

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.

Travel grants provide assistance to individuals to travel outside of the Edmonton Metropolitan Region for professional development or research that will support the telling of Edmonton-based stories. The travel may be to gain new skills through workshops, conferences, or formal education programs, to conduct research and information gathering, or to share and celebrate Edmonton-based heritage and stories. 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 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 and with its partners the City of Edmonton, Edmonton Arts Council, and ArtsHab.

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

To be eligible for a Travel Grant through HCIP:

- The applicant must be an individual and must work in the Edmonton metropolitan region;
- The applicant must be a Canadian citizen or permanent resident over the age of 18;
- The applicant must be actively involved in heritage work;
- The main purpose of the travel must pertain to the history and heritage of Edmonton and/or skills that will support work in this sector;
- The applicant cannot already have been awarded an HCIP Travel Grant during the calendar year;
- The applicant must not have any overdue final reports from previous HCIP grants.

HCIP excludes educational institutions and government owned and/or operated facilities. If the applicant is employed by one of these institutions, they must demonstrate in their application that the planned travel actively will be of value to the broader heritage sector beyond their professional role.

Application Requirements

All applicants must include the following documents:

- Complete Application Checklist;
- Completed and Balanced Travel Grant Budget Form.
- Project Narrative, maximum two pages, including:
 - Description of the travel timeline, outcomes, and objectives;
 - Rationale for why travel outside of Edmonton is required;
 - An outline of the applicant's partnerships and connections to Edmonton-based organizations or projects.
- Curriculum vita or resume, maximum three pages;
- Quotes to support listed travel expenses;
- Conference or course description, if applicable.

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

Eligible Expenses

The Travel Grant will invest up to \$4,000 towards eligible expenses as follows:

- **Long Distance Travel**
All long distance travel via bus or air should be at the lowest advertised economy rate.
- **Car Rental or Other Local Transportation**
Maximum daily charge of \$60.00 for vehicle rental, including all gas, mileage, fees, and taxes.
- **Mileage for Personal Vehicle Use**
All mileage will be calculated at a rate of \$0.54 per kilometre using the most direct route between locations.
- **Paid Accommodation**
All paid/hotel accommodation should be at the lowest advertised rate available.
- **Private Accommodation**
Calculated at a flat rate of \$20.00 per night.

- **Meal Allowances**
Breakfast.....\$15.00
Lunch.....\$20.00
Supper.....\$30.00

Meal allowance includes all taxes and gratuity. It cannot be claimed for meals that do not require an expenditure (ex. meals covered by conference registration fee).

- **Registration and/or Tuition Fees**

All expenses must be reflected in Canadian dollars in the grant budget. Please provide the exchange rate used.

Expenses that have already been incurred (with the exception of conference/tuition fees, and long-distance travel), 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, then 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. The jury is guided by the following criteria when evaluating applications:

Edmonton Integration & Community Relations (40%)

- Travel aligns with EHC Strategic Goals and HCIP Goals;
- Travel will benefit Edmonton's heritage sector and or Edmontonians;
- The applicant demonstrates a plan to integrate their learning into the heritage sector in Edmonton.

Benefit of Travel Outside Edmonton (30%)

- The applicant clearly outlines why travel outside of Edmonton is necessary;
- The applicant outlines a clear and achievable travel timeline and activities;
- The applicant is recognized as having expertise/experience in heritage work.

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Financial Factors (30%)

- The overall budget is reasonable;
- Travel plans are fiscally responsible;
- Quotes & travel costs provided are reliable and support the budget.

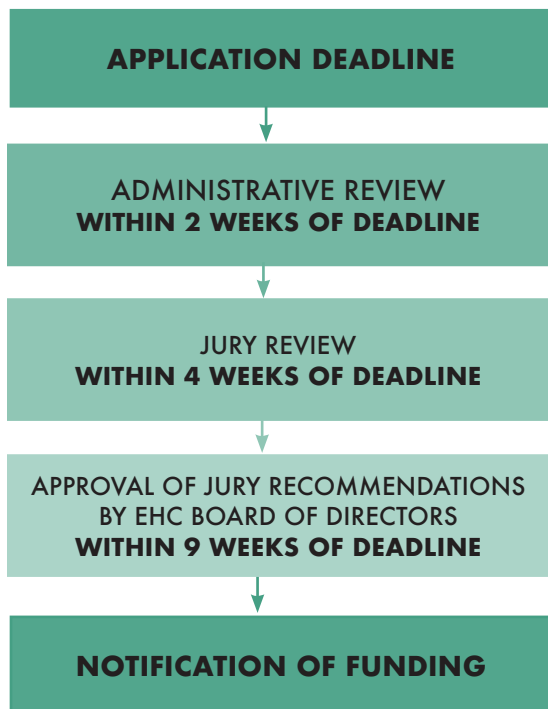
PLEASE NOTE: Requests for funding regularly exceed available grant funds. Not every eligible application will receive funding and approved applications may receive less than the amount requested.

Funding decisions are based on alignment with evaluation criteria, the number of requests received, and consideration to support a range of projects that tell diverse Edmonton stories.

Application Timeline

The application process from the application deadline to the notification of funding can take up to nine weeks.

Projects that begin prior to notification of grant results are not eligible for funding. **Eligible projects cannot begin until 9 weeks after the application deadline and must be complete within 1 year of notification of funding.**



Application Submission

Complete applications must be submitted in unbound, single-sided, hard copy by Friday, September 6, 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:

Soni Dasmohapatra
EHC Grants Coordinator
grants@edmontonheritage.ca

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NEW!

- Capacity-Building Workshops
- Pilot Mentorship Program

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