

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.

The Community Project Grants stream of the Heritage Community Investment Program (HCIP) provides project-based assistance to organizations to preserve, research, document, interpret, celebrate, and raise awareness of the history and heritage of Edmonton. This program is intended to result in diverse ways of presenting Edmonton's stories, for the benefit of all Edmontonians.

Through HCIP, EHC is committed to achieving the aims of [Connections & 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 ArtsHab Edmonton. The Community Project Grant prioritizes work on these Actions:

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

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 Community Project Grant through HCIP:

- The organization must be a non-profit society, registered in Alberta for at least one year.
- The project must have programming and interpretation specifically about the Edmonton story and have a demonstrated benefit to the residents of Edmonton.
- 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.

NEW FOR 2021

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 to discuss heritage tour ideas).
- Organizational histories or organizational anniversary projects, including, but not limited to, events, podcasts, books, and documentaries.
- Celebratory events; applications that include an event component as a means of engaging Edmontonians with their work or sharing project outcomes are still eligible.
- Internal capacity-building projects (please submit your application for this work through HCIP's Change Capital Project Grant stream).

Application Requirements

All applicants must include the following documents:

- Complete Application Checklist;
- Project Budget Form (please note that budgets submitted in any other format will be considered ineligible)
- Project Narrative, maximum six pages including:
 - One sentence summary of the project
 - Description of the project outlining how it meets the purpose and eligibility of this grant program
 - List of partners and contributors involved with the project, including detailed descriptions of their heritage practice, skills, and expertise
 - Project implementation plan with timelines, key dates, and anticipated outcomes
 - Description of how this project will enhance the Edmonton story and be of benefit to Edmontonians
- Organizational Overview, maximum one page, summarizing the applicant's activities over the past year, including programs, projects, and partnerships
- 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
 - Quotes for rentals or services

- Letters of support from project partners

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

Eligible Expenses

The Community Project Grant will invest up to 75% of eligible expenses to a maximum of \$25,000, 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 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 peer 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 staff to complete the project

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- Demonstrated partnerships and involvement of Edmonton residents, external organizations, and businesses
- The financial stability and fiscal responsibility of the organization

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

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 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

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