

The Research & Planning Grant provides funding support (up to \$5,000) to individuals and organizations to complete preliminary research or planning towards a larger heritage project.

## Our Commitment

The Edmonton Heritage Council (EHC) is committed to connecting people with the stories of our city. We provide leadership, support, and programs to help Edmontonians research, preserve, interpret, and advocate for their heritage.

Through the Heritage Community Investment Program (HCIP), EHC is committed to achieving the aims of [Connections and Exchanges: A 10-Year Plan to Transform Arts and Heritage in Edmonton](#) alongside its partners: the City of Edmonton, Edmonton Arts Council, and Arts Habitat Edmonton.

The EHC also commits to:

- Ensuring equitable processes are used when making granting decisions.
- The principle of Indigenous cultural independence and agency.
- Reconciliation, namely establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples.

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
- Submitting a final report to EHC upon project completion and by the deadline identified in your grant agreement.

To be eligible for a Research & Planning 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 applicant cannot have already been awarded an HCIP Research & Planning Grant during the current calendar year.
- The applicant must be up to date with final reports for other HCIP-funded work, including returning and unused grant funds. Applicants who have been granted extensions on other HCIP-funded work are also not eligible to apply.
- The project must explore Edmonton's heritage and contribute towards a larger project that will result in sharing that heritage with Edmontonians.

Educational institutions and government owned and/or operated facilities are not eligible applicants. 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 of value in the broader heritage sector.

## Application Requirements

All applications must include the following documents:

- ❑ Completed Application Form
- ❑ Completed and Balanced HCIP Grant Budget Form
- ❑ Project Narrative, maximum two pages, including:
  - ❑ Description of the project, outlining how it meets the purpose and eligibility of this grant stream and addresses specific Aims and Actions outlined in *Connections & Exchanges*
  - ❑ If relevant, list of partners and contributors involved with the project, included detailed descriptions of their heritage practice, skills, and expertise
  - ❑ Outline of future plans for the project, explaining how this preliminary research and planning will contribute towards a larger heritage project.
  - ❑ Description of how the project adheres to COVID-19 public health guidelines to ensure the safety of project team, partners, and participants
- ❑ Project implementation plan with timelines, key milestones, and anticipated outcomes
- ❑ Curriculum vitae for the project lead and key project partners
- ❑ **If applying as an organization**, an Organizational Overview, maximum 1 page, summarizing the organization's activities over the past year, including programs, projects, and partnerships.
- ❑ Vendor-supplied quotes to support project expenses over \$500.

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 jury evaluation.

## Eligible Expenses

The Research & Planning Grant will invest up to \$5,000 towards project expenses. All costs related to the preliminary research and planning phase of your project are eligible. Applicants should ensure that the value of their time is reflected in the budget.

Ineligible expenses include:

- Capital purchases (ex. computer equipment, camera)
- Costs related to fundraising efforts
- Expenses that have been incurred prior to notification of funding
- General subsistence expenses (ex. meals, rent/mortgage, utilities, etc.)

## Application Evaluation

EHC Grants Staff 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 bases their recommendations on each project's potential value and impact on Edmonton's heritage community while considering each application's alignment with *Connections & Exchanges*. The following Aims and Actions are prioritized in making funding decisions for the Research & Planning grant.

**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:** *Contribute actively to placemaking that includes cultural landscape, natural history, built history, object, language, and story*



**Aim:** Conditions are in place to remove barriers for all Edmontonians to participate in cultural experiences.

→ **Action:** *Expand and target learning opportunities to build sector capacity and awareness in order to remove barriers*

**Aim:** Diverse platforms for collaboration exist within Edmonton that allow artistic and heritage communities to connect, create, and collaborate.

→ **Action:** *Connect individuals, groups, and organizations with the people, skills, networks, and resources they need to do high-quality, creative, and innovative heritage work.*

*PLEASE NOTE: Requests for funding regularly exceed the dollars available. Not every eligible application will receive funding and the amounts approved for each project may be less than the amount requested.*

Funding decisions are based on alignment with evaluation criteria, the number of requests received, and consideration to support for 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 five weeks.

Projects that begin prior to notification of grant results are not eligible for funding. Eligible projects cannot begin until five (5) weeks after the application deadline and must be complete within one (1) year of notification of funding.

## Application Submission and Deadlines

Complete applications must be submitted by email as a **single-document PDF** to [grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca) by 4:00PM on the deadline day. Deadlines for 2021 are as follows:

- **February 5**
- **June 4**
- **October 1**

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:

EHC Grants Coordinator

[grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca)

[www.edmontonheritage.ca/grants](http://www.edmontonheritage.ca/grants)