

## Purpose

Travel grants 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 (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 Travel Grant:

- The applicant must be an individual and must live and/or work in the Edmonton Metropolitan Region;
- The applicant must be a Canadian citizen or permanent resident over the age of 18;
- 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 cannot already have been awarded an HCIP Travel Grant during the current calendar year;
- The applicant must not have any overdue final reports from previous HCIP grants.

HCIP excludes applications from educational institutions and government owned and/or operated facilities. If the applicant is employed by one of these institutions, they must demonstrate in their application that the planned travel activity will be of value to the broader heritage sector beyond their professional role.

## Application Requirements

All applicants must include the following documents:

- Completed Application Form
- Completed and Balanced Travel Budget Form
- 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 benefit Edmonton's heritage sector
  - An outline of the applicant's partnerships and connections to Edmonton-based organizations or projects
- CV or resume, maximum three pages
- Quotes to support listed travel expenses
- Conference or course description, if applicable

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

## Eligible Expenses

The Travel Grant will invest up to \$4,000 towards eligible expenses as follows:

- **Long Distance Travel**  
All long distance travel via bus or air should be at the lowest advertised economy rate.
- **Car Rental or Other Local Transportation**  
Maximum daily charge of \$60.00 per day for vehicle rental, including all gas, mileage, fees, and taxes.
- **Mileage for Personal Vehicle Use**  
All mileage will be calculated at a rate of \$0.54 per kilometre using the most direct route between locations.

- **Paid Accommodation**

All paid/hotel accommodation should be at the lowest advertised rate available.

- **Private Accommodation**

Calculated at a flat rate of \$20.00 per night.

- **Meal Allowances**

Breakfast.....\$15.00

Lunch.....\$20.00

Supper .....\$30.00

Meal allowance includes all taxes and gratuity. It cannot be claimed for meals that do not require an expenditure e.g., meals covered by a conference registration fee.

- **Registration and/or Tuition Fees**

All expenses must be reflected in Canadian dollars in the grant budget. Please provide the exchange rate used.

Expenses that have already been incurred (with the exception of conference/tuition fees and long-distance travel), capital purchases, and costs related to fundraising efforts are not eligible to be covered under this grant.

## Application Evaluation

EHC staff reviews all applications for completeness and program eligibility. A community peer jury, appointed by EHC, then evaluates all eligible applications. The jury makes final funding recommendations to the EHC 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:

### Edmonton Integration & Community Relations (40%)

- Travel aligns with EHC [Strategic Goals](#) and [HCIP Goals](#)
- Travel will benefit Edmonton’s heritage sector and/or Edmontonians
- The applicant demonstrates a plan to integrate their learning into the heritage sector in Edmonton

### Benefits of Travel Outside Edmonton (30%)

- The applicant clearly outlines why travel outside of Edmonton is necessary
- The applicant outlines a clear and achievable travel timeline and activities

- The applicant is recognized as having expertise and/or experience in heritage work

### Financial Factors (30%)

- The overall budget is reasonable and within allowable limits
- Travel plans are fiscally responsible
- Quotes & travel costs provided are reliable and support the budget.

*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.

In order to be eligible, applications must be submitted in advance of the travel departure date. Expenses that have already been incurred prior to submission will not be considered eligible, with the exception of conference/tuition fees and long-distance travel expenses. Travel must be completed within 1 year of funding notification.



## 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](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 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](mailto: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](http://www.edmontonheritage.ca/grants)