

GRANT FUNDING PROGRAM

Spring 2025



HISTORICAL SOCIETY
OF ALBERTA



The Historical Society of Alberta has created this grant program with the objective of advancing our understanding of, and ability to share, the history of Alberta. Grants of up to \$6,000 will be available to H.S.A chapters, and individual OR organisational members in good standing of the Historical Society of Alberta.

The following types of projects are eligible under this grant:

- ***Projects that reach new audiences or find new ways to share the stories of Alberta's history.***
- Projects that tell little known stories of Alberta's history or find new ways to share the history of Alberta.
- Research Assistance Projects (the Hugh Dempsey Research Assistance Grant)
- Publication Projects
- Built Heritage Projects
- Projects involving new technology such as videos, apps, or other ways of promoting Alberta history
- Joint projects between H.S.A. chapters, members, and other groups or institutions would also be considered
- Other projects deemed appropriate by the grants committee/H.S.A. Council

Deadlines for Applications

Applications must be submitted to the H.S.A. by email no later than April 30. Only complete grant applications will be considered. Applicants should contact the provincial office or their H.S.A. chapter president with questions about the grant application. Grant applications will be reviewed by a Grants Committee and voted on at the H.S.A. Council meeting.

All applications longer than page maximums identified in the application form will not be considered.

As part of evaluating projects/activities, consideration will be given to:

- Projects/activities that promote the vision, mission, and values of the Historical Society of Alberta and align with the purposes of H.S.A. and its chapters.
- Projects that advance our understanding of, and ability to share, the history of Alberta.
- Applicants and projects that do not qualify for provincial funding. If the project is eligible for provincial funding, the applicant should apply for provincial funding, HOWEVER, H.S.A. Grants will fund, in part, projects which receive government (excluding Alberta Heritage funding) or private support, on a cost-sharing basis. This relationship must be clearly articulated in the application and budget.

Eligible Expenses:

Expenses that may qualify for funding could include:

- Travel and accommodation (for a distance of more than 100 km from home)
- Honorariums
- Rental of equipment



- Cost of photographs from archives, museums
- Cost of printing
- Creation of graphic material
- Matching funding for a summer staff grant or other grant
- Supplies specifically related to the project (could include non-alcoholic catering, or food & beverage services)
- Advertising and promotions specifically related to the project

Ineligible Expenses

Expenses that would not qualify for funding may include:

- Expenses already incurred prior to receiving the grant
- Living expenses (unless covered under travel expenses)
- Any expenses not directly related to the project (such as office expenses, computer purchases, other capital purchases etc)
- Liquor expenses

Terms of the Award

Upon approval of a grant, the H.S.A. President will reach out to all applicants to let them know the status of their application, and details therein. Each applicant shall then officially notify the H.S.A. office of their acceptance and agreement to any restrictions or conditions placed on the awarded grant in writing.

Upon receipt of notice of acceptance, the H.S.A. will provide all awarded funding dollars to the successful applicants, and outline the H.S.A. expectations which include fulfilling the following obligations:

- Submitting a satisfactory funding follow-up report
- Providing the provincial office with a financial statement outlining the full costs of the project within sixty (60) days of the project being completed. Any unused funds must be returned to the H.S.A. AT THAT TIME
- Writing an article on the project suitable for publication in Alberta History and/or the chapter's newsletter and/or being prepared to lead a public program on their projects. The editors of Alberta History will notify the Council if an article has been accepted for publication.

Acknowledgment of funding support from the Historical Society of Alberta shall be made in any finished product of the project (i.e. interim and final reports, any publications resulting from the project, presented papers, webpages, in the video, etc. as appropriate).

The H.S.A. will disclose the name of the recipients of the grant by publishing the information in the next edition of History Now, and subsequently report the amount in the annual H.S.A. financial report presented at the Annual General Meeting.



H.S.A. Grant Review Process

The Office Coordinator will receive all applications for funding, and review the applications for eligibility, completeness, etc. If everything is in order, the applications will be forwarded to the Grants Committee for review and assessment. The Grants Committee is an ad hoc committee of the H.S.A. Council. The Grants Committee will be guided by the grant review process and the criteria outlined related to the grant.

The Chair of the Grants Committee (appointed by the committee members) will present their decision(s) at the following H.S.A. Council meeting for discussion and voting. Applications must receive a majority vote in favour of the project/activity in order for funding to be granted. All applicants, yay or nay, will be notified of their application status within sixty (60) days following the submission deadline of April 30.



SECTION 1.0 - APPLICANT INFORMATION

1.	NAME	
2.	ORGANISATION	
3.	H.S.A. CHAPTER (IF ANY)	
4.	MAILING ADDRESS	
5.	PHONE	
6.	EMAIL	

SECTION 2.0 - PROJECT INFORMATION

1.	PROJECT TITLE		
2.	PROJECT DURATION	START DATE:	ANTICIPATED COMPLETION DATE:

SECTION 3.0 - Project Summary (2 pages maximum)

Please discuss the following points in your summary:

1. Purpose/need for the project:
 - 1.1. Has this topic been researched previously?
2. Objectives of this project:
 - 2.1. How are the objectives of the project in alignment with the objectives of HSA? *the objective of advancing our understanding of, and ability to share, the history of Alberta.
3. How will this project benefit the Historical Society of Alberta or other audiences?
4. Has this project been developed with the assistance of the H.S.A.? If so, which H.S.A. Chapter? Please include Letter of Support from the Chapter if this is a joint project.
5. Collaborators or partners (others involved with the project).
6. Describe previous experience of these partners (if any) in similar or relevant projects. What value will they add?

SECTION 4.0 - Planned Activities and Methods (2 pages maximum)

Please provide a description of the planned activities and research, equipment rental, purchases, honorariums, etc.).

SECTION 5.0 Budget

Fully justify all expected expenditures in terms of the needs of the research. Include costs for travel and accommodation (if applicable), and other relevant costs.

List all the anticipated income, as well as other funding applied for or obtained from other sources, along with in-kind contributions. Please use the included budget template to itemise your project budget.

PART E – Project Budget (Presented budgets **MUST** be balanced)

Anticipated revenue and funding requested must equal planned expenditures

Event Name:		Cash \$	In-Kind
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Planned Expenditures (A) – Itemize and list costs

NOTES:

Ineligible expenses include salaries, prizes, alcohol and merchandise for resale.

A - Expense TOTAL		
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Anticipated Revenue (B) – Itemize and list financial support/grants/donations to be received

Grants

- Provincial
- Federal

Contribution from Presenting Organization

NOTES:

In accordance with due diligence requirements please ensure that the application form is complete, that all budget calculations are correct, and all required documentation has been provided.

B - Revenue TOTAL		
C - Funding REQUESTED		(A-B=C)

