

## HCIP – Heritage Project Grant Guidelines

**Deadline:** Applications open until May 8, 2025, at 11:59 pm MST

**Grant amount:** Up to \$20,000

The Heritage Project Grant provides funding **up to \$20,000** for projects that preserve, research, document, interpret, recognize, and raise awareness of the history and heritage of Edmonton for the benefit of Edmonton residents. The completed project must include a public sharing component (e.g. publication, presentation, gathering, exhibition, or other types of community engagement). If your project is in development and will not be ready for public sharing yet, consider applying for the [Research & Development Grant](#) instead.

**Examples of eligible Heritage Projects may include (but are not limited to):**

- Writing and publishing a manuscript or research document.
- Developing and publicizing a documentary, short film, web series, or podcast.
- Designing, installing, and promoting an exhibition.
- Planning and hosting a speaker series for the community.
- Final production of a previously funded project through other grant streams.

## Applicant & Project Eligibility

### To be eligible for a Heritage Project Grant:

- The applicant must be an individual, collective of individuals, or registered non-profit society whose residence or location of work is in the [Edmonton Metropolitan Region boundaries](#).
- The applicant must be a Canadian citizen or permanent resident 18 years or older.
- The applicant must not have any open or outstanding grants with the Edmonton Heritage Council (EHC). They must be up to date with final reports for all EHC grants, including returning any unused grant funds. Applicants who have been granted extensions on other EHC-funded work are not eligible to apply.
  - Organizations who have an open Operational Grant are eligible to apply for this grant, but the project must have a specific scope of activities distinct from ongoing operations or programs.
- The project must explore heritage in Edmonton and provide a demonstrated benefit to Edmonton residents.
- The completed project must include a public sharing component.
- The project must have clear start and end dates.

The following projects **are not** eligible for funding through this grant stream:

- Organizational anniversary events
- Capital projects or purchases
- Professional development

Educational institutions and government owned and/or operated facilities are not eligible applicants. Individuals employed by these institutions must demonstrate that the project is unrelated to their employment to be eligible.

Requests for funding regularly exceed the dollars available. Not every eligible application will receive funding. Late or incomplete applications will not be accepted.

## Eligible Expenses

All costs related to the planning and execution of your project are eligible except for:

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

You must submit a completed [Budget Template Form](#) along with your application.

## How to Apply

We have launched a new online grants portal to streamline the application process and enhance accessibility.

All applications must be submitted through the online portal.

<https://ehc.smapply.ca>



If you are experiencing issues with the portal or have any questions, please contact [grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca). If you would like to receive feedback on your application, please email it to [grants@edmontonheritage.ca](mailto:grants@edmontonheritage.ca) as early as possible.

[Click here to view our Frequently Asked Questions \(FAQ\).](#)

## 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 & 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 informed on the progress of your project and special events, press, and media opportunities.
- Acknowledging the EHC in all promotional materials.
- Submitting a final report to the EHC upon project completion and by the deadline identified in your grant agreement.

## Application Timeline

The application process from the application deadline to the notification of funding can take up to eight (8) weeks. Projects that begin prior to notification of grant results **are not** eligible for funding. Eligible projects cannot begin until eight (8) weeks after the application deadline and must be complete within one (1) year of notification of funding.

## Application Evaluation

The EHC reviews all applications for completeness and program eligibility. A community peer jury, appointed by the EHC, evaluates all eligible applications and makes recommendations for funding. Funding decisions are based on alignment with evaluation criteria, the number of requests received, and intention to support a range of projects that tell diverse stories in Edmonton. 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 Heritage Project Grants:**

**Aim: Edmontonians feel a sense of belonging and connection 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.

## Taxation on Grants

EHC is required by the Canada Revenue Agency (CRA) to issue T4A slips to individuals who receive funds in excess of \$500.00 per calendar year. For questions related to income and taxation, contact the Canada Revenue Agency or a qualified financial advisor.