

## 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.

New for 2021, the Change Capital Project Grant of the Heritage Community Investment Program (HCIP) provides funding to heritage organizations to undertake projects that develop internal capacity and new strategies that build resilience within the heritage sector. The Change Capital Project Grant assists heritage organizations in strengthening their sustainability, as outlined in the *Alberta Museum Association's Sustainability Working Group Recommendations Report: Governance and Leadership, Agile and Efficient, and Ethical and Socially Responsible*.

Through HCIP, EHC is committed to achieving the aims of *Connections and Exchanges: A 10-Year Plan to Transform Arts and Heritage in Edmonton*. EHC has a mandate to help advance this work in the community with its partners: the City of Edmonton, Edmonton Arts Council, and ArtsHabitat 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.

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 the start of the 2021 calendar year.
- 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 Museum Association's Facets of Sustainability, which include:

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

## Your Commitment Continued...

Eligible projects include, but are not limited to:

- Strategic or succession planning initiatives
- New program development
- Website development or redesign
- Governance review
- Human resources system development
- Marketing plan development
- Digital strategy development
- Staff professional development plans
- Volunteer training and/or engagement initiatives
- Development and/or execution of organizational archival plans
- Financial training or funds development initiatives

HCIP excludes educational institutions and government owned and/or operated facilities. 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 – DUE SEPTEMBER 4, 2020**

All potential applicants are required to submit a maximum of two-page Expression of Interest (EOI), including:

- Description of the proposed project, including key project goals and anticipated outputs;
- Description of potential contracted experts and/or formal partnerships that will support the work;
- Outline of the key benefits of this project to the organization and Edmonton's heritage sector, including rationale for why it is important that this work be undertaken at this time.

EOIs are reviewed by EHC Grants Staff to determine if the proposed project is eligible and in alignment with the goals of the Change Capital Project Grant and *Connections & Exchanges*. If the proposed project meets these criteria, the organization will be invited to submit a full application.

### **STEP TWO – FULL APPLICATION – DUE OCTOBER 2, 2020**

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

- Complete Application Checklist
- Change Capital Project 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

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- 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 Museum Associations’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.
- 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
- Quotes for external consulting fees and services

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 \$25,000, 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 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 members will base their recommendations on the proven and potential merit of each application. In determining the 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 impact towards increasing heritage organization and practitioner capacity and building resilience in the heritage sector
- The long-term potential for the project to support new stories, documentation, and collections that reflect the diversity of Edmonton’s heritage
- The capacity of the organization and project staff to complete the project, including relevant heritage skills and experience
- Demonstrated partnerships and involvement of Edmonton residents, external organizations, and businesses
- The clarity and comprehensiveness of the project budget

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## 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

In order to be considered for a Change Capital Project Grant, an EOI must be submitted by Friday, September 4 at 4:00 PM.

If approved, the full application must be submitted by Friday, October 2, 2020 at 4:00 PM.

This grant is intended to support work for the 2021 calendar year. Eligible projects cannot begin until January 2021 and must be complete within one year of the project start date.

All applicants will be notified of funding results by mid-November 2020. Funding will not be disbursed until 2021.

## 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, September 4, 2020, at 4:00 PM:

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

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 **no later than two weeks before the grant deadline**.

Late or incomplete applications will not be accepted.

### For more information, please contact:

Julia Darby  
EHC Grants Coordinator  
[grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca)

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[www.edmontonheritage.ca/grants](http://www.edmontonheritage.ca/grants)