PRACTICE FORM

PLEASE NOTE: This is the PRACTICE form for the Project Ready Matching Grant, the Local Anti-racism Capacity Building /Innovation Grant and Local Community Participatory Action Research Grant. This form contains the same questions as the application form. We recommend that you review the questions in this PRACTICE form first, prepare your answers and then copy and paste your prepared answers into the actual online application form.
Applications will be accepted up to midnight on the deadline.

Incomplete applications will not be reviewed and will be removed from consideration. For best results, please download and complete this PRACTICE FORM, then copy and paste your answers into the online application form.

Before applying, please read the Program Guidelines carefully.

**Funding Stream**

What funding stream does your project fall under (choose only one):

- **Project Ready Matching Funds**: 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 a matching contribution.
- **Local Anti-racism Capacity Building/ Innovation**: Focused on local grassroots organizations working on anti-racism activities and actions which 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).
- **Local Community Participatory Action Research**: To be used by communities impacted by racism to support community-led research activities which address local issues and concerns specific to their communities.

**Section A – Organization Information**

**Incorporated (Legal) Name of Organization (must match incorporation name):**

Your answer

**Act the Organization is registered under (see Section 3.1 of the guide for a list of eligible organizations):**

Your answer

**Registration Number:**
Registration Date:

Date

Address of Organization (should match the registered address through incorporation), including City, Province, and Postal Code:

Your answer

MAILING Address of Organization, including City, Province, and Postal Code, if different from above. The organization's mailing address must be in Edmonton. All correspondence will be mailed to this address.

Your answer

Legal Authorized Signing Authority Contact (must be an Alberta representative's contact details). Please include Name, Phone #, Position/Title, and Email Address.

Your answer

Primary Application Contact (must be an Alberta representative's contact details). Please include Name, Phone #, Position/Title, and Email Address.

Your answer

Section B – Organization Overview

Provide a summary of the mandate (purpose and mission) and membership of your Organization:

Your answer

Provide a summary of the programs and/or services your Organization provides to the community:
Your answer

**How many individuals did your Organization provide services to in the past year?**

Your answer

**How many staff members were employed by your Organization in the past year?**

Your answer

**How many volunteers did your Organization engage in the past year?**

Your answer

**Is your organization BIPOC-led?**

Yes

No

If yes, please elaborate:

Your answer

**What is your organization’s previous experience with any type of anti-racism initiative?**

Your answer

**Have you previously received, or are you currently receiving any funding from the City of Edmonton?**

Yes

No

If yes, in what years(s) did you receive the funding and from which grant programs(s)?

Your answer
What is your organization’s annual operating budget?

- Up to $25,000
- $25,000 - $50,000
- $50,000 - $75,000
- $75,000 - $100,000
- $100,000 - $249,000
- $249,000 - $300,000
- $300,000 - $500,000
- Over $500,000

**Section C – Project Overview**

**Project Title:**

Your answer

**Is this project:**

- A new initiative
- An expansion or new phase of an existing program
- An event

**If the project is an expansion or new phase of an existing program, please explain how the project is expanded:**

Your answer

**Please provide a brief description of the project:**

Your answer

**Project Grant Request amount (as per your attached budget): $**
What is the specific demographic for the project? (Choose all that apply)

- General Public
- Children
- Men
- Women
- Youth
- Families
- Newcomers
- Seniors
- LGBTQ2S+
- Black, Indigenous and People of Colour
- Persons with Disabilities
- Other:

What is the location of the project/initiative/event? Please include the street address, city, and postal code.

Your answer

What is the anticipated Project Start Date:

Date

What is the anticipated Project Completion Date:

Date
The Anti-racism Grants Funding Program aligns with the purposes outlined in City of Edmonton Bylaw 19573 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 on diversity, anti-racism and/or discrimination. 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 embodies and promotes equity for all Edmontonians.

Which outcome relates most to your project? Choose only one.

- 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 diverse, inclusive and equitable city.

What is the primary activity of your project? Choose only one.

- Address racially motivated hate
- Build community capacity and cultural understanding
- Promote awareness, training, and education
- Research, monitoring and evaluation on diversity, anti-racism, and/or discrimination

Please tell us a) why you have chosen to do this project, b) how it will contribute to the outcome you have selected and c) why your organization is best positioned to lead this work.

Your answer

Please outline a) the activities of the project and b) a clear timeline associated with those activities.
Your answer

**What is the demonstrated need for this work in the community?**

Your answer

**How will your project address that need?**

Your answer

**How will you ensure that your project is accessible to its participants and the broader public?**

Your answer

**Are there experts, professionals, knowledge keepers, people with lived experience, etc. supporting the project? If so, what is their role?**

Your answer

**What are the identified partnerships and/or collaborations specific to the project? How will the partnerships/collaborations help support your project? Please provide details on the relationships with other partners and how they will be involved in the project’s design, delivery, follow up, etc. Please name the partners. Any letters of support should be attached.**

Your answer

**Letters of Support** [Add file]

**At what stage are the partnerships and/or collaborations? Select One**

- initial ideas have been explored for partnerships/collaboration
- conversations have taken place with partners/collaborators relative to the project
partners/collaborators have verbally confirmed their involvement and support of the project.
partners/collaborators are committed and have expressed their interest and role in a letter included in the grant application.

**Approximate number of people who will be DIRECTLY impacted by the project:**

Your answer

**Approximate number of people who will be INDIRECTLY impacted by the project:**

Your answer

**Please explain how these numbers were determined:**

Your answer

**How is your project working with individuals outside of your own community or your membership to promote greater cross-cultural and/or inter-cultural awareness and understanding?**

Your answer

**Will your project develop any tools or resources? (Any tools or resources developed as part of your project may be shared by the City of Edmonton through its online sites and channels)**

Your answer

**How will the tools or resources benefit communities, organizations or individuals?**

Your answer

**How will you determine whether your project achieves what you set out to achieve? (Please refer back to the outcome you selected above)**
How will you measure these results in order to know?

If you are applying for the Project Ready Matching Grant, please briefly explain the source of your approved matching funding. (Attach letter of confirmation or bank statement)

Letters of Confirmation and/or Bank Statement

Add file

Section E – Budget

Please download and complete the budget template provided on the Anti-racism Grants page (under the Application Forms section) and attach it here.

Your budget must include:

- The amount of funding you are requesting.

- The cash contribution clearly outlined, and whether amounts are confirmed or pending. Pending funds must be supported with documentation (e.g. where the funds are coming from, date of expected notification, alternate plan if the funds are not received, etc.)

- Written quotes or estimates, or a source of estimates, for your project expenses.

- Details on the donated labour including a description of the work being done, how many people, for how many hours, and how it relates to the project. Rates are $20/hour unskilled and $40/hour skilled.

- The project expenses, including donated labour.
Ineligible expenses can not be included in your budget.

Budget Form Add file

Application Checklist

Review carefully. Ensure you have included all required attachments.

Your organization is in good standing under the incorporation body. For those registered through Alberta Corporate Registries, if you are unsure, contact them at (toll-free by first dialing 310-0000) 780-427-7013.

Yes

No

All accounting and reporting requirements for any previous City of Edmonton funding have been completed. Organizations will not be considered for new funding until any outstanding accounting and reporting requirements have been satisfied.

Yes

No

Most recent financial statement and bank statement (if your organization is newly formed within the last year), or Council Resolution signed by two (2) authorized signing authorities for the organization. Add file

If applicable, letters of support from donors – showing fair market value for donated materials or professional services they are contributing to the project. Add file
If applicable, letters of support from project partners you are collaborating with, which includes their relationship with your organization (have you worked together in the past, share similar values, goals, etc.) and their role in the project. Add file

Letters of support from the community. These are not required; however, they demonstrate community support and need for the project. Add file

Job descriptions for any new roles hired for the project. Add file