



**City of Prince Albert
Municipal Cultural Action Plan (MCAP)
Event Micro Grant Request –
Revised for 2021**



The MCAP will support new, emerging or developing events that are linked to the Culture Plan (MCAP) and are not supported by the City of Prince Albert Destination Marketing Fund (DMF), major event, or special event policies. **For 2021 the grant will also support adapting annual/regular events due to COVID 19, such as virtual or hybrid events. The applicant must ensure COVID 19 protocols are in place and guidelines are followed.** Whenever possible, requests should be made 3 months in advance of the event. Requests will be evaluated based on how it serves the community, with an emphasis on hiring Artists and Cultural Workers. They will be assessed and awarded on an ongoing basis throughout the year. Events will be funded no more than 3 consecutive years.

1. Request/Applicant Contact Information

The event funding request is from one of the following, located in the City of Prince Albert (check one):

- Non-profit organization
- Private business
- Other, please list: _____

Event Organizer Contact Information:

Name: _____

Organization/Busienss: _____

Phone Number: _____ Email: _____

Mail: _____

2. Event Details

Name of the Event: _____

Purpose/Brief Description of the Event (no more than 1/2 a page please):

Date(s) of the Event: _____

Is there a target audience? If so, please note: _____

Expected participation:

Organizers: _____

Artists/Cultural Workers: _____

Volunteers: _____

Audience/Participants: _____

Other, please list: _____

TOTAL EXPECTED PARTICIPATION: _____

Are there any partners you are working with? Please list who they are and their involvement:

3. Please describe your plans for following the COVID guidelines.

4. What goal(s) of the Municipal Cultural Action Plan does this event work towards and tell us how (briefly)?

5. Amount Requested

Requests to a maximum of \$500 per applicant per year will be reviewed. Applicants should have the necessary funding in place to host the event when the request is made. Events will not be funded retroactively. Should a funded event not run in the year for which it was requested, this money must be returned to the City of Prince Albert.

How much are you requesting? \$ _____

100% of the total amount approved for an event will be forwarded to the applicant with confirmation of event implementation. A follow-up report is required, see section 6.

What will you spend this grant on (within your overall budget)?

*Event budgets should attempt to pay artists appropriately, using CARFAC rates where applicable.

Expenses:

Expense Type	Brief Detail	Budget	Actual
Total Expenses			

What is your total budget (revenue and expenses) for your event? \$ _____

If you'd like, you can attach a copy of your complete event budget to this application.

6. How will you recognize the City of Prince Albert Municipal Cultural Action Plan (MCAP) Funding?

- _____ Logos on poster
- _____ Logos and acknowledgement in your program and/or banners
- _____ Logos and acknowledgement in your social media promotion
- _____ Speeches during event
- _____ Acknowledgement through media coverage
- _____ Other: _____

7. Funding Requirements

Successful applicants will be required to complete the following:

- Submit your event on the paevents.ca calendar of events at the time of the request (or earlier)
- Submit a final report within forty-five (45) days of the event completion. Final Report forms will be forwarded to successful applicants. Receipts, photocopies of actual receipts, cancelled cheques or a schedule from the community's audited financial statement which verifies program expenditures may be requested. A refund will be requested from members that do not submit the required follow up report information or for unused funds or funds spent incorrectly.

Please Note:

- ❖ ***Events will not be funded retroactively.***
- ❖ ***Requests will be evaluated based on the service provided to the community and funding available. All decisions are final.***