



HISTORICAL SOCIETY OF ALBERTA

GRANT GUIDELINES

Phone: (403) 261-3662

Email: info@albertahistory.org

The following areas of projects are eligible under this grant:

- 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
- Other projects deemed appropriate by the grants committee/H.S.A. Council

Grants of up to \$6,000 will be available to H.S.A chapters and individual/organizational members of the Historical Society of Alberta. For members, a letter confirming the H.S.A. chapter's support, signed by the chapter president, must accompany the application.

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.
- If the project is eligible for Alberta Heritage funding, the applicant should apply for provincial funding and not for the H.S.A. grant. Information on this provincial grant program can be found at <https://www.alberta.ca/heritage-funding.aspx>. H.S.A. may agree to supplement provincial grant funding or, if a project is refused provincial grant funding, may consider funding the project upon application under this program.
- The Grants Committee may recommend a different amount for a grant than the amount applied for.

Consideration on projects may also give given to:

- 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.

HISTORICAL SOCIETY OF ALBERTA

GRANT GUIDELINES

PAGE 2

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 (note exceptions above)
- Supplies specifically related to the project
- 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, etc)
- Liquor expenses.

Terms of the Award

Upon approval of a grant, the applicant shall 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 funding of up to 50 percent of the grant. The remaining 50 percent will be paid upon the completion of the project, which includes fulfilling the following obligations:

1. Submitting a satisfactory written report;
2. 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.**
3. Writing an article on the project suitable for publication in *Alberta History* and/or the chapter's newsletter and/or be prepared to lead a public program on their projects. The

HISTORICAL SOCIETY OF ALBERTA GRANT GUIDELINES

PAGE 3

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).

Any grant funding not paid out within 24 months of approval will be forfeited unless a request for an extension in writing has been received by the provincial office and subsequently approved by the H.S.A. Council

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

Deadlines for Applications

Applications shall be submitted to the H.S.A. provincial office no later than March 31. 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. The applicant(s) will be informed of the funding decision by the H.S.A. President.