

HERITAGE COMMUNITY INVESTMENT PROGRAM

FREQUENTLY ASKED QUESTIONS

WHY A HERITAGE COMMUNITY INVESTMENT PROGRAM?

Edmonton has a rich and diverse history and there is much more to be done to tell this story, preserve it for future generations, and connect Edmontonians to the city's heritage. This is the EHC's mission and it uses the HCIP to invest in stabilization, development, and innovation in Edmonton's heritage community.

WHERE DOES THE MONEY COME FROM TO FUND THE PROGRAM?

The City of Edmonton currently provides the money for this grants program.

WHAT OTHER MUNICIPAL SOURCES OF FUNDING COULD HELP SUPPORT MY ORGANIZATION?

Depending on the type of organization and its activities, you could look into the following municipal granting organizations and programs:

- Edmonton Arts Council
www.grants.edmontonarts.ca
- City of Edmonton
www.edmonton.ca/programs_services/funding-grants.aspx

HOW DO I FIND A QUALIFIED HERITAGE PROFESSIONAL FOR A PROJECT GRANT?

Edmonton has many heritage professionals with specialized skills across a variety of areas. They either currently work in heritage organizations or are experienced heritage consultants.

To find out who may have the skills you are looking for, you can:

- Visit the Edmonton Heritage Network's Practitioners listings at www.edmontonheritagenetwork.ca/practitioners
- Contact us! We may be able to put you in touch with someone, or put a notice in our e-newsletter.
- Put out a notice on either the Alberta Museums Association or Archives Society of Alberta's listserv.

Once you find a possible candidate, ask for a detailed resume, a sample of their work, and at least two references before hiring them. Get at least two or three people from your organization to decide on the candidate. When you do hire someone, make sure you have a clear agreement outlining the work they will do, the timelines, and the approved budget.

I AM NOT A HERITAGE ORGANIZATION BUT WOULD LIKE TO APPLY FOR PROJECT FUNDING. DO I QUALIFY?

While only heritage organizations (museums, archives, and historical societies) can apply for Operational Grants, the eligibility requirements for the remaining grants are much broader.

Depending on the grant, HCIP funding opportunities are available for many not-for-profit organizations, community groups, and even individuals unaffiliated with organizations. For details on the eligibility requirements for each grant, visit www.edmontonheritage.ca/grants

All grants require that the activities related to the funding must generally take place within the corporate limits of the City of Edmonton, and applicants must have no outstanding evaluations or unused grant funding to be returned to the Edmonton Heritage Council.

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HOW CAN I LEARN MORE ABOUT THE GRANTS PROGRAM?

There are many ways to learn more about the program and to prepare an application:

- All the information is available on our website at www.edmontonheritage.ca/grants
- We encourage all applicants to reach out for support in submitting applications to the Heritage Community Investment Program. We are happy to review the application process with you **up to one week before the deadline**. To set up a meeting, please email grants@edmontonheritage.ca or call 780-429-0166.
- We can also review your draft application **up to one week before the deadline**. Please submit this as early as possible: it takes us 3 days to review an application and give feedback, and we may notice missing items that require some time to gather such as support letters, quotes for services, or job descriptions.

HOW DO I SUBMIT AN APPLICATION?

Completed applications must be submitted in **unbound, single-sided, hard copy** to:

Edmonton Heritage Council
2nd Floor, Prince of Wales Armouries
Heritage Centre
10440-108 Avenue NW
Edmonton, AB T5H 3Z9

Project Accelerator and Travel Grant applications may be submitted electronically. Please submit your application **in a single PDF file** to grants@edmontonheritage.ca

Applications must be received by 4:00 p.m. on the date of the grant deadline.

Incomplete applications or applications received after this date will not be considered.

MORE QUESTIONS? PLEASE CONTACT:

GRANTS@EDMONTONHERITAGE.CA

EDMONTON HERITAGE COUNCIL
PRINCE OF WALES ARMOURIES
HERITAGE CENTRE
2ND FLOOR, 10440 108 AVENUE
EDMONTON, AB T5H 3Z9

WWW.EDMONTONHERITAGE.CA/GRANTS

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