

Anti-racism Advisory
Committee

Anti-racism Grants Program

Program Guidelines

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1. Purpose and Objective

1.1. The Anti-racism Grants Program aligns with the purposes outlined in City of Edmonton Bylaw 18970 which is to catalyze action on racism and anti-racism in Edmonton. This will be accomplished through investing in efforts that address racially motivated hate, build community capacity and cultural understanding, promote awareness, training and education or involve research, monitoring and evaluation of diversity, anti-racism and/or discrimination in Edmonton. The program builds upon Edmonton City Council's 50-year Strategic Plan and the goal of building a Healthy City where community and personal wellness embody and promote equity for all Edmontonians.

1.2. Within the program there are four distinct grant funding streams and an additional amount set aside annually to support the work of the Anti-racism Advisory Committee:

- Youth Activation
- Project Ready Matching Funds
- Local Anti-racism Capacity Building/Innovation
- Local Community Participatory Action Research

The four funding streams will follow the Anti-racism Grants Program guidelines, application and reporting requirements.

1.3. The program outcomes are:

- Edmontonians are more aware of racism and its impact and have a greater understanding of how to take action to address it.
- Edmontonians will be knowledgeable of the community organizations that are working to dismantle individual, systemic and structural racism.
- Edmontonians will work together to build a more diverse, inclusive and equitable city guided by anti-racism.

1.4. The program is governed by the terms outlined in the Administrative Directive A1460 and is also guided by the following core principles:

- Black, Indigenous and People of Color (BIPOC) Community-Led
- Transparency
- Flexibility
- Accountability
- Responsive

- 1.5. All program information, including guides, application forms, grant cycle outcomes and annual reports, will be available on the City of Edmonton's website.

2. Program Overviews

2.1. Funding Streams

Applicants are asked to identify the funding stream they are applying to in the grant application.

2.1.1. **Youth Activation Grants (up to \$1,000 | \$25,000 of total funds available)**

To be used by youth (13-24 years of age) to activate and animate anti-racism initiatives, grassroots organizing and community action.

2.1.2. **Project Ready Matching Grant (up to \$25,000 | \$75,000 of total funds available)**

To be used by community not-for-profits and local grassroots organizations to match funding with other anti-racism initiatives that have received approved funding and require some matching contribution.

2.1.3. **Local Anti-racism Capacity Building/Innovation Grants (up to \$15,000 | \$150,000 of total funds available)**

Focused on local grassroots organizations working on anti-racism activities and actions that address barriers to participation, promote healing and/or reconciliation, illuminate and combat systemic and structural racism, and support sustaining developmental change (e.g. projects to build relationships with other communities also impacted by racism, projects that uplift the stories of people impacted by racism, community needs assessments and responses).

2.1.4. **Local Community Participatory Action Research Grants (up to \$25,000 | up to \$50,000 of total funds available)**

To be used by communities impacted by racism to support community-led research activities which address local issues and concerns specific to their communities.

3. Eligibility Requirements

3.1. Eligible Organizations

- 3.1.1. Organizations who are registered (and in good standing) under one of the following acts:

- Provincial Legislation (Alberta)
 - Agricultural Societies Act
 - Education Act
 - Part 21 of the Business Corporations Act – Extra-Provincial Corporations- Must have an Alberta-based address which must be regularly monitored by an active member of the organization.
 - Companies Act, Part 9 (Nonprofit Companies)
 - Libraries Act
 - Societies Act of Alberta
 - Special Act of the Alberta Legislature
- 3.1.2. Organizations who are registered (and in good standing) under one of the following federal acts:
- Act of the Parliament of Canada
 - Income Tax Act of Canada and operating in the Province of Alberta as a Charity
- 3.1.3. A group that is operating in the Edmonton municipality formally connected through a First Nation or Metis Settlement in Alberta
- 3.1.4. A university, college or institute as defined under Alberta’s Post-Secondary Learning Act
- 3.2. Ineligible Organizations
- 3.2.1. Municipal departments or other governmental organizations
- 3.2.2. For-profit organizations/enterprises
- 3.2.3. Any other organizations not registered under one of the acts mentioned in 3.1
- 3.2.4. Organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by the City of Edmonton
- 3.2.5. Individuals
- 3.3. Eligible Projects
- 3.3.1. The program provides funding assistance to support anti-racism projects (new initiatives, events or expansions or new phases of an existing program) within Edmonton.
- 3.3.2. Organizations must clearly demonstrate how their project meets at least one of the program outcomes (see 1.3) and is a community-based anti-racism initiative that:
- addresses racially motivated hate;
 - builds community capacity and cultural understanding;

- promotes awareness, training, and education; or
- involves research, monitoring and evaluation on diversity, anti-racism, and/or discrimination.

3.4. Ineligible Projects

- 3.4.1. Any project that is not directly related to impacting anti-racism in Edmonton, Alberta, Canada.
- 3.4.2. Any project that is not deemed to meet one of the outlined outcomes.
- 3.4.3. The specific project or initiative being applied for is substantially funded through other City of Edmonton funding sources.
- 3.4.4. Multi-Year Projects will not be considered for funding unless the project can be broken into phases that are reapplied for, and meet the City of Edmonton's annual budget cycles.

4. Ineligible expenses

4.1 Program funding cannot be used for expenses related to:

- 4.1.1. Time and labour provided for preparation of funding applications, and fundraising including costs for fundraising campaigns and websites for fundraising purposes.
- 4.1.2. Endowments, charitable donations, bursaries, developing business cases or proposals for funding, donor recognition, gifts (with the exception of gifts for Indigenous protocols), gift cards, prizes, awards, alcohol, participant travel, participant accommodations, and participant per diems. If participant travel and accommodations are a significant barrier to involvement in the project, an exception may be granted by contacting program staff.
- 4.1.3. Capital and facility upgrades, renovations and construction.
- 4.1.4. Debt reduction, financing charges and/or interest payments on loans, retroactive expenses incurred prior to application submission dates.
- 4.1.5. Administrative costs and fees that exceed more than 65% of the total project costs (e.g. legal fees, accounting/booking fees, bank/financing related charges, ongoing operational expenses such as rent/lease payments and facility maintenance, etc.)
- 4.1.6. Direct government lobbying or partisan political activities (i.e. activities related to advocacy must demonstrate non-partisan approaches.)

5. General Criteria

The following general criteria will be used to evaluate funding requests:

- 5.1. The project must address a BIPOC community-identified need and demonstrate BIPOC community involvement.
- 5.2. Not all requests that meet the established criteria will be approved for funding. Applicants may receive full, reduced or no funding for their projects.
- 5.3. Applications will be assessed against the following specific criteria, and priority will be given to those projects that best meet the criteria. Applicants should include as much information to address the criteria when completing the application. See sections 5.3.1 - 5.3.6.

5.3.1. Organizational Capacities

The organization should demonstrate its ability to execute the project by:

- Providing background history (e.g. mission/purpose, organization size/representation, prior experience)
- Demonstrating the organization's sustainability through various elements such as operational history, volunteer contributions, and financial stability.
- Demonstrating that the organization has the capacity to complete the entire project (e.g. project leadership, board, and management)

5.3.2. Project viability and financial feasibility

To be considered a viable project, the organization needs to:

- demonstrate the project is planned out, clear timelines, a detailed outline of activities, and readiness to implement.
- Provide a relevant, detailed budget and explanation of costs within the application.
- Access to additional funding, if required to complete the project.

5.3.3. Project Impacts

The organization must demonstrate that the project will have one or more of the following impacts:

- Edmontonians are more aware of racism and its impact and have a greater understanding of how to take action to address it.
- Edmontonians will be knowledgeable of the community organizations that are working to dismantle individual, systemic and structural racism.

- Edmontonians will work together to build a more diverse, inclusive and equitable city guided by anti-racism.

5.3.4. Access

The organization must demonstrate the following:

- An intersectional approach.
- How project resources, findings and/or learnings will be shared with others inside and outside the community, system and structure.
- How broad public involvement beyond the organization's direct membership might be encouraged, if applicable.

5.3.5. Community need and allyship

The organization must demonstrate how the project will:

- Have confirmed BIPOC community support via data on the community needs or letters of support from the communities the project will impact.
- Leverage support from work already underway or include partnerships and collaboration from ally groups directly related to the project.

5.3.6. Other funding considerations

In assessing the application, consideration will be given to:

- Prior City of Edmonton funding given to the applicant.
- Demonstration of the organization's need for financial assistance.
- Availability of grant funding.
- The ability to complete the project with partial funding.

Higher priority will be given to organizations that:

- Can demonstrate they are BIPOC-led
- Have an operating budget under \$250,000/year
- Have not received prior City of Edmonton funding.
- Demonstrate the involvement of partner organizations from other diverse communities in its development, delivery and follow-up.

Lower priority will be given to organizations that:

- Receive ongoing funding from the City of Edmonton.

- Organizations with operational/program budgets supported through other governmental systems and structures.

6. Funding Stream Specific Requirements

The following requirements are specific to each funding stream in addition to the general criteria as outline in Section 5.1 - 5.3.6

6.1. Youth activation applications must demonstrate that:

- Youth aged 13 to 24 were involved with the development of the proposal **and** youth aged 13 to 24 will implement the project. Projects developed and led by BIPOC youth will be given preference.
- Projects delivered by youth must be supported by a fiscal agent/supporting organization whose primary mandate includes supporting youth activities. Projects must demonstrate how youth will be empowered to lead and implement the project. Fiscal agents/supporting organizations are responsible for financial accountability and reporting requirements outlined in section 10.

6.2. For matching projects, the applicant must contribute to the project expenses in an amount equal to or exceeding the grant request. The matching funding may be in the form of cash or donated labour, and/or donated materials or services, or a contribution thereof, all of which must be directly related to the project.

6.2.1. Matching of donated labour, materials or services

6.2.1.1. The value of donated labour for projects is based on:

- \$20/hr for unskilled labour working directly on the project.
- \$40/hr for skilled labour (including qualified trades and professional services specific to components of the project, such as artists, photographers, or Elders/knowledge keepers, cultural brokers).
- Donated labour includes time spent by staff, volunteers, or directors of an organization's board **on the project**.
- Donated materials and professional services are valued at verified fair market value.

6.2.1.2. The following documentation for donated resources must be maintained and may be requested from applicants for accounting purposes:

- Volunteer sign in sheets for the project including date, name, signature, nature of the work performed, numbers of hours worked, rate per hour and total value; and
- Donation letters of business letterhead or invoices clearly indicating the fair market value of the professional services/materials that have been donated by the business.

6.2.2. Ineligible sources of matching contributions

The following sources are not eligible as a matching resource:

- 6.2.2.1. Any project expense deemed as ineligible for funding (refer to section 4) cannot be used as a match.
- 6.2.2.2. Wages and salaries associated with the regular, ongoing operations of the organization.
- 6.2.2.3. Volunteer time related to fundraising, preparing grant applications, attending meetings related to the regular operations of the organization.

6.3. Community-based Action Research

The following requirements must also be demonstrated in the application:

- 6.3.1. Involvement with BIPOC Community partners in the co-discovery, co-design and implementation of research and action solutions.
- 6.3.2. How barriers to participation will be addressed to support the involvement of research participants.

7. Application Procedures

The following specifies procedures for submitting an application:

- 7.1. Applicants need to ensure the proper selection of one of the funding streams, best suited for their project/initiative. Applicants are encouraged to contact the program office for assistance and guidance if they are having difficulty with completing the application.
- 7.2. The applicant will fill out the Google Form and submit it to the program office, making sure to answer all the questions, attaching all required documentation and the other necessary information that may be required under each funding stream. Organizations that have never submitted a grant application to the City of Edmonton are required to send in Constitutional documents (certificate of incorporation, objects, and bylaws).

- 7.3. In order to process applications, the information requested from applicants needs to be fully completed and all questions on the forms must be answered. A checklist is provided in the Application Form to support a complete application package. This checklist will help identify what supporting documentation and mandatory attachments are required and need to be included when applying.
NOTE: Applicants need to include all required and supporting documents when submitting the application.
- 7.4. Program staff may return incomplete applications.
- 7.5. It is important that applicants keep a complete copy of their application and supporting documentation. Applicants may need to refer to this copy if program staff have questions and this documentation forms part of the grant agreement if approved for funding.
- 7.6. Applicants that will be engaging a third party (e.g. school division, other not-for-profit organization) to carry out the project on their behalf must submit a letter signed by the applicant and the third party that outlines the nature of the commitment of each party to the project.
- 7.7. Project expenses that are incurred before the application has been received by the program staff are not eligible to be included in the project budget for funding. Incurring expenses prior to approval of the application is at the applicant's own risk. Projects that have been started and are declined, cannot be resubmitted for funding.
- 7.8. Applications are fully reviewed against the program criteria, program priorities, and supporting documentation provided. Organizations may be contacted if further information or clarification is required.
- 7.9. Applicants that have overdue or incomplete accounting/reporting related to previously approved City of Edmonton funding will not be considered for new funding until their outstanding accounting and reporting requirements have been closed.

8. Notification

- 8.1. Applicants will receive written notification of the decision regarding their application. (ie. this includes email notification)
- 8.2. All decisions on grant applications are final, and no appeals will be considered.
- 8.3. Applicants to funding stream 2.1.1 will be notified of the outcome of their application within approximately three weeks. For example, if an applicant

submits their application on June 5, they will be notified of the outcome of their application approximately three weeks later on June 26.

- 8.4. Applicants to funding streams 2.1.2-2.1.4 will be notified of the outcome of their application in November 2022.
- 8.5. Applicants may not resubmit an application for the same project until written notification of the outcome of their current application is made by the City of Edmonton.

9. Funding Conditions

Applicants that are successful in receiving grant funding must be aware of and observe the following funding conditions:

- 9.1. After the review, approval and payment of a grant relative to an application to the **City of Edmonton Anti-racism Grants Program**:
 - the applicant may be required to sign a funding agreement that details what the funds will be for, the final reporting requirements of the grant, final report due dates, etc.
 - the applicant is bound by the terms and conditions of the grant, and
 - program staff will provide notification of final report requirements to the grant recipient.
 - the applicant will be asked to review their Account ID profile on the City's Grants and Funding webpage for accuracy or create an Account ID, if they do not already have one.
- 9.2. The grant funds must be spent according to approved eligible costs as determined by the program staff.
- 9.3. Payments must be made by a verifiable method. Cash payments for expenditures are not acceptable as there is no verifiable proof from a third party (e.g. financial institution's negotiated cheque) that the payment has been made to the vendor.
- 9.4. Grant funding not used or accounted for in accordance with the approved eligible costs shall be repayable by the grant recipient to the City of Edmonton. Program staff should be contacted for instructions, if repayment is required.
- 9.5. Project Extensions
 - 9.5.1. If the grant recipient anticipates that the project will not be completed within the allotted time frame, and wishes to request an extension, a request should be submitted to program staff in writing **30 days** in

advance of the Final Report due date.

9.5.2. The extension request will need to include:

- the reasons why the project could not be completed within the timeframe
- a description of what has been completed and costs incurred to date (to demonstrate the amount of progress that has been made)
- confirmation of the remaining balance of the grant funding and matching funds, and
- a description of what remains to be done and a reasonable timeline for completion (including a proposed new project completion date – year/month/day). If the group has a funding agreement, an amending agreement will be created by program staff and sent to the group to sign.

9.5.3. The decision on extension requests will be communicated in writing to the grant recipient by the Program Director, along with appropriate documentation to confirm it.

9.6. Change of Project Scope

9.6.1. The grant recipient must notify program staff of any anticipated fundamental change of scope in the purpose for which the recipient wants to use the grant funds – or a proposed reallocation of funding or shortfall of expenses for the project – prior to spending any grant funds on a new or revised purpose. The grant recipient will be requested to:

- submit a written request to use the remaining funds for the proposed project change/new purpose, and only if approved, apply the unexpended funds to this purpose; or
- if the change of scope is not acceptable, submit a cheque made payable to the City of Edmonton for the remaining unexpended funds once this amount has been confirmed by the program staff. Repayment must be submitted to the program staff for processing and file closure.

9.6.2. The decision on change of project scope requests will be communicated in writing to the grant recipient by the Program Director, along with appropriate documentation to confirm it.

9.7. Approval of program funding in no way constitutes a commitment, implicit or otherwise, of longer-term funding by the City of Edmonton to the project or

organization. Should any project require additional grant funding in the future, then a new funding application would need to be submitted for consideration.

10. Reporting Requirements

- 10.1. The final report and financial reporting must be completed and submitted to the program staff within the time frames specified in the funding agreement unless an extension of the reporting date has been approved.
- 10.2. Program staff maintain the right to request interim reporting at any time.
- 10.3. Grant recipients must complete their financial accounting for the project using the budget template provided and include backup documentation as specified. The budget template will be provided to the organization and is also available on the Program's website.
- 10.4. Grant recipients must provide to the City of Edmonton any electronic files or a copy of any resources or promotional items developed with the grant funds. The City may use the details of the Project, including but not limited to the name of the Organization and the Project and a general description of the Project (which shall be described by the City in its sole and unfettered discretion), in the City's communications, social media accounts and/or advertising channels as determined by the City in its sole and unfettered discretion.
- 10.5. The budget template for the project must be properly completed and signed by an authorized representative having legal and/or financial signing authority for the organization. The budget template must also be accompanied with the appropriate source documentation as outlined in the instructions.
- 10.6. Recipients must provide access, upon request, to the City of Edmonton to all financial documents and records relative to all expenses and revenues related to the project including the program grant funding as set out in the agreement.
- 10.7. Recipients shall permit, if requested, the City of Edmonton to examine during regular business hours, the books or records relating to the project for which the program funding was used as set out in the agreement.
- 10.8. Records should be kept for seven years from the date of the notification letter of file closure from program staff.

- 10.9. Any recipient that does not comply with the reporting requirements will be ineligible to receive additional funding from any City of Edmonton grant program until acceptable reporting is provided. A breach of any requirement in the grant agreement may result in the City of Edmonton requesting the return of the grant funds and if appropriate, pursuing legal action.
- 10.10. If the grant recipient is applying for new funding, overdue financial reporting relating to other City of Edmonton grants must be provided to the relevant grant program(s) in a satisfactory manner.
- 10.11. If the grant recipient is using a fiscal agent, the fiscal agent must be an eligible organization (see 3.1) in good standing with the City of Edmonton, and the fiscal agent agrees to accept and oversee grant funds on behalf of the grant recipient and is responsible for the financial accountability and reporting requirements detailed in section 10.

11. Acknowledgement Standards and Requirements

- 11.1. Recipients of Program funds are to acknowledge the City of Edmonton wherever possible and appropriate (see 11.2).
- 11.2. The City of Edmonton logo is available upon request, and recognition of funding can be achieved in a variety of ways:
- News release or submitted article to local/regional media
 - Social media channels such as Twitter, Facebook, and blog postings, etc.
 - Organization's website or newsletter
 - Signage, either temporary or permanent

12. Conflict of Interest

- 12.1. In addition to complying with the program guidelines and [Administrative Directive A1460](#), an individual affiliated with a grant recipient should not place themselves in an apparent or actual conflict of interest when using the grant funds. A conflict of interest arises when a conflict between an individual's personal interests (what they could gain financially or otherwise) and their duty to administer the grant funds in an accountable and transparent manner are in question.
- 12.2. A conflict of interest may be actual or perceived.

- *Actual conflict exists where an individual's personal interests could improperly influence the recipient's duty to utilize the grant funds in a responsible and accountable manner. For example, an individual employed by the recipient wants to use the grant funds to rent space from a private company owned by the individual. An actual conflict of interest exists because the individual personally benefits from this decision.*
 - *Perceived conflict of interest exists when there is the appearance that an individual has a private interest that could improperly influence the individual's duty to act in the best interests of the grant recipient.*
- 12.3. Whether a conflict of interest is categorized as actual or perceived, the individual affiliated with the grant recipient should avoid placing themselves in a situation where their personal interest could interfere with their duty to be transparent and accountable with the use of the grant funds. For example, the individual should ensure that their family members or the businesses they have an interest in, have no involvement with the project and in no way personally benefit from the City of Edmonton funding that was provided.
- 12.4. As soon as reasonably possible after becoming aware of a personal interest that causes or is likely to cause a conflict of interest in relation to the use of the grant, the grant recipient must give notice of the conflict to the Program Director through the program staff. After giving notice of a conflict, the grant recipient may not commence nor continue the project until instructed to do so by the program staff. If, in the opinion of the City of Edmonton, a conflict of interest warrants such action, the recipient may be given notice of termination of the agreement and be required to return the grant funds.

13. Freedom of Information and Protection of Privacy Act

- 13.1. The personal information that is provided on the grant application form will be used for the purpose of administering the Program and advising the applicant of grant program updates and relevant Social Development initiatives. It is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act (FOIP Act)* and is protected by the privacy provisions of the FOIP Act.
- 13.2. The *FOIP Act* applies to any information that is provided to the City of

Edmonton. This information may be disclosed in response to an access request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the *FOIP Act*.

- 13.3. Please note, once an application has been approved and funding issued to an organization, the grant recipient, project, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by the City of Edmonton programs is published on the City of Edmonton website.
- 13.4. If agreed to by the applicant on the application form, occasionally, the City of Edmonton may contact applicant organizations to provide information about various initiatives or announcements related to the following:
 - Grant program changes, funding announcements and opportunities to provide input/opinion on programs.
 - Awareness of City resources available to the nonprofit sector including various department events.
- 13.5. Only authorized contact representatives noted in the grant application may request specific information about grant applicants from the Program office.
- 13.6. For questions about the collection and use of this information, please contact program staff.

14. Contact Information

General contact and address information for the City of Edmonton Anti-racism Grants Program:

Anti-racism Advisory Committee and Grants Program
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15. Guideline Review

- 15.1. These guidelines will be reviewed, at a minimum, every three years to ensure they best support the needs of BIPOC communities as well as align with best practices in grant administration.