Edmonton Immigrant and Refugee Communities Grant Application Form 2024

This Application is for the **Edmonton Immigrant and Refugee Communities Grant.**

Before applying please take the time to review the Edmonton Immigrant and Refugee Communities Grant Program Guide and the Grant webpage to confirm your organization and project/program is eligible.

The following Required Documents must be uploaded to the Application Form before you submit. Failing to provide these will result in your application being denied:

- A copy of your organizations operational budget from the previous year (To verify that your overall operational expenses were not above $200,000) The operational budget must be signed by 2 board members
- A copy of your annual AGM meeting minutes or board meeting minutes that show us that you spoke about your financials and that the board voted on those financials, approving them.
- Completed Project/Program Budget Form ([Budget Template)](#)
- Most recent audited year-end financial statements, signed by 2 Board members

OR

- Most recent internally generated financial statements (those that are not presented either as a notice to reader, a review or an audit) signed by 2 Board members and must include a bank reconciliation and bank statement as at the fiscal year-end

Application Deadline (Community Impact, Seed, Space): Now Open

Application Deadline (Community special projects will be open until March 21, 2024)

* Indicates required question

1. Email *

_____

Freedom of Information and Protection of Privacy (FOIP) Statement

Personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used by the City of Edmonton, Community Grants Office to determine eligibility for this grant and for the management and administration of this program. The information in this application may be shared with other internal City of Edmonton business areas for reporting analysis. If you have any questions about the collection or use of your personal or organizational information, please email grants@edmonton.ca.

Applicant/ Organization Information

2. Name of Organization/Group (Legal name if applicable) *

_____

3. Organization Mailing Address *

_____

4. Organization Postal Code *

_____

5. Organization Email Address *

_____

6. Organization Contact Number *

_____

7. Main Contact Name *

_____

8. Main Contact Role *

_____

9. Main Contact Email *

_____

Organizational Governance

10. Do you require a Fiscal Agent? *

Mark only one oval.

◯ Yes - and I need you to connect me   *Skip to question 29*

◯ Yes - I have arranged my own and will provide the information below
Skip to question 16

◯ No, we are incorporated and our information will be attached below
Skip to question 11

No - We are incorporated

11. Under which government Act is your Organization incorporated? *

Mark only one oval.

- ( ) Alberta Society
- ( ) Non-Profit Private company
- ( ) Non-Profit Public company
- ( ) Extra provincial non-profit corporation
- ( ) Other: _____

12. Organization Date of Incorporation (You must be incorporated for at least a year to be eligible for this grant) *

_____

Example: 7 January 2019

13. What is the Mandate/Mission Statement of your organization? *

_____

_____

_____

_____

_____

14. If you are awarded a grant you Organization may need to sign a funding letter or agreement. Please provide the name of your **first** signing authority with their email address. *

_____

15. If you are awarded a grant you Organization may need to sign a funding letter or   *
    agreement. Please provide the name of your **second** signing authority with their
    email address.

    _____

Skip to question 29

Yes, I have arranged my own fiscal agent

16. Fiscal agent name - Legal name of Organization *

    _____

17. Fiscal Agent - Organization mailing address *

    _____

18. Fiscal agent - Organization Postal Code *

    _____

19. Fiscal agent - Organization Email address *

    _____

20. Fiscal Agent - Organization contact number *

    _____

21. Fiscal Agent - Main contact name *

    _____

22. Fiscal Agent - Main contact role *

_____

23. Fiscal agent Main contact email address (If different than the organizations email
     address)

_____

24. Under which act is the Fiscal agent incorporated? *

     Mark only one oval.

     ( ) Alberta Society

     ( ) Non-Profit Private Company

     ( ) Non-Profit Public Company

     ( ) Extra Provincial Non-Profit Corporation

     ( ) Other: _____

25. Fiscal Agent - Organizational Date of incorporation (Must be incorporated for at *
     least a year)

     _____

     Example: 7 January 2019

26. What is the mandate or mission statement of the fiscal agent? *

     _____

     _____

     _____

     _____

     _____

27. If you are awarded a grant you Fiscal Agent may need to sign a funding letter or agreement. Please provide the name of your **first** signing authority (Of your fiscal agent) with their email address.   *

_____

28. If you are awarded a grant you Fiscal Agent may need to sign a funding letter or agreement. Please provide the name of your **second** signing authority (Of your fiscal agent) with their email address.   *

_____

Skip to question 29

Project/Program Overview

29. Which grant stream are you applying for? *

Mark only one oval.

- ( ) Seed (Up to $4,000)   *Skip to question 30*
- ( ) Community Impact (Up to $7,000)   *Skip to question 41*
- ( ) Special Projects (Up to $20,000) - Open until March 21, 2023
   Skip to question 52
- ( ) Space ($ based on rental calculations)   *Skip to question 64*

Seed Grants

Grant Amount

Up to $4,000

Intended Use

Support community groups or organizations to identify community needs and test innovative and/or experimental approaches to address these need(s). The funds will support projects/programs that are short-term/one-off and focused on activating a community for a positive impact.

30.   Name of the program *

_____

31.   Grant request as per your attached budget? (Please use a number) *

_____

32.   Which priority do you hope to address? *

Tick all that apply.

☐ Support Immigrant and refugee community groups and organizations in creating and delivering projects that address the needs and opportunities identified within their communities.

☐ Strengthen the feeling of belonging, foster connections, and support communities.

☐ Increase ethnocultural communities participation in political, social, economic and cultural life in Edmonton

☐ Support the growth and development of community groups to best serve their communities.

33.   Please indicate if this a *

Mark only one oval.

◯ New program

◯ An expansion

34.   If this is an expansion, describe how and why you are expanding the program?

_____

_____

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_____

35.   Describe your project, what do you want to do with your community? *

_____

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36.   Describe the community need and that your project/program will address and tell *
      us why it is important for your community?

_____

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_____

37.   How did you determine community need? *

_____

_____

_____

_____

38.   Describe the projects/programs activities and timelines. *

_____

_____

_____

_____

39.   Who will benefit from this Project/Program *

_____

_____

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_____

_____

40.   When will the project happen? *

_____

_____

_____

_____

Skip to question 70

Community Impact

Grant Amount

Between $4,001 - $7,000

Intended Use

To scale up successful projects/programs that address a broader community need.

41.   Name of the program *

_____

42.   Grant request as per your attached budget? (Please use a number) *

_____

43. Which priority do you hope to address? *

Tick all that apply.

☐ Support Immigrant and refugee community groups and organizations in creating and delivering projects that address the needs and opportunities identified within their communities.

☐ Strengthen the feeling of belonging, foster connections, and support communities.

☐ Increase ethnocultural communities participation in political, social, economic and cultural life in Edmonton

☐ Support the growth and development of community groups to best serve their communities.

44. Please indicate if this a *

Mark only one oval.

◯ New program

◯ An expansion

45. If this is an expansion, describe how and why you are expanding the program?

_____

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46. Describe your project, what do you want to do with your community? *

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47. Describe the community need and that your project/program will address and tell *
us why it is important for your community?

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48. How did you determine community need? *

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49. Describe the projects/programs activities and timelines. *

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50. Who will benefit from this Project/Program *

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51.　When will the project happen?　*

Skip to question 70

Special Projects

Grant Amount

Between $7,001 - $20,000
There are two intake periods for this grant. First intake deadline is the third Thursday of March. If there are remaining funds the second intake will be the third Thursday of September.

Intended Use

To support projects/programs that attempt to address/respond to or challenge systemic level barriers to inclusion. These projects/programs are larger in scale and scope and aim to address more complex settlement and integration challenges.

52.　Name of the program　*

53.　Grant request as per your attached budget? (Please use a number)　*

54. Which priority do you hope to address? *

Tick all that apply.

☐ Support Immigrant and refugee community groups and organizations in creating and delivering projects that address the needs and opportunities identified within their communities.

☐ Strengthen the feeling of belonging, foster connections, and support communities.

☐ Increase ethnocultural communities participation in political, social, economic and cultural life in Edmonton

☐ Support the growth and development of community groups to best serve their communities.

55. Please indicate if this a *

Mark only one oval.

◯ New program

◯ An expansion

56. If this is an expansion, describe how and why you are expanding the program?

_____

_____

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_____

_____

57.   Describe your <u>project</u>, what do you want to do with your community? *

Explain how the priority you selected above match your program goals

_____

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58.   Tell us how the principles of the EIRC program will be included in your Program? *

The principles are: Interculturalism, Empowerment, Community Input, Relationship Building

_____

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59.   Describe the <u>community need</u> and that your project/program will address and tell *
us why it is important for your community?

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60.   How did you determine community need? *

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61.   Describe the projects/programs activities and timelines. *

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62.   Who will benefit from this Project/Program *

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63.   When will the project happen? *

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Skip to question 70

Space Grant

Grant Amount

If renting a not-for-profit or public facility (such as a community league, school or cultural hall), groups are eligible for an 80% subsidy up to a maximum of $6,000. When renting commercial space, groups are eligible for a 60% subsidy up to a maximum of $5,000 / year. The space subsidy is open throughout the calendar year until the funding runs out.

Intended Use

The EIRC Space Subsidy Grant assists immigrant and refugee communities with the cost of renting space for their programs and/or organization based on a **calendar year of January to December.**

Final Reporting

A final report must be submitted no later than February 1, of the year following funding.

64.　What is the address of the rental space?　*

_____

65.　What type of space are you renting?　*

Mark only one oval.

◯ Commercial?

◯ Not for profit?

66.　If you are renting a not for Profit space, who is the not for profit?

_____

67.   What will your organization be using the space for?   *

Programming space, conference space, office space, etc. . .

68.   Is this space for an ongoing monthly rental/lease? or is this a one time rental or   *
space?

Please provide details including costs and dates. (You will need to upload the
rental/lease agreement below.)

Attachment for Space Applications

69.   Please upload your rental/lease agreement here: *

Files submitted:

Organizational Documentation Uploads

70. Please upload your   *
     -Operational Budget for the Last Fiscal Year
     -Copy of your meeting minutes where the Financial were approved
     -Most recent Audited Financial Statements singed by two (2) board members
     OR
     -Most recently generated financial statements (Those that are not presented as
     either a notice to reader, a review or an audit)signed by 2 board members and
     must also include a bank statement and bank reconciliation aligned with the year
     end.

     Files submitted:

Budget template Uploads

71. Please upload your budget template here: *

     [Budget template](#)

     Files submitted:

Declaration

The applicant declares, to the best of their knowledge and belief, the information provided is
truthful and accurate, and that the application is made on behalf of the application-named
organization.
Please click Submit.

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