



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:

- Must have completed and reported on any previous Community Grant or Pandemic Recovery Phase 2 Grant.
- Did not receive a Calgary Foundation Pandemic Recovery Program Phase 3 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 organizations³

- Must have completed and reported on any previous Community Grant or Pandemic Recovery Phase 2 Grant for a partnership or collaborative.
- Did not receive a Calgary Foundation Pandemic Recovery Program Phase 3 grant from Calgary Foundation for a 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.

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 work that is larger or different than one organization can do on its own. You are encouraged to contact grant staff to confirm eligibility.

- **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.

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.

Question List

On the next page you will find the list of questions for the Community Grants application. You will complete these questions in the Online Grant Portal.

Community Grants Fall 2021

Calgary Foundation

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 September 8th 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 by September 8th, 2021 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

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 or enter here.

Character Limit: 400

Organization's Mission or Statement of Purpose*

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

Partnership or Collaborative Application*

Are you applying in partnership with a registered non-profit that focuses on equity seeking groups in the community 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)

Board List*

Type or upload a list of your current Board Members.

Character Limit: 2000 | File Size Limit: 3 MB

Section 1a: Non-Qualified Donee Organization Information

ONLY COMPLETE THIS SECTION IF THIS APPLICATION IS TO SUPPORT A PARTNERSHIP BETWEEN A QUALIFIED DONEE AND A NON-QUALIFIED DONEE. If you are not sure, please contact grants@calgaryfoundation.org to discuss.

Name of Organization Responsible for Initiative Implementation

Character Limit: 100

Contact for Implementing Organization

Character Limit: 30

Contact Email for Implementing 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-qualified donee, complete and sign the Partnership Agreement [found here](#). Once signed upload in this section.

File Size Limit: 5 MB

Implementing Organization's Annual Operating Budget

Based on total expenses from your most recent Financial Statements

Character Limit: 20

Implementing Organization's Mission or Statement of Purpose:

Character Limit: 300

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 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

If approved, will any funds flow to Non-Qualified Donees 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)?

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.

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.

Character Limit: 80

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, promotion, administration, etc.
- **New or Enhanced Programming Costs:** Costs associated with the development, delivery, piloting or evaluation of new or expanded programs. Includes: salaries, program materials and equipment, promotion, capital costs associated with programming, 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 Enhanced Programming

Capacity Building

Concise Description*

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

This concise description will 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

Where will these services be delivered?*

Please choose the most appropriate quadrant or if your program will be delivered in more than one quadrant, choose Calgary. If your program will be delivered outside Calgary, choose Calgary Area. (Eligible areas include: Calgary, Banff National Park, Canmore, Rocky View County, and the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland and the First Nations of Treaty 7 territory).

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 First Nation
Piikani First Nation
Siksika First Nation
Tsuut'ina First Nation
Iyarhe Nakoda First Nation (as the qualified donee for Chiniki, Wesley and Bearspaw First Nations)
Multiple regions from the list above

Please Choose the Populations Served through this initiative.

If this application is for operational funds, please choose the populations your organization serves.

First Choice (required)*

If this application is not for a specific program, please choose the population your organization serves.

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

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

Third Choice (optional)

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

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

Character Limit: 75

Amount Requested from the Calgary Foundation*

Maximum grant request: \$75,000

Exception: First Nations Administration maximum \$150,000

Character Limit: 20

Total Cash Expenses*

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

Character Limit: 20

Grant Start Date*

The grant can cover expenses starting December 15, 2021. Please note you will be responsible for any expenses incurred prior to grant approval in December 2021 if the grant is not successful.

Character Limit: 10

Grant End Date*

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

Character Limit: 10

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

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

Does your initiative align with one or more of the Calgary Foundation Vital Priorities or Racial Equity?

Please note that alignment with a Vital Priority is not a requirement for this granting program.*

Choices

Yes

No

Choose the priority with which the work most closely 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 you answered "No" to the previous question, please choose N/A.

Choices

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

Racial Equity*

Is the purpose of this initiative to support racial equity?

Choices

yes
 indirectly
 no

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.

Please provide the following information (the order of information can differ):

- (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. If applying for existing programming, be sure to explain why this grant is important in this time.
- (What?) The work you will do with the grant. Include enough detail to the review committee understand the key activities.
- (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: There is a limit of 3000 characters, including spaces.

Character Limit: 3000

Link to Video Submission (if applicable)

Copy the link to your video uploaded on YouTube. For further instruction read the <https://calgaryfoundation.org/wp-content/uploads/Video-Guidelines-1.pdf> Video Guidelines (click on the link). Please keep the video to 2 minutes.

Character Limit: 2000

Audio Recording (if applicable)

Audio Recording (if applicable)

If you choose to submit an audio recording, upload the file here. Please keep audio to 2 minutes.

File Size Limit: 10 MB

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 on our website.

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