

Application Checklist

REQUIRED:

- Completed Application Form
- Completed and Balanced HCIP Budget Form
- Project Narrative, maximum six pages
- Organizational Overview, maximum one page
- Quotes for external consulting fees or services
- Organizational Documents:
 - Current list of Board of Directors, including names and addresses
 - Most recent Annual Report or minutes from the most recent AGM
 - Current Annual Return filing with the Province of Alberta Corporate Registry
 - Financial statements from the most recent completed fiscal year

Application Form

Name of Applicant Organization: _____

Primary Contact: _____ Title: _____

Mailing Address: _____

City: _____ Postal Code: _____

Telephone: _____ Email: _____

Website (if applicable): _____

Project Title: _____

Project Start Date (mm/yyyy): _____ Project End Date (mm/yyyy): _____

Project Partners (please only list confirmed partners who will be actively working on the project): _____

Project Summary (maximum 100 words): Please note that your summary may be used in any external communications from Edmonton Heritage Council about your project.

Total Grant Request, to a maximum of \$20,000: \$ _____

Please select the Action from Connections & Exchanges that your project most directly addresses (please select only one response):

- Adopt inclusive practices in museums, archives, and historical research and programming.
- Expand and target learning opportunities to build sector capacity and awareness in order to remove barriers.
- Connect individuals, groups, and organizations with the people, skills, networks, and resources they need to do high-quality, creative, and innovative heritage work
- Retool and reorganize to meet the needs of a rapidly changing city.

Please select the Alberta Museums Association's Facet of Sustainability that this project addresses for your organization:

- Culture
- Health and Well-Being
- Environment
- Social Responsibility
- Financial

Which activities and outcomes are most relevant to this application? Please select **a maximum of 3 keywords or phrases** to describe your project. Examples may include (but are not limited to) strategic or succession planning, new program development, website development or redesign, governance review, human resources plan, marketing plan, digital strategy, professional development, volunteer program, archival plan, financial training, or funds development.

The Edmonton Heritage Council is always looking for ways to improve how we administer grant funds. Your responses to the questions below will assist in the design and delivery of our grant program. You are not obligated to answer any of the questions below, but we appreciate any information that you can provide to help us better understand how our grants serve the community.

Any information shared outside of EHC for the purposes of advocacy or awareness will only appear in aggregate statistical form.

1. Is this the organization's first application to the Heritage Community Investment Program (HCIP)?
 - Yes
 - No
2. How did you learn about HCIP grant opportunities?
 - Internet research
 - Social media
 - Traditional media (TV, newspaper, radio)
 - EHC Staff
 - Personal Networks (friends, family, colleagues)
 - Other: _____
3. My organization has a specific mandate to serve or share the heritage of (please select all that apply):
 - Indigenous Peoples (First Nations, Métis, or Inuit)
 - Visible Minority Groups
 - Official Language Minority Communities
 - Newcomers to Canada
 - Women
 - Children/Youth
 - Other: _____

Declaration of Applicant

I, _____, recognize that as an Applicant, I am responsible for ensuring that I understand and comply with all Grants Program requirements before submitting my application. To assist with my application, I have read and understood EHC's program documentation on their website and am aware that they offer advisory services prior to the deadline. If I do not include all required sections, I understand that my application will not be forwarded to the jury for consideration.

In making this application, we the undersigned applicant hereby declare that, to the best of our belief, the information provided is truthful and accurate; the application is made by officers of the organization that have the power to enter into contracts; and the applicant organization meets all of the criteria of fundamental eligibility to apply for a Change Capital Project Grant through the EHC.

Dated at: _____, Alberta this _____ Day of _____, 2021.
(city) (date) (month)

Signature: _____ Title: _____

The information on this application is being collected under the authority of Section 33© of the FOIP Act and will be used by the Edmonton Heritage Council to determine eligibility for the Heritage Community Investment Program and for purposes of administering the same.

The aggregate data may be used for program planning and evaluation. All information collected by the Edmonton Heritage Council is protected by the provisions of the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program of the Edmonton Heritage Council at 780-429-0166.

The Freedom of Information and Protection of Privacy Act (FOIP) regulates the collection and disclosure of personal information by municipalities and municipal boards and agencies. Organizational information may not be protected from disclosure in the interest of subjecting local government activity to public scrutiny. Aggregate information about programs funding through the Edmonton Heritage Council may be compiled and reported. Your organization will be contacted if any third-party requests specific organizational information contained in your application.