



Downtown Music Venues Grant Program Guide

Edmonton

In support of the Downtown Vibrancy Strategy, the City of Edmonton has developed the Downtown Music Venues Grant. This is a program to assist live music venues located in or adjacent to downtown with funding to support operations. Businesses within the Downtown Business Improvement Area (BIA) are eligible ([map of eligible area](#)). Priority will be given to businesses within the boundaries of the Downtown Business Improvement Area. Businesses in nearby neighbourhoods of the BIA will be considered if funding is not exhausted within 30 days of the grant launch date

Eligible businesses will receive a grant of **up to \$5000** to support operational costs associated with operating live music events including promotion, fees for artists and technicians, equipment rentals and wages. Please note that, because the Downtown Music Venues Grant is a one-time funding program, funding is limited and the grant will be closed to applications once all funding is allocated.

The City of Edmonton reserves the right to consider exceptions based on exceptional circumstances and make changes to the program at the Director, Downtown Vibrancy, and Safe City's judgement. The Director, Downtown Vibrancy and Safe City has the sole authority, in their sole and unfettered discretion, to determine the eligibility of proposed work and confirmation of completed work.

In this Program Guide and Application Form, you will find

1. Downtown Music Venues Grant - Eligibility Criteria
2. Downtown Music Venues Grant Process
3. Online Application Information

Eligibility Criteria

Projects that are eligible to apply for the Downtown Music Venues Grant must meet **ALL** of the following criteria

- Must be a commercial business, excluding not for profit
- Businesses of all sizes are eligible
- Must have a valid business license for a minimum of 12 months that allows for the operation of a live music venue
- Costs must be incurred after grant launch in December 2022



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- The business must have all of the following amenities/types of equipment:
 - Fixed stage or stage area
 - Sound booth or desk with sound board
 - Designated area where artists can prepare (such as a green room, dressing room, office, etc.)
 - Window, booth, or established point where tickets are scanned

Eligible Costs

- Operational costs associated with operating live music events, including
 - Performance fees for artists
 - Equipment rentals
 - Wages for venue booking, event promotion, audio technician services, lighting technician services, stage management.
 - Promotional costs, such as advertising (television, radio, online listing service, social media, printed material, etc.)

Application Process

Step 1: Apply to the Program

Applications will be accepted starting on January 4, 2023, and will no longer be accepted once all funding is allocated. Please check the website for details (edmonton.ca/downtown)

- Applicants will submit an online application which includes:
 - Contact information
 - Business information
 - Description of eligible costs
 - Signed declaration
 - Review of application will occur a maximum of 10 business days following submission

Step 2: Review

Review of application will typically occur within 1-5 business days following submission. Applications are reviewed by the Program Manager for completeness and project eligibility. If the Program Manager approves the application, an Allocation Letter will be sent to you.



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Step 3: Allocation of funds

Projects awarded funding shall receive one hundred percent (100%) of the funding in one installment via cheque within a reasonable time.

Step 4: Reporting and Submission of required Documentation

You must report to the Program Manager by the date assigned in your Funding Agreement.

This report includes

- Invoices and/or receipts including proof of payment for the eligible expenses.
- Number of tickets sold
- Number of artists performing during shows

Application Package

Application Form

Note: The application form must be completed in full, including

- Part 1: Applicant/Property Information
- Part 2: Eligibility Checklist
- Part 3: Required Documentation (if applicable)
- Part 4: Applicant Declaration

Incomplete applications, and those that do not meet the eligibility criteria, will not be evaluated or kept on file. Paper copies of the application are also available, please contact the Program Manager and a copy can be sent to you.

Your name, contact information, and project information is collected in accordance with 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. This information will be used to administer the Downtown Music Venues Grant. If you have any questions about the collection and use of your personal information, contact the Program Manager at 780-289-6453, 9th Floor 10111 104 Ave, Edmonton Alberta T5J 0J4. Please note that the name and location of buildings, building details, building designs, grant amounts, and total costs of projects may be released to various organizations, the media, and the public in connection with the Downtown Music Venues Program.

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