

Our Commitment

The Edmonton Heritage Council (EHC) is committed to connecting people with the stories of our city. The Operational Grant stream of the Heritage Community Investment Program (HCIP) provides support to museums, archives, and other heritage organizations to increase their capacity to research, preserve, interpret, and advocate for Edmonton's heritage.

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 \(Connections & Exchanges\)](#). EHC's mandate is to help advance this work in the community and with partners the City of Edmonton, Edmonton Arts Council, and ArtsHab Edmonton. A key aim of the plan is to build heritage sector organizational capacity and resilience, which is a core value of the HCIP Operational Grant.

The EHC is committed to reconciliation with Indigenous peoples, and mutually respectful relationships between Indigenous and non-Indigenous peoples. 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 equitable processes 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 organizational updates and key dates including special events, launches, and press and media opportunities
- Acknowledging the EHC in all promotional materials

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 be up to date with final reports for other HCIP-funded work, including returning any unused grant funds.
- The organization 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. Organizations that receive other Operational funding through the City of Edmonton are also not eligible to apply.

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.

Special Considerations for 2021 Operational Grant Applicants

The EHC recognizes that, due to the COVID-19 health crisis, many organizations have encountered new challenges over the past year. As such, the following accommodations have been made to this year's grant intake:

- The requirement that organizations with dedicated heritage facilities be open for a minimum of 200 hours during the calendar year has been removed for 2021.
- Please provide the same year's financial statements as included in your 2020 Operational Grant application, in addition to your most recent year, if available. Both years will be taken into consideration to ensure that decreased revenues and expenses resulting from COVID-19 restrictions do not impact eligible grant amounts.
- If your organization has experienced delays in your Annual Return filing or AGM, please note these delays within your application and provide the required documents from the previous year in their place.
- In the interest of promoting a dialogue about the effects of the health crisis on Edmonton's heritage sector, please be open and honest about how your organization responded to the challenges of the past year in your narrative summary.

Please reach out to EHC Grants Staff if you have any questions or concerns about meeting any of the outlined application requirements.

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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
- Utilities
- Financial management costs
- Staff salary and wages
- Professional development costs for board and staff
- Liability and property insurance
- Property maintenance, security, and cleaning
- Office supplies
- Ongoing public programming costs (NEW)
- Digital systems maintenance costs including websites, databases, and other core digital assets (NEW)

The Operational Grant does not cover capital costs, including but not limited to the purchase of property, equipment, artifacts, or digital assets, as well as major construction, renovation, or restoration work.

New for 2021

Public programming costs may now be included in your grant request. Eligible public programs should, as outlined in *Connections & Exchanges*, "contribute actively to placemaking that includes cultural landscape, natural history, built history, object, language, and story" and must be accessible to Edmontonians. Costs related to volunteer programs, fundraising programs, marketing programs (with the exception of digital asset maintenance, as outlined above), and one-time projects (including events) remain ineligible.

Application Evaluation

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

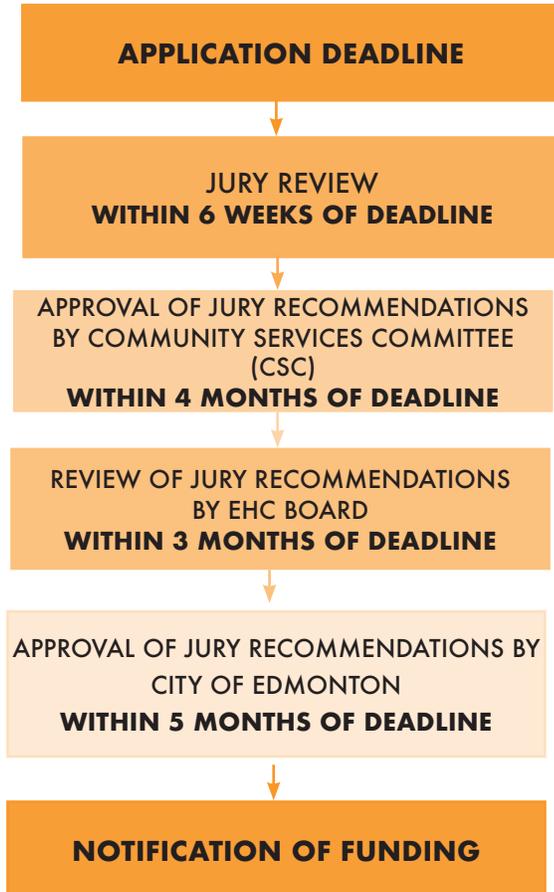
The jury members will base their recommendations on the proven and potential merit of each application and each project's alignment with *Connections & Exchanges*. The following Aims and Actions will be prioritized in making funding decisions for the Operational grant.

- Aim: Edmonton's neighbourhoods come alive with meaningful and relevant opportunities for participation and engagement.
 - Action: Nurture cultural curiosity through planned and spontaneous heritage encounters that are personal and experiential.
 - Action: Develop new heritage interpretive experiences (digital and analog) to increase visibility, improve access, and broaden engagement
- Aim: Edmontonians feel a sense of belonging and connectedness to people, places, and stories.
 - Action: Create and support opportunities for cultural connection and documentation that increases understanding between people, communities, and places.
 - Action: Adopt inclusive practices in museums, archives, and historical research and programming
 - Action: Contribute actively to placemaking that includes cultural landscape, natural history, built history, object, language, and story.
- Aim: Dynamic exchanges of ideas and expertise occur between Edmonton's heritage sector and the world
 - Action: Partner with public agencies, private citizens and private sector organizations to celebrate and raise the profile of Edmonton's historic urban landscapes and sites of conscience.

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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 by e-mail as a single-document PDF to grants@edmontonheritage.ca or in-person at EHC's offices as an unbound, single-sided, hard copy by Friday, September 25, 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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