



Medicine Hat



COMMUNITY VIBRANCY GRANT

Guidelines and Criteria

Community Development
City of Medicine Hat

July 2026

The City of Medicine Hat values community activities and projects because they bolster community spirit, emphasize opportunities that contribute to quality of life and enhance a sense of belonging to a community that is welcoming, safe, resilient, and full of opportunity.

The Community Vibrancy Grant has two streams:

- **Community Projects and Activities – One Year**
applications will be accepted starting July 2, 2026, for 2027 projects/activities. \$55,000 is allocated for this July intake. Event must take place in 2027 between dates of January 1, 2027 to December 31, 2027.
- **Annual Festivals and Special Events** (larger scale) One Year and Two-Year options
applications will be accepted in the summer of 2027 for festivals/events in 2028.

OBJECTIVES

Community Projects and Activities

This stream will provide funding for projects that support one or more of the following:

- promote vibrancy, energy and enthusiasm in the community of Medicine Hat
- emphasize the community and celebrate living in Medicine Hat
- promote recreation, leisure, social, arts, cultural or opportunities vital to the well-being and quality of life in Medicine Hat
- promote a sense of belonging in the community
- create increased knowledge of community
- deepen awareness of opportunities and challenges, and the factors that impact change
- increase appreciation for the community
- generate interest for residents to get more actively involved in their community

Annual Festivals and Special Events

This stream will provide funding for projects that are larger in scale (i.e.: expect to have an audience of more than 500 residents) and support one or more of the following:

- promote vibrancy, energy and enthusiasm in the community of Medicine Hat
- emphasize the community and celebrate living in Medicine Hat
- promote arts, cultural or community gathering experiences vital to the well-being and quality of life in Medicine Hat
- increase appreciation for the community
- generate interest for residents to get more actively involved in their community

Please read this document carefully to ensure your project fits within the criteria. If after reading the guidelines you are still uncertain if your project is eligible, please contact the Community Vibrancy Grant Administrator at 403-529-8316 or cdvgrants@medicinehat.ca.

Completed grant application can be submitted through the grant portal. To apply for this grant through the grant portal, you must register with Submit.com first. To register and to access the application form, use the following Link: <https://submit.link/1Sb>.

APPLICATION DEADLINE

The deadline for applications for Community Projects/Activities Grant is Friday, August 28, 2026, by 3:00 p.m. Late

applications will not be considered.

GRANT AMOUNT

Minimum and maximum amounts have not been established for individual grants. If you are requesting a two year grant, you will be asked to request a specified amount for each event year.

APPLICATION PROCEDURES

All applicants must submit a completed Community Vibrancy Grant application form. Procedures include the following:

- access and complete the application form available at www.medicinehat.ca/grants
- if applicable, ensure that applications have been signed by two people; the person applying on behalf of the organization and the Board President or Chair
- ensure that you save a copy of your completed application form for your records

ELIGIBILITY CRITERIA

Please read the following section carefully. Applications for a Community Vibrancy Grant must meet the following eligibility criteria:

Projects must:

- reflect the spirit of City Council's Strategic Plan 2023-2026 (one-page summary [here](#))
- https://www.medicinehat.ca/en/government-and-city-hall/resources/Documents/Plans-Reports-and-Studies/CMH-Strategic-Plan-2023-2026_overview.pdf take place within the City of Medicine Hat limits/boundaries
- support one or more of the objectives outlined above in this document

Applications must:

- identify the initiative's anticipated deliverables and outcomes
- be made by individuals, organizations or groups of individuals and organizations, who live in or around Medicine Hat
- provide a budget statement of projected expenses and revenue, including any projected shortfall of funds
- describe any community partnerships and/or funds secured from other organizations/individuals
- be not-for-profit in nature

Applications must not:

- involve the recruitment of permanent staff
- involve major capital expenditures (\$500 maximum)
- involve activities which have the primary purpose of fundraising for other causes

EVALUATION

Preference will be given to proposals that:

- clearly describe alignment with the Community Vibrancy Grant's objectives and Council's Strategic plan, including anticipated deliverables and outcomes
- have the potential to impact a large number of local residents in a positive, worthwhile and

meaningful manner

- allow for active or passive participation at little or no cost to local residents
- provide opportunities that are inclusive and accessible to all
- promote volunteerism and build capacity in the community
- include opportunities for partnerships with community organizations and local businesses Please

see the Grant Application Scoring Rubric on page 5-6 for more evaluation details.

GRANT ALLOCATION

- 100% of the amount once approved by City Council

GRANT ADMINISTRATION

- the application intake process will be managed by the Community Development Department. The department will review applications for completeness and eligibility.
- the Community Vibrancy Advisory Board will make recommendations to City Council through Public Services Committee for the distribution of the grant funding.
- grant agreements and funding disbursement will be administered by the Community Development Department

CONDITIONS OF FUNDING

- use the funds for the purpose for which they were granted
- be responsible for the planning and execution of the proposed project
- if the project cannot be completed as described in the application, the City must be notified as soon as possible to discuss return of funds
- maintain separate accounting for the proposed project
- keep all project budget and reporting activity separate from joint collaborations and events
- acknowledge the City of Medicine Hat's support when promoting the approved project
- City logos available <https://www.medicinehat.ca/government-city-hall/about-medicine-hat/>
- applicants will receive an invitation from the City to submit the final report evaluation through the submit.com portal to the City of Medicine Hat within 60 days of the event/project completion for each year of your grant
- ensure the final financial summary shows the actual revenue and expenses
- all reporting requirements for previous grants must be met before a new grant agreement can be put in place
- applicants may be asked to make a presentation to the Community Vibrancy Advisory Board about their event after their event has taken place

Grant Application Scoring Rubric

Criteria					
		Pass		Fail	
Alignment with Council's Strategic Priorities	Pass/Fail	Aligns with Council's Strategic Priorities		Does not align with Council's Strategic Priorities	
Alignment with Grant Objectives	Pass/Fail	Aligns with grant objectives		Does not align with grant objectives	
	Weighted score	4	3	2	1
Project/Activity Description The project or activity is: - Clearly defined and presented in appropriate detail - Well thought out and researched	15	The application exceeds expectations	The application meets expectations	The application somewhat meets expectations	The application does not meet expectations
Organizational Strength and Capacity The applicant/application has: - a history of successfully delivering similar undertakings - a clear strategy for promotion and audience engagement - clear metrics for success, data collection and reporting	15	The applicant/application exceeds expectations	The applicant/application meets expectations	The applicant/application somewhat meets expectations	The applicant/application does not meet expectations
Projected Attendance/Participation	15	More than 1,000 projected participants	500-999 projected participants	100-499 projected participants	Less than 100 projected participants
Inclusivity and Accessibility The proposal allows for barrier-free community participation.	15	The application exceeds expectations	The application meets expectations	The application somewhat meets expectations	The application does not meet expectations
Community History Does the proposed project or activity have long-term history in the community?	5	More than 10 years history	6-10 years history	1-5 years history	No history
Projected Volunteer Involvement	10	More than 20 volunteers	10-19 volunteers	1-9 volunteers	0 volunteers
Active Community Partnerships Number of active community partnerships (i.e., partners are involved in funding or delivering the festival or event)	10	More than 10 active partnerships	5-9 active partnerships	1-4 active partnerships	0 active partnerships
Budget The application includes a	10	The budget exceeds	The budget meets	The budget somewhat	The budget does not meet

budget that clearly outlines: - financial ask from City of Medicine Hat - expenses and revenues (cash and in-kind) - how funding will be spent (on what, how many and for how much) Expenses are deemed eligible and reasonable.		expectations	expectations	meets expectations	expectations.
Other City Supports Is the City: - providing additional supports to assist in the delivery of this festival or event? - providing the applicant with supports of any nature to deliver on other undertakings (current or recent)?	5	No	Minimal	Moderate	Significant