

# Edmonton Screen Industries Market and Event Access Grant

Please reference the guidelines and complete all applicable portions of the form. The application must be completed on a computer and digitally signed. Printed or scanned versions will not be accepted. Submit the completed form to [funding@edmontonscreen.com](mailto:funding@edmontonscreen.com).

## Guidelines 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.

## Market and Event Access Grant – Summer 2022

The ESIO administers industry support programs with funding intended for disbursement as non-repayable grants to provide a competitive edge to companies and individuals that are primarily engaged in the creation of screen media content for entertainment purposes and based in Edmonton. This grant will support requests up to \$5000 CDN.

**ESIO grants assist with third-party costs.** Funding can be requested for verifiable screen media business market and event access costs including, but not limited to:

- 100% of virtual or in-person event registration fees (priority will be given to applicants pursuing new business initiatives, ie attendance at an event that the applicant has not attended in the past 3 years)
- 50% of return trip travel costs to in-person events, inclusive of air and ground transportation
- 50% of accommodation costs
- Per diem at a maximum of \$40/day per attendee
- COVID-19 testing costs

Exceptions may be considered, applicants must email [funding@edmontonscreen.com](mailto:funding@edmontonscreen.com) with a brief description for approval prior to submitting an application.

Activities must occur no later than February 28, 2023. Costs previously incurred in 2022 are eligible for this grant.

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 11:59 PM MDT on August 15, 2022. Applicants are encouraged to apply early. Successful recipients will be notified approximately one month from the closing date.

Applicants may apply for multiple activities and must complete separate application forms for each.

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.

**Incomplete applications will not be considered.**

Send your completed application to [funding@edmontonscreen.com](mailto: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](mailto:funding@edmontonscreen.com).

ESIO will offer flexibility on reporting obligations if a planned activity is delayed or cancelled due to the COVID-19 pandemic.

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, 2022 or March 31, 2023 if activities will take place in November 2022 – February 2023.

# Edmonton Screen Industries Market and Event Access Grant

## Eligibility

Market and Event Access Grants are available to companies with a principal office in Edmonton that have been resident and operational for a minimum of one year, or individuals with professional screen media experience or expertise who have been resident in the Edmonton Metro Region for a minimum of one year. Exceptions may be considered, please contact: [funding@edmontonscreen.com](mailto:funding@edmontonscreen.com) prior to submitting your application.

Applicants must be in good standing with the ESIO and the City of Edmonton.

## Excluded Costs

The following costs are excluded:

- Project costs, such as costs incurred during the development, production and release phases of film & television projects and costs incurred during the concept, prototype, development and marketing phases of an Interactive Digital Media project.
- Project marketing costs
- Activities for which the applicant has already received funding, or a commitment for funding, from the ESIO
- 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
- Hospitality costs
- GST will not be reimbursed if the applicant has a GST number.

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

## Criteria and Evaluation

Funding shall be approved based on proposal quality, impact of the activity, need, and overall applicant demand. Applicants must demonstrate clear, realistic goals and provide an explanation of expected outcomes.

New and one-time business initiatives that will assist a company to grow, diversify and generate revenue will be prioritized over “business as usual” costs.

The impact that the ESIO’s contribution would have on the advancement of a company or project(s), 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.

Market and Event Access Grant recipients are responsible for compliance with all applicable municipal, provincial, federal or international public health measures in connection with the COVID-19 pandemic. In the event that the COVID-19 pandemic has an impact on the activity, such as suspension, postponement or cancellation of an event, the recipient shall provide written notice to the ESIO.

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



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## Applicant Information

Company Name (if applicable)

Street Address

City/Town

Prov

Postal Code

Website

Social Media

Applicant or Main Contact Name

Email Address

Phone Number

Principal business operational and resident in the Edmonton Metro Region for a minimum of one year OR individual with professional screen media experience or expertise who has been resident in the Edmonton Metro Region for a minimum of one year. Application ineligible if condition is not met. Exceptions may be considered, email [funding@edmontonscreen.com](mailto:funding@edmontonscreen.com).

Primary business activities

Audiovisual

Interactive Digital Media

Other

## Activity & Project Information

- One sentence description of the proposed activity.
- Detailed description of the proposed activity and any associated project(s). *If applying for previously incurred costs the applicant must provide an explanation and rationale for funding.*





# Edmonton Screen Industries Market and Event Access Grant

## Company and Applicant Information

- Provide a brief description of your organization **AND/OR** professional experience or expertise.

- Provide a brief description of any vendors or partners in the activity.

- Name and email address of vendors or partners.

Name	Email Address
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Name	Email Address
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- The ESIO believes owners, employees and stories that reflect the diversity of our region are important to our growth and development. Please share information on diversity and inclusion within your organization, if applicable and willing to self-identify.

# Edmonton Screen Industries Market and Event Access Grant

## Budget Information

In the table below, enter grant funding from other sources and the contribution from applicant only.

PROJECT FUNDING	REQUESTED FROM ESIO	OTHER FUNDING	TOTAL
Grant from ESIO			
Grant from other (please list below)			
Contribution from applicant (if any)			
<b>TOTAL</b>			

Enter all expenses in the table below. The totals in this table **must** match the totals in the table above.

ANTICIPATED EXPENSES	REQUESTED FROM ESIO	OTHER FUNDING	TOTAL
<b>TOTAL</b>			

Budget Discrepancy (Value **must** equal zero)

*\*if you need to add additional information, please attach a separate worksheet in the same format*

- Has the applicant previously received funding from the ESIO?  
Yes      No

## Submission

- Email your completed application to [funding@edmontonscreen.com](mailto:funding@edmontonscreen.com)
- **Incomplete applications will not be considered.**



# Edmonton Screen Industries Market and Event Access Grant

## Signature

I, the Undersigned, confirm that I am not acting in my personal capacity and that I am duly authorized to act on behalf of the and as agent for the Applicant Corporation in this Application. I further confirm that I have made or caused to be made such examinations or investigations as are necessary to complete the Application (preceding applicable if Applicant is a company). I confirm that I have read the **Edmonton Screen Industries Market and Event Access Grant** and I certify that, to the best of my knowledge, the information provided in this Application for funding are true, accurate and complete. I agree to abide by the funding process and to accept final funding decisions of the ESIO. I confirm and understand that the Terms contain certain legal conditions and waiver of rights. I have been provided with sufficient opportunity to seek and receive advice from legal counsel related to the Terms.

My signature below confirms that I have read, agree to, and confirm the Terms, as referenced below.

Yes      No

## Register for ESIO email communications

### Signature

### Today's Date

Day	Month	Year

## Disclaimer

I understand that any false statement, omission, or misrepresentation on or related to this application is sufficient cause for refusal to allow for the approval or acceptance of the application, and may result in the termination of the application process now and in the future, no matter when discovered by the ESIO.

I agree and understand that it is the full and sole responsibility of the Applicant to provide the ESIO with any and all new or updated, information, as it becomes available, which differs or would be considered an amendment to the information provided within this Application.

I understand that the ESIO is subject to the provisions of the Personal Information Protection Act (Alberta), as may be amended from time to time.

I understand that I am able to read the **ESIO Privacy Policy**, at my sole discretion. I further confirm that I have been provided with sufficient time and opportunity to review the ESIO Privacy Policy.

I release and authorize the ESIO to discuss and disclose any and all information and documentation related in any way to the Application and the Application process and the Project, as required to investigate, assess and evaluate the Application, to the employees of the ESIO, it's agents and advisors including but not limited to independent analysts contracted by the ESIO to review Applications for Funding, legal counsel, and auditors, in accordance with the ESIO Privacy Policy.

I authorize the ESIO to thoroughly investigate all statements contained in the Application, without giving me prior notice of such disclosure.

I acknowledge that, the ESIO takes the protection of the confidential and private data of each applicant seriously. I understand and acknowledge that the ESIO implements, employs and has certain data security measures in place which are consistent with industry standards to protect the private and confidential information as provided within this Application. I acknowledge, understand and agree that the ESIO cannot guarantee that unauthorized third parties will never be able to defeat the security measures the ESIO has put into place. I release and indemnify, on behalf of the Corporation, the ESIO from any and all claims, demands, losses, costs, charges, actions and other proceedings, in respect of any loss, damage or injury, resulting from a third party's unauthorized access to the Applicant's information, except if caused by the ESIO's negligence, or willful misconduct the ESIO.

I understand and agree that the ESIO shall be entitled to amend or impose such additional terms and conditions in its approval for Funding, in its sole discretion as it deems necessary and shall be entitled to impose such terms and conditions on any consent granted pursuant to this application, as it deems necessary.

I acknowledge that the ESIO has full discretion in administering its programs and the application guidelines to ensure that funding provided to those projects meets the mandate of the ESIO. The Applicant further acknowledges that in all questions of interpretation of the ESIO Guidelines and review of this Application the objectives of the ESIO and its interpretation shall prevail.

If a dispute arises concerning the Application or interpretation of this Application, the parties will attempt to resolve the matter through good faith negotiation and each party may appoint senior representatives to meet and pursue resolution through negotiation before resorting to litigation.

These terms and conditions will be appended and incorporated into any additional or supplemental grant or contribution agreement executed between the Applicant and the ESIO, in the event such an agreement is required, except for any specific deviations or exclusions outlined therein.

## Troubleshooting Issues with this PDF Form

If you are experiencing any issues with this form, check that you are using the latest version of Adobe Acrobat Reader or Pro DC.

### Updating Adobe Acrobat

Adobe recommends that users update to the latest version to take advantage of security and stability improvements. For more information about updating Adobe Acrobat, visit the [Adobe help page](#).

Updates can be installed as described below.

#### Updating automatically from the product

To install Adobe Reader and Acrobat updates from Adobe Updater, do the following:

1. Launch Adobe Reader or Acrobat.
2. Choose **Help > Check for Updates**.
3. Follow the steps in the Updater window to download and install the latest updates.

#### Updating Adobe Reader on the web

1. Open Reader and choose **Help > About Adobe Reader**. Note your product version.
2. Go to the Adobe Reader [Downloads](#) page. The web page automatically detects your OS and Reader version.
3. If the web page indicates that a newer version is available, choose **Install Now**.
4. Click the downloaded file and follow the instructions.

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### Digital signature field not working

- This can happen on a Windows machine when the Adobe Reader has a glitch or needs to be updated. To fix this, you need to repair Adobe Reader from **help>repair installation**, reboot the computer and try signing the PDF again.
- If this does not fix your problem, you may have to re-install your software. If you are running the free Adobe Reader, just uninstall, download a fresh installer and re-install. If you are running Acrobat, it gets a bit more involved if you don't have access to your installer: You can lookup and re-download your version of Acrobat via the "My Orders" page on Adobe's website: <https://www.adobe.com/account/account-orders.html> You can also lookup your serial number on the "My Products" page: <https://www.adobe.com/account/my-products-services.html#MyProductsHeader>

And, if the download via "My Orders" does not work, you can find the installer here:

<http://helpx.adobe.com/acrobat/kb/acrobat-downloads.html>

You may even consider running Adobe's Cleaner application to make sure that nothing from your old installation remains on the system: <http://labs.adobe.com/downloads/acrobatcleaner.html>

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### Saving problems

This form is a Reader Extended PDF form with permissions allowed to fill out and sign this document. If you are experiencing issues with saving the content input into this form, try the following:

- Update your Adobe software.
- Try a different browser. Some browsers (ie. Chrome, Firefox) have built in PDF viewers that can override certain PDF settings.
- Download the form onto your computer and open using Acrobat Reader or Pro DC.

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### Text field capacity varies and responses are clipped mid-sentence

The text fields in this form are restricted to only allow content within the text frame. The content shouldn't scroll past the frame if you're filling out this form in Acrobat. If you are viewing this form outside of Acrobat, some features/restrictions might be over-written and cause the form to operate incorrectly.

Using Preview to view and edit this form will result in some of the restrictions to be voided and errors can occur when placing text. Preview allows the fields to become scrollable when the user inputs more text than what is visible in the text frame. Do not use Preview to complete this form.

We cannot guarantee all features of this form will work correctly if viewed or edited outside of Adobe Acrobat.

If you continue to have issues, please contact [funding@edmontonscreen.com](mailto:funding@edmontonscreen.com)