



CHINATOWN ACTIVATION GRANT GUIDELINES & APPLICATION FORM

We are offering grants of up to \$2,000 to individuals, community groups, businesses, nonprofits, cultural and social groups to activate Chinatown through cultural activity.

Grants are awarded to projects that:

1. Invest in cultural education.

The Chinese culture is rich in celebrations, food, music, dance, past times and more. This grant is intended to support activities that preserve and promote the rich cultural heritage and traditions of Chinatown.

Project Examples:

- Workshops on traditional Chinese art and artforms including music, dance, calligraphy, opera and others.
- Celebrating Asian festivals such as the Mid-Autumn Moon Festival and making mooncakes or paper lanterns
- Pan Asian cooking classes including Vietnamese, Malaysian, Szechuan and etc.
- Language classes from different regions

2. Invest in the younger population.

Many individuals and families are looking to connect back to their culture and to the community.

Will your idea help build cultural connections across all ages?

Project Examples:

- Chinese Chess Tournament
- Intergenerational talks or activities
- Classic Chinese movie night
- Youth leadership such as youth-led programming.

3. Offer hands on learning.

Across all ages hands on learning is a great way to pass on cultural heritage. Some of our earliest memories are from learning skills from our parents or grandparents.

Project Examples:

- How to wrap dumplings, Zongzi, or dim sum
- Growing Chinese vegetables
- Learning about Traditional Chinese Medicine
- Family storytelling programs for young parents

What are we looking for?

- Projects that promote volunteerism and involve citizens working together in planning and delivery.
- Projects that encourage cooperation between people and groups within neighborhoods.
- Projects that develop community capacity and strengthen leadership skills within the community.

Key information

- Projects must be in delivered in Chinatown (including Harmony Park). While certain exceptions can be made, we prefer that all activations occur in Chinatown.
- Spaces both indoor and outdoor that are not frequently activated are preferred. We want to see your creativity in how different spaces in Chinatown can be used.
- Projects should benefit the whole of Chinatown. While you may be targeting a specific demographic, the opportunity should be available to the entire community.
- Capital items cannot be purchased with the grant. This includes flags, banners, security cameras, computers, renovations, land, etc.; however, we will consider capital items related to your programming. Please reach out to us to learn more.
- We can't provide funds to projects where liquor or cannabis is served or consumed.
- Unfortunately, we can't fund projects related to political advocacy, fundraising, office and administration fees.
- No more than 50% of the of the grant can be used towards food or the rental of a space.
- We believe in fairly compensating skilled artists, artisans, and teachers for their expertise. If you need help with rates, please reach out.
- Your project must be in the future. We cannot cover expenses that occurred prior to the approval of your application.
- Only one application per initiative.
- Initiatives must be completed by December 31, 2024

How to apply

1. Download and print the application form.
2. Bring a small group of individuals together to review and fill out the application as best as you can. Try to be as detailed as possible.
3. Contact chinatown@calgary.ca to book a 30-minute meeting with us to discuss your initiative.
4. Submit your application based on the feedback received.
5. We will review and make recommendations on your application according to the guidelines and decision-making tool. Projects are reviewed monthly by a small committee.
6. If your application is approved, we will follow up with next steps. If it is declined, we will contact you with some feedback and some changes to re-submit.
7. At the end of your project, you will be asked to complete a questionnaire about your experiences. You will also need to provide an explanation of how the money was spent and receipts for purchases. Please Note: Any outstanding monies not spent will need to be returned to Arts and Culture with your questionnaire.
8. Questions? Please contact chinatown@calgary.ca

Application

SECTION A – Organization Information	
Name of Project Leader(s)	
Group name (if applicable)	
Mailing Address	
Email	
Phone Number	

SECTION B – Initiative overview	
Initiative Title	
Initiative Location	
Initiative Timeline	

Is your initiative open to public? Yes No

Initiative Description (Please attach any proposal or conceptual work if available).

How will your initiative help support actions of the Chinatown Cultural Plan? Please identify all those that apply and how your initiative supports these actions.

- Investing in cultural education
- Invest in the younger population
- Offer hands on learning

Project Planning: Tell us what steps you will take leading up to your projects.

Who are your collaborative partners?

Is there a fee to attend your initiative? Tell us more about what the costs is (if any) and what discounts you are offering (if any)

Marketing: Tell us how you will promote your project.

SECTION C – Budget Overview

Please tell us about the cost of the initiative you want to do. Remember the maximum amount we award is \$2000.

Expenses (List the items you need to purchase/rent) Funding will only be allocated for expenses requesting support, that are eligible.	Amount (\$)	Requesting Support (✓)
Total Expenses	\$	
Revenue Sources Are you applying for other grants or sources of income. Include all financial supporting including Federal, provincial or other city funding.	Amount (\$)	Put (✓) for Approved funding
Total Expenses	\$	

DECLARATION

Part A

I certify that I am authorized to act on behalf of the Applicant and the Organization listed in the application. The information contained the Chinatown Activation Grant Application is true and correct to the best of my knowledge and will be upheld through City event policy and procedures.

Part B

I understand that if this application is successful, the applicant will receive a cheque for the amount approved. Accepting the payment means that the applicant agrees to:

- Acknowledge the City of Calgary as a funder in any related digital or print advertising, promotional materials, and public communication,
- Provide the City of Calgary with a revised budget if the approved grant amount is less than the requested amount,
- Spend the money as indicated in the budget provided in this application,
- Consult with the City of Calgary about any major changes to the initiative that become necessary including significant budget revisions, and
- Provide the City of Calgary with a final report and financial statement within 60 days after the initiative is completed.

signature of person preparing grant

name

position with organization

date

Email the application to chinatown@calgary.ca with the subject line: “Chinatown Activation Grant – [Insert Your Initiative Title]”.

The personal information collected by this form is obtained under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). The information will be used only for the purpose of administering The City of Calgary Chinatown Activation Grant. If you have any questions regarding the collection and use of this information, please contact Arts & Culture at 403-510-0148. ISC: Confidential