Community Grants Guidelines

Grant request deadlines are in February and September 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[i] and/or engaging citizens in building their communities. The program offers project-based grants.

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
- Pilot new programs
- Incorporate significant enhancements or strategic expansions of existing programs

Strengthen Charities supports initiatives that:

- Build a charity's internal capacity
- 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

Eligibility

The Community Grants program can only accept applications from registered charities and other qualified donees. Go to the Canada Revenue Agency's Charities Listings website to determine whether your organization is a qualified donee. If you are not a registered charity but wish to apply for funding, you can consider the following options:

- Make a formal application to CRA to become a registered charity.

- Establish a written partnership with a registered charity that would apply for funds for the proposed project. 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. Note that the opportunity to apply with a charitable partner is not meant to allow groups to circumvent CRA rules, but rather to support genuine partnerships between charities and non-profits. For further information please consult Better Together: A Guide for Charity/Non-Charity Partnerships.

Eligible initiatives:
- Significantly benefit Calgary and area communities, which includes Calgary, Banff National Park, Canmore, Rocky View County, the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland, and the surrounding First Nations of Treaty 7 territory;
- Are new or represent significant strategic enhancements to existing programs or services;
- Align with the Calgary Foundation's mission and vison;
- 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 community-driven need for initiatives that are engaging citizens.
- Demonstrated need 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, 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
- Start-up costs

- 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.

COMPLETING YOUR APPLICATION

STEP 1 - Eligibility

Please complete this first step of the Community Grants application process. This section is NOT a letter of intent, but rather identifying whether your organization has a profile on the Community Knowledge Centre, as well as, answering a few eligibility questions. *You are not required to have a profile on CKC in order to apply for a Community Grant, nor do you need to complete your profile. However, CKC is a great opportunity to profile your organization for donor advised grants.*

Once this is submitted, we will move your application to Step 2 where you can complete the full proposal. You will receive an email from the Online Grant Interface indicating that your proposal has moved to Step 2 (usually within 2 business days).

When you receive this email, you can log back into the portal. If you haven't received an email within 2 business days, please contact dblais-amare@calgaryfoundation.org.

> **Step 1 must be completed by February 10th** 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 14th at 11:59pm.**

Option 1: 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 available on our website.

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 complete any existing Community Grant reports and submit those final reports two weeks before the deadline. Contact Matthew Blough, Grants Impact Associate, if you have any questions about reporting. (403) 802-7721 or mblough@calgaryfoundation.org

Grant Assessment Process

February 2020 Deadline
- **February 10 –** Submit Step 1
- **February 14 –** Submit full grant requests by 11:59pm MST 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
- **Mid-June –** Program results are announced

September 2020 Deadline
- **September 10 –** Submit Step 1
- **September 15 –** Submit grant requests by 11:59pm MST 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
- **Mid-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 or 403-802-7310).

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[i] 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.