

**WARD COMMUNITY EVENTS FUND GUIDELINES**  
(December 2013)

1. Purposes of the Ward Community Events Fund (WCEF).

The purpose of WCEF is to assist community associations or community based groups to host events or undertake initiatives to enhance their community.

2. General Considerations:

- a) The Coordinating Committee of the Councillors Office (CCCO) is the single approving authority for the WCEF.
- b) The applicant will be expected to complete and submit a prescribed form to the Ward Councillor or to the Manager, Office of the Councillors.
- c) It is the responsibility of the applicant to use the application form to make their 'case' to the CCCO in the context of these guidelines. (The application form and these guidelines are available on [calgary.ca](http://calgary.ca)).
- d) Funding is limited to \$10,000 per ward, per year. In making decisions on WCEF applications the CCCO will take in to consideration the support of the ward Councillor.
- e) All applications must be received by The City at least twenty-one (21) days prior to the date of the event or commencement of the initiative. Exceptions to this requirement will be made only with the approval of the CCCO.
- f) Applications for events in any given calendar year will be received starting November 21 of the previous calendar year. Applications for events in any given calendar year close November 21 of that year.
- g) Only requests related to non-profit events will be considered.
- h) The application must be from a group, applications by individuals will not be accepted. The group must be located and operating in the city of Calgary.
- i) Funds will not be awarded for capital related purchases or for regular operating costs of the sponsoring organization as, for example, play-ground equipment or staff salaries.

j) Post event summaries are required of all award recipients within 30 days of the year end of the sponsoring agency. Post event summaries should include actual revenues and expenses, attendance figures and a brief textual description of what was achieved through the event.

k) The City of Calgary may, at its discretion, request access to the financial records of successful applicants. By accepting an award applicants agree to provide immediate and complete access to financial records if requested by The City of Calgary.

l) Any unused portions of WCEF awards must be returned to The City of Calgary in a timely fashion and, in any event, not later than the date of submission of the post event report.

m) Neither The City of Calgary nor any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

### 3. Other Considerations :

Aldermen can show support for applications from communities in their ward by:

- i. personal presentation of the application to the Committee at the time the application is considered or
- ii. in writing to the Chairman of the Committee prior to the date the application is considered by the Committee.
- iii. verbally or in writing to the Manager, Office of the Councillors.

If you have any questions or require further information, please contact The City's designated Ward Community Event Fund contact, Ms. Theresa McManus at 403-268-8336.