



# Major & Signature Grants Guidelines

Written proposal deadline is November 1<sup>st</sup> each year

## Who to contact with questions about Major & Signature Grants:

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## About Major & Signature Grants

Major & Signature Grants assist qualified donees<sup>i</sup> in all parts<sup>ii</sup> of the charitable sector by providing grants to support single or multi-year, large-scale initiatives with transformational impact that broadly enrich the lives of many Calgary and area<sup>iii</sup> citizens.

## Who can apply

Qualified donees with eligible initiatives are invited to complete a grant proposal and send it to the Calgary Foundation. Eligible initiatives:

- Align with the Calgary Foundation's mission, vision and priority areas;
- Positively impact our community by addressing major issues and encouraging participation in charitable activities from a great number of citizens;
- Encourage innovative partnerships and collaboration;
- Are at an advanced stage of readiness;
- Demonstrate good planning, a firm case for financial support, organization resilience, and secure leadership with a proven track record for executing large-scale initiatives; and
- Significantly enhance the Calgary Foundation's reputation as a philanthropic leader.

The Calgary Foundation welcomes all eligible initiatives, particularly those that help further the following issues:

- Reducing poverty
- Encouraging mental health
- Living a creative life
- Strengthening relationships with Indigenous communities
- Pursuing an environmentally sustainable future

The program also prioritizes sustainable capital projects. Each applicant is eligible to submit one proposal per deadline.

## How to apply

Contact the Calgary Foundation at least two weeks before the deadline to discuss the initiative. The Major & Signature Grants process has two phases: a written proposal, and a meeting with the advisory committee. Proposals will be shortlisted after the first phase. Not all applicants will be invited to meet with the advisory committee. The process is as follows:

- Applicants submit proposals (through the online grants portal) on November 1<sup>st</sup>;
- The committee shortlists proposals in December;
- Representatives for shortlisted proposals meet with the advisory committee in February;
- Shortlisted proposals receive the results of the process by April 1;
- Applicants not selected for grants can book appointments to receive feedback.

## **The written proposal**

Complete the proposal available on the Calgary Foundation's Online Grants Portal ([www.CalgaryFoundation.org/Grants-Awards/Major-Signature-Grants](http://www.CalgaryFoundation.org/Grants-Awards/Major-Signature-Grants)) and include all required attachments. The proposal is customizable by applicants. However, attachments must be .PDFs. The Calgary Foundation will accept an applicant's existing case for support package provided that it addresses the criteria. The proposal should provide:

- A brief description of the applicant organization and the cause for which it works;
- A robust description of the initiative and its anticipated community impact including a detailed budget, timeline, description of partnerships or collaborations and the target audience;
- An outline of the benefits or impact that the initiative provides to the community and plans for tracking or measuring the benefits or impact; and
- Details of how the grant will be used to help further the initiative.

Attach the following documents to the proposal:

- The applicant organization's audited financial statements for the past three years;
- Brief résumés for all members of the organization's leadership team;
- A list of the organization's board of directors with name, role, length of service and profession; and
- An organization chart that includes staff, volunteers and reporting relationships and identifies whether any roles are vacant.

## **The advisory committee meeting**

Representatives for shortlisted proposals will each be sent a specific meeting date and detailed meeting instructions by email. Meetings will be up to 40 minutes in duration and have two agenda items:

1. Presentation – The first 20 minutes of the meeting will be an opportunity for proposal representatives to provide further insights about their initiative and address questions that the advisory committee will send in advance.
2. Question and answer period – The last 20 minutes of the meeting will be a chance for the advisory committee to ask additional questions that may arise from the presentation.

Send presentations and audio/visual requirements to [LFrosst@CalgaryFoundation.org](mailto:LFrosst@CalgaryFoundation.org) at least 4 business days before the meeting.

## **Who assesses grant proposals**

The Calgary Foundation's [Major & Signature Grants Advisory Committee](#) evaluates proposals and recommends grants to the Board of Directors. The advisory committee is composed of at least three current board members and three members from the community with a deep understanding of the Calgary Foundation's mandate. Major & Signature Grants is a highly competitive process with limited available resources.

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<sup>i</sup> Go to Canada Revenue Agency's Charities Listings website to determine whether your organization is a qualified donee if you are not sure: <http://www.cra-arc.gc.ca/charitylists/>

<sup>ii</sup> All parts means furthering areas such as: Arts and Heritage, Community Connections, Environment, Lifelong Learning, Living Standards, Thriving Population and Wellness.

<sup>iii</sup> Calgary and area includes: Calgary, Banff National Park, Canmore, Rocky View County, and the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland and the surrounding First Nations.