



# Community Grants Guidelines

**Grant request deadlines are noon on February 15 and September 10 each year**

**Contact grants staff with questions about Community Grants:**

Phone: 403-802-7724

Email: [Grants@CalgaryFoundation.org](mailto:Grants@CalgaryFoundation.org)

## About Community Grants

The Community Grants program helps make Calgary and area a great place to live for everyone by strengthening all parts of the charitable sector<sup>i</sup> and engaging citizens in building their communities.

## Who can apply

Qualified donees<sup>ii</sup> with eligible initiatives are invited to submit a grant request through our online grant portal found at [calgaryfoundation.org/grantsawards-loans/types-of-grants/community-grants/](http://calgaryfoundation.org/grantsawards-loans/types-of-grants/community-grants/). Eligible initiatives:

- Serve Calgary and area<sup>iii</sup> communities;
- Are new or represent significant strategic enhancements to existing programs or services;
- Align with the Calgary Foundation's mission and vision;
- Meet the goal of the Community Grants program as listed above;
- Are innovative with a focus on collaboration with services already available to the community as not to duplicate efforts;
- Are able to demonstrate that the initiative addresses a need that has been identified by the community; and
- Demonstrate readiness, good planning, financial accountability, and secure leadership.

Calgary Foundation welcomes all eligible initiatives, particularly those that help further the Calgary Foundation's priority areas:

- Reducing poverty
- Encouraging mental health
- Living a creative life
- Strengthening relationships with Indigenous communities
- Pursuing an environmentally sustainable future

Applicants must complete any Community Grant reports or overdue reports from other Calgary Foundation grant programs at least two weeks prior to the grant request deadline.

## The following initiatives are ineligible

- Ongoing core operating expenses
- Academic research
- Building an endowment
- Fundraising activities or salaries
- Debt retirement
- Emergency funding
- Religious activities that focus on only one spiritual tradition

Grant funds can only be used for expenses incurred after the Calgary Foundation's final grant decision dates.

## How to apply

Contact grants staff a month before the deadline to discuss the initiative.

### **February 15 Deadline**

- **February 15** – Submit grant requests by noon using the online portal and click [APPLY NOW](#)
- **April** – Grant requests are shortlisted and those applicants are asked to provide additional materials related to their initiatives
- **May** – Shortlisted applicants meet with a committee
- **Late June** – Program results are announced

### **September 10 Deadline**

- **September 10** – Submit grant requests by noon using the online portal [APPLY NOW](#)
- **October** – Grant requests are shortlisted and those applicants are asked to provide additional materials related to their initiatives
- **November** – Shortlisted applicants meet with a committee
- **Late December** – Program results are announced

The Calgary Foundation may conclude that a meeting is not necessary for some applicants.

## Grant Request

Complete the online grant request through the online portal found on the Community Grants page: Applicants may save a draft and request that the Community Grants Associate provide feedback before submitting (if time permits). Be sure to complete and attach the Initiative Budget using the template provided and attach the applicant organization's most recent audited or board-certified financial statements. Calgary Foundation will request additional documents such as a list of board members and an operating budget, from organizations that are invited to meet with a committee.

## Face to Face Meeting

Staff will work with representatives from shortlisted charities to arrange meetings – ideally at the applicant's location. Meetings are approximately 40 minutes and are an opportunity for applicants and committee members to discuss the initiative and its objectives in person.

## Who assesses grant requests

Calgary Foundation's volunteer Grants Committee and its Advisory Committees assess grant requests. The [Grants and Advisory Committees](#) are composed of board members and community leaders with diverse backgrounds in charitable work and community building.

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<sup>i</sup> All parts means 360 degrees of the charitable sector: organizations of various sizes from small grassroots charities to well-known multimillion-dollar charities and everything in between that further areas such as arts and heritage, community connections, environment, lifelong learning, living standards, thriving population and wellness.

<sup>ii</sup> Go to Canada Revenue Agency's Charities Listings website to determine whether your organization is a qualified donee if you are not sure: <http://www.cra-arc.gc.ca/charitylists/>

<sup>iii</sup> Calgary and area includes: Calgary, Banff National Park, Canmore, Rocky View County, and the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland and the surrounding First Nations.