



INDUSTRY ORGANIZATION GRANT GUIDELINES

FALL 2021

OVERVIEW

Mission

The Edmonton Screen Industries Office (ESIO) supports the growth and sustainability of enterprises, entrepreneurs, professionals and talent in the Edmonton screen media industries.

Objective

The Edmonton screen media industries will expand into a vibrant and healthy economic sector that retains and attracts skilled workers and provides students with viable careers, distinguishing Edmonton as a centre for screen media excellence.

Background

The ESIO is an independent, non-profit, arms-length society that receives operational support from the City of Edmonton and leadership from an independent board of directors with a broad range of business competencies.

Edmonton Metropolitan Region

Located in Northern Alberta, the ESIO's footprint is the Edmonton Metropolitan Region, which encompasses and is defined by: The Cities of Edmonton, Fort Saskatchewan, Leduc, Spruce Grove, and St. Albert, the Towns of Beaumont, Stony Plain, Devon, Morinville, the Hamlet of Sherwood Park and Leduc County, Parkland County, Sturgeon County, and Strathcona County. For the purposes of this document, the word "Edmonton" shall mean the Edmonton Metropolitan Region.

Industry Organization Grant



The Industry Organizations grant is a micro grant program supporting organizations such as non-profits, educational institutions, established student groups and industry trade organizations to deliver high-impact programs and services with a demonstrable community need to stakeholders that are primarily engaged in the creation of screen media content and based in Edmonton.

Awards are limited to a maximum of \$2000 CAD.

Industry Organizations Grants assist with third-party costs. Funding can be requested for verifiable operations and/or support program costs **that directly benefit stakeholders or members** including, but not limited to:

- Marketing and market research
- Software purchase
- Equipment purchase
- Training, recruitment and skills development initiatives
- Online event or workshop hosting and related costs
- Third-party consultation services

Proposals that fall outside of these categories may be considered if they align with the program goals and are achievable considering COVID-19 challenges. Please email funding@edmontonscreen.com with a brief description prior to submitting your application if you are unsure.

Activities must occur no later than February 28, 2022. Costs may be incurred no earlier than the date an application is submitted to the ESIO.

Based on a variety of factors, including the overall number of high-quality applications, the ESIO may not fund 100% of a request.

Applying

The application window closes at midnight MDT on September 30th, 2021. Applicants are encouraged to apply early. Successful recipients will be notified in October.



Applicants may apply for multiple activities within the same application if the activities are the same or similar (example: attendance at multiple online events) but must attach separate budgets for each.

Applicants may submit multiple applications in different categories and for different purposes.

Applicants are welcome to indicate a priority order for multiple submissions, however applications that best align with the program goals may be chosen over the applicants' priority ranking.

A limit of one award per successful applicant shall be offered.

Incomplete applications will not be considered.

Application forms can be found at www.edmontonscreen.com.

Send your completed application to funding@edmontonscreen.com.

Reporting

Reporting obligations for the specific activity will be outlined in the Contribution Agreement.

Reporting obligations must be met prior to final disbursement of the ESIO's contribution. If you would like us to consider an extension or change of project scope for an approved grant, please email funding@edmontonscreen.com.

Applicants will be reimbursed for verifiable, eligible expenses up to the maximum amount of the award. Contributions will be reduced if the applicant completes the activity for an amount less than the submitted budget.

The final invoice submission and reporting date will be November 30, 2021 or February 28, 2022 if activities will take place in January or February 2022.

ELIGIBILITY

Industry Organization Grants are available to organizations that are based in Edmonton. Non-profits, educational institutions, established student groups and industry trade organizations are eligible. Exceptions may be considered, please contact: funding@edmontonscreen.com prior to submitting your application.



For-profit businesses are not eligible for this grant.

Applicants must be in good standing with the ESIO.

Excluded Costs

The following costs are excluded:

- Activities for which the applicant has already received funding, or a commitment for funding, from the ESIO, inclusive of sponsorships
- Activities for which the applicant has already received funding, or a commitment for funding, from another grant source, unless the activity is not fully funded by that source.
- Controlled substances
- Pre-paid cards
- GST will not be reimbursed if the applicant has a GST number. Non-recoverable GST will be reimbursed.

Only arms-length, third-party costs are eligible.

CRITERIA & EVALUATION

Funding shall be approved based on proposal quality, impact and benefit of the activity to the largest possible number of Edmonton-based stakeholders, need, and overall applicant demand.

Applicants must demonstrate clear, realistic goals and provide an explanation of expected outcomes.

The impact that the ESIO's contribution would have on the advancement of an initiative, capacity building of the organization or group and on Edmonton economic development will be central to the funding decision.



LEGAL DISCLAIMERS

All information and submissions by the applicant to the ESIO, including but not limited to the application and supporting documentation (the “Submitted Materials”) will become the property of the ESIO. All Submitted Materials will be subject to the ESIO’s Privacy Policy.

The applicant understands and agrees that ESIO has the right and authority to provide the Submitted Materials to other parties, agencies and employees to complete review and assessments of the Submitted Materials as part of the application process.

Any feedback given by way of correspondence, report or electronic mail communication or otherwise is intended to assist applicants to advance their projects and is not prescriptive.

The ESIO has complete discretion in the interpretation of these guidelines including, without limitation, determination of eligibility and funding decisions.

Program guidelines are subject to change and prospective applicants are responsible for reviewing the most recent guidelines to ensure their applications comply. Guidelines posted online at the time of submission of an application will be the applicable guidelines for that application.

Any concerns regarding eligibility, application assessment or client service can be submitted in writing to Finance Director, Jen Marr at finance@edmontonscreen.com.