Community Grants – General Guidelines*

Engaging communities and strengthening charities

Contact a Grants Associate to talk about projects you have in mind!
Bessie Dudu, Daudi Kawooya, Ingrid Wasylyshen
Email: communitygrants@CalgaryFoundation.org
Click here to schedule a conversation with a member of the team.
Website: calgaryfoundation.org/grantsawards-loans/types-of-grants/community-grants/
Note: We revise the Program Guidelines every grant cycle. Please refer to the Community Grants website for the most up to date information on the Program Guidelines. New guidelines are posted at the start of each cycle, in January and August.

Community Grants covers a broad scope of projects aimed at strengthening the charitable sector and engaging communities. This is Calgary Foundation's largest granting program. We receive about 300 applications per year, averaging $75,000 and are able to support about a third of requests.

We support single year or multi-year projects for:

- **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.

- **Existing Programming:** *(For organizations with an operating budget less than $4M)* Costs associated with the delivery of current or ongoing programming or incremental growth in programming. Includes: salaries, program materials and equipment, promotion, administration, accessibility considerations, etc.

- **Organizational Strength and Resilience:** 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).

Who can apply?
Registered charities and other qualified donees[1] can apply for projects that take place in Calgary and area[2]. If your group is not a registered charity, contact us to discuss grant options.

Can we have more than one Community Grant?
Charities and qualified donees can have one active application or grant at a time ('active' means from the time of application submission to completed reporting). While groups can only have one grant at a time, it is not a one-time-only grant. We are happy to hear from past grantees about new projects or about next steps in a project we supported.

---

[1] *Go to Canada Revenue Agency's Charities Listings website to see if your organization is a qualified donee: http://www.cra-arc.gc.ca/charitylists/*
[2] *Calgary and area means* Calgary, Banff National Park, Canmore, Rocky View County, Foothills County, Wheatland County, the Municipal Districts of Big Horn and Kananaskis, and the surrounding First Nations of Treaty 7 territory

We make an exception for charities to apply for a second grant when they are supporting a non-profit or collaborative group that is not otherwise eligible to access funding. Check out the [Better Together](#) guide for more information about working in partnership.

Can we talk to someone about our idea?
Yes. Grants Staff can help you think through your project ideas, connect with peers who have done similar projects and support you to outline your grant application. We also provide feedback on drafts. We offer alternative application formats (oral or video) to make our application process more accessible. Declined applicants can discuss the reasons for the decision.

Is anything ineligible?
- Any activities that happen or expenses that are incurred before our grant decisions (decisions are made about 4 months after the application deadline)
- Activities that do not align with Calgary Foundation's stated values
- Annual events or event series, e.g., symposiums, gatherings, performances, shows, 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.

How do we apply?
- Contact us to discuss your initiative, eligibility, and our upcoming deadlines before working on an application.
- Check the next Community Grant deadline on our website. **There are two application deadlines per year, typically in mid-February and mid-September.** It takes about 4 months between the application deadline and grant decisions. It is important to plan applications in advance of the work you want to do.
- Complete the application form online on Calgary Foundation's 'Grant Portal'. The application consists of long and short answer questions. The text area is about 2 pages. *Note: If you contact us early enough, we can review a draft application.*

Who evaluates Community Grants applications and how do they decide?
Staff and volunteer committee of local leaders, often with charity or non-profit experience, who believe in inclusive welcoming communities review eligible applications. Reviewers look for such things as: groundwork and details that support the project purpose, a well-thought out and resourced plan, a clear understanding of what you hope to achieve and appropriate relationships with other organizations who are working towards similar goals. Applicants that most closely meet these criteria are invited to meet with a committee to share more about your initiative. Look at Calgary Foundation's [Vital Priorities](#), areas that we identify as needing greater community leadership and attention, and [our commitment to racial equity](#). We support a variety of projects. Historically, ¾ of approved applications aligned with a Vital Priority or equity goal.

If awarded a Community Grant, then what?
- Acknowledge the support of Calgary Foundation in project materials or use our logo on your website where appropriate. *Note: If we give your project a Community Grant, we will list that information on our website and in our other public records.*
- Consult us **first** if you are considering changing the project or how you spend the grant. We do our best to help you respond to changing circumstances.
- Tell us your project story and lessons learned through a final (and sometimes interim) report.