical Cultural Practices question is not scored.</li> </ul> |                                                                                        |                                                        |                               |                               |
| CORE CRITERIA (70 Points) - Applies to All Streams                                                                                                                                                                                                                                                                                                                                   |                                                                                        |                                                        |                               |                               |
|                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |                                                        |                               |                               |
| Project Overview                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        | Weight                                                 | Rating (1-4)                  | Weighted Score                |
| Describe your project. What do you want to do, and how will the grant funding help make it happen?                                                                                                                                                                                                                                                                                   |                                                                                        | 15                                                     |                               |                               |
| Development & Capacity                                                                                                                                                                                                                                                                                                                                                               |                                                                                        | Weight                                                 | Rating (1-4)                  | Weighted Score                |
| Why do you want to do this project and what are the benefits for yourself and/or the community?                                                                                                                                                                                                                                                                                      |                                                                                        | 15                                                     |                               |                               |
| Project Timeline                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        | Weight                                                 | Rating (1-4)                  | Weighted Score                |
| Provide a timeline for your project. Include project start date, key activities, major milestones, and project completion date.                                                                                                                                                                                                                                                      |                                                                                        | 10                                                     |                               |                               |
| Project Feasibility                                                                                                                                                                                                                                                                                                                                                                  |                                                                                        | Weight                                                 | Rating (1-4)                  | Weighted Score                |
| Explain why your project is realistic and achievable.<br>(Consider related application evidence from the Project's Budget)                                                                                                                                                                                                                                                           |                                                                                        | 15                                                     |                               |                               |
| Applicant Background & Support                                                                                                                                                                                                                                                                                                                                                       |                                                                                        | Weight                                                 | Rating (1-4)                  | Weighted Score                |
| Describe your experience related to this project.                                                                                                                                                                                                                                                                                                                                    |                                                                                        | 15                                                     |                               |                               |
| Core Score – out of 70                                                                                                                                                                                                                                                                                                                                                               | Subtotal (Core) – Sum of Weighted Scores                                               | 70                                                     |                               |                               |
| STREAM-SPECIFIC CRITERIA (30 Points) per Stream - Applicants select one stream only.                                                                                                                                                                                                                                                                                                 |                                                                                        |                                                        |                               |                               |
|                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                        |                                                        |                               |                               |
| CREATE                                                                                                                                                                                                                                                                                                                                                                               |                                                                                        | Weight                                                 | Rating (1-4)                  | Weighted Score                |
| Creative Concept:                                                                                                                                                                                                                                                                                                                                                                    | Describe the creative idea behind your project.<br>What makes it unique or original?   | 15                                                     |                               |                               |
| Intended Outcome:                                                                                                                                                                                                                                                                                                                                                                    | What will the final outcome of the project be?<br>Why is it important?                 | 15                                                     |                               |                               |
| Stream-Specific Score - out of 30                                                                                                                                                                                                                                                                                                                                                    | Subtotal (CREATE) - Sum of Weighted Scores                                             | 30                                                     |                               |                               |
| PRESENT                                                                                                                                                                                                                                                                                                                                                                              |                                                                                        | Weight                                                 | Rating (1-4)                  | Weighted Score                |
| Audience Engagement:                                                                                                                                                                                                                                                                                                                                                                 | Who is the intended audience? How will the project reach and engage with the audience? | 15                                                     |                               |                               |
| Community Impact:                                                                                                                                                                                                                                                                                                                                                                    | Describe the specific impact this project will have on the local community.            | 15                                                     |                               |                               |
| Stream-Specific Score - out of 30                                                                                                                                                                                                                                                                                                                                                    | Subtotal (PRESENT) - Sum of Weighted Scores                                            | 30                                                     |                               |                               |
| DEVELOP                                                                                                                                                                                                                                                                                                                                                                              |                                                                                        | Weight                                                 | Rating (1-4)                  | Weighted Score                |
| Learning Plan:                                                                                                                                                                                                                                                                                                                                                                       | Explain what skills or knowledge you expect to gain.                                   | 15                                                     |                               |                               |
| Knowledge Sharing:                                                                                                                                                                                                                                                                                                                                                                   | How might the knowledge gained, benefit your practice or the community?                | 15                                                     |                               |                               |
| Stream-Specific Score - out of 30                                                                                                                                                                                                                                                                                                                                                    | Subtotal (DEVELOP) - Sum of Weighted Scores                                            | 30                                                     |                               |                               |
| Respectful and Ethical Cultural Practices                                                                                                                                                                                                                                                                                                                                            |                                                                                        | YES <input type="radio"/>                              | NO <input type="radio"/>      | N/A <input type="radio"/>     |
| Project involves the knowledge, traditions, languages, ceremonies, sacred practices, or culturally specific content of any community.                                                                                                                                                                                                                                                |                                                                                        |                                                        |                               |                               |
| Total Weighted Score                                                                                                                                                                                                                                                                                                                                                                 |                                                                                        |                                                        |                               |                               |
| Final Score (Scale of 1-4)                                                                                                                                                                                                                                                                                                                                                           |                                                                                        |                                                        |                               |                               |
| Final Percentage                                                                                                                                                                                                                                                                                                                                                                     |                                                                                        |                                                        |                               |                               |

## APPENDIX

### A4. Letter of Support Template

[Your Name]  
[Your Work Title, if applicable]  
[Your Organization, if applicable]  
[Your Address]  
[Email:]  
[Phone number:]  
[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]