



PLACE MAKING

GRANT PROGRAM



<https://www.stonyplain.com/en/play/grants-and-financial-aid.aspx>

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I. PLACEMAKING GRANT OVERVIEW

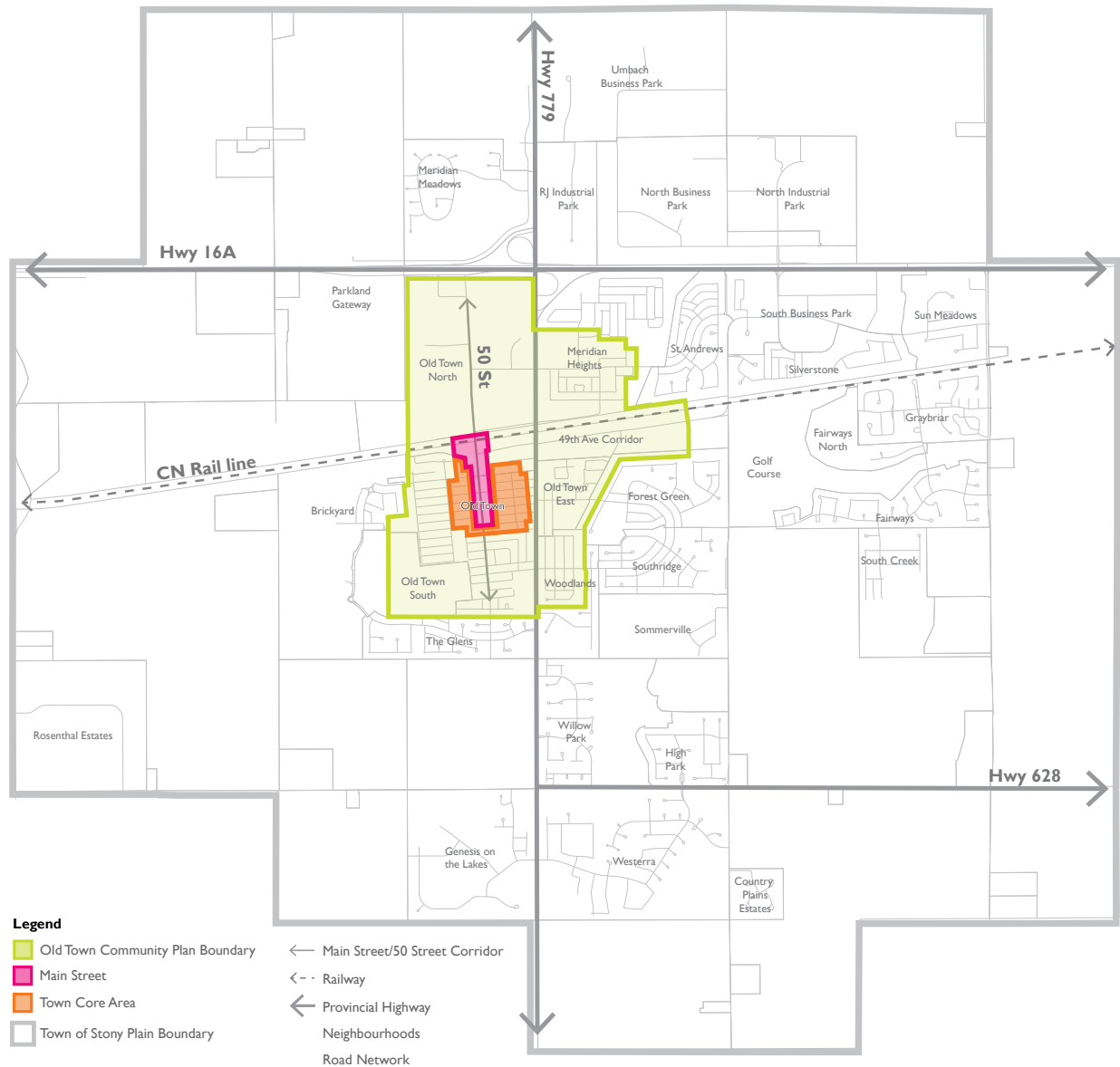
PURPOSE OF THE PROGRAM

The Town of Stony Plain Placemaking Grant Program is a community building initiative aimed at supporting community-led projects that enhance public spaces in the Old Town area. As part of the Town's Old Town South Redevelopment Project, the Grant Program aims to encourage small-scale placemaking projects that will contribute to creating a unique sense of place and community in the Old Town area while furthering the goals of the Old Town Community Plan (OTCP).



AREA OF APPLICATION

The Placemaking Grant Program is primarily focused on supporting projects in the Main Street and Town Core areas. Placemaking projects in the broader Old Town Community Plan area and other areas of the town will also be considered subject to the alignment of the proposed project with the goals included in this grant guide.



WHAT IS PLACEMAKING?¹

Placemaking is about turning any space into a place. Quality places are important because they influence how people experience the town. Communities with many vibrant places are better suited to attract visitors, new residents, and businesses. Community-led placemaking projects have the potential to contribute to an improved quality of life for Stony Plain residents by bringing people together towards a common goal.

There are three main types of placemaking:

- **Tactical Placemaking:** is the process of transforming a space to a meaningful place, using incremental, small scale improvements. This type of placemaking usually implements short-term, low cost projects that can be added to public spaces that involve minimal risk and high rewards for the community.
- **Creative Placemaking:** is the process of creating quality spaces that catalyzes art, culture and creative thinking in the built environment. This type of placemaking can take on a variety of scales and forms, from a single mural, to community wide arts and culture initiatives.
- **Strategic Placemaking:** refers to projects that aim to attract new workers, residents, and economic benefits through the creation of vibrant places in a community. This type of placemaking generally takes place over a longer period of time and tends to be larger in scale and budget. Strategic placemaking is often implemented through municipal land use frameworks, policy planning, and collaboration among community stakeholders.

The Stony Plain Placemaking Grant Program primarily focuses on **Tactical Placemaking Projects**, with some elements of **Creative Placemaking**. Tactical Placemaking can be a powerful tool for shaping spaces because it uses the “lighter, quicker, cheaper” (LQC) development strategy. The LQC strategy transforms public spaces at a low cost and low risk, while utilizing the creative energy of the community. LQC projects can take many forms, however, generally require levels of time, money, and effort that can be managed by motivated community members.

¹ MSU Land Policy Institute and MPlace (2015). Placemaking as an Economic Development Tool: A Placemaking Guidebook. Retrieved from <http://www.landpolicy.msu.edu/>



RELATIONSHIP TO EXISTING TOWN PLANS

The Stony Plain Placemaking Grant Program supports the Town's vision established in the following documents:



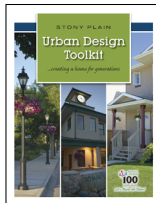
Uniquely Stony Plain: Municipal Development Plan

Updated in 2024, the Town's Municipal Development Plan (MDP), Uniquely Stony Plain, outlines the community's vision for the long-term development and sustainability of the area. The Stony Plain Placemaking Grant Program supports the vision outlined under the 'Community Development' theme in the MDP.



Old Town Community Plan

The Old Town Community Plan (OTCP) of Stony Plain offers a strategic vision, policy framework, and implementation guide for the future development and revitalization of the town's commercial and cultural core. The Stony Plain Placemaking Grant Program is one important component for achieving the vision for the OTCP area by encouraging the community implementation of placemaking projects within the area's public spaces.



Stony Plain Urban Design Toolkit

The Town's Urban Design Toolkit provides stakeholders in the community with information on the architectural, urban design, and aesthetic vision for the town. The Stony Plain Placemaking Grant Program aligns with the goals and principles outlined in the Toolkit by integrating the Toolkit's key design concepts into the evaluation criteria for grant applications.



Stony Plain Strategic Plan (2024-2027)

Stony Plain's Strategic Plan outlines the key actions that the Town will take over the next four years to achieve the Town's vision. One of the key actions identified in the Strategic Plan is to build partnerships that support the redevelopment of Old Town South.



Stony Plain Corporate Plan (2024-2026)

The Town's Corporate Plan reflects the operating and capital initiatives of the Strategic Plan. One of the initiatives identified in the Plan is to pursue Old Town South Redevelopment. As part of this initiative, the Plan allocates \$20,000 to the Annual Facade Improvement & Placemaking Grant Program. The Stony Plain Placemaking Grant Program represents one half of the budget and programming developed to achieve this initiative.



Art in Public Places Strategy (2022)

The Art in Public Places Strategy provides a framework for the continued support of art in the town's public spaces. The plan provides a vision, objectives, and recommendation for connecting the community, fostering tourism, and building cultural capacity through public art.

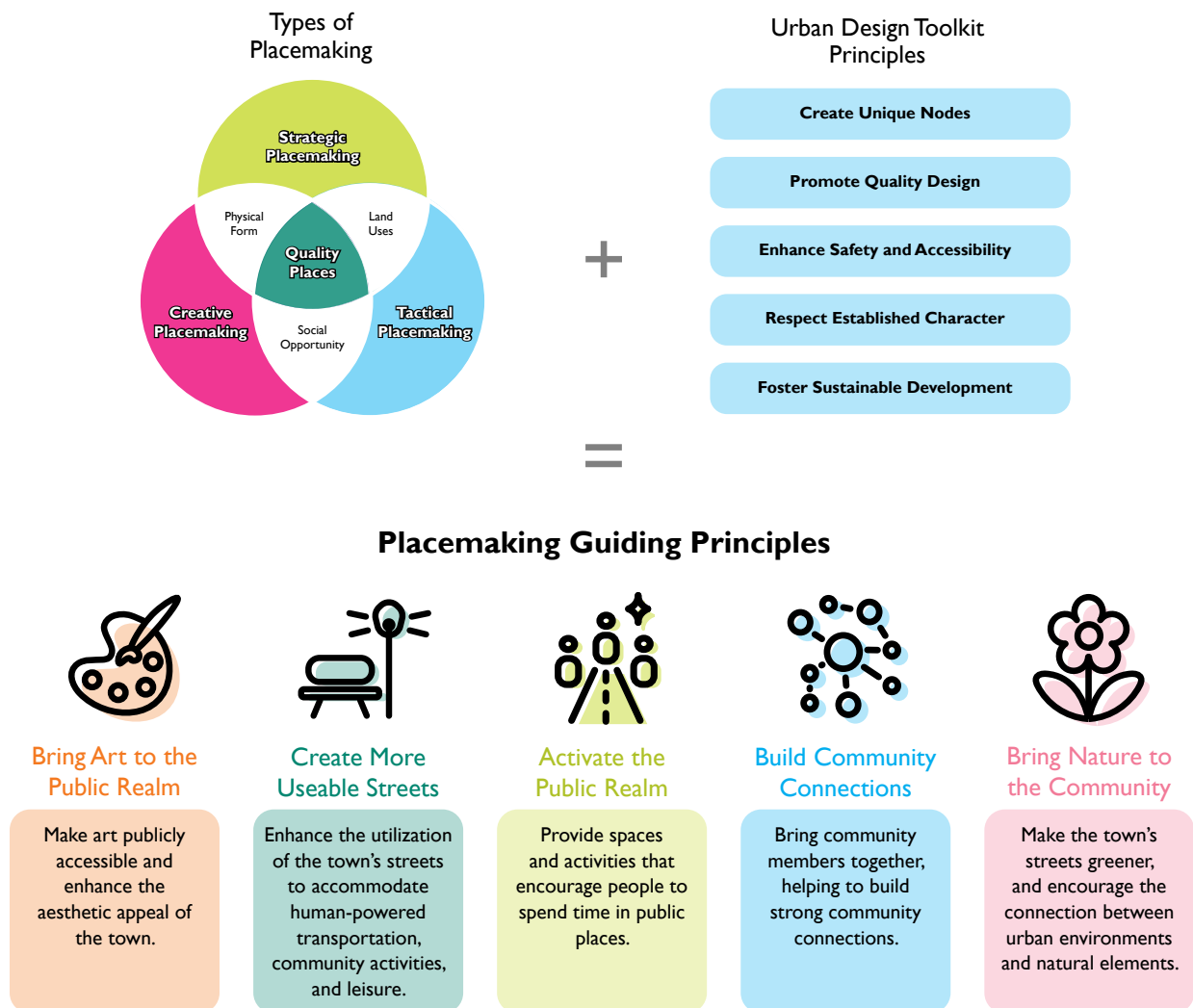


Arts, Culture & Heritage Action Plan (2020)

The Arts, Culture & Heritage Action Plan acts as a road map for supporting arts, culture, and heritage by providing goals, considerations, and potential tactics. One of the key goals included in the Action Plan is to support "downtown creative placemaking" to capitalize on the town's unique character and culture.

GUIDING PRINCIPLES

The Guiding Principles for the Placemaking Grant Program were developed with consideration to the three main types of placemaking and the Town's existing Urban Design Toolkit Principles. The guiding principles are intended to represent key outcomes for potential placemaking projects. Placemaking projects should align with at least one of the guiding principles.



Design Considerations for Winter Projects

Placemaking projects can take place any time of the year. Although most projects occur in the warmer months, projects can also take place during colder weather. The following elements can be implemented in placemaking projects to enhance Stony Plain's cold-weather environment:

- Warmth:** elements that provide warmth or shelter from snow and wind can be incorporated into placemaking projects to improve comfort in outdoor spaces.
- Light:** projects can respond to seasonal low-light conditions through the installation of creative lighting conditions, or other elements that maximize sunlight exposure.
- Colour:** colourful elements can be incorporated into placemaking projects to bring visual interest and vibrancy to the public realm.
- Fun & Togetherness:** outdoor activities, programming, or interactive placemaking projects can help the community to embrace cold weather and activate the public realm during the winter months.

PROJECT EXAMPLES

The following project examples are intended to inform applicants about the types of placemaking projects that could be considered for grant funding. The project examples included below are not exhaustive, but should rather serve as inspiration for applicants to form their own ideas and proposals. The subcategories of projects included below were developed based on the Guiding Principles established for the Grant Program, which further the goals of the Old Town Community Plan and align with the principles of the Stony Plain Urban Design Toolkit. Some of the project examples below may require a permit, or special permissions. Questions about specific project types and their requirements can be answered by the Town.



Placemaking to...

**Bring Art to
the Public Realm**

- Small-Scale Wall Murals*
- Lighting Installations*
- Utility Box Wraps
- Arty Party
- Neighbourhood Art Installations



Placemaking to...

**Create More
Useable Streets**

- Street Furniture*
- Parklets
- Bike Parking
- Sidewalk Dining
- Outdoor Cafés
- Vacant Lot/Storefront Projects
- Pop-Up Plaza/Park*



Placemaking to...

**Activate the
Public Realm**

- Outdoor Play Areas
- Swings
- Pop-Up Games*
- Interactive Signage
- Public Instruments
- Pop-Up Movies/Performances*



Placemaking to...

**Build Community
Connections**

- Programming & Events*
- Community Wall & Bulletin Boards
- Social Engagement Projects*
- Community Gardens
- Pop-Up Library



Placemaking to...

**Bring Nature to
the Streets**

- Green Infrastructure
- Seed Libraries
- Pollinator Gardens
- Pop-up Flower Plantings
- Plant & Adopt a Tree Initiatives

*Winter Design Guidelines: The projects indicated are examples of projects which could incorporate the Winter Design Guidelines included in this guide.



2. FUNDING APPROACH

GRANT RANGES

To allow for projects with a range of sizes and scopes, the following two levels of grant funding have been established:

- Minor Grant: \$0-1000
- Major Grant: \$1001-2500

In exceptional cases, the Town may consider grant funding up to \$5000, subject to the merit of the application and the number of applications received. This level of support will only be considered for projects expected to make an exceptional contribution to the community.

The Town reserves the discretion to decide how many Minor and Major Grants to issue, based on the merit of applications and the availability of budget within the applicable annual budget cycle.

FUNDING APPROACH

Basic Funding Approach

- Funding will be granted by reimbursement following the completion of each applicant's placemaking project. An Expense Report is required to be submitted following the implementation of the project. The Town will only reimburse the amount proposed in the applicant's budget.

Funding Approach for Special Cases

- The Town may consider upfront funding in special cases where the applicant is unable to undertake initial expenses to begin the implementation of their project. In such cases, upfront funding may be considered in amounts up to 50% of the Project Budget, or up to \$500, whichever is less.
- The Town may consider matching the funds of the applicant where project expenses are expected to exceed the Major Grant range. In such cases, the Town would contribute 50% of project funds as a grant, with the other 50% to be paid by the applicant without reimbursement. For example, the Town may consider providing \$2500 for a \$5000 project with the remainder of funds to be paid by the applicant.



3. APPLICATION PROCESS

WHO CAN APPLY?

The Town is excited to invite a variety of applicants to contribute to the Town's Placemaking program. This opportunity is open to the following applicant types:

- Individual Community Members
- Local Businesses
- Community Organizations
- Not For Profit Organizations

The Town is committed to ensuring that this Placemaking Grant Program reflects the values and needs of the local community. As such, applicants must either reside within the town or have a business or organization that is either based in the town or operates within the town.

All applicants must be at least 18 years old. Applicants under the age of 18 may still apply if they have a parent, guardian, or adult collaborator on their project team.



APPLICATION PROCESS

1

Pick a Location:

- The preferred location for potential placemaking projects is the Old Town area. The chosen location for the project must have approval for use by the landowner if on private property, or by the Town if on public property.
- All placemaking projects must be accessible to the public. If the project is within the public right-of-way (i.e. sidewalks) you must obtain a signature from adjacent property owners to confirm their support for the project.
- Notwithstanding the above, the Town may consider placemaking projects located within the Old Town Area of Influence or other areas within the town, subject to the specific merit of the proposal and the alignment of the project with the grant program goals.

2

Establish a Plan & Budget:

- The placemaking project should be of a scale and scope that a Minor Grant or Major Grant can cover the expenses associated with the project.
- Be creative and think about what you would like to see in the Old Town area.
- Think about what will bring the community together and enhance a space. Consult the 'Guiding Principles' and 'Project Examples' included in this guide.
- Make your budget as detailed as possible, and do your best not to underestimate any expenses.

3

Complete and Submit all Applicable Application Forms:

- Fill out all applicable application forms and submit them to the Town via email.
- If you have any questions relating to application material, please contact planning@stonyplain.com.
- If you have any additional application materials you would like to submit such as sketches or conceptual drawings, you may also submit these to the Town for review along with the other application forms included in your submission.

4

Town Review of Applications:

- The Town will review all application materials and assess them using the established Scoring Criteria included in this guide.
- A shortlist of potential projects will be developed based on the ranking established by the Scoring Criteria and budget availability.

5

Town Meetings with Project Teams:

- The Town will meet with each project team to discuss their potential project.
- The Town will highlight any required edits or changes to the applicant's Placemaking Project to ensure project feasibility and alignment with Town goals.

6

Selection of Grant Recipients:

- Each successful applicant will be notified by the Town using the contact information provided in their application.

PROJECT IMPLEMENTATION PROCESS

1

Pre-Implementation Meeting with Town:

- The Town will meet with each successful applicant to offer insights regarding how to implement their project, receive appropriate approvals, and complete the necessary post-project reporting.

2

Signing of Funding Agreement:

- The successful applicants will sign a Funding Agreement with the Town to confirm their acknowledgement of Town expectations and the appropriate use of funds.

3

Implementation:

- Grant recipients will lead the construction and implementation of their Placemaking Project and will be responsible for sourcing applicable materials and hiring applicable contractors.

4

Expense Reporting:

- Following the completion of Placemaking Projects, grant recipients are required to complete an Expense Report on the actual costs incurred from the implementation of their project.

5

Receiving Grant Funding:

- Grant funding will be issued to each recipient as a reimbursement based on the Expense Report provided by each applicant.

6

Post-Project Reporting:

- Following the completion of the Placemaking Project, each successful applicant will complete the required Post-Project Reporting to inform the Town of the outcome of the project and to describe how the grant funding was used. Media quotes and photo release forms will also be required for Town purposes.

APPLICATION & PROJECT TIMELINE

	APPLICATION/ PROJECT PHASE	APPLICATION/ PROJECT TIMELINE*
1	APPLICATIONS OPEN	Timeline: January (Week 4)
2	APPLICATIONS DUE	Timeline: March (Week 4)
3	PROJECT SELECTION ANNOUNCEMENTS	Timeline: April (Week 4)
4	SIGNING OF FUNDING AGREEMENT	Timeline: May
5	PROJECT IMPLEMENTATION & CONSTRUCTION	Timeline: May - November
6	EXPENSE REPORTING	Timeline: May - November
7	RECEIVING GRANT FUNDING	Timeline: May - November
8	POST-PROJECT REPORTING	Timeline: May - November

*Projects that are intended to be implemented outside of the 'Project Implementation/Construction' timeline listed above (i.e. projects intended for the months December, January, February, March, April or May) may be considered on a rolling basis, subject to budget availability and prior grants provided during the applicable budget year.

OVERVIEW OF EVALUATION PROCESS

The Town will review all applications based on the Scoring Criteria described below to ensure that the selected initiatives are feasible and beneficial to the community. Projects in the Old Town area are preferred, however, projects in the Old Town Community Plan Area of Influence or other areas of the town may also be considered.

A Scoring Criteria form is included as part of the application form package. Applicants are expected to indicate on this form the criteria that their project aligns with. The Town will take the applicant's self-evaluation into consideration when evaluating their application.

Funding decisions made by the Town are final and cannot be appealed. The Town reserves the right to consider exceptions and make changes to the program based on their discretion to meet the goals of the Placemaking Grant Program. The Town also reserves the right to refuse projects.

SCORING CRITERIA

Criteria	Low (Limited)	Medium (Adequate)	High (Exemplary)
Project Practicality			
<ul style="list-style-type: none"> The Project Budget is realistic and is within the scope of the Placemaking Grant Program The project can be completed within the specified timeline The application includes support from adjacent property owners to confirm their support for the applicant's placemaking project 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Impact			
<ul style="list-style-type: none"> The project provides a measurable and lasting benefit to a wide range of community members The project contributes to creating a unique sense of place The applicant includes appropriate consideration for the mitigation of negative impacts 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Innovation & Creativity			
<ul style="list-style-type: none"> The project is distinctive from existing approaches The project is in response to a recognized area for improvement or opportunity in the community The project demonstrates creativity and innovation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. PROJECT CONSIDERATIONS

ELIGIBLE PROJECT REQUIREMENTS

Eligible projects will align with the following requirements:

- Projects must be accessible to the public
- Projects must not include any fees for use or entry
- Projects must provide a public benefit
- Projects may not pose any risk to public safety

ELIGIBLE EXPENSES

Placemaking Projects

- Project Materials
- Contracted Labour Costs
- General Liability Insurance & Event Liability Insurance
- Other expenditures directly related to and required to complete the placemaking project/event.
- Development Permit or License of Occupation Fees. Where there are fees associated with municipal permits, grant funding can be applied with no cost to the applicant.

Placemaking Events

- Project Materials
- Contracted Labour Costs
- Event Space Rental
- Equipment or Materials Rentals
- General Liability Insurance or Event Liability Insurance
- Food & Beverage (non-alcoholic) when incorporated into a placemaking event (may not exceed 25% total budget)
- Other expenditures directly related to and required to complete the placemaking project/event.

Note: Applicants are encouraged to prioritize Stony Plain based businesses, labour and expertise whenever possible.

INELIGIBLE EXPENSES

- Costs incurred as part of the application process
- Expenditures incurred before signing the Funding Agreement
- Expenditures not related to the grant project as outlined in the application
- Projects that are not accessible to the general public
- Projects or Events occurring outside of the town
- Programs, projects, events expected to be profitable or intended as a fundraiser
- Political/public policy campaigns
- Personal use items
- Travel expenses
- Salaries
- Alcoholic beverages
- Cannabis
- Prizes including gift cards or merchandise

MAINTENANCE PLAN & COMMITMENT

Different placemaking projects will have various project lifetimes. Some projects may be temporary and removed after a certain period of time, while other projects may be permanent or used over a long-term period.

Examples of short-term, or temporary projects may include:

- Programming & Events
- Parklets
- Vacant Lot/Storefront Projects
- Pop-up Plaza/Park

Examples of long-term, or permanent projects may include:

- Murals
- Painted Sidewalks
- Utility Cabinet Wraps

Some types of projects may be considered temporary or permanent depending on how they are implemented. For example, street furniture may be considered temporary if implemented in a low-cost, moveable format, or could be considered permanent if constructed to a municipal standard.

Typically, temporary projects will require maintenance while they are in use. For such projects, a Maintenance Plan and Commitment is required to ensure that placemaking projects are properly maintained. Applicants are required to specify the timeframe for which the project will be in use and for which they can commit to the upkeep of the project. Applicants are responsible to maintain their project for the timeframe specified. After this timeframe, applicants are responsible for the decommissioning of their placemaking projects. A portion of grant funding may be withheld until a temporary project is successfully decommissioned.

At any point, if a placemaking project falls into disrepair, becomes unsightly, or becomes a hazard to the public, the Town may remove the project.

LIABILITY & INSURANCE

Some placemaking projects may require the applicant to hold liability insurance. Depending on the project type, General Liability Insurance or Event Liability Insurance may be required. The Town may be required to be listed as an additional insured depending on the scope of the proposed project (such as when the project is proposed to be located on public property). It is the responsibility of the applicant to obtain the appropriate insurance applicable to their placemaking project for the duration of the project. The applicable insurance policy must be in effect, and proof of insurance must be provided to the Town prior to the implementation of applicable placemaking projects.

APPROVALS

Depending on the location and scope of the placemaking project, the applicant may be required to obtain a Development Permit, a Street Obstruction or Barricade Permit, or a Road Closure Permit (for projects in the road right-of-way) prior to the implementation of their project.

POST-PROJECT REPORTING

To allow the Town to assess the success of projects funded by the Placemaking Grant Program, post-project reporting is required for all successful applicants. This reporting will help the Town to understand the impact of projects on the community, and gather learnings for future projects and granting periods. The following information is required as part of the post-project reporting:

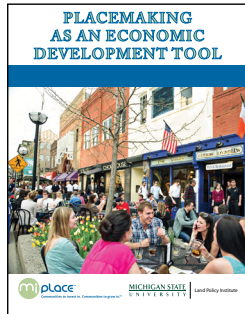
- A summary of how funding was used
- Description of the project's community impact
- Photos of the final project/event

Post-project reporting must be submitted to the Town within 90 days of the project's conclusion.



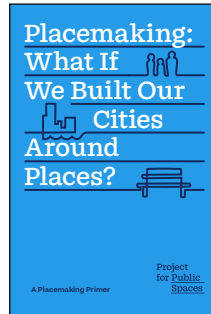
5. PLACEMAKING RESOURCES

REFERENCE MATERIAL



Placemaking as an Economic Development Tool: A Placemaking Guidebook

Credit: Michigan State University



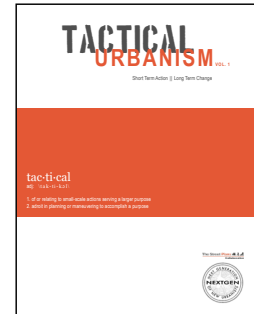
Placemaking: What if We Built Our Cities Around Places

Credit: Project for Public Spaces



Tactical Urbanist's Guide to Materials and Design

Credit: The Street Plans Collaborative



Tactical Urbanism: Short Term Action | Long Term Change

Credit: The Street Plans Collaborative, NextGen

LINKS TO TOWN PLANS

- Municipal Development Plan
- Old Town Community Plan
- Urban Design Toolkit
- Strategic Plan
- Corporate Plan
- Art in Public Places Strategy
- Arts, Culture & Heritage Action Plan

COMMUNITY RESOURCES

- Neighbourhood Connect
- Town Events Calendar
- Volunteer Requests

CONTACT US

Planning & Development

- Email: planning@stonyplain.com
- Phone: 780-963-8598

DEFINITIONS

Creative Placemaking: means the process in which partners from public, private, non-profit and community sectors strategically shape the physical and social character of an area around arts and cultural activities.

Green Infrastructure: refers to a wide range of interventions that incorporate natural and semi-natural elements designed to manage and deliver a range of ecosystem services. Examples of green infrastructure outcomes include enhancing biodiversity, improving water management and water purification, and improving air quality.

Lighter, Quicker, Cheaper (LQC): means the local development strategy that leverages low cost, low risk community led projects to efficiently create vibrant places and support placemaking outcomes. The term 'Lighter, Quicker, Cheaper' was introduced by Eric Reynolds of Urban Space Management.

Parklets: are projects that extend the public realm by converting curbside parking spaces into usable public space. Typical parklets extend from the sidewalk and incorporate elements such as seating, greenery, or bike parking to convert spaces formerly dedicated to cars into spaces dedicated to people.

Placemaking: means the process of creating quality places where people want to live, work, play, and visit.

Public Realm and Public Space: Publicly-owned spaces that anyone can enter for free including streets, sidewalks, parking spaces, right-of-ways, alleys, plazas, greenways, etc.

Sense of Place: refers to how someone perceives and experiences an environment. Sense of place can refer to the intrinsic character of a place and the emotional bonds that people create through spending time in that place.

Strategic Placemaking: means the process of creating quality places with the aim to attract new workers, residents, and economic benefits.

Tactical Placemaking: means the process of creating quality places through incremental, small scale improvements and usually implements short-term, low cost projects that can be added to public spaces that involve minimal risk and high rewards for the community.

Utility Box Wraps: are public art installations that are implemented on public utility boxes, such as those used for electrical, traffic, or water service to make them more visually appealing. To implement utility box wraps, coordination is required with the Town and applicable utility providers.

DETAILED SCORING CRITERIA

Criterion	Low (Limited)	Medium (Adequate)	High (Exemplary)
Project Practicality			
<ul style="list-style-type: none"> The Project Budget is realistic and is within the scope of the Placemaking Grant Program The project can be completed within the specified project timeline The application includes support from community members and adjacent property owners 	The project cannot be feasibly implemented within the specified budget and timeline. The application shows limited support from adjacent property owners and community members.	The project can be reasonably implemented within the specified budget and timeline. The application shows adequate support from adjacent property owners and community members.	The project can be easily implemented within the specified budget and timeline. The application shows exceptional support from adjacent property owners and community members.
Project Impact			
<ul style="list-style-type: none"> The project provides a measurable and lasting benefit to a wide range of community members The project contributes to creating a unique sense of place The applicant includes appropriate consideration for the mitigation of negative impacts 	The proposed placemaking project has a low probability of providing a measurable and lasting benefit to community members and contributing to a sense of place. The applicant shows limited evidence of consideration for the mitigation of negative impacts associated with the proposed project.	The proposed placemaking project has a reasonable probability of providing a measurable and lasting benefit to community members and contributing to a sense of place. The applicant shows adequate evidence of consideration for the mitigation of negative impacts associated with the proposed project.	The proposed placemaking project has an excellent probability of providing a measurable and lasting benefit to a wide range of community members and creating a strong sense of place. The applicant shows evidence of detailed consideration for the mitigation of negative impacts associated with the proposed project.
Project Innovation & Creativity			
<ul style="list-style-type: none"> The project is distinctive from existing approaches The project is in response to a recognized problem or opportunity in the community The project demonstrates creativity and innovation 	The proposed placemaking project is very similar to existing projects seen in Stony Plain and does not address an existing problem or opportunity. The proposed placemaking project shows limited creativity and innovation.	The proposed placemaking project is somewhat similar to existing projects seen in Stony Plain and adequately addresses an existing problem or opportunity. The proposed placemaking project shows adequate creativity or innovation.	The proposed placemaking project is unique from any projects currently seen in Stony Plain and creatively addresses an existing problem or opportunity. The proposed placemaking project shows exceptional creativity and innovation.

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PLACEMAKING

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POST-PROJECT CHECKLIST

☐

Expense Reporting Form

This form details the actual expenses incurred as part of the implementation of a placemaking project.

☐

Receipts & Related Paperwork

Receipts and related paperwork should be provided for all expenses included in the Expense Reporting Form. Invoices from any contracted labour should also be included with these materials.

☐

Post Project Reporting Form

This form details how funds were used to implement a placemaking project, and the impact that the project had on the community. This form is also used to collect feedback from participants to improve the Placemaking Grant Program.

☐

Photos of the Completed Project

Photos should be taken of completed placemaking projects to be used for Town purposes, such as on the Town's website or in future promotion for the Placemaking Grant Program. Event-based placemaking projects should take photos during the placemaking event.

☐

Media Quotes

Media quotes should be provided for use on the Town's website, social media, and for future promotion of the Placemaking Grant Program. Media quotes should detail your experience with the Placemaking Grant Program and include details about your placemaking project and its impact on the community.

☐

Photo Release Forms

Photo release forms will be provided to project teams by the Town. These forms are used to certify your permission for the Town to use your photos (such as on their website, social media, and in any applicable promotional material).

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EXPENSE REPORTING

Please submit all applicable receipts and paperwork related to your project expenses along with this Expense Report.

Please fill in the form below with all eligible expenses incurred in the construction/implementation of your placemaking project. Refer to the “Eligible Expenses” and “Ineligible Expenses” section of the Placemaking Grant Guide.

Name of Budget Item	Cost (\$)
---------------------	-----------

Total (\$)

If additional space is needed, please continue your expenses on the following page.

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EXPENSE REPORTING (continued)

Name of Budget Item	Cost (\$)
---------------------	-----------

Total (\$)

Please submit all applicable receipts and paperwork related to your project expenses along with this Expense Report.

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POST PROJECT REPORTING

Please summarize how grant funds were used for your placemaking project:

Please provide a description of your placemaking project's impact on the community:

How was your overall experience with the Town's Placemaking Grant Program?

- ☐ Very Satisfied
- ☐ Somewhat Satisfied
- ☐ Neutral
- ☐ Somewhat Dissatisfied
- ☐ Very Dissatisfied

Please provide suggestions regarding how the Placemaking Program could be improved:

When submitting your Post-Project Reporting form to the Town, please consult the 'Post-Project Checklist' for complete submission requirements.