



# Community Grants Guidelines

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

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

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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)

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:**

- **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.

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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)

- **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](#).

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.

Assessment considerations include: the community benefit in doing this work at this time, alignment with Calgary Foundation's priorities, whether the plan is clearly described, is ready to execute and is important to accomplish within the timeframe of the grant. 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.