

# HERITAGE COMMUNITY INVESTMENT PROGRAM

# TRAVEL GRANT

## INFORMATION

### PURPOSE

To 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.

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. To align with the Edmonton Heritage Council's [strategic goals](#), you are encouraged to reflect on how principles of truth and reconciliation impact and integrate with your work.

### ELIGIBILITY

To be eligible for a Travel Grant through the Heritage Community Investment Program:

- The applicant must be an individual and must live and work in the Edmonton Metropolitan Region;
- The applicant must be actively engaged 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 must have submitted final reports for all previous grants and returned any unused funding to the Edmonton Heritage Council.

### APPLICATION REQUIREMENTS

All applicants must include the following documents:

- Application Checklist
- Travel Budget Form, following the [Allowable Travel Amounts](#) document
- Narrative Description, maximum two pages, including:
  - A description of the travel timeline, outcomes, and objectives
  - Rationale for why travel outside of Edmonton is required
  - Rationale for how this travel will directly or indirectly benefit the heritage sector in Edmonton
  - An outline of the applicant's partnerships and connections to Edmonton-based projects
- The applicant's CV or resume, maximum three pages
- Quotes or invoices to support listed travel expenses
- Conference or course description, if applicable

Additional information to support your application may be requested by Edmonton Heritage Council staff to complete your application before the peer jury evaluation.

Revised: January 2018

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### ELIGIBLE EXPENSES

The Travel Grant will invest up to \$4,000 of eligible expenses, including:

- Mileage costs to and from the final destination
- Long-distance travel costs, such as bus and airplane
- Accommodation and meals
- Registration and/or admission fees

The Travel Grant can only be awarded to an applicant once per calendar year. Expenses that have already been incurred, capital purchases, and costs related to fundraising efforts are not eligible to be covered under this grant.

For more information, please see the [Allowable Travel Amounts](#) document on the Travel Grants page of the EHC website.

### 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 funding recommendations to the Edmonton Heritage Council Board of Directors, which then makes the final funding decision.

The jury members will base their recommendations on the proven and potential merit of each application. In determining merit, the jury considers many factors, including:

- Alignment with the stated goals of HCIP and the [Edmonton Heritage Council](#);
- The applicant is recognized by the community and their peers as having expertise;
- The applicant has a plan to integrate their learning into the heritage sector in Edmonton;
- The applicant demonstrates fiscal responsibility through their plan and previous experiences.

### APPLICATION TIMELINE

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



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### APPLICATION SUBMISSION

Complete applications are accepted on a quarterly basis. Application deadlines for this year are **4:00 PM** on the following dates:

- **Friday, March 2, 2018**
- **Friday, June 1, 2018**
- **Friday, September 7, 2018**
- **Friday, December 7, 2018**

Applications may be submitted prior to travel commencing in **unbound, single-sided, hard copy** to our offices:

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

Applications may also be submitted electronically in a **single, signed PDF document** to:  
[grants@edmontonheritage.ca](mailto: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, completeness, and feedback. Please submit draft applications for review no later than **two weeks before the grant deadline**.

Late or incomplete applications will not be accepted.

**FOR MORE INFORMATION,  
PLEASE CONTACT:**

**[GRANTS@EDMONTONHERITAGE.CA](mailto:GRANTS@EDMONTONHERITAGE.CA)**

EDMONTON HERITAGE COUNCIL  
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**[WWW.EDMONTONHERITAGE.CA/GRANTS](http://WWW.EDMONTONHERITAGE.CA/GRANTS)**

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