

The Community Impact Grants stream of the Heritage Community Investment Program (HCIP) provides project-based assistance to organizations and individuals to preserve, research, document, interpret, celebrate, and raise awareness of the history and heritage of Edmonton. This program is designed to encourage larger projects that document, interpret, and share the stories of our city.

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## Our Commitment

The Edmonton Heritage Council (EHC) is committed to connecting people with the stories of our city. We provide leadership, support, and programs to help Edmontonians research, preserve, interpret, and advocate for their heritage.

EHC is here to support the building of great projects in our city. We see ourselves as a supportive funder, here to aid our applicants through all stages of the process to help bring great projects to life.

Through the HCIP, EHC is committed to achieving the aims of [\*\*\*Connections and Exchanges: A 10-Year Plan to Transform Arts and Heritage in Edmonton\*\*\*](#) alongside its partners: the City of Edmonton, Edmonton Arts Council, and Arts Habitat Edmonton.

The EHC also commits to:

- Reconciliation, namely establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples.
- The principle of Indigenous cultural independence and agency.
- Ensuring equitable processes are used when making granting decisions.

We ask those applying to this program to join us in these commitments in their work.

## Your Commitment

As grant applicants, you bring expertise and creativity to connect people and enhance heritage in Edmonton. In receiving a grant, you commit to:

- Keeping the EHC apprised of substantial project updates and key dates including special events, launches, and press and media opportunities.
- Acknowledging the EHC in all promotional materials.
- Submitting a Final Report to the EHC upon project completion and within the deadline identified in your grant agreement.



### Note on Financial Impact of Grant Income:

Please note grants are taxable income that must be reported when filing personal income taxes. If successful, the grant cheque will be made out to the organization or individual identified as the applicant on the grant application form. EHC is unable to distribute grant funds to multiple recipients or make grant payments in installments. EHC recommends seeking professional accounting assistance if you have questions about reporting this income. It may be helpful for individual applicants to accept the funds through an organizational partner. Please take this into account when applying.

## Eligibility

- The applicant must be an individual, registered non-profit society, or collective of individuals whose residence or location of work is in the Edmonton metropolitan region.
- The applicant must be a Canadian citizen or permanent resident over the age of 18.
- Individuals must be partnered with organizations and groups doing this work in Edmonton.
- An applicant cannot have an existing Research & Planning, Project Accelerator or Change Capital grant project underway for which they have not yet submitted a final report. If you receive a Community Impact Project Grant you may not receive a Research & Planning, Project Accelerator, or Change Capital grant within the same calendar year.
- The project must have programming and interpretation specifically about Edmonton or have a demonstrated benefit to Edmontonians.
- The applicant must be up to date with final reports for other HCIP-funded work, including returning any unused grant funds. Applicants who have been granted extensions on other HCIP-funded work are also not eligible to apply.

- Project work cannot already be underway and cannot begin prior to receiving notification of grant results from the EHC.
- The project must be a one-time or pilot initiative with clear start and end dates, as well as a specific scope of activities separate from regular operations and/or programs.
- HCIP excludes educational institutions and government owned and/or operated facilities.

The following projects are no longer eligible for funding through this grant stream:

- Historical or heritage tours (please contact EHC's ECAMP Curator at [info@citymuseumedmonton.ca](mailto:info@citymuseumedmonton.ca) to discuss heritage tour ideas).
- Organizational histories or organizational anniversary projects, including, but not limited to, events, podcasts, books, and documentaries.
- Organizational Anniversary events are not eligible.
- Internal capacity-building projects. Please submit your application for this work through HCIP's [Change Capital Project Grant](#) or [Career Development Grant](#) Streams

## Application Requirements

All applications must include the following documents:

- Completed Application Form
- Completed and Balanced HCIP Budget Form.
- Budget Notes that provide further details on costs and clearly detail how EHC money will be used.
- Project Narrative, maximum six pages, including:
  - Description of the project, outlining how it meets the purpose and eligibility of this grant stream and aligns with the aims and actions from *Connections & Exchanges* listed in the evaluation section below.



- Description of how this project will enhance the Edmonton story and be of benefit to Edmontonians.
- List of partners and contributors involved with the project, including detailed descriptions of their heritage practice, skills, and expertise.
- Description of how you will ensure an ethical approach to your work with the communities involved in your project.
- Response to the question: How will this project benefit or affect Indigenous communities in amiskwacîwâskahikan (Edmonton)?
- Details of your relationship and plans to work with any cultural or identity groups that are central to the themes of your work.
- Description of how the project adheres to COVID-19 public health guidelines to ensure the safety of project team, partners, and participants
- If applicable, an outline of how the project builds upon prior heritage project work
- Is there any additional context to your project or yourself that you'd like to provide?

- If applying as an organization, an Organizational Overview, maximum 1 page, summarizing the applicant's activities over the past year, including programs, projects, and partnerships
- If applying as an individual please include a 1 page summary of relevant experience that helps us understand why you are the person to undertake this work.
- Organizational Documents:
  - Current list of Board of Directors, including names and addresses
  - Most recent Annual Report or minutes from the most recent AGM
  - Proof of Annual Return filing with the Province of Alberta Corporate Registry demonstrating that the organization is in good standing
  - Financial Statements from the organization's most recent completed fiscal year, reviewed and signed by Board members, other than the Treasurer, as specified in the Society Bylaws
  - For first-time applicants only: a copy of the Society's Bylaws and up-to-date amendments.
- Supporting Documents:
  - Curriculum Vitae, resumes, or job descriptions for key staff, project partners, and/or volunteers (max. 2 pages each), emphasizing relevant heritage skills and experience
  - Vendor-supplied quotes or estimates to support listed project expenses
  - Letters of support from project partners

Additional information to complete your application may be requested by the EHC staff before the jury evaluation.

**NEW FOR 2022:** Please note that EHC is taking a more considered approach to projects involving Indigenous Peoples in order to ensure that these projects take careful consideration for the importance of doing this work right. You may receive additional questions related to your application if you are focusing on Indigenous communities.

- Project implementation plan with timelines, key milestones, and anticipated outcomes.
- Curriculum vitae, resumes, or job descriptions for the project lead and key project partners.



## Eligible Expenses

The Community Project Grant will invest up to a maximum of \$20,000, directly associated with the development and production of projects related to Edmonton's heritage and history, including but not limited to:

- Contracted or dedicated project staff salary and wages
- Research and documentation activities
- Outreach and engagement activities

The Community Impact Project Grant is intended to fund one-time projects with clear start and end dates that have a specific scope of activities separate from regular operations and/or programs.

Expenses that have already been incurred, capital purchases, and costs related to fundraising efforts are not eligible to be covered under this grant.

## Application Evaluation

The EHC reviews all applications for completeness and program eligibility. A community jury, appointed by the EHC, evaluates all eligible applications. Jury recommendations are confirmed by the EHC Board of Directors.

Jury members base their recommendations on the proven and potential merit of each application. In determining merit, the jury will consider many factors, including:

- Alignment with the EHC's Strategic Goals, as outlined in Connections & Exchanges, and EHC's Equity Policy
- The project's support of new stories, documentation, and collections, reflecting the diversity of Edmonton heritage
- The capacity of the organization and project team to complete the project

- Demonstrated partnerships and involvement of Edmonton residents, external organizations, and/or businesses
- The fiscal responsibility of the applicant

The jury bases their recommendations on each project's potential value and impact on Edmonton's heritage community while considering each application's alignment with *Connections & Exchanges*. The following Aims and Actions are prioritized in making funding decisions for the Community Impact Project grant.

**Aim:** Edmontonians feel a sense of belonging and connectedness to people, places, and stories.

- **Action:** *Create and support opportunities for cultural connection and documentation that increases understanding between people, communities, and places.*
- **Action:** *Develop new heritage interpretative experiences (digital and analog) to increase visibility, improve access and broaden engagement.*
- **Action:** *Contribute actively to placemaking that includes cultural landscape, natural history, built history, object, language, and story*
- **Action:** *Indigenous peoples are supported in revitalizing and participating in cultural traditions locally that reflect their connections to ancestors, the land and living traditions.*

**Aim:** Conditions are in place to remove barriers for all Edmontonians to participate in cultural experiences.

- **Action:** *Expand and target learning opportunities to build sector capacity and awareness in order to remove barriers.*
- **Action:** *Resource Indigenous-led activities that support the reclamation of Indigeneity.*

**Aim:** Diverse platforms for collaboration exist within Edmonton that allow artistic and heritage communities to connect, create, and collaborate.



→ **Action:** *Connect individuals, groups, and organizations with the people, skills, networks, and resources they need to do high-quality, creative, and innovative heritage work.*

*PLEASE NOTE: Requests for funding regularly exceed the dollars available. Not every eligible application will receive funding, and the amounts approved for each project may be less than the amount requested.*

Funding decisions are based on alignment with evaluation criteria, the number of requests received, and consideration to support for a range of projects that tell diverse Edmonton stories.

## Application Timeline

The application process from the application deadline to the notification of funding can take up to five weeks.

Projects that begin prior to notification of grant results are not eligible for funding. Eligible projects cannot begin until five (5) weeks after the application deadline and must be complete within one (1) year of notification of funding.

## Application Submission

Complete applications must be submitted as a **single-document PDF** by e-mail to [grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca) or in-person at the EHC offices as an unbound, single-sided, hard copy by Friday, March 4, 2022, at 4:00 PM:

Edmonton Heritage Council  
Prince of Wales Armouries Heritage Centre  
218A – 10440 108 Avenue NW  
Edmonton, AB T5H 3Z9

The EHC is here to support you through the grants process. Please get in touch with us early so we can help you with your application and ensure that you are on the right track. You are welcome to send in draft applications can be submitted for feedback **up to two weeks prior to the deadline**.

Late or incomplete applications will not be accepted.

### For more information, please contact:

EHC Grants Team  
[grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca)  
Edmonton Heritage Council  
Prince of Wales Armouries Heritage Centre  
218A – 10440 108 Avenue NW