

## Community Grants Guidelines

Grant request deadlines are 11:59pm on February 15 and September 15 each year

### About Community Grants

The Community Grants program helps make Calgary and area a great place to live for everyone by strengthening all parts of the charitable sector<sup>i</sup> and/or engaging citizens in building their communities.

#### 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

### Who can apply

Qualified donees<sup>ii</sup> with eligible initiatives are invited to submit a grant request through our [Online Grant Portal](#).

#### Eligible initiatives:

- Serve Calgary and area<sup>iii</sup> communities;
- Are new or represent significant strategic enhancements to existing programs or services;
- Align with the Calgary Foundation's mission and vision;
- Meet the goal of the Community Grants program listed above;

### Assessment Criteria

#### Grant requests are assessed on:

- Clarity of the plan and activities for the initiative.
- Demonstrated need for the community for initiatives that are engaging citizens and for the organization for initiatives that are strengthening charities.
- Ability to clearly define the desired impact in the community and/or in the charity as a result of the project.
- Ability to demonstrate that you are the right organization to do this work.
- Readiness to start the initiative
- Strength of relevant partnerships and focus on collaboration with services already available to the community so as not to duplicate efforts.
- Alignment of budget with scope of the initiative. Meaningful contribution from the organization and/or other financial partners.
- Demonstration of financial accountability, secure leadership, good planning (alignment with organizations strategic plan, your mission and mandate).
- Emphasis is placed on the degree of alignment with the Calgary Foundation's Vital Priorities, however, all eligible initiatives are welcome.

The Community Grants program does NOT support:

- Individuals or individual families
- For-profit organizations
- Core operating expenses
- Pure academic research
- Religious activities that focus on only one spiritual tradition
- Fundraising events and programs, and salaries in support of them
- Expenses incurred prior to the Calgary Foundation’s final grants decision dates
- Debt retirement
- Emergency funding
- Endowment building

## How to apply

**First, contact grants staff a month before the deadline to discuss the initiative.**

Applications are accepted through our Online Grant Portal. You can access the portal by clicking on the **Online Grant Portal** on the Community Grants page of our website.

**Community Grants**

Calgary Foundation is currently accepting grant requests for the Community Grants Program. Prior to submitting your request please consult the program guidelines and contact Foundation staff to discuss eligibility. The program supports initiatives that engage citizens and that strengthen charities.

Grants come in a variety of sizes depending on the scope and scale of activities—lists of past Community Grants are available below. Contact Grants Staff to explore larger amounts that are available for highly collaborative projects.

**How to apply**

Applications are accepted through our Online Grant Portal. You can access the portal by clicking on the Online Grant Portal button below. For our fall 2018 cycle, the Community Grants program will pilot the option of submitting a video/multimedia application instead of the written application. You have two options for submitting your application and for both options you must submit through the Online Grant Portal.

**Option 1: NEW – Video/Multimedia Application**

For further information, read the [Multimedia Application Guidelines](#).

**Option 2: Written Application**

Complete your grant request submission through the [Online Grant Portal](#).

If you have questions about applying for a Community Grant, please contact [Djaka Blais-Amare](#).

- [Community Grants Guidelines](#)
- [Community Grants Application Questions List – Step 1](#)
- [Community Grants Application Questions List – Step 2](#)
- [Online Grant Portal](#)
- [Fillable Budget Form](#)
- [Grant Reporting Instructions](#)
- [Budget Template for Reporting](#)

## COMPLETING YOUR APPLICATION

### STEP 1 - Eligibility

In this step you will identify whether you have a profile on the Calgary Foundation’s Community Knowledge Centre (CKC) and assess the eligibility of your application. You must complete Step 1 in order to move your application to Step 2.

**Step 1 must be completed by February 8th** to give enough time to move your application to Step 2.



## STEP 2 - Application

In this step you will describe your initiative.

**Step 2 must be completed by February 15<sup>th</sup> at 11:59pm.**

### Option 1: NEW – VIDEO/MULTIMEDIA SUBMISSIONS

The Community Grants program now offers the option of submitting a **video/multimedia submission** instead of the written application. Complete your grant request through the Online Grant Portal found on the Community Grants page on our website. For further information, read the Video Application Guidelines.

### Option 2: Written Application

Complete your grant request submission through the Online Grant Portal found on the Community Grants page on our website.

- Applicants may save a draft and request that the Community Grants Associate provide feedback before submitting (if time permits).
- Be sure to complete and attach the **Initiative Budget** using the template provided and attach the applicant organization's **most recent audited or board-certified financial statements**.
- Calgary Foundation will request additional documents such as a list of board members and an operating budget, from organizations that are invited to meet with a committee.

**In order for your application to be eligible you must submit outstanding grant reports 2 weeks before the deadline. Contact Matthew Blough, Grants Impact Associate if you have any questions about reporting. (403) 802-7721 or [mblough@calgaryfoundation.org](mailto:mblough@calgaryfoundation.org)**

## Grant Assessment Process

### February 15 Deadline

- **February 15** – Submit grant requests by 11:59pm using the online portal and click on ONLINE GRANT PORTAL
- **April** – Grant requests are shortlisted and those applicants are asked to provide additional materials related to their initiative
- **May** – Shortlisted applicants meet with a committee
- **Late June** – Program results are announced

### September 15 Deadline - NEW

- **September 15** – Submit grant requests by 11:59pm using the online portal and click on ONLINE GRANT PORTAL
- **October** – Grant requests are shortlisted and those applicants are asked to provide additional materials related to their initiative
- **November** – Shortlisted applicants meet with a committee
- **Late December** – Program results are announced



## Face to Face Meeting

Applicants that are shortlisted, whether from a written or video/multimedia application, will be invited to meet with one of our Grant Advisory Committees. Staff will work with representatives from the charity to arrange the meeting – ideally at the applicant’s location. Meetings are approximately 45 minutes and are an opportunity for applicants and committee members to discuss the initiative and its objectives in person.

## Who assesses grant requests?

Calgary Foundation’s volunteer Grants Committee and its Advisory Committees assess grant requests. The Grants and Advisory Committees are composed of board members and community leaders with diverse backgrounds in charitable work and community building.

## QUESTIONS?

Our staff are available to provide input on your video prior to submission to ensure you have addressed all the required questions. Please contact Djaka Blais-Amare, Community Grants Associate, for further information ([dblais-amare@calgaryfoundation.org](mailto:dblais-amare@calgaryfoundation.org) or 403-802-7310).

<sup>i</sup> All parts means 360 degrees of the charitable sector: organizations of various sizes from small grassroots charities to well-known multimillion-dollar charities and everything in between that further areas such as arts and heritage, community connections, environment, lifelong learning, living standards, thriving population and wellness.

<sup>ii</sup> Go to Canada Revenue Agency’s Charities Listings website to determine whether your organization is a qualified done if you are not sure: <https://www.canada.ca/en/revenue-agency/services/charities-giving/charities-listings.html>

<sup>iii</sup> Calgary and area includes: Calgary, Banff National Park, Canmore, Rocky View County, and the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland and the surrounding First Nations.

