

# 2016 HERITAGE COMMUNITY INVESTMENT PROGRAM PROJECT GRANT APPLICATION FORM

## APPLICATION CHECKLIST

### REQUIRED:

- Completed Application Form
- Completed Budget Form
- Application Narrative (4 pages maximum)
- Summary of Activity (1 page maximum)
- Applicant's most recent audited/reviewed financial statement
- Detailed Schedule of organizational, staffing, and facility operating expenses

### POTENTIALLY REQUIRED:

- STAFFING  
If including cost of staff time and/or a consultant, each person appearing on the application must have:
  - Job Description (outlines skills required for that role)
  - C.V. or résumé (3 pages maximum)
  - Work Plan (outlines tasks and timelines for that role)
  - Optional - Any other staffing related materials such as a portfolio or work examples
- PROFESSIONAL ACCREDITATION
  - If applying as a museum, proof of current enrollment in the Alberta Museums Association Recognized Museum Program
  - If applying as an archives, proof of current Institutional Membership with the Archives Society of Alberta
- FINANCIAL
  - If applicable, supporting financial information such as professional quotes or estimates (See Criteria & Guidelines)

### APPLICABLE TO FIRST-TIME APPLICANTS ONLY:

- Current list of Board of Directors, including names and addresses
- Most recent annual report or minutes from most recent AGM
- Copy of society's bylaws and any amendments to by-laws
- Proof of filing of most recent annual return submitted to Corporate Registry of the Province of Alberta

I have provided the required pieces, relevant to my application:

Dated at: \_\_\_\_\_, Alberta this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_.  
(city) (date) (month) (year)

Signature of Applicant: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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## 1. GENERAL INFORMATION:

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

(the organization that will receive, administer and report on the funding, if successful)

PRIMARY PROJECT CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

PROJECT SUMMARY (MAXIMUM 100 WORDS):

DATE OF NEXT AGM: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(mm) (yy)

Organization is registered as a not-for-profit organization:  Provincially  Federally

Organization is a:  Museum  Archive  Historical Society  Community Group

## 2. TOTAL GRANT REQUEST

For a **Project Grant**, not to exceed 50% of total project cost, up to a maximum of \$15,000.00

\$ \_\_\_\_\_

## 3. DECLARATION OF APPLICANT

I recognize that as an Applicant, I am responsible for ensuring that I understand and comply with all Grants Program requirements before submitting my application. To assist with my application, I have read and understood EHC's program documentation on their website and am aware that they offer advisory services prior to the deadline. If I do not include all required sections, I understand that my application will not be forwarded to the jury for consideration.

In making this application, we the undersigned applicant hereby declare that to the best of our belief the information provided is truthful and accurate; the application is made by officers of the organization that have the power to enter into contracts; and the applicant or applicant organization meets all of the criteria of fundamental eligibility to apply for a Project Grant through the Edmonton Heritage Council.

Dated at: \_\_\_\_\_, Alberta this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_.

Signature of Applicant: \_\_\_\_\_ Printed Name: \_\_\_\_\_

The information on this application is being collected under the authority of Section 33© of the FOIP Act and will be used by the Edmonton Heritage Council to determine eligibility for the Heritage Community Investment Program and for purposes of administering the same.

The aggregate data may be used for program planning and evaluation. All information collected by the Edmonton Heritage Council is protected by the provisions of the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program of the Edmonton Heritage Council at (780) 429-0166, ext. 234.

The Freedom of Information and Protection of Privacy Act (FOIP) regulates the collection and disclosure of personal information by municipalities and municipal boards and agencies. Organizational information may not be protected from disclosure in the interest of subjecting local government activity to public scrutiny. Aggregate information about programs funding through the Edmonton Heritage Council may be compiled and reported. Your organization will be contacted if any third party requests specific organizational information contained in your application.