Community Grants Program Guidelines
Application due date: 4:00 pm, February 21, 2024

CONTENT

The Community Grants program covers a broad scope of projects aimed at strengthening the charitable sector and engaging citizens. Over the past years, we have made some adaptations that reflect the ongoing effects of the pandemic, and our commitment to Reconciliation, and advancing equity and systemic change. We expect that the need for funding will remain significantly higher than our available resources.

ELIGIBILITY FOR COMMUNITY GRANTS PROGRAM

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]
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)

---

[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 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).*

- Municipal District of Kananaskis
- Rocky View County (including towns and hamlets)
- Kainai Nation
- Piikani Nation
- Siksika Nation
- Îyârhe Nakoda Nations
- 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, they <u>must have completed and reported</u> on any previous Community Grant or Pandemic Recovery Grant.
- When applying in partnership with a non-qualified donee OR as the backbone agency in a collaborative of at least three (3) organizations[2], <u>must have completed and reported</u> 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, the work cannot be related.

We encourage applications from organizations with programs led by and for equity-deserving communities. We recognize that organizations serving equity-deserving communities may experience barriers in accessing charitable status.[3] For the purposes of this document, we use the term "equity-deserving" to include groups who are marginalized by social structures. Equity-deserving communities often experience social and financial disadvantages as a result of systems of oppression. Oppression takes many forms, including but not limited to racism, homophobia, and ableism. Therefore, examples of equity-deserving communities include Indigenous, Black, and racialized people; members of the 2SLGBTQIA+ community, and those with mental, intellectual, or physical disabilities. This list is not exhaustive and is always evolving. People who belong to multiple equity-deserving communities often experience overlapping and interdependent systems of discrimination or disadvantage.

---

[2] 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.

[3] 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)

FREQUENTLY ASKED QUESTIONS

What is the Community Grant maximum and timeframe?
- There is no prescribed maximum grant amount as this will depend on your project. Historically, the average grant request is around $70,000.
- Community Grants are not limited to a specific calendar or fiscal year. Your grant request should cover the amount of time needed to achieve your desired outcome. Grant timelines are assessed on an individual basis. The average length is between 12-18 months.

What activities are eligible?
Your proposal must fall under one of these categories:
- **Existing Programming:** *(For organizations with an operating budget less than $4M)* Costs associated with the delivery of current/ongoing programming or incremental growth. Includes: salaries, program materials and equipment, promotion, administration, accessibility considerations, etc.
- **New and Expanded Programming:** Costs associated with the development, delivery, or evaluation of new programs or the significant expansion of existing programs. Includes: salaries, program materials and equipment, spaces, promotion, accessibility considerations, capital projects, etc.
- **Organizational Development**: Costs associated with internally focused work that invests in the effectiveness of an organization to advance its charitable mission (capacity building). Includes: staff wellness strategies, consultant fees, professional/leader development, organizational assessments, costs associated with organizational mergers, technology, specialized equipment, etc. Capacity Building may also be to strengthen a sector or collective group and may include costs to collaborate, community engagement and organizing, identifying issues and framing shared actions. (Note: adding more staff to deliver programs is captured in the programming categories above).

When must these activities occur?
- Expenses covered by the grant must be incurred no earlier than July 1, 2024, (after grant decisions are made).

What activities will not be supported?
- Activities that do not align with Calgary Foundation's stated values
- Annual events or event series, e.g., symposiums, gatherings and conferences
- Research other than Participatory Action Research
- Fundraising activities or fundraiser's salaries
- Debt retirement and endowment building
- Religious services, proselytizing, or the promotion of one faith tradition

APPLYING FOR A COMMUNITY GRANT

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 a member of the grants team. It is important to book a meeting with us to discuss your initiative and we strongly advise you to do so as early as possible.

2. If eligible, complete the first stage of the application through the Online Grant Portal found on the Calgary Foundation website here. Before creating a new account, ensure your organization does not already have an existing account in the portal. **Non-profit organizations applying in partnership with a charity:** Please note that the application must be made under the charity/qualified donee's account.

   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:
      i. a written application
      ii. a short video application
      iii. an oral application. This is open to Indigenous and other equity-deserving communities; please contact grants staff by **February 14, 2024**, to set up a time for this discussion.

   c) a budget form to complete.

(See Appendix A of these Guidelines for Question List)

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. Calgary Foundation staff do not review the draft application **unless you contact us and ask us to do so**.

If you want your draft application reviewed, you must contact grants staff when the draft is ready. Due to the number of requests that we receive, please send your request as early as possible by emailing us at communitygrants@calgaryfoundation.org by**, Wednesday, February 14, 2024,** at the very latest.

COMMUNITY GRANTS TIMELINE

- January 17 – February 21, 2024: Application intake open. Submit application by 4:00 pm MST on February 21, 2024, using the Online Grant Portal found on the Calgary Foundation's website.

- Late April 2024: Applicants will be notified whether their application has been shortlisted to the second and final stage of the application process or if it has been declined. The Community Grants program has a budget of approximately $4.5 million. The program receives about 150 applications per cycle, and we anticipate advancing approximately 35% of applications to the next stage.

- Mid-May – Mid-June 2024: Shortlisted applicants will meet with a Grants Advisory Committee to discuss their proposal in more detail and respond to committee questions. Shortlisted applicants may also be asked to answer additional questions by email following their meeting.

- Early July 2024: Successful applicants will be notified whether they have been 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

The Community Grants program receives a variety of requests. Applications are assessed by staff and volunteer committees consisting of community leaders and sector experts. Applications are assessed based on the following four areas, on their own merit and in relation to the pool of applicants. A strong application is one where the review teams are satisfied that the application demonstrates the following:

1. **Rationale and Response**
   What is the specific issue you are trying to address, or the strength you are building, that will be supported by the grant? The proposed work logically connects to the organization's overall charitable mandate and organizational goals. Specific and relevant details support why you want to do this work now. It is clear how the response/approach was determined, with enough groundwork to be successful, including input from the target population, either internal or external.

2. **Delivery**
   Provide details on the planned activities and timeline. Specific details are provided so that reviewers get a clear sense of the activities involved in responding to the issue identified above and how likely they will lead to the outcomes identified below within the grant duration. The budget is balanced, provides enough detail to understand how the grant will be allocated and the budget line items clearly reflect the proposed activities only.

3. **Evaluation and Success**
   Describe what success might look like for this work, including what outcomes you hope to achieve and how you will measure these outcomes. It is clear what outcomes the organization hopes to achieve during the grant period and those outcomes follow logically from the rationale and activities. The organization outlines a way of capturing their learnings and can reasonably expect to maintain the impact of the work past the grant end date.

4. **Relationships**
   Describe who your organization is collaborating with for the work described in this proposal. The organization demonstrates how this work complements the work of others or provides a unique perspective. The organization has developed relationships with partners (formal or informal) that will inform, augment, or benefit from this work. Knowledge of the sector is clearly demonstrated.

Alignment with Calgary Foundation's Priorities and Values: We will also assess how closely the initiative aligns with the priorities and values of the Foundation, including Vital Priorities, Reconciliation and/or racial equity. Please note that this alignment is not mandatory to be awarded a Calgary Foundation grant.

REPORTING

Organizations that receive a Community Grant are required to complete a final report through the online grant portal or other means (video, oral, interview). Reports will address: the initiative's outcomes, organization's lessons and learning, and a financial summary similar to the original application. Completion of the report **is a requirement** to apply for future grants.

If your application is declined:
You can set up a conversation with grants staff to receive feedback on your application if it was declined during the shortlisting stage or at the final decision stage.

Community Grants Spring 2024

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. 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.

- Avoid general or absolute statements (e.g. 'we are the only one' - unless you are 100% certain).

- 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 14 to discuss alternate application arrangements.

NOTE: While Calgary Foundation staff 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 communitygrants@calgaryfoundation.org by February 14th, 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

ORGANIZATION INFORMATION

We use the following information to get a sense of your organization's size, mandate and role in the community. This helps us to put the application details into context.

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 communitygrants@calgaryfoundation.org or enter here.

Character Limit: 400

Annual Operating Budget*

This amount should reflect how much your organization is planning on spending this year (not the amount for regional or local offices).

Character Limit: 20

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

Partnership or Collaborative*

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
Partnership with a non-profit that is not a charity
Collaborative project of 3 or more organizations

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 communitygrants@calgaryfoundation.org to discuss.

NON-PROFIT PARTNER ORGANIZATION INFORMATION

We use the following information to get a sense of your partner organization's size, mandate and role in the community. This helps us to put the application details into context.

Name of Non-Profit Organization Responsible for Initiative Implementation*
Character Limit: 100

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

Contact for Non-Profit Organization
Character Limit: 30

Contact Email for Non-Profit Organization
Character Limit: 254

Non-Profit Organization's Annual Operating Budget
This amount should reflect how much your organization is planning on spending this year (not the amount for regional or local offices).

Character Limit: 20

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

Character Limit: 1000

Non-Profit Registration

If the non-profit is not listed in this Alberta Non-Profit Listing, please upload a copy of the non-profit's registration record.

File Size Limit: 5 MB

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 communitygrants@calgaryfoundation.org to discuss.

Collaborative 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: 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: Grant Overview

OVERVIEW

Title*

The Project Title should be short (maximum of 5 words). Select a title that describes the work of the initiative, using plain text and without any special characters (do not use &, !, ;, etc. - this affects our payment software).

Character Limit: 100

This grant will be used primarily to support:*

- **Existing Programming Costs:** *(For organizations with an operating budget less than $4M)* 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 programs or the significant expansion of existing programs. Includes: salaries, program materials and equipment, spaces, promotion, accessibility considerations, capital projects, etc.

- **Organizational Development Costs:** Costs associated with internally focused work that invests in the effectiveness of an organization to advance its charitable mission (capacity building). Includes: staff wellness strategies, consultant fees, professional/leadership development, organizational assessments, technology, specialized equipment, costs associated with organizational mergers, etc. Capacity Building may also be to strengthen a sector or collective group and may include costs to collaborate, community engagement and organizing, identifying issues and framing shared actions. (Note: adding more staff to deliver programs is captured in the programming categories above).

Note: we recommend focusing your application on one project or projects that are directly related to each other (in other words, do not apply for multiple initiatives unless you can draw clear connections and create a cohesive application).

Choices
Existing Programming
New or Expanded Programming
Capacity Building

Concise Description*

Give a summary of what the project/proposal is, and <u>what the grant request will be used for.</u> 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.

Example: XYZ is looking to build a creative hub, where residents of its lodge and seniors from community can create and find companionship. The initiative's goal will create an inclusive place where seniors can share their creativity and talents, as well as to allow a safe place where seniors can find companionship and improve their mental health. This grant will go towards building materials and labour costs.

Character Limit: 500

Grant Start Date*

The grant can cover expenses starting **July 1, 2024.**

Character Limit: 10

Grant End Date*

Please indicate when the grant money will be spent and the work it covers concluded. Calgary Foundation grants are not limited by a fiscal or calendar year. We are constrained by our budget (see program guidelines for detail). While we do support applications for multi-year work, large, multi-year projects may be reduced during our review process.

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
Piikani Nation
Siksika Nation
Tsuut'ina Nation
Blood Tribe/Kainai

Iyarhe Nakoda Nations
Multiple regions from the list above

Please Choose the Populations Served <u>through this initiative.</u>
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
Seniors and Elders
Essential Workers
Temporary Foreign Workers
Students (Postsecondary)
People experiencing homelessness
People experiencing low income or living in poverty
People living with mental illness
People struggling with addiction
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
Newcomers
Women and girls
Official Language Minority Communities (OLMCs)
General Population
Other

Second Choice (optional)
Choices
Children and youth
Seniors and Elders
Essential Workers
Temporary Foreign Workers
Students (Postsecondary)
People experiencing homelessness
People experiencing low income or living in poverty
People living with mental illness
People struggling with addiction
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
Newcomers
Women and girls
Official Language Minority Communities (OLMCs)
General Population

Other

Third Choice (optional)
Choices
Children and youth
Seniors and Elders
Essential Workers
Temporary Foreign Workers
Students (Postsecondary)
People experiencing homelessness
People experiencing low income or living in poverty
People living with mental illness
People struggling with addiction
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
Newcomers
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

Section 3: Application Details - Written / Video / Audio

Choose between a written response or 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-deserving communities; please contact Foundation staff by February 14, 2024, to discuss this option.

Note:
Oral, Video and Audio options are available to offer choice and improve accessibility. If there are other access considerations that would support your organization in the application process, please contact us.
Regardless of the format, we will focus on the content rather than the production quality or writing style.

Organization's Mission, Statement of Purpose or description of core work:*
We will assess your organization's charitable mission and how this grant will help you achieve it.
NOTE: Character limits for each section include spaces.
Character Limit: 1000

WRITTEN / VIDEO / AUDIO SUBMISSION

Application*
Are you submitting a written response or video recording or audio recording? (Please choose only one format)

- If you choose a written submission, enter grant request details in the text boxes.
- If you chose video, insert a link below and enter N/A in the text boxes. Be sure to answer all the questions in your video submission.
- If you chose audio, insert a link below and enter N/A in the text boxes. Be sure to answer all the questions in your audio submission.

Choices
Written
Video
Audio Recording

Rationale and Response:*
What is the specific issue you are trying to address or the strength you are building that will be supported by the grant? How did you determine the approach you intend to take and who will be impacted by this work? Please keep your response specific to what you intend to achieve with this grant.

Explain why a grant is important at this time <u>from a community or organizational perspective</u>.

We will assess how clearly you identify the issue, how the target population (internal or external) are involved in determining the strategies behind the work, and how closely it aligns with the priorities and values of the Foundation.
Character Limit: 3000

Delivery:*
Provide details on the planned activities and timeline. *Be as specific and detailed as possible.* **We want to know what you are actually going to do, when and where.**

For example:
Pre-grant decision: Revise position mandate and consult with Board and lead volunteer to finalize.
Post-grant decision: July - August: Job posting, interviews, hiring and onboarding one full-time and one part-time program coordinator. Obtain quotes for program materials and finalize participant handbook.
Sept-Nov: Recruit 15 program volunteers, host 3 training sessions (1 per week) for new and existing volunteers with daytime and evening options, childcare included.
December: Host 2 community engagement sessions at XYZ Centre in partnership with ABC

organization. Participants will be recruited from X partner and Z partner, through our existing database of 200 members, posted on social media and word of mouth. Each session will include a panel and small group discussions.

We will assess the details of your plan, how the activities respond to the issue identified above, and how likely they will lead to the outcomes you identify below.

Character Limit: 2000

Evaluation and Success*

Describe what success might look like for this work, including what outcomes you hope to achieve and how you will measure these outcomes. We want to know what a successful outcome for this work looks like.

We will assess the sustainability of the impact of this work. Even if you are working with a small group of people, we want to see how they are being positively affected by this work. We will assess your evaluation strategy to ensure you are learning from this work and sharing it with others, including stakeholders, when appropriate.

Character Limit: 2000

Relationships*

Describe how your organization is collaborating with similar or complementary organizations to inform the work of <u>this proposal</u>. We want to know who else is working on this issue and how you plan to work with them on this project.

We will assess your knowledge of the sector and how much the work is informed by the people that you work with.

Character Limit: 2000

Relationship Reference (Optional)
Insert name(s) and email(s) for key relationships that help inform this initiative.

Character Limit: 250

Additional Information
If there is important relevant information that is not captured in the space above, please use this space to expand.

Character Limit: 2000

Link to Video Submission (if applicable)
If you choose a video submission, copy the link to your video uploaded on YouTube. For further information, click on the Video Guidelines link to read the instructions. Please keep the video to 5 minutes maximum. This time limit is chosen to be equivalent to the length of space available for written applications. To be fair to all applicants, our review team will only watch the first 5

minutes of the video.
Enter N/A in the text boxes above.

Character Limit: 2000

Audio Submission (if applicable)

If you choose to submit an audio recording, upload the file here. Please keep audio to 5 minutes maximum. This time limit is chosen to be equivalent to the length of space available for written applications. To be fair to all applicants, our review team will only listen to the first 5 minutes of the audio.
Enter N/A in the text boxes above.

File Size Limit: 10 MB

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 3a: Existing Programming or Operational Expenses

Additional Financial Context for Existing Programming Requests (i.e. why now?)

In addition to your answer above describing the rationale for the work, please provide some additional details to help us understand the need for funding from a financial perspective.

Calgary Foundation is not a 'core funder' or ongoing funder for any organization. However, we know that organizations need support with operational expenses from time-to-time. Calgary Foundation will consider operational or existing programming costs when there is a clear reason why Calgary Foundation support, for a limited time, will support your mid/long term sustainability. Note that only organizations with under $4M in annual operating budget are eligible.

Explain why a grant is important at this time from a financial perspective. Calgary Foundation will consider reasons such as (but not limited to): a loss of other revenue sources or in-kind support; a significant increase in demand that is not met with current revenue sources; changes to your revenue/fundraising model; barriers to accessing funding, etc.

Explain the impact to your organization, people and programs if funding is not secured (e.g., reduced or closed programs, shift in funding away from another area, etc.) **It is important to**

provide specific context in your response.

Character Limit: 1500

Sustainability Plan

In addition to maintaining or increasing fundraising efforts, are there any other ways you are thinking strategically about financial sustainability after the grant period concludes? (Share things like other potential revenue sources, changes to your operations, HR, partnerships, etc. **It is important to provide specific context in your response.**

Character Limit: 1500

Section 4: Budget

Amount Requested from the Calgary Foundation*
Please make sure this number matches the 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 budget.

Character Limit: 20

Project Funding Length*
Choices
Click here for single-year funding
Click here for multi-year funding

Section 4a: Single-year Budget

BUDGET

Budget line items should reflect the work proposed in the written/video content and activities.

Revenue Sources - Single year

Complete all fields. You must complete all rows and column, or you will not be able to submit the application. If not applicable, enter NA and $0.
(Requested amount <u>cannot</u> be increased after submission)

Note: We want to know how much money it will take to do this work, and what that money will pay for.

We will assess if your budget is balanced and if the activities you describe above are sufficiently supported by these resources. We will also assess if your budget includes expenses not mentioned elsewhere in the application. All expenses must be applied to activities defined as charitable by the CRA (Canada Revenue Agency).

Anticipated CASH Revenue Sources	Name of Revenue Source	Amount Requested	Confirmed or Pending	Notification Date
Calgary Foundation				
Revenue Source 2				
Revenue Source 3				
Revenue Source 4				
Revenue Source 5				
Revenue Source 6				
Total Revenue - MUST MATCH TOTAL EXPENSES				

Project Expenses

Complete all fields. If not applicable, enter NA and $0. You must complete all rows and columns in order to submit.

We support staff costs that align with the Living Wage Alberta

Note: If you are using the Safari web browser (Mac) the descriptions may be hard to view. We recommend another browser.

Anticipated CASH Expenses	Description - include a brief description (150 character limit)	Cash Expenses	$ allocated to Calgary Foundation
Program Materials and Equipment			
Evaluation			
Administration Support			
Human Resources			
Consultants and Honoraria			
Accessibility Considerations (e.g. interpretation services)			
Volunteer Recognition			
Travel			
Other Program-Related Expenses			
Other Program-Related Expenses			

Total Expenses - must match total revenue			

In-Kind Support

Will any in-kind contributions be made to this initiative? In-kind contributions may include gifts of goods or services directly related to the delivery of the initiative, which you would otherwise need to purchase.

Complete all fields. If not applicable, enter NA and $0

Source	Name of Source	Description of In-Kind Contribution	Approximate Cash Value
In-Kind Source 1			
In-Kind Source 2			
In-Kind Source 3			
In-Kind Source 4			
In-Kind Source 5			
Total In-Kind Estimate			

Section 4b: Multi-year Budget

Revenue Sources - Multiyear

Complete all fields. If not applicable, enter NA and $0. You must complete all rows and columns in order to submit. (Requested amount cannot be increased after submission)

Note: We want to know how much money it will take to do this work, and what that money will

pay for.

We will assess if your budget is balanced and if the activities you describe above are sufficiently supported by these resources. We will also assess if your budget includes expenses not mentioned elsewhere in the application. All expenses must be applied to activities defined as charitable by the CRA (Canada Revenue Agency).

Anticipated CASH Revenue Sources	Name of Revenue Source	Amount requested	Confirmed or pending	Notification Date
Calgary Foundation				
Revenue Source 2				
Revenue Source 3				
Revenue Source 4				
Revenue Source 5				
Revenue Source 6				
Total Revenue - MUST MATCH TOTAL EXPENSES				

Project Expenses - Multiyear

Complete all fields. If not applicable, enter NA and $0. You must complete all rows and columns in order to submit.
We support staff costs that align with the Living Wage Alberta

Note if you are using Safari web browser the descriptions may be hard to view. We recommend another web browser.

Anticipated CASH Expenses	Description - include a brief description (150 character limit)	Year 1	Year 2	Year 3	Total $ allocated to Calgary Foundation for all years
Program Materials and Equipment					
Evaluation					
Administrative Support					
Human Resources					
Consultants and Honoraria					
Accessibility Considerations (e.g. interpretation)					
Volunteer Recognition					
Travel					
Other Program-Related Expenses					

Other Program-Related Expenses					
Total Expenses - MUST MATCH TOTAL REVENUE					

In-Kind Support

Will any in-kind contributions be made to this initiative? In-kind contributions may include gifts of goods or services directly related to the delivery of the initiative, which you would otherwise need to purchase.

Complete all fields. If not applicable, enter NA and $0

Source	Name of Source	Description of In-Kind Contribution	Approximate Cash Value
In-Kind Source 1			
In-Kind Source 2			
In-Kind Source 3			
In-Kind Source 4			
In-Kind Source 5			
In-Kind Source 6			
Total In-Kind Estimate			

Section 5: Reconciliation and Equity

RECONCILIATION AND EQUITY JOURNEY

As part of Calgary Foundation's Reconciliation and Equity Journey, we are learning where organizations are in their own development. Calgary Foundation encourages applications from organizations with programs led by and for equity-deserving communities (EDC). Equity-deserving refers to groups who are marginalized by societal structures. For the purpose of our tracking and this application, we are referring to Indigenous, Black, Racialized, Disabilities, and 2SLGBTQ+ communities.

We will use your answers below in three ways:
1) We will compile anonymously all the answers to create a snapshot overall.
2) We will consider your answers in deciding this grant because we believe in the power of community input in the design and delivery of the charitable and non-profit sector.
3) We are working on an internal data strategy to help assess our progress in serving equity-deserving communities through our grant programs.

Relationship to Equity Deserving Community*
The definitions below are guidelines for making your selection in this application. They provide a broad frame of our data and are not intended to be exhaustive.

- **Led by and for** refers to an organization whose mission is to primarily serve a specific equity-deserving community, their identity is at the centre of services/program delivery, and with leadership at all levels (i.e., staff, executive, board).
- **Focused** refers to an organization that delivers culturally responsive programming/services (as appropriate) for a specific equity-deserving community, organizational leadership includes leaders from the equity-deserving community, and regularly collaborates with other organizations led by members of the equity-deserving community.
- **Serving** refers to an organization that has a strong representation of an equity-deserving community among its service users, has strong Diversity, Equity, and Inclusion (DEI) policies and practices, actively supports causes for the equity-deserving community - but is not specifically focused on an equity-deserving community as part of its organizational mission (for example, Calgary Foundation falls into this category).
- **Not Specific** refers to an organization whose mandate is not specific to any one of the five equity-deserving groups listed above, e.g. serves general population.

Please select from one of the following groups to describe your organization's relationship to one of the equity-deserving communities listed above. If your organization's program delivery is

designed for an intersection of more than one of these communities, you will be able to provide more details below.

Note that we carefully review your selection here in line with your organization's mandate, population served, and details of the application, as such, your selection may be revised. We are interested in supporting organizations wherever they are on their equity journey.

Choices

Led by and for (mandate to serve an EDC, programs centre their identity, leadership at all levels)
Focused (collaborates with the EDC, directly responsible to the EDC, EDC is part of leadership)
Serving (established DEI practices, EDC largely among service users, supports causes of the EDC)
Not Specific (mandate to serve general population, or not 1 of the 5 listed EDC)

Organizational Characteristics and Practices*

Select all that apply to your organization in relation to the equity-deserving community selected above:

Choices

Over 70% of board, staff and volunteers are from this community
At least 40% of board, staff and volunteers are from this community
Our mandate is to serve this community and their identity is at the centre of programs
Our organization is directly responsible to this community
Programs are delivered by members of this community
Specific programs are designed in partnership with this community
Cultural practices are part of operations when appropriate
Staff receive cultural awareness training on how to engage with this community
Significant proportion of the service users are from this community
Our organization actively supports causes that positively impact this community
Collaborations and relationships with this community exist outside program delivery
We allocate specific resources to support DEI work
We collect and use data to better understand this community
We create opportunities for equity discussions and examine oppression in relation to our work
None of the above

Equity Deserving Communities

Equity-Deserving Community*

Which of the following equity-deserving communities apply to your selection above?

Choices

Indigenous Communities
Black Communities
Racialized Communities
Disabilities Communities
2SLGBTQ+ Communities

Additional context

We recognize there is nuance that cannot be captured above. If you would like to add context or if your organization primarily serves people with intersecting identities of two or more equity-deserving communities listed above (e.g. racialized people with disabilities), please provide details here.

Character Limit: 1000

Section 5a: Non-Profit Partner Reconciliation and Equity

Non-Profit Partner's Relationship to Equity-Deserving Communities*

Which of the following would best describe the Non-profit partner's relationship to equity-deserving communities?

See Reconciliation and Equity Journey above for additional context.

Note that we carefully review your selection here in line with your organization's mandate, population served, and details of the application, as such, your selection may be revised. We are interested in supporting organizations wherever they are on their equity journey.

Choices
Led by and for (mandate to serve an EDC, programs centre their identity, leadership at all levels)
Focused (collaborates with the EDC, directly responsible to the EDC, EDC is part of leadership)
Serving (established DEI practices, EDC largely among service users, supports causes of the EDC)
Not Specific (mandate to serve general population, or not 1 of the 5 listed EDC)

Organizational Characteristics and Practices (NFP)*

Select all that apply to your organization in relation to the equity-deserving community selected above:

Choices
Over 70% of board, staff and volunteers are from this community
At least 40% of board, staff and volunteers are from this community
Our mandate is to serve this community and their identity is at the centre of programs
Our organization is directly responsible to this community
Programs are delivered by members of this community
Specific programs are designed in partnership with this community
Cultural practices are part of operations when appropriate
Staff receive cultural awareness training on how to engage with this community
Significant proportion of the service users are from this community
Our organization actively supports causes that positively impact this community
Collaborations and relationships with this community exist outside program delivery
We allocate specific resources to support DEI work
We collect and use data to better understand this community
We create opportunities for equity discussions and examine oppression in relation to our work
None of the above

Non-Profit Equity Deserving Community

Equity-Deserving Community (NFP)*

Which one of the following equity-deserving communities apply to the Non-Profit Organization's selection above?

Choices

Indigenous communities

Black communities

Racialized communities

Disabilities communities

2SLGBTQ+ communities

Additional context (NFP)

We recognize there is nuance that cannot be captured above. If you would like to add nuance or if your organization primarily serves people with intersecting identities of two or more of the equity-deserving communities listed above (eg. racialized people with disabilities), please provide details here.

Character Limit: 1000

Section 6: Additional Information

You have now completed the primary content of the application. Please complete the following to certify the accuracy of the information provided and support our planning process.

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

SHORTLISTED APPLICANTS MEETING PREFERENCE

Shortlisted for meeting preference*

All applicants will be notified whether their application is being shortlisted into the next and final stage of the application process or if it has been declined. We expect to shortlist roughly 1/3 of applicants. We request that each shortlisted applicant meet with a Grant Advisory Committee to discuss the proposal in more detail.
Note: We will base our scheduling on your selection. It will be possible to change your preference after the shortlisting, if needed. We will do our best to accommodate your preference but may change as we build the meeting schedule.

If your organization is shortlisted, do you prefer to:

Choices
Meet in-person at your location (requires wifi and room for 6-10 people)
Meet in-person at Calgary Foundation office
Meet virtually via Zoom

COMMUNITY KNOWLEDGE CENTRE

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. If you are creating or updating a profile, we appreciate your patience. This is a very busy time of

year for our CKC team, and it will take some weeks to complete your profile. This will not impact your grant request.

Choices

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.

Note: when you copy the address from CKC into this field, delete the ' / ' symbol from the end of the address.

Character Limit: 2000

Have you completed the CKC Sign-up Form?*

Click here to sign up: https://ckc.calgaryfoundation.org/create-a-profile/

Choices

Yes
No
We prefer not to sign-up with CKC at this time.
We are already signed up

ANONYMOUS SURVEY

OPTIONAL:

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.**

Video Guidelines

> You have the option of providing more detail about your work in writing or through a video. If you choose video, you will record a video, create a link, and link it through the Online Grant Portal. You will still complete the other sections (Organization Information, Overview and Budget) in writing.

DURATION

Please keep the video to **5 minutes** maximum. This time limit is chosen to be equivalent to the length of space available for written applications. Our review team will only watch the first 5 minutes of the video.

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 3: Link to Video Submission** of the application.

To get started uploading your video on YouTube, follow the steps below:
1. Sign in to YouTube.
2. Click on the video icon ◼ at the top right-hand side of the window, which can be found next to your user icon, messages, apps and notifications.
3. Click 'Upload a Video'.
4. Select the video you would like to upload from your computer. You can also import a video from Google Photos.
5. Before you start uploading the video, choose "**Unlisted"** video privacy setting from the drop-down menu.
6. 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.
7. Set the video privacy setting to **Unlisted**, click **Save.**
8. Copy the link to the video provided. Paste the link into **Section 3: Link to Video Submission** of the application.

CONTENT

Your video should cover the same content as expected in writing.

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 communitygrants@calgaryfoundation.org by the review date indicated in the guidelines.