



Stepping Stones Guidelines

Questions?

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What is Stepping Stones?

Stepping Stones encourages active citizenship by helping grassroots community groups undertake small creative projects that build a sense of inclusive belonging in local communities. We offer grant support of up to \$1,000 for project expenses.

Stepping Stones supports projects that:

- Build connections between people and their local neighbourhoods and communities.
- Celebrate the importance of knowing neighbours - through the joys and struggles of regular daily life and in times of community stress.
- Are driven by people in their own neighbourhoods and communities. The projects are slightly different than programs provided by organizations to communities because community members themselves must play a meaningful leadership role.

Projects we support tend to be projects where people:

- Engage people in **creative ways to build connections and/or to address shared concerns**
- Foster a sense of **pride and presence**
- Give people the **chance to get involved in community life**
- **Think inclusively** about their community's composition and work creatively to involve people from whom involvement is difficult

In response to the COVID-19 health crisis, Calgary Foundation has broadened the scope of the Stepping Stones program, sped up our response time, and increased the maximum grant amount to \$1,000. In this time of COVID-19 physical isolation, we will accept costs associated with virtual community gatherings and local response activities that help neighbours help neighbours as well as, where possible, in-person activities and events. **All projects must abide by the latest public health regulations.**

Examples:

- Grassroots outreach activities to isolated community members that deliver information about community crisis supports, supplies, and/or messages of care.
- Gatherings (concerts, conversations, culture sharing) that help people feel part of their neighbourhoods and communities – virtually or, where possible, in person

Who can apply?

Non-profit societies, charitable organizations (including the broader group Canada Revenue Agency describes as “qualified donees”), community associations, and informal grassroots groups in Calgary and area, defined as:

Calgary, Banff National Park, Rocky View County, the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland, and the surrounding First Nations of Treaty 7 territory.

Stepping Stones cannot cover:

- Projects that have occurred *before* the application decision is made.
- Salary, equipment that could be borrowed, or items that could be donated by other sources.
- Purchase of assets (computers, cameras, etc.) for individuals, informal groups, or non-profits, due to charitable tax law.
- Individual expenses such as rent or utility bills. Projects would provide people with information about community services instead.

How do you apply?

Please submit by email to ngp@calgaryfoundation.org

Questions? Contact us at 403-802-7720 or ngp@calgaryfoundation.org

Application Process

- Someone from Calgary Foundation will contact you shortly after receiving your application to find out more.
- We aim to let you know with four weeks of receiving your application if we will support your project with a Stepping Stones. (Please check our website for any changes to this timeframe plan.)
- Please know it may take at least three weeks for non-profits and charities to receive actual payment once a request has been approved. For informal groups, the process would take longer.
- At least one person leading the project must be 18 or older.