

Our Commitment

The Edmonton Heritage Council (EHC) is committed to connecting people with the stories of our city. We support an Edmonton that embraces its diverse heritage inclusive of all people, communities, and cultures on Treaty Six Territory consistent with the principles of Truth and Reconciliation.

The Operational Grants stream of the Heritage Community Investment Program (HCIP) provides support to museums, archives, and other heritage organizations to increase and develop their capacity in the research, preservation, and interpretation of Edmonton's heritage. Overall, the current goals and commitment of the HCIP are to:

- Tell more of Edmonton stories, especially from voices less heard;
- Increase stability in Edmonton's heritage sector;
- Develop professional skills and standards for research, evaluation, and collaboration.

Through HCIP, EHC is also committed to achieving the ambitions and aims of *Connections & Exchanges: A 10 Year Plan to Transform Arts and Heritage in Edmonton* (Connections & Exchanges). A significant part of EHC's mandate is to help advance this work in the community and with partners the City of Edmonton, Edmonton Arts Council, and ArtsHab. A key aim of the plan is to build heritage sector organization capacity and resilience.

The EHC is committed in its work to reconciliation, namely establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples. As outlined in *Connections & Exchanges*, EHC is also committed to the principle of Indigenous cultural independence and agency. We ask those applying to this program to join us in these essential commitments in their work.

The EHC is committed to ensuring that there are equitable processes used when making granting decisions.

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
- Upon request, helping us share your story with Edmontonians and beyond, through images, experiences and elements of your work.

To be eligible for an Operational Grant through the Heritage Community Investment Program:

- The organization must be a non-profit society, registered in Alberta for at least one year;
- The related activities of the organization must take place within the Metropolitan Region;
- The applicant must have submitted Final Reports for all previous grants and returned any unused funding to the EHC;
- Organizations with dedicated heritage facilities must be open for at least 200 hours per calendar year. Those without a dedicated facility must have ongoing public programming that promotes Edmonton's heritage.
- This program excludes educational institutions, recreation centres, community leagues, health facilities, religious institutions, and government-owned and/or operated facilities.

NEW!

- Capacity-Building Workshops
- Pilot Mentorship Program

For more information, visit
www.edmontonheritage.ca/grants

Application Requirements

All applicants must include the following documents:

- Complete Application Checklist;
- Operational Budget Form (or required budget information in the format used by your organization's accounting system);
- Organizational Narrative, maximum six pages including:
 - The organization's mandate and annual goals;
 - A summary of the past year's activities, highlighting successes and challenges;
 - A summary of current programs and activities in progress and planned for the upcoming year.
- 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 demonstrating the organization is in good standing.
- First-time applicants only: Society's Bylaws and up-to-date amendments.
- Financial Documents:
 - For grant requests of less than \$30,000, comparative financial statements must be independently reviewed and/or signed by board members other than the Treasurer, as specified in the Society Bylaws;
 - For grant requests of \$30,000 or more, comparative financial statements must be independently audited and signed by a CPA with an auditor's report;
 - A detailed schedule of organizational, staffing, and operating expenses aligning with the most recent completed fiscal year as represented in the organization's financial statements;
 - A detailed schedule of budgeted expenses for the current fiscal year.

Eligible Expenses

The Operational Grant will invest up to a maximum of 25% of expenses directly incurred by an organization's internal operations, including:

- Rent, lease, or mortgage and utility costs;
- Financial management;
- Core staff salary and wages;
- Professional development costs for board and staff;
- Liability insurance;
- Property maintenance, security, and cleaning;
- Office supplies.

Costs related to volunteer or donor retention, external communications, professional memberships, and program supplies are not eligible. The Operational Grant does not cover capital costs, including but not limited to the purchase of property, equipment, or artifacts.

NOTE: An organization can only receive one Operational Grant per year through the City of Edmonton. Community leagues, seniors centres, and arts organizations may be eligible for operational funding administered through other grants.

Application Evaluation

The EHC reviews all applications for completeness and program eligibility. A community peer jury, appointed by the Edmonton Heritage Council, then evaluates all eligible applications. The jury makes funding recommendations to the Edmonton Heritage Council Board of Directors, which then makes the final funding recommendations to the City of Edmonton.

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:

- The effect of the organization's activities on improving the quality of life in Edmonton through a direct benefit for residents;

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- The organization’s membership and volunteer base;
- The financial stability and fiscal responsibility of the organization.

Application Timeline

The application process from the application deadline to the notification of funding can take up to **five months**.



Application Submission

Complete applications must be submitted in unbound, single-sided, hard copy by Friday, September 27, 2019, at 4:00 PM to our offices:

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:

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 EHC Grants Coordinator
grants@edmontonheritage.ca

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