

Adopted by Council Resolution # 306/15



TOWN OF DRAYTON VALLEY

Subject:	Youth Arts, Heritage and Culture Grant	Policy No.:	A-16-15
Department:	Administration		
Approval Date:	December 9, 2015	Review Date:	
Associated Policies:			

Youth Arts, Heritage and Culture Policy

Purpose

The Town of Drayton Valley recognizes the importance of culture, heritage and art including dance, film, video, new media, music, the literary, visual, theatrical and performing arts, and aboriginal culture in our community. The Youth Arts, Heritage and Culture Grant has been established to recognize the enthusiasm and dedication of our young individuals to pursue achievements in arts, heritage and culture.

General Policy

This grant is designed to provide financial assistance to local youth with expenses associated with different levels of study, competition, or participation in an event or program that is consistent with the purpose outlined above.

Responsibilities

The Town will identify in its yearly administration budget an amount of funds that may be allocated for the purposes of grants for youth arts, heritage and culture.

Procedure

The Town has established the Youth Arts, Heritage and Culture Grant Policy to assist youth.

The guidelines for this Grant are as follows:

1. A Selection Committee, selected by and which shall include the Director of Community Services, will administer the Grant on behalf of Town Council based on the criteria set out in the guidelines.
2. The Selection Committee will make decisions on applications not exceeding one thousand (\$1,000.00) dollars. Town Council will review and approve or refuse all applications for grant requests which exceed one thousand (\$1,000.00) dollars. At its discretion, the Town retains the right to refuse any request or to make an exception

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should a request not meet all of the Policy criteria but still be deemed to be worthy of review.

3. The amount of grant funds awarded in a fiscal year may not exceed the total amount identified by the Town in its annual budget. Any remaining funds in this allocation will remain in general revenues and will not be accruable to the next fiscal period.
4. Grant funding applications will be reviewed on a quarterly basis, after each of the following deadline dates:
 - a. January 1st;
 - b. April 1st;
 - c. July 1st;
 - d. October 1st.
5. Grant funding recipients must submit a final report, with a Financial Statement, to the Director of Community Services within thirty (30) days of the stated service end date. No subsequent grant application will be considered by the Town until such time as the report has been received by the Town.



 Mayor

Dec. 9/15

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Schedule A

Town of Drayton Valley Youth Arts, Heritage and Culture Grant Guidelines

Purpose:

To assist Members of the community of Drayton Valley:

- With eligible costs associated to either compete or participate in competitions, events, studies, or programs that support the advancement of the applicant in arts, heritage or culture.
- With the registration costs to participate in education or training programs that focus on arts, heritage or culture.

To grant or provide assistance approved by the Town in one of the following forms:

- Direct sponsorship through provision of funds
- Indirect sponsorship through provision of discounts/subsidies, fee waivers, fee deferral or the purchasing of goods and services.

Eligibility

Grants are awarded to youth who fall within the following definition:

- Are twenty-five (25) years of age or younger at the time of competition or participation, and
- live within the boundaries of Drayton Valley or Brazeau County or
- are pursuing education at a post-secondary institution or a recognized educational institution with Drayton Valley or Brazeau County as their permanent residence.

(Preference may be given to applicants who meet all of the above)

Ineligibility

- Youth already receiving a subsidy of some form from the Town
- Youth representing corporate entities
- Youth receiving full subsidy through other Arts, Heritage, Cultural or other organizations
- Activity that augments school-based curriculum.

Application Procedure

- It is strongly recommended that an application be submitted at least 8 weeks prior to the date of the event or program.

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Application Guidelines

The individual will not normally receive more than one grant from the Town of Drayton Valley in a calendar year.

- Grant awards of under \$100 will not normally be considered
- The allocation of a grant is subject to the availability of funds
- Applicants must submit a completed application form, including a budget for registration fees, travel, lodging and meals as well as a list of sponsorship or funding obtained from other sources.
- Funding support may be provided for the full amount, or for any portion of the requested grant contribution. Applicants are encouraged to fundraise and access support from other sources.
- Should the application be approved, the Town's contribution must be acknowledged via promotional material, advertisements, etc.

Application Process

Pre-Competition/Event:

Applicants MUST include the following when submitting an application:

- a completed application form
- an official letter or registration acknowledging the applicant's acceptance in the competition, event, study, or program
- proof of travel cost as provided by a commercial airline, bus or train company, or a car rental agency
- poster or promotional material of the competition, event, study or program
- Note: Pre-Event applications shall only receive grant funding upon meeting the grant program's eligibility criteria and meeting the final report requirements within 30 days after an event.

Post Competition/Event:

Within 30 days of the event, applicants MUST verify attendance at the competition, event, study, or program by providing FINAL REPORTING REQUIREMENTS as follows:

- Proof of participation in the competition, event, study, or program
- Participant outcome statement or awards received

All applications will be reviewed by a selection committee.

All applicants will be notified in writing of the grant decisions within a reasonable time after receipt of the application.

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All applicants will be required to recognize the Town's contribution to the event or service which was sponsored.

If you have any questions please e-mail info@draytonvalley.ca or call 780.514.2200.