Pandemic Recovery Program FAQ
Phase 2: Community Re-Entry and Rebuilding

Support for community recovery, re-entry and re-building initiatives related to charitable operations, programming, and capacity building

Application Criteria

Is this funding open to both charities and non-profits?
> The program is open to Qualified Donees as designated by the Canadian Revenue Agency. This includes charities, municipalities, RCAAAs, and Treaty 7 First Nations. **Non-profits are not considered qualified donees.**

Can a charity support a non-qualified organization to apply?
> Yes, if the non-qualified organization primarily serves an equity-seeking group (BIPOC, people with disabilities, LGBTQ2S).

Is there a limit to the number of equity-seeking organizations we can sponsor and support as a charity?
> Yes, you are limited to support one organization. The reason we are limiting to two total applications (one for your organization, one to support another) per qualified donees is due to concerns with capacity.

If we submit a 2nd application to support a non-qualified organization, would our applications then be competing against one another? Would there be a way to indicate which one is our priority?
> Yes, you can indicate which application is your priority. Each application will be assessed on their own merits.

Geographic Area

Is a cross-provincial or national program eligible, if the organization is based in Calgary?
> A cross-provincial (or province wide) organization is eligible, but other funders would need to be on board to support the work outside of Calgary Foundation's catchment area (for example, Edmonton Community Foundation). Assessors will need to see a direct and tangible benefit to the residents of Calgary and area.

Would an application be considered if a portion of the program took place in Okotoks/Airdrie/Canmore/Cochrane, but with members of the Calgary community?
>Yes, Calgary Foundation serves several municipal districts and First Nations in the Calgary area. Please see the list of communities that fall within our catchment area in the Program Guidelines.

Eligible Applications

Does the subject of the application need to be something new, or can it address existing expenses (including salaries) in programs affected by COVID?
>Both new and existing needs are eligible. Existing programs and salaries affected by COVID are eligible for this program.

Can we include expenses for programming planned for 2021 (as of now), that might not happen due to a spike in the pandemic and cancellation of in-person programming?
>Yes. If there is a second wave of closures due to the pandemic and you must cancel in-person programming, then you will need to chat with grants staff at that time about options for moving forward with funding.

Can people who received funding in Phase I apply for funding in Phase II?
>Yes.

Can the funding be used to augment current recovery initiatives or current programs, for which we have already received funding, that need additional support?
>Yes.

Our organization has a current Community Grant, can we still apply?
>Yes.

If we have an existing program that was temporarily closed during COVID, but now that it's re-opened is experiencing increased need, are we allowed to request support for temporary additional staffing to meet that demand?
>Yes, that would qualify as a Programming Grant (expansion of current program).

Do programming requests need to be for a new program or could it be to provide development, salaries and program materials to pivot a program so that it fits COVID requirements?

It does not need to be a new program; it can be to expand or enhance current programming or pivot existing programming to meet arising needs.

Which salaries are ineligible?

Salaries for fundraising staff are ineligible. However, hiring a consultant to help develop a fund development strategy and build capacity within the organization is eligible.

For operational applications, can we include salaries for seasonal staff, as well as permanent staff?

Yes, seasonal staff and permanent staff can be included.

Can we apply for the remaining 25% portion of staff salaries that are not covered by the Canada Emergency Wage Subsidy program?

Yes, the 25% not covered by the CEWS is eligible under an Operational Grant request. It will be important to clearly describe why that is the biggest priority for your organization at this time.

Can we contract a PR/Marketing expert to help launch our new on-line program since this is a space our charity is very unfamiliar with?

Yes, this would fall under capacity building support.

Does development of a strategic plan fit this funding?

Yes, it would qualify as capacity building, which is defined as providing behind-the-scenes tools to allow organizations to improve the work that they do.

Will successfully receiving Phase 2 (Community Re-Entry and Rebuilding) funding limit recipients from applying to the next deadline for Community Grants in February 2021?

Maybe. We are yet to determine the parameters of the February intake.

When you ask about our strategic plan, what exactly are you looking for?

We know that strategic planning can take months to develop. We are interested to know if and how your organization is reflecting the realities of COVID-19 and if strategic shifts are being considered.

Can we include our office rent, as well as venue rentals for an event?

Office rental and ongoing venue rentals would be considered as part of your organization's general operations. One-off events are not supported through this funding. For further clarification book a time to discuss your application with us.

Can we apply for $75,000 in more than one category? For example, can we apply for $40,000 in operations and $35,000 toward programs?

No, for this phase you can only apply for funding in one of the four options.

Grant Amounts

How much can we request?

$75,000 for Programming, Capacity Building or Capital Grants. $75,000 or 10% of organization's operating budget (whichever is lower) for Operational Grants.

Are there limits to the size of organizations that can apply?

No, this was discussed in the initial webinar on September 14th. We have since removed the limit on organization size. Any qualified donee can apply.

Is there a limit of 10% of our annual operating budget?

The 10% limit only applies for applicants requesting Operational funds. Programming, Capacity-Building and Capital requests can request up to $75,000 (First Nation's Administration can apply for $150,000), regardless of the organization's size. NB: this guideline changed from the September 14th webinar.

Our Annual Operating Budget has changed significantly since COVID. How should we reflect this in our application?

For the field labelled "Annual Operating Budget", please use your last audited numbers. If your budget has changed significantly from that amount, please provide a brief explanation in the section that follows the field in the application.

Can you apply for a certain amount and be approved for a portion of this instead?

We have offered partial grants in the past. We prefer not to give partial grants because we trust that the amount you request is the amount you need to be successful; we do not like to hamper projects with partial funding. However, due to high demand, we may consider partial funding if there is a specific piece of the work that can be supported.

What is the total amount of funding to be disbursed is?

We will distribute approximately $5 million through this funding cycle.

Application Process

Is there a specific format that the Calgary Foundation prefers for grant submissions?
> Yes, you can choose between two options: a written application or a video application. Both options are submitted through our Online Grant Portal. We assess video submissions on the information provided rather than the production quality. Review the Video Submission Guidelines for more information.

Will the format be flexible to address the 'points' as the previous form was very restrictive for the amount of details allowed?
> Yes, the form has changed quite a bit from the Relief Phase. There is significantly more room. There is also room to upload a budget (like our 'normal' Community Grants format).

For the operating budget, should we include both expenditures and income?
> If you're looking to apply to the operational stream, you'll want to include both income and expenses so we can better understand the difference that the pandemic has had on your organization. The budget template includes space for income (revenue) and expenditures. Please include both.

Will applications be considered and evaluated as they come in or will all be evaluated following the deadline of October 5th?
> We will wait for the deadline on October 5th before evaluating any applications. All applications will be considered at the same time.

Can I talk to someone at Calgary Foundation?
> Of course! Staff are available to discuss your ideas and provide guidance. Appointments to virtually meet with Grants Team staff can be arranged on our website.

How do I connect with someone at Calgary Foundation?
> You can book a meeting with us through a new booking system – there is a link on the Pandemic Recovery Program webpage. You can also send questions to grants@calgaryfoundation.org.

Do I connect by phone, video or in person?

When you book a meeting with us, we use an app called Microsoft Teams to connect with you by video conference. There will be a link in your calendar invitation. If that doesn't work for you, we can look at other ways of connecting by phone or using Zoom.

We were thinking of applying for the Strategic Opportunities Grant for help with capacity building, but should we hold off and submit to this fund instead?

The Strategic Opportunities program is designed to support small, time sensitive initiatives that advance charitable work in a strategic manner. At this time consideration will be given to proposals that support the development and implementation of resiliency plans that build internal capacity for the longer term. Also, initiatives that focus on adaptive and collaborative approaches to operational sustainability and/or enhanced program delivery. An organization cannot hold two different grants to do the same work.

What is the main difference between Phase 2 and Phase 3?

This is yet to be determined. Like Phase 2, we will be going back to community to help determine the parameters of Phase 3. We want to remain responsive to community and will be developing it possibly next spring/fall 2021.

We have an existing program no longer deliverable through schools, so we need to change the delivery model. Would this fall into programming or capacity building?

This would be considered a programming request because it is specific to how you will be delivering a service. Capacity building is internally focused, whereas programming is externally focused.

Assessment Criteria

The assessment criteria references "community connections," could you expand your requirements for this proposal?

In this section, we are wanting to know how your impacted community is engaged in the proposed work. We also want to know about your awareness of others working in the same charitable spaces and how your work complements and supports the work of others.

Can email requests from the target population be quoted as community engagement?

Yes, if you have any communication from the target population, that speaks to the need and to your engagement with the impacted population. We are not looking for letters of support or similar documentation at the initial phase of the application. If you are selected for a meeting with one of the Grant Advisory Committees you can invite members of their target population to attend and speak about the need or impact of this programming, if appropriate.

If we can't seek feedback from our community (e.g. our clients) because they are in crisis, could you recommend any ways to address "needs requested by the community?"

Yes, we are interested to know how you engage with your clients generally and how you ensure their needs are driving your work – this may mean during COVID but could also be part of your regular engagement processes/activities.

Are any of the Foundation's Vital Priorities considered more 'high-need' at this time?

During the pandemic some of our Vital Priority areas have been highlighted, such as, Poverty Reduction and Encouraging Mental Health. Alignment with one of the five Vital Priorities will be assessed, however, we will continue to accept applications from the entire charitable sector. You can find more information about our vital priorities on our website: https://calgaryfoundation.org/about-us/vital-priorities/.

Do you have any plans of reviewing and adjusting Calgary Foundation's Vital Priorities to adapt to issues and situations that have emerged lately? If not, where under Vital Priorities would anti-racism and the impact of Black Lives Matter movement fall under?

Race and racism intersect with all our Vital Priorities. Calgary Foundation's role is to be responsive to community needs. While racial equity and justice is not expressly reflected in our Vital Priorities, we certainly understand the deep importance of this work. This will be reflected as we assess applications, particularly in assessing 'need'.

Does a client survey to determine capacity building need to be at the local Calgary level? The national level of our organization is conducting a Canada-wide survey. Could we use this information for the Calgary grant, or should we look at doing a local environmental scan?

You can certainly use this information for the Calgary grant. It will be important to explain how the national data relates to Calgary level needs.

Could you please expand on what you mean by "Need"?

The need is the impetus for the request, the focus of why you are looking for financial support. The need could be internal to your organization or externally driven by community. The need is the "why" of the application and depends on your organization and the communities you serve. Part of the assessment is your level of understanding of why you are undertaking these activities. Please contact a member of the Grants Team to discuss this further.

Can we have two different needs addressed in one application? For example, one internal and one external?

Maybe. We suggest seeing if there is a common thread, or a link between the two needs that will help you to frame your application.

Wouldn't applying for the grant mean that there is a need for financial support? How does good financial health meet the criteria for grant approval?

We understand that there are great financial needs for communities and that most charities are not in the same financial position as six months ago. Financial health is assessed by volunteer accountants by reviewing your financial statements. Some examples of concerns raised by the accountants are a trend of overspending over the last few years and increasing significant debt or the loss of one or more major donors/funders. Requesting funds doesn't imply poor financial health.

Please expand on the assessment of organizational capacity.

In the decision-making matrix this data point is worth 10 points and it is looking at the overall health of your organization. We will assess whether your organization is sufficiently resourced in terms of staff and money, that you are in good financial health (not a lot of debt or accumulating a lot of debt) and if there are any other ongoing concerns. This information will be based on your financial statements.

Is it advantageous for the charity to have some funding to put towards a project even if nominal?

This is not a requirement. That said, we will be looking to see that your organization is prioritizing this work in some way. That may be reflected in many ways, including in the budget.

Will you approve partial funding?

We prefer not to provide less than the amount requested unless we can pull out a specific piece of work from the application.

Is the evaluation process for capital requests the same or are there other criteria that should be addressed?

It is the same evaluation criteria. Explain the need for that capital expense. Capital expenses need to be directly related to programming.

Timeline

Will applications be considered and evaluated as they come in or will all be evaluated following the deadline of October 5th?

All submitted applications will be considered after the October 5th deadline. Following the deadline, an internal staff team will screen all the applications to develop a shortlist to be reviewed by community volunteers. Shortlisted applicants will be invited to meet with one of our volunteer Grant Advisory Committees. These virtual meetings are an opportunity for applicants to provide greater context to their application for the committees. Final decisions will be communicated in mid-December. The process will be very similar to our Community Grants Program.

What is the timeline for spending the grant?

The program will consider funding for a period of up to 12 months with some flexibility. The 12 months can be from when the funds are received (approximately January 2021) or going back to September 11 when the call for proposals was launched.

What would be the turnaround of funds for application?

We are looking to notify applicants that met with at Grants Advisory Committee of the final decisions by mid-December 2020. If approved, we will ask you to sign a grant agreement. You could anticipate receiving the fund in late January.

Land Acknowledgement

Where can we find a copy of the land acknowledgement shared during the webinar?

The Land Acknowledgement is available on our website: https://calgaryfoundation.org/about-us/vital-priorities/strengthening-relationships-with-indigenous-communities/land-acknowledgement/.

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