



Pandemic Recovery Program Grant Guidelines

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

Pandemic Recovery Program

Since March 2020, Calgary Foundation has provided more than \$7m to support the immediate COVID-19 related needs of 200+ qualified donees. Phase 1 of the Pandemic Recovery Program provided charities short-term, emergency relief to revise programming, accommodate staff and client safety, and plan for recovery.

Phase 2 Calgary Foundation will provide up to \$5 million to support mid-term community re-entry strategies, rebuilding community programming, and strengthening charities to provide high-quality charitable services to Calgarians.

Phase 3: will support strategies and technologies for strengthening organizational resilience for the operational future.

Pandemic Recovery Program Grants

Grants support qualified donees¹ across the charitable sector in their Relief, Recovery, and Resilience efforts. Calgary Foundation will be responsive to the needs of Calgary, the surrounding area, and Treaty 7 First Nation communities, by making grants outside the parameters of these guidelines when appropriate.

Examples of initiatives the Program will support include, but are not limited to:

- **Operational:** Costs associated with the ongoing day-to-day operations of the charity. Includes: salaries, rent, existing programming, PPE, etc.
- **Programming:** Costs associated with the development, delivery, or evaluation of new programs. Includes: salaries, program materials, promotion, etc.
- **Capacity Building:** Costs associated with the strengthening of a charity's ability to deliver on its charitable mission. Includes: consultants, professional development, organizational assessments, etc.
- **Capital:** Costs associated with the acquisition or upgrading of physical assets for the long-term benefit of the charity. Includes: renovations, technology hardware, converting programming space, etc.

Grant Request Limits

- Each qualified donee may submit a single request for one of the four categories above.

- A qualified donee may submit a request to support the work of a registered nonprofit society, with whom they have a formal relationship, if that nonprofit society focuses on equity-seeking groups in the community.
- Maximum grant request: The lesser of \$75,000 or 10% of an organization's operational budget. First Nations' Administration: In recognition of limited funding options, a Nations' broad mandate to serve community and our commitment to reconciliation, we will extend the maximum to \$150,000.
- Grantees with a current Community Grant and/or Pandemic Recovery Program Grant (Relief Phase) are eligible to apply. Current Calgary Foundation support is considered in our decision making.

What activities are ineligible?

The Pandemic Recovery Program is not intended to address economic relief for individuals or duplicate economic relief efforts supported by provincial and federal governments, or financial institutions.

- Activities that do not align with the Foundation's stated values
- Hosting annual or ongoing events /conferences
- Academic research
- Fundraising activities or salaries
- Debt retirement and endowments
- Proselytizing, or religious activities that focus on a single spiritual tradition

Who can apply?

Qualified donees that serve individuals, communities or neighbourhoods affected by the COVID-19 pandemic within one or more of the following regions can apply:

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| • Banff | • Rocky View County (including towns and hamlets) |
| • Calgary | • Kainai (Blood) First Nation |
| • Municipal District of Bighorn (including towns and hamlets) | • Piikani First Nation |
| • Foothills County (including towns and hamlets) | • Siksika Nation |
| • Wheatland County (including towns and hamlets) | • Stoney Nakoda Nation |
| • Municipal District of Kananaskis | • Tsuut'ina Nation |

How to apply

- Step 1: Review the Program Guidelines
- Step 2: Complete your grant request submission through the Online Grant Portal (written or video submission)
- Step 3: If you have questions about the application process, please contact Calgary Foundation Grants Team staff

Grant Assessment Process and Timeline

- October 5th – Submit grant request by 11:59pm MST using the online grant portal
 - Applicants may save a draft and request that Calgary Foundation staff review and provide feedback, time permitting
 - Attach an Initiative Budget using the provided template
- October – Grant requests are short-listed using the PRP Decision Making Matrix.

- Calgary Foundation will request that short-listed organizations submit a list of current board members and a copy of their most recent Audited Financial Statements
- November – Shortlisted organizations meet with a Grant Advisory Committee
- December – Final decisions are made by Grant Advisory Committees using the PRP Decision Making Matrix.

How requests are assessed

Applications are reviewed by a volunteer committee consisting of community leaders, volunteers, and sector experts.

- **Community Connections (20 points)**
 - Considers the charity's presence in the community. The application should clearly identify the primary target populations(s) of the work that would be supported by the grant, how those communities are involved in the work, and how the work fits in with other organizations/efforts in this charitable space. Assessors will also look for connections to one or more of the Foundation's Vital Priorities, racial equity, and Reconciliation.
- **Need (30 points)**
 - Assesses the significance of the charity undertaking this work at this time. Assessors will look for a clearly identified need for the proposed work, with a preference for those needs identified in collaboration with the community and/or primary target population impacted by the work. Given the amount of grant applications anticipated, assessors will also consider urgency and the implications of this work not happening within the next six months.
- **Activities (20 points)**
 - Assessors will look for clearly identified activities that directly respond to the need. They will also assess if the activities can be realistically completed during the given timeline and that they are properly resourced.
- **Impact and Evaluation (20 points)**
 - Assessors will look for outcomes that are clearly described and that can reasonably be expected to occur as a result of the activities. These outcomes must create a positive impact on the primary target population. In these uncertain times, applicants are asked to identify any potential risks to the achievement of these outcomes and to detail mitigation strategies.
- **Organizational Capacity (10 points)**
 - Measures the ability of the Applicant to conduct the work identified above. Assessors will look to see that the charity is sufficiently resourced, is in satisfactory financial health, and is likely to remain a going concern for the foreseeable future*. Ideally, charities will have a current Strategic Plan that is inclusive of the realities of the COVID-19 pandemic. All activities must abide by current public health guidelines.

*An organization that is not in satisfactory financial health and/or unlikely to remain a going concern will NOT be eligible to receive a grant at this time.

Reporting

Applicants are *not* required to report on Relief (Phase 1) funding prior to applying. Organizations will be required to complete any Pandemic Recovery Program Grant reports (Phase 1 and 2) prior to submitting a request for future Pandemic Recovery Program: Phase 3 or Community Grant funding.

Other COVID-19 Resources:

- During this time of crisis, there are several options for organizations looking for support and information. Please visit the [Resources page](#) on our website, or the CCVO [Resources page](#) on their website, for more information.

ⁱ 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/>