

Community Grants - Fall 2018

Calgary Foundation

Instructions

STEP 2 - APPLICATION FORM

We want to get to know you!

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.

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 9) 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**** For our fall 2018 cycle, the Community Grants program will pilot 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.

Option 1: Written Application

If you would like to submit a written application, complete the following sections of the application below: 1a, 1b, 2, 4, 5, 6, 7, 8, 9 & 10

Option 2: Video/Multimedia Application

If you would like to submit a video/multimedia application, complete the following sections of the application below: 1a, 1b, 2, 3, 9 & 10

Initiative Name*

Character Limit: 100

Section 1a: Organization Profile (VIDEO & WRITTEN)

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

Section 1b: Organization Responsible for Initiative - optional (VIDEO & WRITTEN)

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 for more information and to complete a partnership agreement.*

Name of Organization Responsible for Initiative Implementation (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 for more information and to complete a partnership agreement.

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 (VIDEO & WRITTEN)

Application Date*

Character Limit: 10

Short Initiative 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

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).

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

Section 3: Video/Multimedia Submission (VIDEO ONLY)

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: Activities (WRITTEN ONLY)

Initiative Overview*

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

Character Limit: 2500

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 (end of June) and the activities that you list under Key Activities Post Grant Approval.

Key Activities Pre Grant Approval (before December 15th)*

Make a numbered list with estimated completion dates beside each activity.

For example

- 1. January 2017 (estimated completion) - Description of first key activity***
- 2. February 28, 2017 Next key activity (example: develop workshop schedule)***

Character Limit: 1500

Key Activities Post Grant Approval (after December 15th)*

Follow the same format as above.

Character Limit: 2500

How do you know these are the right activities?*

Character Limit: 1500

Section 5: Need (WRITTEN ONLY)

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

Why are you the right organization to do this work?

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 6: Impact (WRITTEN ONLY)

At the end of the funded timeline, how will you know you have made a difference?

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 financial, HR requirements, additional partners, etc.)?

Character Limit: 1250

How will you share your success and learnings within your organisation? Within the sector?

Character Limit: 1250

Section 7: Alignment (WRITTEN ONLY)

This initiative will:

Please choose the most appropriate (we recognize that your initiative may fit both criteria, please choose the primary purpose).

Engage Citizens supports initiatives that:

- Enhance the ways that volunteers participate in a charity's work
- Create new opportunities for community problem solving
- Develop, test or enhance initiatives that focus on the meaningful participation of marginalized populations

Strengthen Charities supports initiatives that:

- *Conduct strategic activities that expand an organization's reach, share experiences or sustain impact*
- *Evaluate the effectiveness of an organization, programs, or services*
- *Invest in tools, technology and specialized equipment that are essential for effective work or for meaningful community engagement*

Choices

Strengthen a Charity
Engage Citizens

How does your initiative align with the Community Grants Program objectives? (to strengthen charities and/or to engage citizens)

Character Limit: 1000

Does your initiative align with one of Calgary Foundation's 'Vital Priorities'?

Please note, alignment with a Vital Priority is not a requirement of this granting program. For more information, see the [Vital Priorities](#) section on our website.

Choices

Yes
No

Choose the 'Vital Priority' with which your initiative most closely aligns.

It is possible for your initiative to align with more than one priority area. If this is the case, choose the area that best reflects your initiative's primary purpose. If you answered "No" to the previous question, please choose N/A. You will have an opportunity to discuss your initiative's impact in a more fulsome way later in the application.

Choices

Living a Creative Life
Mental Health
Poverty Reduction
Strengthening Relationships with Indigenous Communities
Sustainable Futures
N/A

If applicable, please explain the alignment with a Vital Priority.

Vital Priority areas: reducing poverty, encouraging mental health, living a creative life, strengthening relationships with Indigenous communities and pursuing a sustainable future). See our website for more information.

Character Limit: 1000

Section 8: Oversight and Readiness (WRITTEN ONLY)

How does this initiative relate to your organization's strategic plan, your mission and mandate?

Character Limit: 1000

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

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

What partnerships have you already established to work on this initiative? What other partnerships are necessary to do this work? 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. 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 HR, is this an external hire? How many positions? Full or part time?

Character Limit: 1000

Section 9: Budget (VIDEO & WRITTEN)

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

Upload Documents

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 (VIDEO & WRITTEN)

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 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

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