**

**Major & Signature Grants: Proposal Cover Page**

Send your cover page, proposal and attachments to [LFrosst@CalgaryFoundation.org](mailto:LFrosst@CalgaryFoundation.org)by email or using an easily accessible file-sharing program such as Dropbox.Save all your files as .PDFs with your organization’s name, a brief title of the attachment and M&SG – for example, CalgaryFoundation\_CoverPage\_M&SG.pdf.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **ORGANIZATION INFORMATION** | | | | | | | | | | | | | | | | | | |
| CRA registered organization name | | | | | | |  | | | | | | | | | | | |
| CRA registration number | | | | | | |  | | | | | | | | | | | |
| First name (primary contact) | | | | | |  | | | | | | Last name | |  | | | | |
| Title |  | | | | | | | | | | | Phone | |  | | | | |
| Email |  | | | | | | | | | | | Website | |  | | | | |
| Mailing address | |  | | | | | | | | | | | | | | | | |
| City | |  | | | | | | Province | |  | | | | Postal code | | |  | |
| Organization vision and mission | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| 1. **INITIATIVE INFORMATION** | | | | | | | | | | | | | | | | | | |
| Initiative title | | | |  | | | | | | | | | | | | | | |
| Start date *(mm/dd/yyyy)* | | | |  | | | | | End date *(mm/dd/yyyy)* | | | | | |  | | | |
| Amount requested from Calgary Foundation | | | | | | | | | $ | | | | | | | | | |
| Grant use – which best describes how the grant will be used *(mark with an “X”)*: | | | | | | | | | | | | | | | | | | |
| New programming | | |  | | Capital | | | |  | | Overhead | |  | | | Other | |  |
| If “other” please describe: | | |  | | | | | | | | | | | | | | | |
| Provide a short description of the initiative and its results. The description should include what, where, when, why, for whom and **the scope of the project’s impact and how it will transform our community**. | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| Describe the optimal payment plan for the grant (i.e., timing and size of installments). | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| What recognition opportunities are available for the Calgary Foundation as part of the initiative? | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | |

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| --- | --- | --- | --- |
| 1. **ORGANIZATION’S LEADER *(i.e. President & CEO, Executive Director or Board Chair)*** | | | |
| Full name |  | | |
| Title |  | | |
| Phone |  | | |
| Email |  | | |
| Signature |  | Date |  |

**Checklist for written proposals**

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| --- | --- |
|  | A complete version of these proposal cover pages. |
|  |  |
|  | The written proposal should provide: |
|  | 1. A brief description of the applicant organization and the cause for which it works; 2. A robust description of the initiative and its anticipated community impact including a detailed budget, a timeline, a description of partnerships/collaborations and the target audience; 3. An outline of the benefits or impact that the initiative provides to the community and plans for tracking or measuring those benefits/impact; and 4. Details of how the grant will be used help further the initiative. |
|  |  |
|  | Audited financial statements for the past three years. |
|  |  |
|  | Brief resumes for the members of the organization’s leadership team. |
|  |  |
|  | Board of directors list including name, position, length of service and profession. |
|  |  |
|  | Organization chart with roles and reporting relationships and that identifies vacancies. |

**Who to contact with questions about Major & Signature Grants:**

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Community Investment Associate

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