



Anti-Racism community engagement grant

Application guidelines

Alberta 



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Anti-Racism community engagement grant

1. Purpose of the grant

Alberta's government is providing funding to eligible organizations to host and carry out their own engagement sessions on anti-racism. The grant will help organizations give feedback and participate in the Government of Alberta anti-racism engagements and ensure the needs and concerns of people in communities impacted by racism are heard.

Eligible organizations will have the opportunity to share their views on what actions should be used to address racism, and how the government can continue to engage communities and Albertans on anti-racism.

Outcomes from the engagement sessions will inform how the Government of Alberta can play a leading role in addressing racism and identify what anti-racism actions are needed to help address racism in Alberta.

2. Eligibility requirements

2.1 Community engagement sessions

The engagement may be completed in one session or with multiple sessions and must meet all the following criteria in order to be considered for funding:

- Take place in Alberta, **on or before January 15, 2023**
- Include only engagement participants that reside in Alberta
- Include a minimum of seven participants engaged
- Be free to participants
- Not be used for any other purpose (such as personal or private engagements, community events, fundraising events, research activities or political activities, etc.)
- Not take place in someone's private home or dwelling
- Not include individual interview sessions

2.2 Organizations

Eligible organizations

The following organizations that are a legal entity and/or incorporated or registered for a period of at least one year, have an Alberta-based address and are operating in Alberta are eligible to apply for funding:

- Non-profit organizations (incorporated, registered or established under an Act of the Alberta legislature or the Parliament of Canada) including Indigenous, ethno-cultural, multicultural and faith-based organizations
- First Nations and Métis Settlements
- Municipalities

Ineligible organizations

- For profit organizations
- Federal and provincial governments
- Provincial or federal crown agencies, boards and commissions or corporations
- Public sector entities (e.g., public post-secondary institutions, schools, school boards, hospitals, health authorities, etc.)
- Political parties
- Any other organizations not registered as per above
- Any organization not in good standing with the Government of Alberta

Individuals are not eligible to host engagements.

2.3 Financial considerations

Funding

The grant amount is provided to an organization to carry out an engagement session on anti-racism.

The amount available through this grant program is a minimum of \$150 and a maximum of \$2,500 per organization. The amount of funding provided will be based on organization's proposed budget and government approval of eligible costs.

Eligible costs

Grant funding may only be used for costs directly related to conducting engagement sessions:

- Honoraria and fees for Elders, project coordinator, facilitator, cultural workers, technicians (such as interpreters)
- Session materials, printing of materials, and project supplies (items directly needed to carry out the proposed engagement)
- Food and beverage (note: Costs must be reasonable – maximum \$20 per person. Alcoholic beverages and bar services are not eligible)
- Cost of parking and child minding for individuals participating in engagement session
- Transportation costs where transportation is a barrier to participation. Transportation costs for out of town travel is not eligible
- Facility and equipment rental for engagement session
- Marketing and communications (e.g. promotional materials, brochures, translation costs, etc.)
- Other expenses (any other costs will be approved if deemed to be direct and necessary for the successful implementation of the proposed engagement)

Ineligible costs

Grant funding cannot be used for expenses related to:

- Costs for any items not directly for engagement session (e.g., legal and accounting fees, insurance, membership fees, thank you event for volunteers, etc.)
- Capital expenses such as construction, renovations or repairs or purchase of equipment such as computers, video camcorders, power tools, office equipment, etc.
- The purchase of alcohol, tobacco and cannabis, with the exception of tobacco gifts for protocol
- Entertainment, health and wellness expenses
- Wages, salaries and expenses of existing staff of the applicant organization
- Allowances, wages or any other personal expenses for program registrants and participants not deemed as eligible
- Gifts, prizes, contests or rewards
- Recompense for lost potential rental income
- Operating costs and day-to-day expenses of business
- Activity that promotes definable faith or political-based viewpoints
- Past engagement sessions, work or activities that have already taken place
- Retroactive funding for costs that have already been incurred prior to application submission
- All other participant costs not considered eligible
- Other expenses than those stated in the application deemed unnecessary

3. Application procedures

An organization may only submit one application for grant funding, but may conduct multiple sessions within the funding.

3.1 Application submission

The application deadline is November 4, 2022 at 11:59 p.m. Mountain Standard Time.

Applications received after the deadline will not be processed, regardless of circumstances (including technical difficulties).

Completed applications will only be accepted by email to ARCEGprogram@gov.ab.ca.

Applications submitted by mail, courier or fax will not be accepted.

3.2 Application requirements

Applicants must answer all questions and fully complete the application form in order for their application to be processed. Only complete applications will be considered for funding.

A complete application consists of the filled in the [Grant Application Form](#), signed by an authorized representative that has legal and/or financial signing authority for the organization.

3.3 Review and evaluation

Applications received by the submission deadline will be screened for eligibility and recommended for funding.

Assessment criteria

Due to limited program funds, if the program is over-subscribed, not all applications that meet the established eligibility requirements will be approved for funding.

The following considerations will be applied when assessing applications.

- Applications will be assessed by region to ensure that engagement sessions are being held throughout the province
- Applications will be assessed by the number of participants that will engage in the sessions to ensure that as many people as possible are able to participate
- Applications will be assessed to ensure a broad representation of eligible organizations

4. Selection and notification

All applicants will receive written notification of the results of their application via the e-mail address provided in their Grant Application Form. All decisions are final and no appeals will be considered.

5. Expectations of successful applicants

Upon proposal approval, department staff will establish the grant agreement with successful applicants.

Grant recipients agree to:

- comply with the terms and conditions of the grant agreement
- demonstrate sound financial management
- submit a complete, timely and accurate final report (see 5.1)
- publicly acknowledge the Government of Alberta funding

5.1 Final report requirements

Final reporting requirements are outlined in Schedule C of the grant agreement, and will include:

Engagement session feedback	Outcomes from the engagement session must be reported back to the Government of Alberta. Please complete and return using this Feedback Form Template and submit as a word document. The community organization and information provided may be reflected in a report that may be posted publicly.
Financial Statement	Signed certificate confirming funds were used in accordance with the purpose of the grant.

Grant recipients must submit their final reports to ARCEGprogram@gov.ab.ca within 3 days of completion of their engagement sessions and no later than January 15, 2023.

6. Freedom of Information and Protection of Privacy Statement

The grant recipient must comply with the privacy requirements of the *Freedom of Information and Protection of Privacy (FOIP) Act* insofar as it applies to the recipient's operations and the personal information the recipient has access to, collects, or uses in providing the services under the agreement.

The grant recipient is required to protect the confidentiality and privacy of personal information accessible to the recipient or collected under the agreement.

All documents submitted to Alberta Labour and Immigration become the property of the Government of Alberta, and are subject to the disclosure provisions of FOIP. This Act allows any person right of access to records in the custody or under the control of the department subject to specific exceptions.

To learn more about the application of the Act to your proposal, visit: www.servicealberta.ca/foip/resources/guidelines-and-practices.cfm