



Edmonton Immigration and Refugee Communities (EIRC) Grant Guide

Edmonton

Grant Overview

The EIRC Grant Program contributes to the City of Edmonton's value "I want to BELONG and contribute". It supports grassroots immigrant and refugee communities who are in the process of settling and integrating. For newcomers, immigrants and refugees, the barriers to full inclusion in the community are often significant and tend to be complex, intersectional, and almost always systemic. For 2024, there is \$351,250 available in the Edmonton Immigration and Refugee Communities Grant. For 2024, \$75,000 of the grant will be utilized to fund Out of School Time (OST) through REACH Edmonton.

Grant Priorities

- Support immigrant and refugee community groups and organizations in creating and delivering projects that address the needs and opportunities identified within their communities.
- Strengthen the feeling of belonging, foster connections and support communities.
- Increase ethnocultural communities participation in political, social, economic and cultural life in Edmonton.
- Support the growth and development of community groups to best serve their communities.

EIRC Grant Principles

- *Interculturalism*: An exchange of knowledge and mutual learning for transformation
- *Empowerment*: Focus on developing growth and confidence
- *Community Input*: Inviting community members to be a part of the conversation
- *Relationship-Building*: Building trust amongst ethnocultural organizations and between these organizations and COE, authentically engaging to build trust.

Funding Streams

Space Subsidy (Maximum request \$5,000 for commercial space and \$6,000 for not-for-profit space)

The EIRC Space Subsidy Grant assists immigrant and refugee communities with the cost of renting space for their programs and/or organization based on a calendar year of January to December.

Seed (Maximum request: \$4,000)

This funding will support short-term / one-off projects / programs that will help ethnocultural community groups/organizations to identify community needs and try different approaches to address these needs.

Community Impact (Maximum request \$7,000)

This funding will support successful projects/programs that were tried with the Seed grant and found to be successful. These funds will address broader community needs.

Community Special Project (Maximum request \$20,000)

This funding will support larger projects/programs focused on addressing more complex settlement and integration challenges.

Eligibility

Applicant:

To be eligible for the EIRC Grant, the applicant is one of the following:

- Non-profit organization registered for at least one-year and in good standing with the incorporating body (Alberta Society, Non-profit Private Company, Non-Profit Public Company, Extra-Provincial Non-profit Company);
- Local grassroots group or interested individual that has a fiscal agent that meets one of the above eligible categories. (If the applicant is awarded funding through this grant program, the fiscal agent must agree to act on the applicant's behalf to sign a funding agreement with the City and to receive, administer and report on the grant).

Organizations must have a Total Operating Budget that is \$200,000 or less.

Organizations/fiscal agents must be based in Edmonton and serve Edmontonians.

Applicants currently receiving other City grants or funding must be in good standing with the City in terms of reporting requirements.

Projects/Programs:

A project/program already receiving City funding is not eligible for this grant.

Eligible Expenses

- Salaries for staff
- Honorariums for programs and projects
- Program/project material and supplies
- Food expenses (maximum of 25% of budget)
- Printing and communications
- Training expenses
- Travel expenses, within Edmonton
- Evaluation expenses
- Insurance
- Other administrative costs associated with the project/program (maximum 15% of budget)
- Short-term rental of space for projects/programs (If space rental needs are ongoing, please apply to the Space Subsidy Grant)

Ineligible expenses

- Time and labour provided towards preparation of funding applications, fundraising including costs for fundraising campaigns and websites for fundraising purposes
- Endowments, charitable donations, bursaries, developing business cases or proposals for funding, donor recognition, gifts (with the exception of gifts for Indigenous protocols)
- Project expenses that are incurred before the application has been received
- Capital and facility upgrades, renovations and construction
- Debt reduction, financing charges and/or interest payments on loans
- Direct government lobbying or partisan political activities (such as activities related to advocacy must demonstrate non-partisan approaches)

Grant Assessment criteria

All grant application will be assessed based on the following criteria:

Project description - Does the project description describe the project, align with priorities and principles and impact the targeted community?

Demonstrate Community Need - Does the group describe the community need, tell us why it is important and how they determined the need?

Project Timeline - Are there clear timeframes for the project?

Budget: Is the budget detailed, clear and realistic?

Grant Timelines

- The following three streams are open until funds are no longer available and are provided on a first-come first-serve basis, based on eligibility.
 - ★ Space
 - ★ Seed
 - ★ Community Impact
- Community Special Projects - Has two annual intake periods. The second intake will only occur if the first intake does not use all of the funds available in this stream. The first intake will be the third Thursday in March and the second intake will be on the third Thursday of September.

Reporting

A final project/program report is required and can be provided in any number of formats including:

- A written submission using the [EIRC Final Project Report form](#).
- A video submission using the following [EIRC Video submission form](#).
- A conversation with a City of Edmonton team member.

The final report must include:

- Description of the project/program
- Number of program participants
- Number of partners, if applicable
- Number of volunteers, if applicable
- Description of who participated (this could include: age, gender, socioeconomic status, cultural heritage etc)
- Outcome reporting (outcomes measured, how, and responses)
- Project/program lessons learned