

## Application Checklist

- Completed Application Form
- Completed and Balanced Travel Budget Form
- Narrative Description, maximum two pages
- CV or resume, maximum three pages
- Quotes to support listed travel expenses
- Conference or course description, if applicable

## Application Form

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Destination: \_\_\_\_\_

First Day of Travel: \_\_\_\_\_ Last Day of Travel: \_\_\_\_\_

Total Grant Request, to a maximum of \$4,000: \$ \_\_\_\_\_

What is the purpose and intended outcome of your travel? (100 words max.)

The Edmonton Heritage Council is always looking for ways to improve how we administer grant funds. Your responses to the questions below will assist in the design and delivery of our grant program. You are not obligated to answer any of the questions below, but we appreciate any information that you can provide to help us better understand how our grants serve the community.

Any information shared outside of EHC for the purposes or advocacy or awareness will only appear in aggregate statistical form.

No part of this information will be used in the assessment of your application. It will not be shared with the jury panel.

1. Is this your first application to the Heritage Community Investment Program (HCIP)?

- Yes
- No

2. How did you learn about HCIP grant opportunities?

- Internet research
- EHC social media
- Traditional media (TV/radio, news, print articles)
- EHC staff
- Personal networks (friends, family, colleagues)
- Other (please describe)

\_\_\_\_\_

3. What is your preferred pronoun?:

4. What is your cultural, national, or ethnic background?

The EHC is committed to supporting the full range of Edmonton's diversity through our grant program. Please select all responses that reflect your identity.

- I primarily identify as Canadian without qualification
- I identify as First Nations, Métis, or Inuit (specify as appropriate): \_\_\_\_\_
- I identify as a newcomer to Canada (specify as appropriate): \_\_\_\_\_
- I identify as a member of a Visible Minority Group (as defined by the [Employment Equity Act of Canada](#)) (specify as appropriate): \_\_\_\_\_
- I identify as a member of an Official Language Minority Community (specify as appropriate): \_\_\_\_\_
- None of these choices apply to me. I identify as: \_\_\_\_\_

5. This travel opportunity aligns with the following subject(s)/theme(s) (please select all that apply):

- Indigenous Cultural Heritage
- Pre-WWII Heritage
- Post-WWII/Pre-1970 Heritage
- Post-1970/New Canadian Heritage
- Organization/Community League/Sector Heritage
- Built Heritage
- Other (please explain)

\_\_\_\_\_

## Declaration of Applicant

I, \_\_\_\_\_, recognize that as an Applicant, I am responsible for ensuring that I understand and comply with all Grants Program requirements before submitting my application. To assist with my application, I have read and understood EHC's program documentation on their website and am aware that they offer advisory services prior to the deadline. If I do not include all required sections, I understand that my application will not be forwarded to the jury for consideration.

In making this application, we the undersigned applicant hereby declare that to the best of our belief the information provided is truthful and accurate; the application is made by a person that has the power to enter into contracts; and the applicant meets all of the criteria of fundamental eligibility to apply for a Travel Grant through the Edmonton Heritage Council.

Dated at: \_\_\_\_\_, Alberta this \_\_\_\_\_ Day of \_\_\_\_\_, 2019.  
(city) (date) (month)

Signature of Applicant: \_\_\_\_\_

The information on this application is being collected under the authority of Section 33 © of the FoIP Act and will be used by the Edmonton Heritage Council to determine eligibility for the Heritage Community Investment Program and for purposes of administering the same.

The aggregate data may be used for program planning and evaluation. All information collected by the Edmonton Heritage Council is protected by the provisions of the FoIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program of the Edmonton Heritage Council at 780-429-0166.

The Freedom of Information and Protection of Privacy Act (FoIP) regulates the collection and disclosure of personal information by municipalities and municipal boards and agencies. Organizational information may not be protected from disclosure in the interest of subjecting local government activity to public scrutiny. Aggregate information about programs funding through the Edmonton Heritage Council may be compiled and reported. Your organization will be contacted if any third-party requests specific organizational information contained in your application.