

The Change Capital Project Grant of the Heritage Community Investment Program (HCIP) provides funding (up to \$20,000) to heritage organizations to undertake projects that develop internal capacity and new strategies that build resilience within the heritage sector. Funding assists heritage organizations in strengthening their sustainability, as outlined in the [Alberta Museums Association's Sustainability Working Group Recommendations Report: Governance and Leadership, Agile and Efficient, and Ethical and Socially Responsible](#).

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 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:

- 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 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.

To be eligible for a Change Capital Project Grant through HCIP:

- The organization must be a non-profit society, registered in Alberta for at least one year.
- The organization must have received an HCIP grant in the past five years (exceptions may be made on a case-by-case basis – please contact EHC Grants Staff to confirm eligibility).
- The organization must have existing programming and interpretation specifically about Edmonton stories and 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 notification of funding.
- The project must have clear start and end dates, as well as a specific scope of activities separate from regular operations and/or programs.



Projects should address one of the Alberta Museums Association's Facets of Sustainability, which include:

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

Eligible projects include, but are not limited to:

- Strategic planning, succession planning, or governance review initiatives
- New program development
- Website development or redesign
- Human resources system development
- Marketing plan or digital strategy development
- New volunteer training and/or engagement initiatives
- Development of organizational archival plans
- Financial systems development or training
- Funds development initiatives

Educational institutions and government owned and/or operated facilities are not eligible applicants. Organizations that receive Operational funding through Edmonton Arts Council (EAC) are also not eligible to apply to the HCIP Change Capital Project Grant.

Application Requirements

Application to the Change Capital Project Grant is a two-stage process.

STEP ONE – EXPRESSION OF INTEREST

All potential applicants are required to submit a completed Expression of Interest (EOI) Application Form.

EOIs are reviewed by EHC Grants Staff to determine if the proposed project is eligible and in alignment with the goals of this grant stream. If the proposed project meets these criteria, the organization will be invited to submit a full application. In reviewing your EOI, EHC Grants Staff may provide constructive feedback to support further development of your project plan.

STEP TWO – FULL APPLICATION

If invited to submit a full application, applicants will be required to provide the following documents:

- Completed Application Form
- Completed and Balanced HCIP Budget Form (please note that budgets submitted in any other format will be considered ineligible)
- Project Narrative, maximum six pages, including the following:
 - Description of the project, including key project goals and outputs, and outlining how the project meets the purpose and eligibility of this grant program
 - List of key staff and/or contractors involved in the project, detailing their roles with regards to the project, as well as relevant heritage practice, skills, and professional expertise
 - Project implementation plan with timelines, key dates, and anticipated outcomes, including justification for why it is essential to undertake this work at this time
 - Description of the key benefits of this work for the organization and Edmonton's heritage sector, both now and into the future
 - Description of how the project will strengthen organizational sustainability in one or more of the facets of sustainability outlined in Alberta Museums Association's *Sustainability Working Group Recommendations Report*
 - Any additional information requested by EHC Grants Staff in response to the EOI review.
- Organizational Overview, maximum one page, summarizing the applicant's activities over the past year, including programs, projects, and partnerships, and identifying how the proposed project is distinct from current and ongoing activities and/or ways of working.
- Vendor-supplied quotes for external consulting fees and services



- ❑ 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

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

Eligible Expenses

The Change Capital Project Grant will invest up to \$20,000, directly associated with the development of internal capacity within Edmonton's heritage organizations. There is no matching requirement for this grant; funds can be used to cover 100% of project costs. Eligible expenses include, but are not limited to:

- Portion of staff salaries and wages for dedicated work on project
- Wages and fees for contracted professionals
- Costs for meeting space, equipment rental, or hospitality
- Elder honoraria and protocol
- Workshop or training costs

Expenses that have already been incurred and capital purchases (including the purchase of computers, cameras, and other technical equipment) are not eligible under this grant.

Application Evaluation

Full applications are reviewed by EHC Grants Staff to ensure completeness. A community peer jury, appointed by the EHC, evaluates all eligible applications. The jury makes final funding recommendations to the EHC Board of Directors.

The jury bases their recommendations on each project's long-term potential to build resilience in Edmonton's heritage sector while considering each application's alignment with *Connections & Exchanges*. The following Aims and Actions are prioritized in making funding decisions for the Change Capital Project Grant.

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

→ **Action:** *Work with organizations and individuals to adopt inclusive practices in museums, archives, and historical research and programming.*

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*

Aim: New and existing arts and heritage organizational capacity enables innovation and builds resilience in the sector.

→ **Action:** *Provide change capital to cultural organizations to retool and reorganize to meet the needs of a rapidly changing city.*

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

Applications for the Change Capital Project Grant are accepted and adjudicated through rolling intake. Applicants are encouraged to submit their EOI as early as possible in the calendar year. If the EOI is accepted, EHC Grants Staff will advise the organization of the deadline for submission of the full application.

Eligible projects cannot begin until notification of funding is received. Applicants are encouraged to apply at least two months prior to the planned project start date. Projects must be completed within one year of notification of funding.

Application Submission

Both the EOI and the full application must be submitted as **a single-document PDF** by e-mail to grants@edmontonheritage.ca.

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

For more information, please contact:

EHC Grants Coordinator

grants@edmontonheritage.ca

www.edmontonheritage.ca/grants