

## Our Commitment

The Project Accelerator Grants streams of the HCIP provide assistance to individuals and organizations to support small-scale heritage projects.

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 & Exchanges: A 10 Year Plan to Transform Arts and Heritage in Edmonton*. EHC has a mandate to help advance this work in the community and with its partners the City of Edmonton, Edmonton Arts Council, and ArtsHab.

The EHC also commits to:

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

We ask those applying to this program to join us in these essential commitments in their work.

### NEW FOR JUNE 5, 2020

EHC is prioritizing projects that align with one of the following categories:

1. Digital Heritage Experiences Grant (maximum \$10,000) – to provide assistance to individuals/ organizations to support new initiatives that share Edmonton’s stories through digital or virtual media.
2. Individual Seed Grant (maximum \$5,000) – to provide assistance to individual heritage practitioners to complete preliminary planning or research towards a larger heritage project.

## 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;
- Upon request, helping us share your story with Edmontonians and beyond, through images, experiences, and elements of your work.

To be eligible for a Project Accelerator Grant through HCIP:

- The applicant must be an individual, registered non-profit society, or collective of individual 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 have already 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 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 in the broader heritage sector.

All projects must be achievable within guidelines to protect from the threat of COVID-19.

## Application Requirements

All applicants must include the following documents:

- Complete Application Checklist;
- Completed and Balanced Project Accelerator Grant Budget Form.
- Project Narrative, maximum two pages, including:
  - Description of the project outlining how it meets the purpose and eligibility of this grant program and aligns with the aims and actions outlined in *Connections & Exchanges*;
  - List of partners and contributors involved with the project;
  - If applicable, an outline of how the project supports or builds upon a larger heritage project.
- Project implementation plan with timelines, key dates, anticipated outcomes, and a communication outreach plan;
- **If applying as an individual or collective**, curriculum vitae or job descriptions for the project lead and key project partners;
- **If applying as an organization**, an Organizational Overview, maximum 1 page, summarizing the applicants activities over the past year, including programs, projects, and partnerships;
- Quotes to support listed project expenses (for Project Accelerator Digital Heritage Experiences Grant only).

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 Digital Heritage Experiences Grant will invest up to \$10,000 towards project expenses.

The Project Accelerator Individual Seed Grant will invest up to \$5,000 towards project expenses. Applicants should ensure that the value of their time is reflected in the budget.

Any costs related to your project are eligible with the exception of:

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

## Application Evaluation

The EHC 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 members will base their recommendations on the proven and potential merit of each application and each project's alignment with *Connections & Exchanges*.

The following Aims and Actions will be prioritized in making funding decisions for the Project Accelerator 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, language, and story

*Continued...*

*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.

## 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

Complete applications must be submitted by email as a single-document PDF to [grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca) by Friday, June 5, 2020, at 4:00 PM.

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:**

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