# Neighbour Grants Application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Project Name |  | | | | |
| Name of group leading the project |  | | | | |
| Name of charity partner |  | | | | |
| Charity’s registration number with CRA |  | | | | |
| Project neighbourhood or community |  | | | | |
| Contact info for key project leader(s) | Name | | Phone | | Email |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| Project mailing address |  | | | | |
| Amount requested from Neighbour Grants - Maximum $5,000 | | | |  | |
| Application date |  | | | | |
| What permits are needed & are they in place? | |  | | | |

Proposed Project Expenses

|  |  |  |
| --- | --- | --- |
| Item | Total Cost | Amount to be covered by Neighbour Grants |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
|  | $ | $ |
| Total Expenses | $ | $ |
| What non-money help will people contribute? |  | |

Proposed Project Income

|  |  |  |
| --- | --- | --- |
| Source of income | Amount | Is the source confirmed or requested? |
| Neighbour Grants | $ | *Requested* |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| Total Income | $ |  |

*Please Note: (a) Neighbour Grants can cover costs associated with volunteer and community involvement. We cannot cover ongoing operating costs, facility improvements or upgrades to community halls, expenses that have already been spent, debts, projects that are primarily fundraisers, or expenses that are primarily salary. (b) $5,000 is the maximum allowable request. (c)The TOTAL EXPENSES and TOTAL INCOME amounts must be equal.*

|  |  |
| --- | --- |
| Number of people organizing this project |  |
| Number of people you anticipate will participate in this project |  |

In no more than 3 additional pages, please tell us:

1. The **basics** about your project. (Provide a **brief overview** – including key project **activities** & **dates**.)
2. How you will **promote** the project so that people have the chance to participate.
3. How the project will build a **sense of belonging** in the neighbourhood or community.
4. How the project will **develop leadership** right at the neighbourhood or community level.
5. How the project will **welcome people** across the diversity of culture, age, and so on, in the neighbourhood or community.
6. How the project will **link participants** to ongoing ways **to stay involved** in neighbourhood or community life after the project is over.
7. **Anything else** you want us to know.
8. **How did you come to learn** about Neighbour Grants?

Please send completed application (both parts: The chart of page 1 & the questions of page 2) to:

Neighbour Grants Program, Calgary Foundation

By email [ngp@calgaryfoundation.org](mailto:ngp@calgaryfoundation.org)

Or by ground mail to: 1180 105 12 Avenue SE, Calgary AB T2G 1A1

And don’t forget to contact us before you submit your application so we can discuss eligibility, the application process, and ways to strengthen your project’s contribution to community life. Call Julie Black at 403-802-7720.

Neighbour Grants supports small local projects that strengthen the ordinary bonds of neighbourliness and that are led by people in their own neighbourhoods and communities. To be eligible, an applicant group must be a qualified donee according to Canada Revenue Agency or must apply and run the project in partnership with a qualified donee. (In most cases, this will be a registered Canadian charitable organization.) If this is not the case for you, please contact us to discuss options before submitting this application.

Please give at least six weeks between our deadline and your project.

Fuller details and application deadlines can be found on our website [calgaryfoundation.org](https://calgaryfoundation.org/grantsawards-loans/types-of-grants/grassroots-grants/neighbour-grants-2/) on the Neighbour Grants page.