

The Career Development Grant provides funding assistance (up to \$4,000) for individual heritage practitioners to participate in opportunities that will result in gaining new skills and knowledge to support the development of heritage work in Edmonton. Opportunities may include conferences, workshops, seminars, or coursework, offered in-person or online, locally or outside of Edmonton.

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.

Through HCIP, EHC is also committed to achieving the aims of [Connections & 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:

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

We ask those applying to this program to join us in these essential 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 updates related to your career development opportunity.
- Acknowledging the EHC in any promotional materials.
- Submitting a final report to EHC upon completion of the career development opportunity and by the deadline identified in your grant agreement.

To be eligible for a Career Development Grant:

- The applicant must be a Canadian citizen or permanent resident over the age of 18.
- The applicant must demonstrate active involvement in heritage work.
- The main purpose of the career development opportunity must pertain to the history and heritage of Edmonton and/or skills that will support work in this sector.
- The applicant cannot already have been awarded an HCIP Career Development Grant during the calendar year.
- 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.
- The career development opportunity must be a new venture for the applicant. Coursework as part of an ongoing educational program is not eligible.

Individuals employed by educational institutions or government owned and/or operated facilities are not



eligible to apply, unless they can demonstrate that the career development opportunity is outside of their role within the organization and of value to the broader heritage sector.

Application Requirements

All applications must include the following documents:

- Completed Application Form
- Completed and Balanced HCIP Budget Form
- Project Narrative, maximum two pages, including:
 - Description of the career development opportunity, outcomes, and objectives, including a brief timeline for completion
 - Rationale for how this training will benefit the applicant's development and Edmonton's heritage sector
 - An outline of the applicant's partnerships and connections to Edmonton-based organizations or projects
- Applicant's curriculum vitae or resume, maximum three pages
- Quotes to support listed expenses
- Conference or course description(s)

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

Eligible Expenses

The Career Development Grant will invest up to \$4,000 towards eligible expenses. Both online and in-person opportunities are eligible. Applicants can apply for more than one career development opportunity within the same application.

Eligible expenses include:

- Course registration/tuition fees
- Exam fees
- Required student fees
- Required course materials or software costs for duration of learning program
- Related travel expenses for opportunities taking place outside of the Edmonton area, including:
 - Long distance travel via bus or air, at the lowest advertised economy rate
 - Car rental or other local transportation, to a maximum charge of \$60/day for vehicle rental, including all gas, mileage, fees, and taxes
 - Mileage for personal vehicle use calculated at a rate of \$0.54/km using the most direct route between locations
 - Paid accommodation at the lowest advertised rate available
 - Private accommodation calculated at a flat rate of \$20 per night
 - Meal allowances, including all taxes and gratuity. Meal allowances cannot be claimed for meals that do not require an expenditure (ex. meals covered by conference registration fee)
 - Breakfast - \$15.00
 - Lunch - \$20.00
 - Supper - \$30.00

All expenses must be reflected in Canadian dollars in the grant budget. Please provide the exchange rate used, if necessary.



Capital costs (such as the purchase of computer equipment) and costs related to fundraising efforts are not eligible to be covered under this grant.

Application Evaluation

EHC Grants Staff reviews all applications for completeness and eligibility. A community peer jury, appointed by the EHC, then evaluates all eligible applications. The jury makes final funding recommendations to the EHC Board of Directors.

The jury bases their recommendations on each career development opportunity'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 Career Development Grant.

Aim: Dynamic exchanges of ideas and expertise occur between Edmonton's arts and heritage sector and the world.

→ **Action:** *Create opportunities for heritage practitioners to explore ideas around emerging local and global practice.*

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*

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.*

Application Timeline

Applications for the Career Development Grant are accepted and adjudicated through rolling intake.

Eligible career development opportunities cannot begin prior to grant submission. Notification of funding takes between five and eight weeks. The career development opportunity must be completed within one year of notification of funding.

Particularly for opportunities that start before notification of funding, applicants are reminded that funding is not guaranteed. 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 opportunities that will support heritage practitioners in sharing diverse Edmonton stories.

Application Submission

Complete applications must be submitted by email as a **single-document PDF** to grants@edmontonheritage.ca.

The EHC strongly encourages all potential applicants to contact staff prior to submission to confirm eligibility and completeness of applications. Draft applications can be submitted for feedback prior to official submission. Incomplete applications will not be accepted.

For more information, please contact:

EHC Grants Coordinator

grants@edmontonheritage.ca

www.edmontonheritage.ca/grants