**2023 HCIP Operational Grant Worksheet**

This worksheet is a tool to help your organization prepare your answers for the HCIP Operational Grant. Please note that final submission of this application must be completed through EHC’s online grants portal.

In addition to the questions below, please have the following documents prepared for submission in a digital format:

* Current list of Board of Directors, including names and addresses
* Current list of paid staff members and their positions (if applicable)
* Most recent Annual Report or minutes from the most recent AGM
* Most recent Proof of Filing of your Annual Return from Service Alberta
* Society’s bylaws (if a new applicant) or any new amendments
* Comparative Financial Statements for your organization’s most recently completed fiscal year
* For grant requests of less than $30,000, comparative financial statements must be independently reviewed and/or signed by two board members other than the Treasurer, as specified in the Society Bylaws.
* For grant requests of $30,000 or more, comparative financial statements must be independently audited and signed by a CPA with an auditor’s report.
* Detailed schedule of organizational, staffing, and operating expenses aligning with the most recent completed fiscal year as represented in the organization’s financial statements.
* Operational Grant Budget Form – available at: <https://edmontonheritage.ca/grants/operational-grant/> or in the grants portal
* Operational Grant Signature Page - – available at: <https://edmontonheritage.ca/grants/operational-grant/> or in the grants portal

**Questions**

1. Please select the criteria that applies to your organization (both may apply):
* My organization is responsible for the maintenance of a facility that is accessible to the public for a minimum of 200 hours per calendar year.
* My organization has provided regular heritage programming to Edmontonians for a minimum of three years.
1. Provide your organization’s mission, vision, and mandate.
2. Provide the date for your organization’s next AGM.
3. Provide a brief summary of your previous year’s activities.
4. Provide a brief summary of planned activities for the upcoming year.
5. What were some of the major challenges that your organization experienced in the previous year?
6. What were some of the major successes that your organization experienced in the previous year?
7. Describe your organization’s approach to strategic planning. If available, please include your organization’s current strategic plan with this application.
8. What actions has your organization taken in the past year with regards to succession planning for your staff, volunteers, or board of directors?
9. What actions do you anticipate taking with regards to succession planning in the current/upcoming year?
10. If your organization is responsible for a facility, how many hours is your facility open to the public in a regular year?
11. If your organization is not responsible for a facility, how many hours of programming does your organization offer to the public in a regular year?
12. Over the past year, did your organization’s public opening hours or programming hours change?
Yes or No

If yes, how did they change?

1. Do you anticipate that your organization’s public opening hours or programming hours will be altered in the upcoming/current year? Please explain.
2. What has your organization done in the past year to address the Calls to Action of the Truth & Reconciliation Commission (TRC)? <https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls_to_Action_English2.pdf>
3. What are your organization’s plans for the current/upcoming year to address the Calls to Action of the TRC? <https://ehprnh2mwo3.exactdn.com/wp-content/uploads/2021/01/Calls_to_Action_English2.pdf>
4. Does your organization have an equity policy?

Yes or No

If yes, please include it as an attachment to your application.

1. How many paid staff does your organization employ?
2. Full-time
3. Part-time
4. Contract
5. Outline any professional development opportunities undertaken by your staff, board members, or volunteers related to their work with the organization in the past year.
6. Outline any professional development opportunities planned for staff, board members, or volunteers in the current/upcoming year.

As part of the Edmonton Heritage Council’s commitment to *Connections & Exchanges: A 10-Year Plan to Transform Arts and Heritage in Edmonton*, EHC is gathering data to measure the heritage sector’s performance through a Measurement, Evaluation, and Learning framework (MEL). We ask that you please respond honestly to the following self-assessment questions so that we may gain a clear picture of our sector and its growth.

Based on the scales below, please identify how well you feel your organization does in the following areas of practice:

1. Sustainable funding models - select from 1 to 4 below:
2. No future planning, no strategic reserves
3. Either some future planning or some strategic reserves, but not both or limited in one.
4. Semi-developed future planning and strategic reserves.
5. Well-developed future planning and strategic reserves.

Please elaborate:

1. Use of technology internally – select from 1 to 4 below:
2. No technological use in the organization beyond basic computer access.
3. Files and organizational processes are somewhat digitized, but paper filing is prioritized.
4. Technology is integrated into services and is the main tool for filing and organizational processes.
5. Technology is consistently integrated into all work and systems. Organization uses technology as a tool to innovate and improve work.

Please elaborate:

1. Organization’s Website – select from 1 to 3 below:

1- No website or website with very little functionality.

2- Website is functional, but either inaccessible (hard to read, hard to navigate) or has very few visitors (under 100 visits per year).

3- Website is fully functional and well visited (over 100 visits a year).

Please elaborate:

1. Social Media Use – select from 1 to 4 below
2. Little to no use of social media outlets.
3. Presence on one social media outlet with minimal posting and engagement.
4. Consistent posting on a few social media outlets that generates some engagement.
5. Regular posting on a variety of social media outlets that generates significant engagement.

Please elaborate:

1. Quality of management practices – select from 1 to 4 below
2. No strategic planning, succession planning, or processes for evaluating organizational performance.
3. Some strategic planning, succession planning, or processes for evaluating organizational performance, but not all or limited in one.
4. Semi-developed strategic planning, succession planning, and processes for evaluating organizational performance.
5. Well-developed strategic planning, succession planning, and processes for evaluating organizational performance.

Please elaborate:

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1. How many members does your organization have?
2. How many of your members live outside of Edmonton?
3. How many of your members live outside of Canada?
4. If you have a facility, how many people visited in the past year?
5. If different from above, how many people accessed your programs in the past year?
6. If your organization does not operate a facility, please list the sites/locations where programming was held.
7. How many people currently volunteer with your organization?
8. How many hours were volunteered for your organization in the past year?
9. Please describe the core tasks that volunteers undertake with your organization.
10. Please provide any other engagement metrics of note that your organization gathers (ex. detail on program participation, website visitation, social media engagement).

1. If your organization has an accumulated surplus of more than $100,000, please explain how you intend to use these funds.
2. If your organization has an accumulated debt, please outline your five-year plan to alleviate your debt.