

# Community Grants - Spring 2019

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*Calgary Foundation*

## *Instructions*

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### **STEP 2 - APPLICATION FORM**

***Our staff are happy to talk to you about your project while you are still working out the details. Please contact Djaka Blais-Amare, Community Grant Associate, to discuss your proposal and receive feedback on a draft.***

***dblais-amare@calgaryfoundation.org or 403-802-7310.***

**Please DO read the instructions *and* know that we are here to help!**

- Contact our Community Grants Associate **prior to submission** to discuss eligibility requirements.
- **Refer to the Community Grants Guidelines** for additional information on eligibility, priorities, and timelines.
- **Review the instructions** and checklist (Section 11) prior to the completion and submission of your Grant Request.
- **Avoid jargon**; the best proposals use plain language.
- Submit overdue grant reports.

Note: The Calgary Foundation does not actively read draft materials unless asked by applicants. However, it is possible for staff members to see the information that applicants save as part of their draft applications.

**\*\*NEW\*\*** The Community Grants program is now providing the option of submitting a **video/multimedia** submission instead of a written application. For further information, read the Video Application Guidelines found on our website.

In Section 2: Initiative Overview you will be asked to select between a video or written application.

**Video:** For a video submission you will be asked to complete the following sections - 1, 2, 3, 8, 9 and 10.

**Written:** For a written submission you will be asked to complete the following sections - 1, 2, 4, 5, 6, 7, 8, 9, 10.

**Initiative Name\***

Character Limit: 100

## Section 1a: Organization Profile

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**Confirm Organization Information**

***Please check the organization information found on your dashboard (address, phone, etc) and let us know if it needs to be updated.***

**Choices**

Our organization information is correct

Our organization information needs to be updated

**Link to Community Knowledge Centre (CKC) profile.**

If you have a profile on the Calgary Foundation's Community Knowledge Centre (CKC), copy the link to your profile here. Please ensure the information is up to date.

Character Limit: 2000

**Annual Operating Budget\***

Character Limit: 20

**Fiscal Year End\***

Character Limit: 10

**Number of Full Time Equivalent (FTEs) Staff\***

***For example: 2 full-time employees and 1 half-time employee equates to 2.5 FTEs.***

Character Limit: 20

**Number of Volunteers\***

Character Limit: 6

**Responsible Organization\***

Are you applying on behalf of another organization? In some cases, a qualified donee may apply on behalf of another organization where a meaningful partnership exists.

**Choices**

Yes

No

## Section 1b: Organization Responsible for Initiative (Optional)

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**ONLY COMPLETE THIS SECTION IF DIFFERENT FROM APPLICANT. *In some cases, a qualified donee may apply on behalf of another organization where a meaningful partnership exists. Please contact [grants@calgaryfoundation.org](mailto:grants@calgaryfoundation.org) for more information and to complete a partnership agreement.***

### **Name of Organization Responsible for Initiative Implementation (if different from applicant)**

*Character Limit: 100*

### **Implementing Organization's Annual Operating Budget**

***Only complete if Implementing Organization is different from applicant.***

*Character Limit: 20*

### **Fiscal Year End**

***Only complete if Implementing Organization is different from applicant.***

*Character Limit: 10*

### **Organization's Mission or Statement of Purpose:**

***Only complete if Implementing Organization is different from applicant.***

*Character Limit: 300*

## **Section 2: Initiative Overview**

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### **Application Date\***

*Character Limit: 10*

### **Concise Description\***

***Use plain language to describe your initiative in one or two sentences; provide an immediate and clear understanding of the work you want to do (30-40 words max). This short description will be used in our communication materials.***

*Character Limit: 300*

### **Initiative Overview**

Provide a more detailed description of your proposed initiative. (What? Why? Who? How? When?)

*Character Limit: 1500*

### **This initiative represents a:\*\***

***Choose the most applicable (If you are unsure how your initiative fits into one of these categories, you may wish to review the Community Grants eligibility requirements and contact us at 403-802-7310 or [dblais-amare@calgaryfoundation.org](mailto:dblais-amare@calgaryfoundation.org)).***

### Choices

A new initiative

An enhancement, expansion or evaluation of an existing initiative

A capacity building opportunity

### Initiative Start Date\*

Character Limit: 10

### Initiative End Date\*

Character Limit: 10

### Amount Requested from the Calgary Foundation\*

Character Limit: 20

### Total Cash Expenses\*

Character Limit: 20

### Where will these services be delivered?\*

**Please choose the most appropriate quadrant or...**

**If your program will be delivered in more than one quadrant, choose Calgary.**

**If your program will be delivered outside Calgary, choose Calgary Area. (Eligible areas include: Calgary, Banff National Park, Canmore, Rocky View County, and the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland and the surrounding First Nations of Treaty 7 territory).**

### Choices

Calgary NE

Calgary NW

Calgary SE

Calgary SW

Calgary

Calgary Area

### Who will the initiative serve primarily?\*

**If this initiative does not serve your clients directly (for instance, a database or strategic planning project), please choose the population your organization serves.**

### Choices

Children, Youth

Disabled

Families

General Public

Seniors

Students

Indigenous

Newcomers

## Application\*

Are you submitting a video or written application?

### Choices

Video

Written

## Section 3: Video/Multimedia Submission

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### Link to video/multimedia submission

Copy the link to your video uploaded on YouTube. For further instruction read the Video Application Guidelines found on our website.

*Character Limit: 2000*

## Section 4: Need

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### Describe the Need

***What need will you address through this initiative? How did you identify this need? Did you conduct research or consult with stakeholders (internal/external) to determine this need?***

*Character Limit: 3000*

***Is this need currently being addressed and, if so, how? What have you done to date on this issue?***

***How does this initiative build on previous work? Why is this the right time to undertake this work?***

*Character Limit: 2500*

## Section 5: Activities

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***List and describe the primary activities, events or milestones of this initiative. Be realistic about your goals and deadlines as you will be required to report on all key activities. Be sure to include evaluation activities if applicable to your proposed initiative. Make sure to demonstrate good planning by providing adequate time between the date that the Community Grants Program results will be announced (early June) and the activities that you list under Key Activities Post Grant Approval.***

### **Key Activities Pre Grant Approval (before June 15th)**

**Make a numbered list with timelines beside each activity.**

***For example***

1. ***January to June - Description of first key activity***
2. ***April to September Next key activity (example: develop workshop schedule)***

*Character Limit: 1500*

### **Key Activities Post Grant Approval (after June 15th)**

***Follow the same format as above.***

*Character Limit: 2500*

**Please describe any research you have done into best practices and/or consultations with other organizations doing similar work - to help inform the selection of initiative activities.**

*Character Limit: 1500*

## ***Section 6: Impact***

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### **What change do you expect to see at the end of the funded timeline?**

**How will you know you have addressed the need described above? If your initiative includes an evaluation plan, please describe here.**

*Character Limit: 2500*

### **Do you hope to sustain this initiative after the contribution from the Calgary Foundation?**

***If so, what steps will you need to take - consider ongoing expenses, HR requirements, additional partners, etc.?***

*Character Limit: 1250*

## ***Section 7: Oversight and Readiness***

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### **Describe your level of readiness to start this work.**

**Which resources do you have in place and which do you need to get (e.g. planning, HR, equipment, research, etc.)?**

*Character Limit: 1500*

## Supporting collaboration and partnerships is an important component of the Community Grants Program.

***Which organizations have you already involved in this initiative? Which other organizations would you like to include in this work? - Only describe those that will play a significant role. How will you engage volunteers, citizens, and/or community partners in this initiative?***

*Character Limit: 2500*

### Describe any challenges or barriers

***Describe the challenges/barriers that may prevent you from implementing your initiative or accomplishing your desired impact if the grant is approved. What are your plans to prepare for or overcome these challenges/barriers?***

*Character Limit: 1000*

### Will your initiative need the services of an external consultant?

***If so, what skills or qualifications will that consultant require? What is the selection process? How many hours will the consultant work and, at what rate?***

***If your initiative requires additional Human Resources, is this an external hire? How many positions? Full or part time?***

*Character Limit: 1000*

## Section 8: Budget

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### Upload your project budget using the Community Grants Budget template\*

***Use the Community Grants Fillable Budget Form (found on our website). Download the form and "save as" with your "organization name - budget". Open the saved file and complete the form, save again, and upload it to this application as a .pdf file. Please DO NOT use a different budget template or format.***

*File Size Limit: 5 MB*

### Additional Budget Information

**Use this section to provide additional information about your budget if needed.**

*Character Limit: 1000*

## Section 9: Upload Documents

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### Most Recent Audited or Board Certified Financial Statements\*

**Financial Statements require two board signatures and should be reviewed or audited.**

*File Size Limit: 12 MB*

## Section 10: Checklist

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### Check this list to ensure that our grant request is complete.\*

If you have never received a grant, please check the first box to indicate you have no outstanding reports due.

#### Choices

Budget is balanced; total cash revenues equal total cash expenses.

Used plain language and avoided jargon.

Attached your organization's most recent Audited or Board-certified Financial Statements (mandatory)

Community Grants Staff was contacted prior to submission to discuss eligibility.

Outstanding grant reports submitted 2 weeks before the deadline.

### Consent to share application\*

From time to time, we may share applications with donors when the application aligns with their interests. Do you consent to having your application shared with donors?

#### Choices

Yes

No

## Certification of Accuracy

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### Certification of Accuracy

Check 'Yes' to certify that:

1. *Your organization is operating in compliance with its bylaws and with Canada Revenue Agency regulations.*
2. *The executive leader of your organization is aware of the information contained in this application and can attest to its accuracy.*

#### Choices

Yes