Medicine Hat

Capital Grant Application Guide

City of Medicine Hat

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Capital Grant Application Process

1. Purpose and Objective

The purpose of the application process is to provide non-profit organizations in the City of Medicine Hat (City) with a straightforward and standardized way to submit funding requests for capital projects.

This process ensures a transparent and consistent framework for evaluating requests with the aim to foster partnerships that support community-focused initiatives.

This application guide only pertains to capital projects. Capital is defined as:

- Development or betterment of assets having physical substance (including land or land leases less than fair market value).
- These assets have a useful life beyond one year, are used on a continuing basis, and are not for sale as part of regular operations.

2. Funding Stream Overview

The Capital Grant application process has both small and large funding stream options.

	Small Funding Stream	**Large Funding Stream**
Funding Range	Less than $300,000.	Greater than $300,000.
Application Deadlines	January 1 – March 31st	No deadline. Applications are reviewed as they are received.
Maximum Funding Request	Up to 50% of eligible project costs.	Up to 1/3 of eligible project costs.
Funding Source	Community Partnership Grant (CPG) or Council approval is required if CPG is fully subscribed.	The City does not have a budget set aside for large stream projects.
Project Completion and Financial Reporting Timeline	18 months from date of the grant agreement.	30 months from date of the grant agreement; TBD for projects requiring a longer timeframe to complete.
Expression of Interest (EOI)	Expression of Interest Form. Meet with administration for clarification questions if required.	Expression of Interest Form. Meet with administration for clarification questions if required.
Notification Period	Applicants will be notified in writing within 30 days of the small stream funding deadline, March 31st, regarding advancement .	Applicants will receive notification in writing within 30 days of receipt of the EOI . If minimum eligibility criteria are met, applicant will be invited to submit a grant application.
Grant Application	EOI will serve as the Grant Application. Additional documentation required may include Financial Statements. Project Budget	Detailed Grant Application Form will be sent to the applicant. Checklist of supporting mandatory documents, including Financial Statements is also required.
Notification Period	Applicants will be notified in writing within 30 days of receipt of financial statements and project budget.	Applicants will be notified of recommendation to Council within 45

	Small Funding Stream	Large Funding Stream
		days of receipt of all requested documentation.
Grant Funding Agreement	Will be forwarded to applicant if successful.	A formal grant agreement is dependent on Council approval.
Reporting	Accountability Report. Interim reporting as required.	Accountability Report. Interim reporting as required. Review Engagement Report prepared by independent CPA.

Note: While there are two funding streams, there is only one Expression of Interest form on the City's website. The EOI will serve as the Capital Grant Application form for the Small Stream applicants. The funding stream is determined based on total project cost and funding request. While standard guidelines apply to both funding streams, each funding stream has its own application requirements.

3. Eligibility Criteria

Organizations applying through this process must:

- Be a registered Non-Profit Organization or Society in good standing.
- Have resided, operated within, and/or served the residents of the City of Medicine Hat for at least one year.
- Have an open membership for its organization and provide opportunities that are accessible to all.
- Have a primary municipal mandate to provide sports, recreation, arts, cultural, family, economic development, environmental, tourism, and/or community services.
- Not be in unresolved litigation with the City.
- Be in good financial standing.
- The applicant must not be in arrears to the City unless a repayment plan has been approved and is being followed.

Applicants that do not meet the criteria above are not eligible and will not be approved for grant funding.

4. Evaluation Criteria

Project funding requests will be evaluated based on the general criteria outlined below. Priority will be given to projects that align most closely with the evaluation criteria. Applicants should address these criteria in their applications, keeping in mind that the criteria are not weighted equally.

CRITERIA		WEIGHT
Community need	The organization must demonstrate how the project will: • meet the demand or address a need for amenities or services in the community • enhance utilization or meet changing needs • include partnerships and/or collaboration directly related to the project i.e. Is there municipal/community support?	30%

	• not duplicate other services or amenities in the area. If there is duplication, explain the specific need this project will address.	
Community benefit	The organization must demonstrate that project outcomes will: • have a broad community impact and measurable benefits in either sports, recreation, arts, cultural, family supports, economic development, environmental sustainability, tourism, and/or a community services capacity • create operational or programming efficiencies • provide accessibility, inclusivity and/or equity to different demographics	
Strategic alignment	Organization must demonstrate alignment with City policies, plans or programs. Additionally, alignment with any other professional association or government policies is beneficial. See Section 5 for resources.	25%
Risk management	The organization must: • demonstrate it can execute the project successfully • identify potential risks to the project and mitigation strategies • have considered project alternatives and explain why the proposed project is the best option	20%
Financial and organizational sustainability	Organization must demonstrate: • project funding secured for up to 2/3rds of the project cost • financial viability through providing financial history and forecasts, including the capability to meet long-term operational requirements • sustainability through a proven operational history and effective governance practices	25%

Due to limited funds and high demand for funding, not all requests that meet the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for their projects.

5. Strategic Alignment Resources

City of Medicine Hat Strategic Plan and/or other City initiatives:

- Council Strategic Plan 2027-2030
- Parks and Recreation Master Plan
- Municipal Development Plan
- Medicine Hat Community Well-Being Plan
- Arts, Heritage and Entertainment Master Plan

Other professional association or government policies:

Parks:

- Parks for All

Accessibility & Inclusion:

- Physical Literacy & Inclusion
- Pillars to physical literacy and inclusion
- Rick Hansen Foundation / Accessibility
- Accessibility Design Guide

Well-Being and Human Rights:

- Canadian Human Rights Act
- Mental Health Commission of Canada
- Quality of Life Framework for Canada - Canada.ca

Tourism:

- Alberta Tourism

Sport & Recreation:

- Active Alberta Policy
- ParticiPaction
- Canadian Sport for Life
- CRPA Recreation Framework for Wellbeing

Note: This is not an exhaustive list, please reference any relevant plans or policies in the application.

6. Application Procedures

6.01 To process applications, the information requested from applicants needs to be fully completed and all questions on the forms must be answered.

6.02 Administration may request additional information at any time, to fully assess the application during review and evaluation.

6.03 If the land and/or facilities for the proposed project are not owned by the applicant or the City, a letter of support from the owner is required, including confirmation of a long-term lease.

6.04 Applications are fully reviewed against the program criteria, project assessment factors and supporting documentation provided.

6.05 If application was unsuccessful, applicant can make material changes based on feedback and resubmit up to two more times for the current application cycle. Applicant is unable to reapply if their application did not meet the eligibility criteria in Section 3 or until such deficiencies have been addressed.

7. Grant Conditions

Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:

7.01 The applicant will be notified of reporting requirements upon approval.

7.02 If the nature of the project or scope approved in the original application changes, a written request must be made to the City requesting approval.

7.03 If the grant recipient anticipates that the project will not be completed within the allotted time frame, and wishes to request an extension, a request must be submitted to the City in writing.

7.04 The grant funds must be spent according to the grant agreement and will be verified with specified reporting requirements.

7.05 Grant funding not used or accounted for in accordance with the approved grant agreement shall be repayable by the grant recipient to the City of Medicine Hat.

7.06 Approval of grant funding in no way constitutes acceptance, implicit or otherwise, of a longer-term funding commitment.

7.07 Funding for remaining project costs must be secured before a grant agreement can be put in place.

7.08 City may elect to provide project management oversight for the approved project.

7.09 Land or land leases less than fair market value are subject to the City of Medicine Hat's Policies and Procedures for sales, acquisitions, and leasing. All such contributions must comply with the applicable land use, acquisition, and valuation standards as outlined in the policy.

7.10 No program expenses incurred prior to grant approval shall be eligible for reimbursement, inclusion, or approval under the program.