



# Community Grants Guidelines

## Applications due: 4:00 pm February 15th, 2022

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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. In the fall, we returned 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, and our commitment to Reconciliation, and advancing equity and systemic change. We will maintain the same approach for spring 2022 and anticipate that the demand on the program will remain as high as it was throughout 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<sup>1</sup>
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)

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<sup>1</sup> 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 your organization is a non-profit society in Alberta without registered charity status you may be able to apply in partnership with a registered charity/qualified donee (see Eligibility point 3)

- Kainai Nation
- Piikani Nation
- Siksika Nation
- Îyârhe Nakoda Nation
- Tsuut'ina Nation

3. Each organization can have one current Community Grant for their own work AND one to support a partnership or collaborative.

When applying to support their own work:

- Must have completed and reported on any previous Community Grant or Pandemic Recovery Grant.

When applying in partnership with a non-profit society or grassroots group OR as a collaborative of at least three (3) organizations<sup>2</sup>:

- Must have completed and reported on any previous Community Grant or Pandemic Recovery Grant for a partnership or collaborative.

Check out the [Better Together](#) guide for more information about working in partnership.

*Note:* Organizations can have a concurrent grant or application through Calgary Foundation's Strategic Opportunity Grants or Major & Signature Grants programs. However, if the grant is for related work, we strongly recommend that you complete and report on the first grant before submitting another application.

**We encourage applications from organizations led by and/or focused on equity-seeking communities. We recognize that equity seeking communities may experience barriers in accessing charitable status.**<sup>3</sup> For 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.

#### **What is the Community Grant maximum and time period?**

- There is no maximum grant amount for the Spring 2022 cycle. Historically, the average grant request is around \$70,000.
- Community Grants are not tied to a specific calendar or fiscal year. Your grant request should cover the amount of time needed to achieve your desired impact. Grant timelines are assessed on an individual basis. The average length is around 15-16 months.

#### **What activities are eligible? One or more of these:**

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<sup>2</sup> We define a collaborative as multiple organizations (at least three) working together on a project that focuses on work that is larger or different than one organization can do on its own. You are encouraged to contact grant staff to confirm eligibility.

<sup>3</sup> If your organization is a non-profit society in Alberta without registered charity status you may be able to apply in partnership with a registered charity/qualified done (see Eligibility point 3)

- **New and Expanded 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, accessibility considerations, 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 and equipment, promotion, administration, accessibility considerations, 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.

#### When must these activities occur?

- Expenses covered by the grant must be incurred no earlier than June 15, 2022 (after grant decisions are made).

#### What activities will not be supported?

- Activities that do not align with [Calgary Foundation's stated values](#)
- Conferences
- Research other than Participatory Action Research
- Fundraising activities or fundraiser's salaries
- Debt retirement and endowment building
- 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 need clarification about your organization's 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](#). **(See Appendix A of these Guidelines for Question List)**

The application consists of:

- a) basic questions about your organization to answer in writing.
- b) questions about your initiative, which you may choose to answer using ONE of the following methods:
  - a. in writing,
  - b. a short video,
  - c. an audio recording, or
  - d. oral application is open to Indigenous and other equity-seeking communities; *please contact Foundation staff by February 7, 2022 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 in the Online Grant Portal. No one from Calgary Foundation will review the draft application **unless you contact us and ask us to.**

If you want your draft reviewed, you must contact staff by Monday, February 7, 2022 at the very latest. Email [grants@calgaryfoundation.org](mailto:grants@calgaryfoundation.org) to request a review.

**Community Grants Timeline:**

- JANUARY 7 - FEBRUARY 15, 2022 – Spring 2022 intake open. Submit application by 4:00 pm MST on February 15, 2022, using the [Online Grant Portal](#) found on the Calgary Foundation’s website.
- LATE APRIL 2022 – 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).
- MAY - JUNE 2022 – Shortlisted applicants will meet with a Grant Advisory Committee to answer any questions about their application. Shortlisted applicants may also be asked to answer additional questions by email prior to their meeting.
- LATE JUNE 2022 – Shortlisted applicants will be notified whether they are being awarded a grant. Applicants who are awarded a grant will be guided through the 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.

The Community Grants program receives a variety of requests. Assessment criteria include the following, which vary slightly depending on the type of initiative:

- **Rationale for the grant (Why?):** Did the applicant sufficiently explain the need for this work and why it’s important to receive this grant to do so? Does the review committee have a clear picture of the challenge this work will address or the strength the applicant aims to build? If applying for existing programming, did they sufficiently explain why this grant is important at this time?
- **Timeframe and Activities (When? / How?):** Is the plan (including activities and timeframe) clearly described, ready to execute and important to accomplish within the timeframe of the grant?
- **Impact (Desired Outcomes):** Are the outcomes in direct relation to the proposed activities? Is the review committee able to understand the desired impact over the course of the proposed timeline?
- **Fit within community (Who?):** Are there partnerships in place to ensure success of the work? Does the work complement existing efforts well or bring to light a new perspective to enhance the community?

- **Inclusive design:** Are there connections to the intended population? How will relationships contribute to the proposed work? Did the intended population contribute to the program design? Will the intended population continue to be part of its ongoing success?
- **Budget:** Is the budget appropriately resourced and does it have a strong alignment with the activities?
- **Alignment:** Does the initiative align with Calgary Foundation's Vital Priorities, promote Reconciliation or racial equity? (This alignment is not a requirement for eligibility.)

We expect that the need for funding will remain higher than our available resources.

### **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 is 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 the Spring Community Grants process is complete.

## APPENDIX A

### Community Grants Program – Question List

#### Instructions

The Grants Team will use the information that you provide to shortlist eligible applications. Foundation Volunteer Committees will use it to form the basis of their follow-up questions prior to a face-to-face meeting. You can contact us prior to submission to discuss eligibility requirements or the details of your proposal.

- Refer to the Grants Guidelines for further instructions.
- Avoid jargon; the best proposals use plain language.
- We recognize this application is made under challenging circumstances. Please respond in a way that makes sense for your organization (narrative, point form, etc.). We do not expect perfection!

In addition, we will work one-on-one with applicants who experience barriers to access to develop accommodations that suit their abilities or cultural traditions. Please contact us by February 7th to discuss alternate application arrangements.

NOTE: While Calgary Foundation can see the content of applications in process, staff do not actively read or offer feedback unless requested by applicants. This offer to review is subject to staff availability so please ask early. **Contact [grants@calgaryfoundation.org](mailto:grants@calgaryfoundation.org) by February 7th, at the very latest, if you wish to have a draft application reviewed.**

NOTE: Calgary Foundation uses a third-party database provider. Information is stored on servers in the United States.

\* Indicates this question is required.

#### Section 1: Organization Information

##### **Confirm Organization Information\***

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

##### **Choices**

- Our organization information is correct
- Our organization information needs to be updated

##### **Changes to Organization Information**

Send required changes to your organization's information found on your Dashboard to [grants@calgaryfoundation.org](mailto:grants@calgaryfoundation.org) or enter here.

*Character Limit: 400*

##### **Organization's Mission, Statement of Purpose or description of core work:\***

NOTE: Character limits for each section include spaces.

*Character Limit: 300*

### Annual Operating Budget\*

How much is your organization planning on spending this fiscal year overall? (You will find this number on your organization's Annual Operating Budget).

*Character Limit: 20*

### Significant Changes to Annual Operating Budget\*

Has this amount changed from pre-pandemic years? If yes, explain what's different and why.

*Character Limit: 1000*

### 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*

### Board List\*

**Type or upload a list of your current Board Members.**

*Character Limit: 2000 | File Size Limit: 3 MB*

### Does Organization Leadership represent an equity-seeking\* community?\*

Calgary Foundation is interested in supporting organizations that are led by the equity-seeking communities they seek to serve. This would refer to organizations that have individuals at different levels of the organization (including board and senior leadership) with direct lived experience and/or connections to and within the communities they seek to serve. In addition to other actions, we are working on a data strategy to help assess our progress in serving equity-seeking communities through our grant programs. (\*see equity-seeking definition in the Program Guidelines)

**Which of the following would best describe your organization?**

#### Choices

- Led by an equity-seeking community
- Focused on an equity-seeking community, is culturally relevant and has direct input from community
- Serving an equity-seeking community but not specifically led or focused on that community
- Not specific to an equity-seeking community

### Additional context

*We recognize there is nuance that cannot be captured above. If you would like to provide additional context, please use this space.*

*Character Limit: 500*

### Racial Equity and Decolonization\*

**We are interested to learn how charities are addressing racial equity and decolonization. We understand that each organization is at their own point on this journey. Please tell us how racial equity and decolonization inform your work.**

*Character Limit: 300*

### Partnership or Collaborative Application\*

Are you applying in partnership with a registered non-profit or as part of a collaborative of 3 or more organizations working together on a project that is larger or different than one organization can do on its own? You will need a formal relationship with any non-qualified donees.

#### Choices

No (skip to Section 2)

Partnership with Non-Qualified Donee (complete Section 1a)  
Collaborative (complete Section 1b)

[Section 1a: Non-profit Organization Information](#)

ONLY COMPLETE THIS SECTION IF THIS APPLICATION IS TO SUPPORT A PARTNERSHIP BETWEEN A QUALIFIED DONEE AND A NON-PROFIT ORGANIZATION that is not a qualified donee. If you are not sure, please contact [grants@calgaryfoundation.org](mailto:grants@calgaryfoundation.org) to discuss.

**Name of Non-Profit Organization Responsible for Initiative Implementation**

*Character Limit: 100*

**Contact for Non-Profit Organization**

*Character Limit: 30*

**Contact Email for Non-Profit Organization**

*Character Limit: 254*

**Relationship between organizations**

Please explain the relationship between the two organizations applying.

*Charity/Non-charity Partnerships: Charities and non-charities will often partner to increase their impact in community. It is important to note that the partnership between charities and non-charities is a legal relationship. Under CRA guidelines, the charity must monitor, regulate and control the funds. The charity must retain direction and control of the charitable funds and the activities of the non-charity must align with the charity's mandate and contribute to the achievement of that mandate. For further information please consult [Better Together: A Guide for Charity/Non-Charity Partnerships](#).*

*Character Limit: 1500*

**Partnership Agreement**

If this application is a partnership with a non-profit organization, complete and sign the Partnership Agreement [found here](#). Once signed upload in this section.

*File Size Limit: 5 MB*

**Non-Profit Organization's Annual Operating Budget**

Based on total expenses from your most recent Financial Statements

*Character Limit: 20*

**Non-Profit Organization's Mission, Statement of Purpose or description of core work:**

*Character Limit: 300*

**Does Non-Profit Partner Organization Leadership represent an equity-seeking community?**

Calgary Foundation is interested in supporting organizations that are led by the equity-seeking communities\* they seek to serve (see equity seeking definition in Guidelines). This would refer to organizations that have individuals at different levels of the organization (including board and senior leadership) with direct lived experience and/or connections to and within the communities they seek to serve. In addition to other actions, we are working on a data strategy to help assess our progress in serving equity-seeking communities through our grant programs.

**Which of the following would best describe your organization?**

**Choices**

- Led by an equity-seeking community
- Focused on an equity-seeking community, is culturally relevant and has direct input from community
- Serving an equity-seeking community but not specifically led or focused on that community
- Not specific to an equity-seeking community

*We recognize there is nuance that can not be captured above. If you would like to provide additional context, please use this space.*

*Character Limit: 500*

### Section 1b: Collaborative applications

ONLY COMPLETE THIS SECTION IF THIS APPLICATION IS TO SUPPORT A COLLABORATIVE as defined above. If you are not sure, please contact [grants@calgaryfoundation.org](mailto:grants@calgaryfoundation.org) to discuss.

#### **Organizations**

**List the organizations of the collaborative and contact people with at least two different ones. Note any specific roles some people or organizations might hold in the collaborative.**

*Character Limit: 300*

#### **Purpose**

**What is the collaborative's overall mandate or statement of purpose?**

*Character Limit: 300*

#### **Do any of the collaborating organizations represent equity-seeking communities?**

Calgary Foundation is interested in supporting organizations that are led by the communities they seek to serve. This would refer to organizations that have individuals at different levels of the organization (including board and senior leadership) with direct lived experience and/or connections to and within the communities they seek to serve. In addition to other actions, we are working on a data strategy to help assess our progress in serving equity-seeking communities through our grant programs.

**Which of the following would best describe at least one of the collaborating organizations?**

#### **Choices**

- Led by members of an equity-seeking community
- Focused on an equity-seeking community, is culturally relevant and has direct input from community
- Serving an equity-seeking community but not specifically led or focused on that community
- Not specific to an equity-seeking community

*We recognize there is nuance that can not be captured above. If you would like to provide additional context, please use this space.*

*Character Limit: 500*

#### **If approved, will any funds flow to any non-profit that are not charities within the Collaborative?**

If yes, please upload a partnership agreement [found here](#). Once signed upload in this section. *Charity/Non-charity Partnerships: Charities and non-charities will often partner to increase their impact in community. It is important to note that the partnership between charities and non-charities is a legal relationship. Under CRA guidelines, the charity must monitor, regulate and control the funds. The charity must retain direction and control of the charitable funds and the activities of the non-charity must align with the charity's mandate and contribute to the achievement of that mandate. For further information please consult [Better Together: A Guide for Charity/Non-Charity Partnerships](#).*

*File Size Limit: 5 MB*

### Section 2: Community Knowledge Centre (CKC)

### Community Knowledge Centre (CKC)\*

Does your organization have a profile on the [Calgary Foundation's Community Knowledge Centre \(CKC\)](#)? CKC membership is free and now open to both registered charities and non-profits. The newly designed website also features the [Member's Corner](#) – a place for Calgary's charitable and non-profit communities to connect, learn and share through discussion forums, a resource library and more! Learn more about the benefits of signing up [here](#).

**You are not required to have a profile on CKC in order to apply for a Community Grant. However, CKC is a great opportunity to profile your organization for donor advised grants.**

#### Choices

Yes

No

#### 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. You are encouraged to ensure the information in your profile is up to date. If you don't have a profile, leave this blank.

*Character Limit: 2000*

**If no, please click on the following link to complete the CKC Sign-up Form.\***

<https://ckc.calgaryfoundation.org/create-a-profile/>

Have you completed the CKC Sign-up Form?

#### Choices

Yes

No

We prefer not to sign-up with CKC at this time.

### Section 3: Grant Overview

#### Title\*

**We recommend selecting a title that reflects the work of the initiative. Please keep it short and use plain text without any special characters (including &, !, etc).**

*Character Limit: 80*

#### Amount Requested from the Calgary Foundation\*

*Please make sure this number matches the attached budget.*

*Character Limit: 20*

#### Total Cash Expenses\*

The total expenses associated with your initiative, including other sources of funding.

*Please make sure this number matches the attached budget.*

*Character Limit: 20*

#### This grant will be used primarily to support:\*

- **Existing Programming Costs:** (Only for organizations with an operating budget less than \$8M) Costs associated with the delivery of current or ongoing programming. Includes: salaries, program materials and equipment, promotion, administration, accessibility considerations, etc.

- **New and Expanded Programming Costs:** Costs associated with the development, delivery, piloting or evaluation of new or expanded programs. Includes: salaries, program materials and equipment, promotion, spaces associated with programming, accessibility considerations, etc.
- **Capacity Building Costs:** Costs associated with strengthening the organization's ability to deliver on its charitable mission. Includes: staff wellness strategies, consultant fees, professional development, organizational assessments, technology, specialized equipment, and costs associated with organizational mergers, etc.

#### Choices

- Existing Programming
- New or Expanded Programming
- Capacity Building

#### Concise Description\*

*Use plain language to describe your request in two or three sentences.*

*This concise description may be shared with interested donors, funders and on our website.*

*In this section please refer to your organization in the 3rd person, rather than using "I, we, our" statements. For instance: "XYZ Organization is designing a new program" is better than "We are designing a new program".*

*Character Limit: 500*

#### Grant Start Date\*

The grant can cover expenses starting June 15, 2022.

*Character Limit: 10*

#### Grant End Date\*

Please indicate when the grant money will be spent and the work it covers finished up.

*Character Limit: 10*

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

*Please choose the most appropriate from the list below. If you do not see your region in this list, it is likely that you fall outside Calgary Foundation's catchment area. Please consult the program guidelines [here](#).*

#### Choices

- Calgary NE
- Calgary NW
- Calgary SE
- Calgary SW
- Calgary ALL
- Banff National Park Canmore
- Rocky View County
- Municipal District of Big Horn
- Municipal District of Foothills
- Municipal District of Kananaskis
- Municipal District of Wheatland
- Kainai Nation
- Piikani Nation
- Siksika Nation
- Tsuut'ina Nation
- Îyârhe Nakoda Nations (as the qualified donee for Chiniki, Wesley and Bearspaw Nations)
- Multiple regions from the list above

**Please Choose the Populations Served through this initiative.**

***If this application is for internal capacity building (staff/board/volunteers/tech), please choose the populations your organization serves.***

**First Choice (required)\***

**Choices**

- Children and youth: All
- Children and youth: Ageing out of care
- Children and youth: Ages 0-18
- Children and youth: Ages 19-29
- Seniors and Elders - not in care
- Seniors and Elders - living in care
- Essential Workers
- Temporary Foreign Workers
- Workers in the informal labour market
- Caregivers
- Students (Postsecondary)
- People experiencing homelessness
- People experiencing low income or living in poverty
- People living with mental illness
- People struggling with addiction
- Persons with disabilities
- People experiencing domestic or gender-based violence
- People living in group homes or supportive living (under the age of 55)
- Prison populations (detained and incarcerated)
- Veterans
- Indigenous: All
- Indigenous: First Nations
- Indigenous: Inuit
- Indigenous: Métis
- Racialized Communities - All
- Racialized Communities - Arab
- Racialized Communities - Black
- Racialized Communities - Chinese
- Racialized Communities - Filipino
- Racialized Communities - Japanese
- Racialized Communities - Korean
- Racialized Communities - Latin American
- Racialized Communities - South Asian
- Racialized Communities - Southeast Asian
- Racialized Communities - West Asian
- Racialized Communities - Group(s) not otherwise specified (specify)
- Members of LGBTQ2S+ communities
- Newcomers: All
- Newcomers: Permanent Residents (immigrants and refugees)
- Newcomers: Temporary Residents
- Women and girls
- Official Language Minority Communities (OLMCs)

- General Population
- Other

### Second Choice (optional)

#### Choices

(Same as above)

### Third Choice (optional)

#### Choices

(Same as above)

**If you chose 'Other' in the populations served above, please specify:**

*Character Limit: 75*

### Calgary Foundation's Vital Priorities

#### LIVING A CREATIVE LIFE:

Promote a diverse arts sector that supports initiatives that align with Calgary Arts Development's Living a Creative Life strategy in order to:

- Build community and engage citizens through arts participation
- Raise awareness of the arts as an essential part of creating a vibrant community

#### ENCOURAGING MENTAL HEALTH

Map and support mental health initiatives that:

- Ensure a coordinated community-based continuum of mental healthcare is available for children, youth and families
- Connect seniors to reduce social isolation

#### STRENGTHENING RELATIONSHIPS WITH INDIGENOUS COMMUNITIES

- Calgary Foundation supports strategies that strengthen relationships between Indigenous and non-Indigenous people, that are built on mutual respect and traditional knowledge.

#### POVERTY REDUCTION:

Calgary Foundation will increase awareness and support endeavours that align with the Calgary Poverty Reduction Initiative's Enough for All poverty reduction strategy in order to:

- Build inclusive communities
- Create opportunities to secure income and assets needed to thrive
- Provide accessible supports, services and resources
- Ensure equal participation for Indigenous people

#### ENVIRONMENT: PURSUING A SUSTAINABLE FUTURE:

Promote a sustainable future through support for initiatives that:

- Educate and encourage individuals and groups to take action
- Strengthen the capacity of environmental groups to collaborate and develop community strategies

**Choose the Vital Priority with which the work aligns.\***

***It is possible for your work to align with more than one priority area. If this is the case, choose the area that best reflects your primary mission. If this initiative does not align with a Vital Priority, please choose N/A.***

***Alignment is not required.***

#### Choices

- Living a Creative Life
- Mental Health
- Poverty Reduction
- Strengthening Relationships with Indigenous Communities
- Environment: Pursuing a Sustainable Future
- N/A

#### Section 4: Written / Video / Audio Submission

**Choose between a written response, a video recording or an audio recording to provide details on your grant request.**

***An oral application with Calgary Foundation staff is available for Indigenous and other equity-seeking communities; please contact Foundation staff by February 7, 2022 to discuss this option.***

Note:

Video and Audio options are available to offer choice and improve accessibility. Also contact us if there are other access considerations that would support your organization in the application process.

Regardless of the format, we will focus on the content rather than the production quality or writing style.

**Please provide the following information in the order that works best for you:**

- (Why?) Why you want to do this work and why it's important to receive *this* grant to do so. Describe the challenge you are working to address or the strength you aim to build. Describe your desired impact over the course of the proposed timeline.
  - NOTE: If applying for Existing Programming, be sure to explain why funding is needed at this time.
- (What?) The work you will do with the grant. Include enough details to assist the review committee in understanding the key activities and timeline.
- (Who?) Tell us who you are working with (if this is not addressed in Section 1) and how the target population is included in the design, development, or delivery.

#### **Application\***

Are you submitting a written response, video or audio recording?

#### **Choices**

Written

Video

Audio Recording

#### **Written Response (if applicable)**

If you choose a written submission, enter grant request details in this section.

**NOTE: The character limits include spaces. Space provided is equivalent to approximately 1 3/4 pages at 12 point type, with 1 inch margins.**

*Character Limit: 4500*

#### **Link to Video Submission (if applicable)**

If you choose a video submission, copy the link to your video uploaded on YouTube. For further instruction read the Video Guidelines (**See Appendix B of these Guidelines**). Please keep the video to 5 minutes max.

Character Limit: 2000

### **Audio Recording (if applicable)**

If you choose to submit an audio recording, upload the file here. Please keep audio to 5 minutes max.

File Size Limit: 10 MB

### **For added clarity, please include a list of key activities and milestones\***

For example, something like:

- July-August: Project planning
- September: Volunteer training
- October-December: Host 5 workshops

Character Limit: 1000

## Section 5: Budget

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

Use the [Community Grants Budget Template](#)

- 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

File Size Limit: 5 MB

## Section 6: For Building or Renovation Grants only

### **Only for renovation or building projects - Video upload**

For renovation or building projects only, please provide a short video that shows the space in question. The video should be less than 1 minute. Copy the link to your video uploaded on YouTube. For further instruction read "Uploading your video" section of the Video Guidelines found above.

DO NOT upload any other videos or supplemental documents in this section as they will not be reviewed at this point in the process.

Character Limit: 2000

## Section 7: Certification of Accuracy and Consent to Share

### **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

### **Consent to share application\***

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

## Choices

- Yes
- No

### *Anonymous Feedback Optional Survey*

Calgary Foundation strives to make our grant application and review processes inclusive and simple while ensuring we have enough information to make good granting decisions. Before each grant cycle, we review our program guidelines and application process to ensure it aligns with current community needs and the needs of our volunteer review committees. We can always do better and welcome your input. We invite you to complete this [anonymous survey](#).

## APPENDIX B

### Video Guidelines

If you choose the video option, you will record a video, create a link and link it through the Online Grant Portal. You still complete the other sections (Organization Information, Overview, and Budget) in writing.

#### DURATION

Up to a MAXIMUM of 5 minutes.

#### ASSESSMENT CRITERIA

Evaluation of your video/multimedia submission will focus on the content rather than the production quality. Make sure to address all the questions mentioned below as applicable.

#### UPLOADING YOUR VIDEO

To share your video with us, upload your video to YouTube. Then paste the link to the video into **Section 4: Grant Details - Video** of the application.

To get started uploading your video on YouTube, follow the steps below:

1. Sign in to YouTube.



2. Click on **Upload video** at the top left of the page.
3. Before you start uploading the video, choose “**Unlisted**” [video privacy setting](#) from the drop down menu.
4. Select the video you'd like to upload from your computer. You can also import a video from Google Photos.
5. As the video is uploading, you can edit both the basic information and the advanced settings of the video. You can have a title up to 100 characters and a brief description. Once the upload is complete, Click Next.
6. Set the video privacy setting to **Unlisted**, click **Save**.
7. Copy the link to the video provided. Paste the link into **Section 4: Grant Details – Video** of the application.

Privacy settings:

- **Public** videos and playlists can be seen by and shared with anyone.
- **Private** videos and playlists can only be seen by you and the users you choose.
- **Unlisted** videos and playlists can be seen and shared by anyone with the link.

#### CONTENT

Your video should cover the following content, in an order that makes sense to you:

#### INTRODUCTION

- Introduction of any speakers in the video
- Name of your organization
- Name of your initiative
  
- (Why?) Why you want to do this work and why it's important to receive *this* grant to do so. Describe the challenge you are working to address or the strength you aim to build. Describe your desired impact over the course of the proposed timeline.
  - NOTE: If applying for Existing Programming, be sure to explain why funding is needed at this time.
  
- (What?) The work you will do with the grant. Include enough detail to assist the review committee in understanding the key activities and timeline.
  
- (Who?) Tell us who you are working with (if this is not addressed in Section 1) and how the target population is included in the design, development or delivery.

Our staff are available to preview videos to ensure you have addressed all the relevant information. If you would like us to review your video, please contact [grants@calgaryfoundation.org](mailto:grants@calgaryfoundation.org) by the review date indicated in the guidelines.