

Microgrant

Guidelines & Criteria

- Neighbourhood Connections
- Community Arts & Culture

2026

COMMUNITY DEVELOPMENT

Updated: Jan 1, 2026



Medicine Hat

Program Guidelines and Criteria

The City of Medicine Hat values community activities and projects because they strengthen community spirit, enhance quality of life, and foster a sense of belonging in a welcoming, safe, and resilient community.

There are two different streams of Microgrants available:

- **Neighbourhood Connections Microgrants**

These grants support a diverse range of neighborhood projects, gatherings, events, or activities that promote social connection, inclusion, and well-being. Successful applications will demonstrate how the grant helps residents connect and engage with one another. Creativity is encouraged.

- **Community Arts & Culture Microgrants**

These grants promote arts and heritage through community-led initiatives or local events hosted by not-for-profit organizations, small businesses, or local artists. They are intended for projects that bring people together to create or celebrate shared artistic interests and cultural heritage.

Please read these guidelines carefully to ensure that your project fits with the criteria.

Grant applications and support materials must be submitted through the online portal:

<https://www.medicinehat.ca/grants>. If you require help accessing the portal, need alternative arrangements to access the grant, or are uncertain whether your project is eligible, please contact the Grant Administrator at **403-529- 8316** or CVDGrants@medicinehat.ca.

Application Deadline

Applications are accepted year-round. Please apply at least three months before your event date to allow time for review and fund processing. Applicants will be notified of their status within approximately 30 days of submission.

Grant Amounts

Neighbourhood Connections Microgrants

- Up to \$500 per application
- Total annual funding: \$10,000
- One grant per neighborhood or block per year
- Maximum of two consecutive years unless the applicant expands the project to include at least three additional invited blocks

Community Arts & Culture Microgrants

- Up to \$500 per application
- Total annual funding: \$10,000
- One grant per project or event per year

Application Procedures (Both Streams)

Planning Considerations

- How will you promote your event/project?
- How will you welcome new or previously unconnected neighbours/community members?
- How will you encourage interaction among participants?
- How will you ensure the event is low to no cost?

Budget Requirements

Income: Include all sources such as other grants, donations, sponsorships, admission fees (recommend this be low cost, if applicable), and fundraising.

Expenses: Include costs for advertising, food and beverages, prizes, entertainment, insurance, venue rental, equipment, materials, honorariums, and permits/licenses.

Ineligible Expenses:

- Capital projects
- Alcohol or cannabis
- Fundraising for other causes/projects
- Resale of products purchased with grant funds

Conditions of Funding

By cashing the grant cheque, the applicant agrees to:

- Use funds for the approved purpose
- Plan and execute the project as described
- Notify the City if the project cannot proceed
- Keep separate receipts for all expenses
- Spend all funds by December 31 of the funding year
- Return any unused funds

- Acknowledge City support in promotional materials using the provided microgrant logo (do not present the event as a City event)
- Submit a final report within 30 days of project completion, including:
 - Project outcomes and success stories
 - Attendance numbers
 - Volunteer involvement
 - Perceived benefits

Note: Applicants who fail to submit a final report will be ineligible for future funding.

Grant Administration

- Managed by the Community Development Department
- Applications reviewed within 30 days
- Successful applicants receive an approval email and must confirm agreement to the grant terms
- A final report template will be provided
- City staff may attend events to gather feedback

Applicants must agree to:

- Retain receipts for seven years and provide them upon request
- Collect data to measure event success
- Notify the City if the event does not occur as planned
- Comply with all local laws, bylaws, and health requirements

Once agreement is confirmed, 100% of the approved grant will be mailed to the applicant.

Eligibility and Criteria

Neighbourhood Connections Microgrants

Projects must:

- Align with City Council's current Strategic Plan
- Take place within Medicine Hat city limits
- Foster social connections through neighborhood-building activities
- Be low, to no cost for participants whenever possible, to reduce barriers to participation. If costs are unavoidable, consider reducing the project's scope, requesting donations (food, games, supplies), or encouraging private donations (e.g. e-transfer for those who can contribute).

Applicants must:

- Be residents of Medicine Hat
- Be 18 years or older
- Submit one application per event
- Have no outstanding grant reports
- Ensure funds are used for public purposes (not political, private, or religious interests)
- Complete the event within the application year

Examples:

- Multicultural dinners or fashion shows
- Storytelling projects connecting seniors and youth
- Free yoga sessions or community kitchens
- Neighborhood clean-ups or beautification projects

Community Arts & Culture Microgrants

Projects must:

- Align with City Council's current Strategic Plan
- Take place within Medicine Hat city limits
- Bring people together to create or celebrate shared artistic interests and cultural heritage

Applicants must:

- Be residents of Medicine Hat
- Be 18 years or older
- Submit one application per event/project
- Have no outstanding grant reports
- Ensure funds are used for public purposes (not political or proselytizing)
- Complete the event within the application year

Examples:

- Music or theatre performances
- Community art projects or heritage tours
- Indigenous cultural celebrations
- Multicultural festivals or dance performances
- Murals or street parties

Additional Requirements

- Permits may be required – check out the *Festival & Events Planning* information on the City's website and apply at least 30 days before your event ([link](#))
- Comply with Alberta Health Services (AHS) food handling and safety requirements – connect with AHS directly about requirements (<https://www.albertahealthservices.ca/eph/Page13999.aspx>)

Application Review Considerations

- Does the project foster connection and engagement?
- Is it welcoming and inclusive?
- Does it involve volunteers?
- Is the budget clear and eligible?
- Does it create vibrancy and pride in the community?

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