

# Major Grants Guidelines

Written proposal deadlines are due at noon November 1st each year

## CONTACT

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conversation with Ingrid**

## ABOUT MAJOR GRANTS

Major Grants assist qualified donees<sup>i</sup> by supporting initiatives with transformational impact\* that broadly enrich the community in Calgary and area<sup>ii</sup>. Please be aware that the Major Grants Program typically receives 20-25 strong applications and is able to support between 5-6 projects.

\*See supplemental information on transformational impact

## WHO CAN APPLY?

Eligible initiatives meet all of the following criteria:

- Align with the Calgary Foundation's mission, vision and our understanding of transformational impact\*.
- Positively impact our community by addressing major issues and serving a great number of people;
- Demonstrate innovative partnerships and collaboration;
- Be at an advanced stage of readiness;
- Demonstrate good planning, a firm case for financial support and sustainability.
- Demonstrate organizational resilience, and secure leadership with trusted relationships, significant or unique reach in community and a capacity to drive the project to completion.
- Organizations funded at this level will be able to demonstrate how they incorporate principles of equity into their work.
- The program prioritizes sustainable capital projects and collaborative initiatives aimed at changing the conditions that keep problems in place.

Note: Ongoing programming or incremental expansion of existing programs are not a good fit. Other things we do not fund are [listed here](#). Each applicant is eligible to submit one Major Grant proposal at a time. If you have received a Major Grant in the past, be sure to speak with us about eligibility.

## HOW TO APPLY

The Major Grants process has three phases: a short synopsis of the project, a fulsome written proposal, and a meeting with the advisory committee. Not all applicants will be invited to each phase. The process is as follows:

- Contact us to discuss the initiative **by September 15** at the latest. While not required, this step is **STRONGLY** recommended. Grants Associates will help you determine fit with the program and provide input and feedback into your application.
- Prospective applicants must submit a short description of the project via the online grant portal **by noon on October 10**.
- Applicants submit fulsome proposals through the grant portal by noon on **November 1**.
- The committee shortlists proposals in December.
- Representatives for shortlisted proposals meet with the advisory committee in January or February.
- Shortlisted proposals receive the results of the process by April 1.
- Applicants not selected for grants can book appointments to receive feedback.

## THE FULSOME WRITTEN PROPOSAL

Complete the proposal available on the Calgary Foundation's Online Grants Portal and include all required attachments. The proposal is customizable by applicants and can include video. The Calgary Foundation will accept an applicant's existing case for support package if it addresses the criteria. The proposal should provide the following information (in whatever order works best):

- A brief description of the applicant organization(s) and the cause(s) for which it works;
- A robust description of the initiative including: the challenge it addresses or the strength it builds upon; the strategy(s) for change; and anticipated community impact.
- Description of partnerships or collaborations and engagement strategy with the target audience;
- An outline of the plans to evaluate impact and/or how you will observe change and incorporate or share learning.
- Details of how the grant will be used to help further the initiative.
- Include a budget and timeline.

Attach the following documents to the proposals:

- The lead organizations' audited financial statements for the past three years;
- Brief résumés/bios for all members of the leadership team;
- A list of the organization's board of directors with name, role, length of service and experience;
- A document to help us understand your organization's structure (for example, an organization chart that includes staff, volunteers and reporting relationships and identifies whether any key roles are vacant).

## THE ADVISORY COMMITTEE MEETING

Shortlisted applicants will be sent a specific meeting date and detailed meeting instructions by email. Meetings will be *up to* 90 minutes in duration and generally follow this format. We are open to meeting at a location of your choosing:

1. Introductions and learning about your organization(s)
2. Opportunity to present the initiative and provide further insights
3. Discussion or questions arising from the committee or applicants.

While not required, most applicants choose to share a slide deck or similar presentation to augment the discussion. We recommend sending presentations and audio/visual requirements to Calgary Foundation at least 4 business days before the meeting, as a back-up.

## WHO ASSESSES GRANT PROPOSALS?

The Calgary Foundation's Major Grants Committee made up of staff and volunteers evaluates proposals and recommends grants to the Board of Directors. The advisory committee is composed of at least three current board members and members from the community with a deep understanding of the Calgary Foundation's mandate. Speak with Ingrid to learn more about the assessment process (see Major Grants Committee members under 'Core Committees' [here](#)).

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<sup>i</sup> Go to Canada Revenue Agency's Charities Listing to determine whether your organization is a qualified donee if you are not sure: <https://apps.cra-arc.gc.ca/ebci/hacc/srch/pub/dsplyBscSrch>

<sup>ii</sup> The proposed initiative must significantly benefit Calgary and area communities, which includes Calgary, Banff National Park, Canmore, Rocky View County, the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland, and the surrounding First Nations of Treaty 7 territory: Kainai Nation, Piikani Nation, Siksika Nation, Îyârhe Nakoda Nations (Chiniki, Bears paw, Goodstoney), Tsuut'ina Nation