



COMMUNITY MURAL Matching Grant Program

HOW DO I GET STARTED?

- ❑ 1. Organize your community (example school, community league, church group, service agency) interested in developing a mural.
- ❑ 2. Find a location for your mural and contact the legal property owner. Get written permissions to put the mural on the building/structure. Take a picture of the property.
- ❑ 3. Working with the property owner, develop a design and size for the mural.
- ❑ 4. Develop a project plan, including the number of volunteers you will need and the budget for the mural.
- ❑ 5. Complete the application form and forward, along with any supporting documents, to Capital City Clean Up.

GUIDELINES

Who Can Apply

- Applicants must be an organization, association, society or non-profit agency.
- Applicants must operate within Edmonton and must be putting the mural on a building, structure or property within Edmonton city limits.
- Murals must be placed on buildings/structures with a documented history of graffiti vandalism or those that may be prone to graffiti vandalism due to their location.
- There is no limit on the number of times an applicant can apply within a calendar year.
- Applications will be reviewed on a first-come first-served basis.

There is a limit to the amount of funding available for the overall program, so please apply early.

Permissions/Waivers

- Applicants are responsible to ensure that any necessary permits and approvals (private and/or public) are in place.
- The application will only be considered if it has been **signed by the legal property owner** giving their permission for the mural and all supporting permits and approvals have been provided.

Funding, Matching and Timelines

- Funds, to a maximum of \$2000, are available on a matching basis.
- Applicants must match 50% of the total project cost with a combination of donations, volunteer equity, direct dollars, or grants. Matching funding cannot be provided by other City of Edmonton program sources.
- Projects must be completed, including submission of the all final project reporting requirements, within 12 months of the date that the application was approved by Capital City Clean Up.

Fundable Expenses

- Honorarium and fees for artists for creative design/input, production or consultation
- Wall preparation and painting supplies, including but not limited to paint, brushes, rollers, sandpaper, plaster, protective coatings, etc.
- Hosting costs for production or project celebrations (may not exceed 15% of the complete project budget)

Non-Fundable Expenses

- Alcohol
- On-going operating expenses of an organization
- Facility maintenance or repair
- On-going Salaries

Artists

- It is up to the community group to select the artists or group to design the mural. You may wish to work with a new up-and-coming artist, a member of your community with art experience or the local school art department.
- You may also choose to hire a professional artist.

Volunteers

It is recommended that applicants use volunteers whenever possible for your mural project. Volunteers will help you reduce costs and create community support. If using volunteers, the applicant is responsible for all volunteers including ensuring that:

- At minimum there is one on-site volunteer supervisor aged 18 years or older
- Appropriate volunteer screening is completed
- Volunteers have signed all waivers
- Volunteers are provided with all necessary training
- Volunteers follow all safety guidelines as provided by the applicant

Insurance

Capital City Clean Up has acquired insurance coverage for the Community Mural Matching Grant Program. This coverage will insure the event organizers and volunteers in the event that their negligence causes damage to persons or property due to their negligence. The Community Mural Matching Grant Program will provide the organizers with Commercial General Liability coverage to a maximum value of \$2,000,000 per occurrence subject to a \$200 deductible. In addition, Capital City Clean Up has limited accident, death and dismemberment coverage for volunteers under age 70 while performing mural duties, in accordance with safety guidelines, including travel to and directly from the site of such duties. Please contact the Capital City Clean Up for specific benefit coverage information and policy details on the insurance coverage provided.

How will applications be evaluated?

Grants will be reviewed and awarded by Capital City Clean Up. All grants meeting the project criteria as indicated below will be awarded on a first-come-first-served-basis until the project fund has been exhausted. Capital City Clean Up reserves the right for final approval of mural design.

Grant Awards

Decisions on awards will be made within 15 days of receipt of applications. Fifty percent of the award amount will be provided as grant start-up funding within 30 days of applications being approved. The balance of proceeds will be provided upon receipt of the final project report and project receipts.

Project Reporting

All grant recipients must submit a report briefly describing the project and verification of expenditures. A financial report and copies of receipts must be submitted within 30 days of project completion.

Groups who are not able to provide a final report for the project within 12 months of the approval date are required to reimburse Capital City Clean Up for the start up funds provided. If you require an extension, please contact Capital City Clean Up directly.

Recognition

All murals will need to acknowledge the support of the City of Edmonton, Capital City Clean Up and any program sponsors. CCCU will be responsible for applying these logos to the murals.

PROJECT COORDINATION

Below are tips to consider in completing your mural project.

- **Roles and Responsibilities.** Write out job description of the roles and responsibilities for everyone involved in the project, including the project coordinator, artists, and volunteers.
- **Budget.** Be realistic in your budget. Where possible try to find multiple sources or funding or donations of products and services. Track expenses as you go.
- **Timeline.** Be clear with everyone involved on the timelines to ensure that the project is completed on time and on budget.
- **Community Engagement.** Create opportunities for the community to contribute in a meaningful way, with the artists, in developing the concept for the mural.
- **Wall Preparation.** Have a qualified person check out your proposed location to ensure that there are no structural issues that will affect the integrity of the building and/or the art.
- **Deadlines and Reporting.** Keep track of your reporting deadlines to ensure that you receive all of your funding and meet all of your obligations. Take interim project photos of the mural making process.
- **Promote your Mural.** Write community newsletter articles (with photos) and media releases to keep the community informed about the project's progress
- **Sponsor Recognition.** Acknowledge all of your project sponsors in the ways agreed to when they sponsored your project.
- **Unveiling Events.** Begin planning unveiling events early. Celebrate the contributions you have made to your community!
- **Maintenance.** Develop a maintenance plan for the mural including writing out all the products used in creating the mural. This will make future clean up and maintenance easier and prolong the life of your mural.
- **Have Fun!**

APPLICANT INFORMATION

Applying Agency

Legal Name of Organization/Group: _____

Society/Charitable Registration Number: _____

Organization Address: _____

City: _____ Province: _____ Postal Code: _____

Project Contact Person

Project Contact Person: _____

Phone: _____ Email: _____

PROJECT DESCRIPTION

Brief description of the proposed mural and why it is being done.

MURAL LOCATION: PRIVATE PROPERTY

Complete this section ONLY if the mural is to be placed on PRIVATELY OWNED PROPERTY.

Address of Property for Mural: _____

Proposed Dimensions of Mural _____ (Height X Width, in square feet, square meters)

Name of Legal Property Owner of the Mural Location: _____

Mailing Address of Legal Property Owner: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Email: _____

I, _____, **as the legal property owner of** _____
(property address for mural), agree to allow the applying agency as listed on this application to apply a mural to the _____
(description of location on property – example north face of building, fence, etc) of the proposed mural location.

I hereby waive any claim which it may have or might acquire against the City of Edmonton, its employees, agents, or contractors, as a result of any injury, loss or damage to any person or property, where that claim arises out of or is in any way connected with the Community Mural Matching Grant Program. Furthermore, I agree to indemnify and save harmless the City of Edmonton, its employees, agents, or contractors from and against all claims made or actions initiated against it, and all resulting losses, damages, expenses and liabilities, arising out of this “community mural” project. I acknowledge that this Community Mural Matching Grant Program Application Form, once completed, forms the agreement between myself, the applicant and the City of Edmonton relating to the Community Mural Matching Grant Program and agree to be bound by all the terms and conditions contained herein.

Signature of Legal Property Owner

Date

MURAL LOCATION: PUBLIC PROPERTY

Complete this section of the application ONLY if the mural is to be placed on any type of PUBLICLY OWNED STRUCTURE OR PROPERTY, including such structures as City of Edmonton owned buildings, Community League Buildings, dugouts and park structures, utility boxes, transportation sound barriers, etc.

Address of Property for Mural: _____
Proposed Dimensions of Mural _____ (Height X Width, in square feet, square meters)
Type of Structure Mural will be placed on (ex. Building Wall, Fence, Waste Bin, etc.) _____
Name of Legal Property Owner of the Mural Location: _____
Name and Title of Representative Managing the Property: _____
Name of Department Managing the Property: _____
Mailing Address of Legal Property Owner: _____
City: _____ Province: _____ Postal Code: _____
Phone: _____ Email: _____

Approvals

Is the property located on City of Edmonton land? ☐ Yes ☐ No

If Yes, have you completed the appropriate department's approval process for your project? ☐ Yes ☐ No

If Yes, please attach a copy of the appropriate department approval to this application form. Applications for murals on City of Edmonton land can not be approved without the appropriate department approvals.

I, _____, **as the representative of the legal property owner of** _____
(property address for mural), agree to allow the applying agency as listed on this application to apply a mural to the _____
(description of location on property – example north face of building, fence, etc) of the proposed mural location. I hereby waive any claim which it may have or might acquire against the City of Edmonton, its employees, agents, or contractors, as a result of any injury, loss or damage to any person or property, where that claim arises out of or is in any way connected with the Community Mural Matching Grant Program. Furthermore, I agree to indemnify and save harmless the City of Edmonton, its employees, agents, or contractors from and against all claims made or actions initiated against it, and all resulting losses, damages, expenses and liabilities, arising out of this "community mural" project. I acknowledge that this Community Mural Matching Grant Program Application Form, once completed, forms the agreement between myself, the applicant and the City of Edmonton relating to the Community Mural Matching Grant Program and agree to be bound by all the terms and conditions contained herein.

Signature of Representative of the Legal Property Owner

Date

Community Consultation

Public input is required for any murals being placed on public space/property. Describe the process you used to acquire community input into your mural project and the results. Please attach all documents you have available that demonstrate your community consultation process. Your local Community Recreation Coordinator (CRC) can assist you with this process. To find out who your local CRC is please contact Capital City Clean Up or call 311.

I, _____, as the Community Recreation Coordinator for the area in which the mural will be located, have reviewed the community consultation plan developed by the applicant and feel that the project has the support of the community to precede.

Signature of Community Recreation Coordinator

Date

BUDGET

Please complete the following table outlining the complete project budget, including all matching funds, in-kind donations and volunteer contributions to the project.

Budget Example

(Follow this example to complete your budget request in the table below.)

Type of Expense	Expense Description
Artist/Design/Consultation and/or Labour	Consultation & Design Design: Artist donated half of fee
Labour	Contractor costs to prep wall and Volunteer Painters
Paint Supplies	Rona Paint Donation
Paint	
Protective Coating	
Equipment Rental	Scaffolding
Hosting (Food, snacks, etc.)	
Other	
- Storage Rental	
-	
-	

TOTAL	
-------	--

Agency Contribution					
Matching Cash Dollars Contribution (Actual Expenditure by the Agency)	In-Kind Donations (Description and Estimated Value)	Volunteer Equity (Calculate Volunteer labour @\$15/hr and trades/ professional at \$30/hr)			
\$500.00	\$500.00				
\$300.00		\$700.00			
	\$300.00				
\$600.00					
\$300.00					
	\$300.00				
	\$100.00				
Total Expenses					
A	\$1,700.00	B	\$1,200.00	C	\$500.00

=		Total Project Budget (The total cost of the project)
	\$1,000.00	
	\$1000.00	
	\$300.00	
	\$600.00	
	\$300.00	
	\$300.00	
	\$100.00	
=		Total Project Budget
	D	\$3,600.00

Grant Request (Equals Half of the Total Project Budget up to \$2000)	
	\$500.00
	\$500.00
	\$150.00
	\$300.00
	\$150.00
	\$150.00
	\$50.00
Grant Request	
E	\$1,800

Project Budget/Grant Request

Type of Expense	Expense Description
Artist/Design/Consultation and/or Labour	
Labour	
Paint Supplies	
Paint	
Protective Coating	
Equipment Rental	
Hosting (Food, snacks, etc.)	
Other	
-	
-	

[illegible]

Agency Contribution		
Matching Cash Dollars Contribution (Actual Expenditure by the Agency)	In-Kind Donations (Description and Estimated Value)	Volunteer Equity (Calculate Volunteer labour @\$15/hr and trades/ professional at \$30/hr)
Total Expenses		
A	B	C

=	Total Project Budget (The total cost of the project)
=	Total Project Budget
	D

Grant Request (Equals Half of the Total Project Budget up to \$2000)	
Grant Request	
E	

Total Budget = A + B + C = D

Total Grant Amount = D **X ½ = E**

PROJECT WORKPLAN

Please complete the following table, listing in chronological order, the specific steps or key activities you will take to accomplish this project. Next to the activity, list the date (month/year) you estimate it will be done.

Step or Key Activity	Completion Date
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

APPLICANT CHECKLIST

CRITERIA: If the answer is "No" to any question, the application will be rejected.	
1. Has the application been submitted by an organization, association, society or non-profit agency operating within the city of Edmonton boundaries?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Has the legal property owner signed this form providing their permission to put a mural on the designated building identified in this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has the applicant acquired and provided all other permissions, other than the property owner's, that may be required to place the mural on the building.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Has a photo of the building been provided with the application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Has a visual copy of the proposed design been provided with the application.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Is the property/building/structure on which the mural is being proposed located within the city of Edmonton?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Is the property/building/structure on which the mural is being proposed have a documented history of graffiti vandalism or is it in a location that may be prone to graffiti vandalism due to its location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are the funds requested for hosting less than 15% of the overall budget?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does the submitted budget for the project include matching agency contribution (combination of cash, donations, in-kind services, volunteer equity) equal to the amount of the requested budget.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Does the submitted budget only include costs deemed appropriate under the grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No

DO NOT submit this form until you can answer YES to all of these questions.

APPLICANT AGREEMENT

_____ (name of "community mural" organizing agency) hereby waives any claim which it may have or might acquire against the City of Edmonton, its employees, agents, or contractors, as a result of any injury, loss or damage to any person or property, where that claim arises out of or is in any way connected with the Community Mural Matching Grant Program. Furthermore, _____ (name of "community mural" organizing agency) agrees to indemnify and save harmless the City of Edmonton, its employees, agents, or contractors, from and against all claims made or actions initiated against it, and all resulting losses, damages, expenses and liabilities, arising out of this "community mural" project. The Applicant acknowledges that this Community Mural Application Form, once completed, forms the agreement between the Applicant and the City of Edmonton relating to the Community Mural Matching Grant Program and agrees to be bound by all the terms and conditions contained herein.

Name of Legal Signing Authority

Date

Signature of Legal Signing Authority

FOIP Disclaimer

Your personal information is being collected under the Authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act, and will be used to aid in **maintain accurate records of agency/group involvement**, to provide contact information for the program and to administer the Graffiti Management Program of Capital City Clean Up. It will be treated in accordance with the privacy protection provisions of Part 2 of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection, contact the Volunteer Coordinator, 2nd Floor, Beaufort Building, 10835 – 120 Street, Edmonton AB, T5H 3P9 or 780-496-8047.

Do you wish to receive emails from Capital City Clean Up which may contain commercial content (this could include information such as giveaways from our program partners)? ☐ Yes ☐ No

We will not share your email address outside of our organization.

E-mail form to: capitalcitycleanup@edmonton.ca

Mail form to: Capital City Clean Up
Beaufort Building,
2nd Fl, 10835 – 120 Street
Edmonton, AB T5H 3P9

Website: www.edmonton.ca/graffiti

For more information, please call 311

