

The Research & Planning Grant provides funding support (up to \$5,000) to individuals and organizations to complete preliminary research or planning towards a larger heritage project.

## Our Commitment

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 and Exchanges: A 10-Year Plan to Transform Arts and Heritage in Edmonton](#) alongside its partners: the City of Edmonton, Edmonton Arts Council, and Arts Habitat Edmonton.

The EHC also commits to:

- Establishing and maintaining mutually respectful relationships between Indigenous and non-Indigenous peoples.
- Indigenous peoples' inherent right to self-determination, 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.

## 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
- Submitting a final report to EHC upon project completion and by the deadline identified in your grant agreement.

## Eligibility

To be eligible for a Research & Planning Grant:

- The applicant must be an individual, registered non-profit society, or collective of individuals 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 applicant cannot have already been awarded an HCIP Research & Planning Grant during the current calendar year.
- The applicant must be up to date with final reports for other HCIP-funded work, including returning and unused grant funds. Applicants who have been granted extensions on other HCIP-funded work are also not eligible to apply.
- The project must explore Edmonton's heritage and contribute towards a larger project that will result in sharing that heritage with Edmontonians.

Educational institutions and government owned and/or operated facilities are not eligible applicants. 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 of value in the broader heritage sector.

## Eligible Expenses

The Research & Planning Grant will invest up to \$5,000 towards project expenses. All costs related to the preliminary research and planning phase of your project are eligible. Applicants should ensure that the value of their time is reflected in the budget.

Ineligible expenses include:

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

## Application Evaluation

EHC Grants Staff 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 bases their recommendations on each project's potential value and impact on Edmonton's heritage community while considering each application's alignment with *Connections & Exchanges*. The following Aims and Actions are prioritized in making funding decisions for the Research & Planning 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, object, language, and story*

**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.*

*PLEASE NOTE: Requests for funding regularly exceed the dollars available. Not every eligible application will receive funding and the amounts approved for each project may be less than the amount requested.*

Funding decisions are based on alignment with evaluation criteria, the number of requests received, and consideration to support for 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 six (6) weeks.

Projects that begin prior to notification of grant results are not eligible for funding. Eligible projects cannot begin until six (6) weeks after the application deadline and must be complete within one (1) year of notification of funding.

## Application Submission

Applications must be submitted using our Grants Portal no later than 11:59 p.m., **Friday September 15, 2023**.

The EHC is here to support you through the grants process. Please get in touch with us early so we can help you with your application and ensure that you are on the right track. You are welcome to submit draft applications for feedback **up to two weeks prior to the deadline**.

Late or incomplete applications will not be accepted.

**For more information, please contact:**

EHC Grants Coordinator  
[grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca)  
[www.edmontonheritage.ca/grants](http://www.edmontonheritage.ca/grants)