



## Heritage Community Investment Program Call for Jurors 2024

### What Is the Heritage Community Investment Program?

The Edmonton Heritage Council (EHC) is an independent not-for-profit organization which administers the Heritage Community Investment Program (HCIP) to provide support for individuals, groups, and organizations researching, preserving, interpreting, and advocating for heritage in and about amiskwacîwâskahikan (Edmonton).

### What Do Jurors Do?

Working in collaboration with EHC staff, jurors evaluate applications for grants through HCIP and make recommendations to the EHC on what projects should be funded.

Jury meetings are held in spring and fall for project, research, and operational grants and as needed for career development and change capital grants, applications for which are accepted through continuous intake. Meetings are scheduled for three hours each. Jurors will review applications independently and meet virtually or in-person to discuss the applications to build consensus on recommendations for funding.

Jurors will attend two half-days of paid training in March 2024. This training will equip jurors with the knowledge to evaluate HCIP grant applications and the skills to achieve consensus while respecting decolonial and anti-oppressive principles. Jurors will also receive training on our new grant management software platform, SmartSimple Cloud.

In alignment with EHC's Values and Equity Policy, we are committed to ensuring that our juries reflect the diversity of Edmonton's population.

### What Does a Jury Chair Do?

Jury chairs are impartial facilitators in deliberations, guiding conversation and ensuring that all relevant procedures are observed including dealing with conflicts of interest. Jury chairs also prepare a report for the EHC's Board of Directors to share their observations of the process.

Any applicant may indicate their interest in acting as a jury chair and, if selected, will be expected to attend an additional half-day of training in February 2024.

### Honoraria

Jurors and jury chairs will receive an honorarium for each meeting that they attend, including training. Jury honoraria for 2024:

Half day (4 hours or less)	\$336.00
Full day (more than 4 hours)	\$591.00

Jury Chair (per jury)	\$100.00
Alternate Juror	\$159.00

Expenses for child or elder care can also be provided for any jurors holding those responsibilities.

### What Qualifications Should a Juror Possess?

Jurors should be heritage practitioners or have relevant experience in the cultural and/or not-for-profit sector(s). No experience in application evaluation or selection processes is required; all training and support will be provided.

### What Qualifications Should a Jury Chair Possess?

Training and/or experience in group facilitation, moderation, or mediation. Knowledge and understanding of Edmonton's heritage sector.

### What Attributes Should a Juror Possess?

Edmonton Heritage Council uses a Community Jury model, which reflects the diversity of our community and seeks to represent all viewpoints. We are seeking jurors who are able and willing to express their ideas and participate fully in collective decision making.

#### *Open-Mindedness*

Our jurors need to be able to work collaboratively with one another and explore topics in a way that honours each other's lived experiences and allows them to step outside their box. We believe that a strong juror is one that can approach jury with a desire to collaborate and understand each person's unique point of view.

#### *Active Listening*

Jurors who possess strong active listening skills know that they must listen to understand rather than to respond. Active listeners take care in focusing on ensuring they understand other perspectives and view the jury process as an opportunity to learn from each other in a constructive setting.

#### *Critical Thinking*

Jurors can thoughtfully consider the applications brought to them and ask interesting questions about the projects in front of them. They should be able to assess whether they think a project is possible based on the materials provided and be willing to ask good questions to determine whether projects will be a success.

#### *Decolonial*

Jurors recognize that many of the narratives taught about our history have intentionally excluded "the presence and contributions of Indigenous peoples and the colonial legacy of aggression" and actively think about these exclusions in making decisions about projects on the table (EHC Values 2021).

#### *Anti-Oppressive*

Jurors understand that our society was not created equal, which causes many people to experience distinct differences in access and opportunities due to characteristics of their identity. These characteristics can include race, ethnicity, culture, language, disability, gender expression, sexual orientation, socio-economic status, and newcomer

experiences as well as other identities. Jurors will think carefully about their own biases and amplify diverse voices through their work.

### How to Apply

If you are interested in serving on a jury, please fill out [this questionnaire](#).

Please complete the questionnaire by January 15, 2024, before 12:00 noon. Qualified applicants will be contacted for a telephone interview. If you have any questions, please contact [grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca).