



Community Grants Guidelines

Applications due: 4:00 pm September 15th, 2021

In 2020-2021, Calgary Foundation shifted our semi-annual grant program Community Grants to focus on helping charities and other qualified donees with their pandemic needs. This fall, we return to the broader scope of our regular Community Grants program aimed at strengthening the charitable sector and engaging citizens. However, we also made some adaptations that reflect the ongoing effects of the pandemic, our commitment to Reconciliation, and our belief in the value of partnerships and collaboratives for advancing equity and systemic change. We anticipate that the demand on the program will remain as high as it was throughout 2020-2021.

Eligibility for Community Grants

Who can apply?

Applicants must meet **ALL THREE** of these criteria to have their application considered for the Community Grants Program

1. They must be a registered Canadian charity or other Qualified donee^{1[1]}
2. Their work must be based in and serve one or more of the following regions:
 - Banff
 - Calgary
 - Municipal District of Bighorn (including towns and hamlets)
 - Foothills County (including towns and hamlets)
 - Wheatland County (including towns and hamlets)
 - Municipal District of Kananaskis
 - Rocky View County (including towns and hamlets)
 - Kainai First Nation
 - Piikani First Nation
 - Siksika Nation
 - Iyarhe Nakoda Nation
 - Tsuut'ina Nation

¹ Go to Canada Revenue Agency's Charities Listings website to determine whether your organization is a registered charity/qualified donee if you are not sure: <http://www.cra-arc.gc.ca/charitylists/>. If our organization is a non-profit society in Alberta without registered charity status and led by/serving equity-seeking communities, you may be able to apply in partnership with a registered charity/qualified donee (see Eligibility point 3)

3. They must still have room within their grant history with Calgary Foundation. By “room,” we mean:

When applying to support their own work:

- Did not receive a Calgary Foundation Pandemic Recovery Program Phase 2 or Phase 3 grant from Calgary Foundation
- Do not have a current Community Grant from Calgary Foundation

When applying in partnership with a non-profit society or grassroots group from an equity-seeking community² for an equity-focused project OR as a collaborative of at least 3 charities³

- Did not receive a Calgary Foundation Community Grant, Pandemic Recovery Program Phase 2 or 3 grant for the same partnership or collaborative.

What is the Community Grant maximum?

- The grant maximum is **\$75,000**
 - Exception: In recognition of limited funding options, a Nation’s broad mandate to serve community, and our commitment to Reconciliation, we extend the grant maximum to \$150,000 for First Nation’s Administration who meet other eligibility requirements.

What activities are eligible? One or more of these:

- **Programming:** Costs associated with the development, delivery, or evaluation of new programs or expansion of existing programs. Includes: salaries, program materials and equipment, spaces, promotion, etc.
- **Capacity Building:** Costs associated with strengthening the organization’s ability to deliver on its charitable mission. Includes: staff wellness strategies, consultant fees, professional development, organizational assessments, costs associated with organizational mergers, technology, specialized equipment, etc.
- **Existing Programming:** (*Only for organizations with an operating budget less than \$8M.*) Costs associated with the delivery of current or ongoing programming. Includes: salaries, program materials, promotion, administration, etc. Where there is financial need because of a downturn in revenue income or increase in expenses due to the pandemic.

²For the purposes of this document, we use the term "equity-seeking communities" to include groups who are marginalized by social structures. Equity-seeking communities often experience social and financial disadvantages as a result of systems of oppression. Oppression takes many forms, including but limited to racism, sexism, and ableism. Therefore, examples of equity-seeking communities include: Indigenous people; ethnic or linguistic minorities; sexual and gender minorities; and people with mental illness or physical or intellectual disabilities. This list is not exhaustive and is always evolving. People who belong to multiple equity-seeking communities often experience overlapping and interdependent systems of discrimination or disadvantage.

³We define a collaborative as multiple organizations (at least three) working together on a project that focuses on systemic change that is larger than one organization can do on its own. You are encouraged to contact grant staff to confirm eligibility.

When must these activities occur?

- Expenses covered by the grant must be incurred no earlier than December 30, 2021 (after grant decisions are made).

What activities will not be supported?

- Activities that do not align with Calgary Foundation's stated values
- Conferences, annual or ongoing events and festivals
- Academic research
- Fundraising activities or salaries
- Debt retirement and endowments
- Religious services or proselytizing

Applying for the Community Grants Program

How to apply

1: Make sure your organization is eligible to apply.

- Review these guidelines carefully. If you want clarification about your particular organization or initiative, please click [here](#) to schedule a conversation with Foundation staff.

2: If eligible, complete the first stage of the application through the Online Grant Portal found on the Calgary Foundation website [here](#).

The application consists of

- a) basic questions about your organization to answer in writing.
- b) Questions to answer through text, a short video or an audio recording or *FOR Indigenous-led initiatives – an oral discussion with Calgary Foundation shortlisting team is available; please contact Foundation staff by September 8, 2021 to set up a time for this discussion.*
- c) a budget template to download, fill out, and upload.

PLEASE NOTE:

Applicants can save a draft application as they work and print or save using the "Application Packet" button. No one from Calgary Foundation will review the draft application unless you contact us to ask us to.

If you want your draft reviewed, you must contact staff by September 8, 2021 at the very latest. Email grants@calgaryfoundation.org to request a review.

Community Grants Timeline:

- By SEPTEMBER 15, 2021 – Submit application by 4:00 pm MST using the [Online Grant Portal](#) found on the Calgary Foundation's website.
- MID-NOVEMBER – Applicants will be notified whether their application is being shortlisted into the second and final stage of the application process or if it has been declined. (We anticipate shortlisting approximately 35% of all applications).
- Shortlisted applicants will be required at this stage to submit a list of current board members and a copy of their most recent Audited Financial Statements. They may also be asked to answer additional questions by email in preparation for their meeting.
- LATE NOVEMBER – MID-DECEMBER – Shortlisted applicants will meet with a Grant Advisory Committee to answer any questions about their application.
- LATE DECEMBER, 2021– Shortlisted applicants will be notified whether they are being awarded a grant. Those applicants who are awarded a grant will be guided through next steps such as signing a grant agreement and understanding reporting requirements.

How applications are assessed:

Applications are assessed by staff and a volunteer committee consisting of community leaders and sector experts. Applications are assessed individually and in relation to the pool of applicants.

Assessment considerations include: the community benefit in doing this work at this time, alignment with Calgary Foundation's priorities, whether the described plan makes sense, is ready to execute and is important to accomplish within the upcoming year. We expect that the need for funding will remain higher than pre-pandemic levels and as such, we will prioritize organizations that were or are more deeply impacted by the pandemic.

Reporting:

Those who receive a Community Grant are required to submit a final report through the online grant portal. Reports will require that you address: the initiative's outcomes, impact and sustainability, and your organization's learning related to the initiative. Completion of the report is a condition to receiving future grants.

If your application was declined:

You can set up a conversation with Foundation staff to receive feedback on your application if it was declined during the shortlisting stage or in the final decision stage. Due to the demands on staff time, we will only be accepting bookings for those conversations once this process is complete. Bookings will be accepted starting in January 2022.