



Alberta Ethnocultural Grant Program Guideline 2023-2024

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Alberta Ethnocultural Grant Program Guideline | Ministry of Immigration and Multiculturalism

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1. Program intention

Alberta's Ethnocultural Grant will focus on multiculturalism activities and initiatives and will support community organizations to implement initiatives that build diverse, inclusive, and welcoming multicultural communities to help ensure that people from diverse ethnocultural backgrounds want to live and work in Alberta. The grant will also support Indigenous communities to celebrate and build on their rich historical heritage.

The grant will support community organizations to advance intercultural understanding by providing funding for projects that encourage people to share, learn, appreciate, and respect cultural diversity. The program funds are not designed to address access to affordable housing, job opportunities or healthcare. Rather, the funds are intended to educate about cultural diversity and inclusion in Alberta.

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 Indigenous and ethnocultural initiatives. Projects for grant funding must align with the identified outcomes for each funding stream. There are two (2) funding streams, with its corresponding objectives:

STREAM 1: Intercultural Connections - Create opportunities for intercultural connections with ethnocultural and Indigenous groups.

- Entails sustained cross-cultural engagement through activities such as cultural exchanges, cooperative work between communities, creating safe spaces, community dialogues, creative projects, roundtables, conferences, and integration work for welcoming and inclusive communities.

Stream 1 applicants may apply for a grant of up to the maximum of \$50,000. The program outcomes for Stream 1 are:

- Albertans have increased cross-cultural and/or intercultural connections.
- Albertans have a better understanding and value people from other cultures, and their cultural differences.

STREAM 2: Celebrating Diversity - Create opportunities to celebrate diversity.

- Supports the performances, displays, and expressions of ethnocultural and Indigenous groups for the purposes of education and engagement with the broader community. This includes events such as festivals, cultural showcases, and performances that introduce cultural worldviews, expressions, creativity, and innovation.

Stream 2 applicants may apply for a grant of up to the maximum of \$15,000 for a multi-day project, OR up to a maximum of \$8,000 for a single-day project. The program outcomes for Stream 2 are:

- Diverse backgrounds are celebrated, making Alberta communities more welcoming and inclusive.
- Albertans from diverse ethnocultural and Indigenous backgrounds feel increasingly understood and appreciated.

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 ethnocultural and Indigenous organizations in promoting an environment where cultural diversity is recognized and celebrated.
- Community driven

- Empower community organizations to have a voice and inform government on what potential solutions are within the Program's scope to serve a particular community.
- Continuous improvement
 - Identify lessons learned, apply feedback from community organizations and use Program results to inform future successful programming.

2. Program overview

Application deadlines	<p>There will be one intake in 2023-24. The intake will open on December 4, 2023, and the intake deadline is January 26, 2024.</p> <p>Starting in 2024-25, there will be 2 intakes per fiscal year, with application deadlines to be determined.</p>
Timelines for notification to applicants	Notifications for the 2023-24 intake will be prior to March 31, 2024.
Frequency of application	<p>Eligible organizations with more than one idea may submit up to two applications but will only be awarded funding for one project (across all streams) per intake.</p> <p>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 Stream 1, or one application per stream.</p> <p>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.</p> <p>Unsuccessful applications may be re-submitted in future intakes.</p>
Application package	<ul style="list-style-type: none"> • Grant application form • Budget template • Application for Electronic Payment form • Supporting documents (see section 4.1 Application requirements)
Funding range	<p>Up to \$50,000 maximum grant for Stream 1.</p> <p>Up to \$15,000 maximum grant for Stream 2 (multi-day project) OR up to \$8,000 maximum grant for Stream 2 (single day project).</p>
Funding priorities	<p>Stream 1 and Stream 2:</p> <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 \$500,000. • Projects that are submitted by Indigenous or ethnocultural serving organizations. • Initiatives fostering community partnerships. • New projects or an expansion/new phase of an existing project. • Projects that demonstrate the involvement of partner organizations from other diverse communities in their development, delivery, and follow up.

Program outcomes

Albertans have increased cross-cultural and/or intercultural connections.

Albertans have a better understanding of and value for people from other cultures and their cultural differences.

Diverse backgrounds are celebrated, making Alberta communities more welcoming and inclusive.

Albertans from diverse ethnocultural and Indigenous backgrounds feel increasingly understood and appreciated.

Payment method Electronic funds transfer (EFT)

Project completion timeframe

Stream 1: within 24 months from date of payment (projects over 12-months duration must demonstrate a need for a multi-year commitment and the capacity to complete the project).

Stream 2: 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):

- A University, college, or institute, as defined under Alberta's *Post-Secondary Learning Act*; and
- arms-length municipal or municipal district affiliated organizations (e.g., libraries).

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:

- For-profit organizations/corporations
- Federal, provincial, or municipal governments
- Federal and provincial crown corporations
- Public sector entities (e.g., public post-secondary institutions (except in the case of partnerships noted above), schools, school boards, hospitals, health authorities, etc.)
- Political parties
- 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.
- All projects must include an educational component for participants, including at events and festivals.
- Must take place in Alberta and benefit Albertans, and
- Must start on or after program application date and be completed:
 - Stream 1: within 24 months from date of payment (projects over 12-months duration must demonstrate a need for a multi-year commitment and the capacity to complete the project).
 - Stream 2: 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 inclusion of multicultural and/or Indigenous communities in Alberta.
- Projects that only provide activities for the ethnocultural group itself (e.g., an inward focus on preserving language or cultural practices rather than a broader focus on educating/including the public). Examples of ineligible activities include:
 - An ethnocultural/Indigenous festival, cultural center, or summer camp that does not include a public education component (e.g., social events or celebrations).
- Projects that are fully funded through other funding sources.
- Projects being funded by the Alberta Culture Days grant.
- 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 \$50,000 for Stream 1.
- up to a maximum of \$15,000 for Stream 2 for a multi-day project, OR
- up to a maximum \$8,000 for Stream 2 for a single day project.

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.
- Capital 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 30% for Stream 1 and not more than 50% for Stream 2).
- 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 submit up to two applications but 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 Stream 1 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 (under Supporting Documents section).
- **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 (under Supporting Documents section).

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

4.1.1 Project outcome measures

As part of the application for funding, organizations will need 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.

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 \$500,000.
- 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. All decisions are final, and no appeals will be considered.

5.1 Expectations of successful applicants

Upon project 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 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.
- submit an interim report after the first fiscal year for projects spanning more than 12 months.
- respond to further information requests regarding the project.
- assist department 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 increasing cultural awareness and fostering diversity.