

Purpose

Project Accelerator Grants provide assistance to individuals and organizations to support small-scale heritage projects that help tell Edmonton stories in unique or innovative ways.

Edmonton is a varied and diverse community in the heart of Treaty Six territory, where people have lived for thousands of years. As treaty people, all Edmontonians share a responsibility to establish and maintain mutually respectful relationships. In alignment with the Edmonton Heritage Council's (EHC) [Strategic Goals](#), you are encouraged to reflect on how principles of Truth and Reconciliation impact and integrate authentically with your work.

Eligibility

To be eligible for a Project Accelerator Grant:

- The applicant must be an individual, registered non-profit society, or collective of individuals whose residence or location of work is in the Edmonton Metropolitan Region;
- The applicant must be a Canadian citizen or permanent resident over the age of 18;
- The project must explore Edmonton's heritage and provide a demonstrated benefit to Edmonton residents;
- The applicant cannot already have been awarded an HCIP Project Accelerator Grant during the current calendar year;
- The applicant and identified project partners must not have any overdue final reports from previous HCIP grants.

HCIP excludes applications from educational institutions and government owned and/or operated facilities. Individuals employed by these institutions are also ineligible, unless they can demonstrate that the project is outside of their professional role within the organization and will be of value to the broader heritage sector.

Application Requirements

All applications must include the following documents:

- Completed Application Form
- Completed and Balanced Project Accelerator Grant Budget Form
- Narrative Description (max. two pages), including:
 - A description of the project, outlining how it meets the purpose and eligibility of this grant program and aligns with the EHC's [Strategic Goals and HCIP Program Goals](#)
 - A detailed description of partners and contributors involved with the project
 - If applicable, an outline of how the project supports or builds upon a larger heritage project.
- A project implementation plan with a detailed timeline (including clear start and end dates) and description of anticipated outcomes.
- **If applying as an individual or collective**, CVs or job descriptions for the project lead and key project partners
- **If applying as an organization**, an Organizational Overview (max. 1 page), summarizing the applicant's activities over the past year, including programs, projects, and partnerships
- Quotes to support listed project expenses

You may also provide any other supplementary materials that will assist in the evaluation of your application, including (but not limited to):

- Explanatory notes to the Grant Budget Form
- Letters of support from project partners and/or funders
- Examples of past work

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

Eligible Expenses

The Project Accelerator Grant will invest up to \$10,000 towards project expenses. Any costs related to your project are eligible, with the exception of:

- Capital purchases (ex. computer equipment, cameras)
- Costs related to fundraising efforts
- Expenses that have already been incurred

Application Evaluation

The Edmonton Heritage Council 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 final funding recommendations to the Edmonton Heritage Council Board of Directors.

The jury members will base their recommendations on the merit of each application. The jury is guided by the following criteria when evaluating applications:

Community Relations & Outreach (40%)

- The applicant clearly outlines project need and the impact it will have on Edmontonians
- The applicant demonstrates strong partnerships through the involvement of external organizations, businesses, and/or volunteers
- The project plan includes effective outreach and engagement activities
- The project results in new stories being told from diverse Edmonton perspectives
- The project engages new communities in heritage

Project Activities (30%)

- The project aligns with EHC [Strategic Goals](#) and HCIP [Program Goals](#)
- The project team demonstrates the capacity to complete the project
- The application includes a clear and achievable timeline with identified milestones
- The project offers an innovative approach to heritage work

Financial Factors (30%)

- The overall budget is reasonable
- The applicant demonstrates fiscal responsibility in project planning
- The budget is supported by reliable quotes

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 are accepted on a quarterly basis. 2019 application deadlines are at 4:00 PM on the following dates:

- **Friday, March 1, 2019**
- **Friday, June 7, 2019**
- **Friday, September 6, 2019**
- **Friday, December 6, 2019**

Applications can be submitted:

1. In-person by delivering an **unbound, single-sided, hard copy** to our offices at:
Edmonton Heritage Council
Prince of Wales Armouries Heritage Centre
2nd Floor, 10440 108 Avenue
Edmonton, AB T5H 3Z9

OR
2. Electronically in a **single, signed PDF document** to grants@edmontonheritage.ca.

The Edmonton Heritage Council **strongly encourages** all potential applicants to contact staff prior to submitting in order to review draft applications for eligibility and completeness. 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:

EHC Grants Coordinator
grants@edmontonheritage.ca

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www.edmontonheritage.ca/grants