**

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

Send your cover page, proposal and attachments to LFrosst@CalgaryFoundation.orgby 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.

|  |
| --- |
| 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?  |
|  |

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

**Checklist for written proposals**

|  |  |
| --- | --- |
|  | 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:**

Lauren Frosst,

Community Investment Associate

Phone: 403-802-7301

Email: LFrosst@CalgaryFoundation.org