



Alberta Anti-Racism Grant Program Guideline

2023-2024

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Alberta Anti-Racism Grant Program Guideline | Immigration and Multiculturalism

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Contents

1. Program intention	4
1.1 Objectives and outcomes	4
1.2 Guiding principles.....	5
2. Program overview	5
3. Eligibility requirements	6
3.1 Organizations	6
• 3.1.1 Eligible organizations	6
• 3.1.2 Ineligible organizations	7
3.2 Projects	7
• 3.2.1 Eligible projects	7
• 3.2.2 Ineligible projects	7
3.3 Financial considerations.....	8
• 3.3.1 Funding range	8
• 3.3.2 Eligible costs	8
• 3.3.3 Ineligible costs	8
4. Application procedures	8
4.1 Application requirements.....	9
• 4.1.1 Project outcome measures	9
4.2 Review and evaluation	9
• 4.2.1 Assessment criteria	9
• 4.2.2 Priority funding	9
5. Selection and notification	9
5.1 Expectations of successful applicants	10
6. Freedom of information and protection of privacy acknowledgement	10
7. Guidelines review	10

1. Program intention

Alberta's Anti-Racism Grant will focus on anti-racism activities and initiatives that help address and prevent racism and promote more inclusive and accepting multicultural communities across Alberta.

The grant will support community organizations in Alberta to implement initiatives that combat discrimination and address systemic racism by providing funding for projects that increase public education and enable Albertans to recognize and value cultural differences and heritage.

The program funds are not designed to address access to affordable housing, job opportunities or healthcare. Rather, the funds are intended to educate about the impacts of discrimination and racism faced by Indigenous and racialized groups and enable community organizations to develop their ability to support anti-racism projects.

The program will also support smaller grassroots Indigenous and/or ethnocultural groups to deliver programs and services through partnerships with larger organizations.

1.1 Objectives and outcomes

The program supports initiatives that help prevent and address racism. There are two (2) funding streams.

STREAM 1: Projects for grant funding must align with at least one of the identified outcomes listed under either of the following program objectives.

STREAM 2: Projects for grant funding must align with at least one of the identified outcomes listed under both of the following program objectives.

Objective 1: Educate Albertans on racism and the impacts of racism faced by Indigenous and racialized groups.

The program outcomes for this objective are:

- Albertans have an increased understanding of racism, its impacts and the challenges faced by Indigenous and racialized groups.
- Albertans have increased knowledge to identify racism and how to address racism and racist acts.
- Albertans have increased awareness of the resources and tools that organizations provide to support Anti-Racism initiatives.

Objective 2: Enable community organizations to develop their ability to support anti-racism projects.

The program outcomes for this objective are:

- Racialized communities have support to fully participate in the community. (Examples are training and employment, mentorship programs for internationally trained professionals, support or education for marginalized communities to navigate supports.)
- Racialized communities have capacity to continue open and honest conversations about racism, microaggressions and promoting awareness about their impact.

1.2 Guiding principles

The Program is guided by a set of principles that help inform the decision-making and administration process. These include:

- Accessible and simple
 - Minimize administrative strain on organizations by keeping program application and reporting simple so that small community organizations who do not have experience or limited administrative capacity are not discouraged to apply for the program.
- Responsive
 - Participation of community organizations that are impacted by racism as they are best positioned to determine the solutions that are relevant and responsive to the needs seen in their communities.
- Community-driven
 - Empower community organizations to have a voice and demonstrate active participation in anti-racism issues that impact their particular communities.
- Continuous improvement
 - Identify lessons learned, apply feedback from community organizations and use program results to inform future successful programming.

2. Program overview

Application deadlines

Application deadlines: There will be one intake in 2023-24. The intake will open on December 18, 2023, and the intake deadline is February 9, 2024, at 11.59 p.m.

Starting in 2024-25, there will be 2 intakes per fiscal year, with application deadlines to be determined.

Timelines for notification to applicants

Notifications for the 2023-24 intake will be prior to March 31, 2024.

Frequency of application

Eligible organizations with more than one idea may only submit one application per program intake. Successful applicants will be awarded funding for one project (across all streams) per intake.

Applicants may only submit one application for each program intake and must select the most appropriate application stream for their application. For partnership projects, applicants may only be the main applicant on one application but may be listed as a partner or contributor to a separate, unrelated project.

Unsuccessful applications may be re-submitted in future intakes.

Application package

- Grant application form
- Budget template
- Application for Electronic Payment form
- Supporting documents (see section 4.1 Application requirements)

Funding range

Up to \$5,000 maximum for Stream 1.

Up to \$10,000 maximum for Stream 2.

Funding priorities	<ul style="list-style-type: none">• Organizations that best meet the guideline criteria (see section 3.2.1 Eligible projects).• Projects submitted by applicants with an annual operating budget of less than \$100,000.• Projects that are submitted by Indigenous or ethnocultural serving organizations.• New projects or an expansion/new phase of an existing project.
Program outcomes	<ul style="list-style-type: none">• Albertans have an increased understanding of racism, its impacts and the challenges faced by Indigenous and racialized groups.• Albertans have increased knowledge to identify racism and how to address racism and racist acts.• Albertans have increased awareness of the resources and tools that organizations provide to support Anti-Racism initiatives.• Racialized communities have support to fully participate in the community. (Examples are training and employment, mentorship programs for internationally trained professionals, support or education for marginalized communities to navigate supports.)• Racialized communities have capacity to continue open and honest conversations about racism, microaggressions and promoting awareness about their impact.
Payment method	Electronic funds transfer (EFT).
Project completion timeframe	Within 12 months from date of payment.
Reporting requirements timeframe	Project outcomes and financial reporting is due within sixty days of project completion. Note: Successful applicants will receive complete reporting requirements in Schedule C of the Grant Agreement.

3. Eligibility requirements

Applications must meet the following eligibility requirements to be considered for grant funding.

3.1 Organizations

3.1.1 Eligible organizations

The following organizations that are legal entities 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 (under an Act of the Alberta legislature or the Parliament of Canada), including ethnocultural, multicultural and faith-based organizations.

- Indigenous (e.g., First Nations or Metis) governments, tribal councils, band councils, settlements, and/or not-for-profit Indigenous organizations.
- Community development organizations.

The following organizations may apply as the primary applicant in partnership with an Indigenous and/or ethnocultural organization(s):

- Arms-length municipal or municipal district affiliated organizations (e.g., libraries);
- For-profit organizations/corporations; and
- Public sector entities (e.g., public post-secondary institutions, schools, school boards, hospitals, health authorities, etc.).

Interested applicants that do not meet the above eligibility criteria are encouraged to form a partnership with an eligible organization to deliver the project. For projects with partnerships, the applicant must be:

- an eligible applicant as listed above,
- the fiscal agent,
- the lead role in planning the project and project coordination, and
- accountable for all project deliverables and reporting requirements.

3.1.2 Ineligible organizations

The following organizations are not eligible for program funding:

- Arms-length municipal or municipal district affiliated organizations (e.g., libraries), except in the case of partnerships noted above;
- For-profit organizations/corporations, except in the case of partnerships noted above;
- Public sector entities (e.g. public post-secondary institutions schools, school boards, hospitals, health authorities, etc.), except in the case of partnerships noted above; and
- Federal and provincial crown corporations applying for individual projects;
- Federal, provincial, or municipal governments applying for individual projects;
- Political parties; and
- Individuals.

3.2 Projects

3.2.1 Eligible projects

Projects must meet all the following criteria in order to be considered eligible for funding:

- Must meet one or more of the program outcomes (see Section 1.1).
- Must be able to measure what the project will achieve, aligned to the program outcome.
- Must take place in Alberta and benefit Albertans.
- Must start on or after program application date and be completed within 12 months from date of payment.

3.2.2 Ineligible projects

The following are not eligible for program funding:

- Projects that have already started or started incurring costs.
- Projects that are not directly related to promoting anti-racism in Alberta.
- Projects that are fully funded through other funding sources.

- Projects that are receiving or have received funding through any other Government of Alberta project grant programs (project applicants are encouraged to apply for the Government of Alberta project grant program that most closely aligns to the organization's mandate and/or project goals).
- Projects that are not deemed to meet one of the program outcomes.
- Research studies or reports that are academic in its nature or its primary purpose.
- Projects that include government lobbying or political activism.

3.3 Financial considerations

3.3.1 Funding range

Applicants may request:

- up to a maximum of \$5,000 for Stream 1.
- up to a maximum of \$10,000 for Stream 2.

Applicants are encouraged to consider all costs, including financial reporting requirements, in their budget request, and are encouraged to provide realistic and well-reasoned estimates. Justification for all costs must be included alongside each budget line item in the comments/explanation column on the Budget Template.

3.3.2 Eligible costs

The following costs may be considered as eligible expenses through this program funding:

- Costs associated directly with the delivery of the project.
- Costs associated with addressing barriers to accessing project activities.
- Administrative costs (up to 15% of grant budget)
- In-kind costs (if applicable)

3.3.3 Ineligible costs

The following costs are not eligible for program funding:

- Time and labour provided towards preparation of funding applications, fundraising (including costs for fundraising campaigns), and websites for fundraising purposes.
- Expenses incurred and paid prior to the submission of the application and project start date.
- Capital purchases and facility upgrades, renovations, and construction.
- Debt reduction; financing charges and/or interest payments on loans; retroactive expenses incurred prior to grant execution.
- Food costs as a substantial expense for the project activities (not more than 20% of total budget).
- Parking fees.
- Research as a stand-alone project.
- Government lobbying or political activism.
- Volunteer expenses (with the exception of honorarium and gifts for protocol).
- Goods and Services Tax (GST).

4. Application procedures

Eligible organizations with more than one idea may only submit one application per program intake. Successful applicants will only be awarded funding for one project (across all streams) per intake. Each application should be submitted individually, and applicants can only select one stream per application. An applicant submitting two applications may submit both applications separately under one stream or one application per stream.

4.1 Application requirements

In order to process applications, the information requested from applicants needs to be fully completed and all questions on the online form must be answered. A complete application consists of the following mandatory components:

- Online Grant Application Form and Online Budget Template: An authorized representative must digitally sign the Online Grant Application Form and Budget Template.
- Supporting documents: Most recent financial statement (audited or unaudited), or Council Resolution [signed by authorized representative\(s\)](#) and the Application for Electronic Payment Form – to be uploaded and saved to the online application.
- **Optional** - One (or two maximum) reference letter(s) or email(s) speaking to the organization's knowledge and experience regarding the proposed project – to be uploaded and saved to the online application.

(Note: In the case of inability to access the online grant application portal, applicants may contact the Program for a manual application. Email: goa.margrants@gov.ab.ca).

4.1.1 Project outcome measures

As part of the application for funding, organizations are required to identify the quantitative and/or qualitative measures they will use to demonstrate the project outcomes.

The Online Grant Application Form provides outcome measures for selection. Applicants are encouraged to identify additional project-specific outcome measures (as applicable).

4.2 Review and evaluation

Applications received by the submission deadline will be screened for eligibility and referred for further evaluation and recommendation for funding. For those who have advised the Program that they will submit a manual application, the post-marked date on the application package will be used to determine the submission date.

4.2.1 Assessment criteria

Applicants will be assessed and scored based on the following criteria:

- The application meets all eligibility requirements (see Section 3)
- The organization's capacity to achieve the project goals (as demonstrated through the information provided in the Online Grant Application Form and Supporting Documents)
- Project viability (as demonstrated through the information provided in the Online Grant Application Form)
- Financial feasibility (as demonstrated through the information provided in the Online Budget Template and supporting documents)

4.2.2 Priority funding

Higher priority for program funding will be given to:

- Projects submitted by applicants with an annual operating budget of less than \$100,000.
- Projects submitted by Indigenous or ethnocultural organizations.
- Projects that are new or an expansion of an existing project.

5. Selection and notification

All applicants will receive written notification of the results of their application via the e-mail address provided on their Online Grant Application Form prior to March 31, 2024. All decisions are final, and no appeals will be considered.

5.1 Expectations of successful applicants

Upon project approval, Program 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 and personnel management.
- notify Program staff and obtain approval of any changes to the project scope or re-allocation of project funds.
- submit a complete, timely and accurate final report.
- respond to further information requests regarding the project.
- assist Program staff with verification of agreement compliance (Schedule C of the duly executed grant agreement).
- publicly acknowledge Government of Alberta funding (where possible).

6. Freedom of information and protection of privacy acknowledgement

The grant recipient must comply with the privacy requirements of the *Freedom of Information and Protection of Privacy Act* (FOIP) 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 Immigration and Multiculturalism 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:

<http://www.servicealberta.ca/foip/resources/guidelinesand-practices.cfm>

7. Guidelines review

These program guidelines will be reviewed, at a minimum, every three years. This aligns to best practices in grant administration. Regular review will ensure that the Program remains relevant and funded projects are addressing racism and increasing cultural awareness.