

Guidelines for Neighbour Grants Seekers



Updated August 2009

What is Neighbour Grants?

Neighbour Grants offers grants of up to \$5,000 to support resident-led projects that help create and strengthen the ordinary bonds of neighbourliness. These grants encourage neighbours, groups and public institutions to engage in dialogue and shared projects.

What are the goals of the Neighbour Grants Program?

Neighbour Grants aims to build civic participation and local leadership by helping residents transform their ideas into actions.

Neighbour Grants supports projects that:

- Benefit a neighbourhood or community by bringing people together to achieve a common goal or to share common experiences
- Encourage resident involvement in the project, neighbourhood & community
- Create a new or renewed sense of belonging, welcome and neighbourliness
- Involve and benefit a wide & diverse circle of people and groups
- Create meaningful partnerships between local people, resident groups, non-profit groups, charitable organizations and public institutions
- Demonstrate and develop local leadership

Who can apply?

Applications are accepted only from registered Canadian charitable organizations. Proposals submitted by schools, service agencies and other external organizations need to explicitly cite how their projects involve local resident leadership and participation and are of benefit to the neighbourhood or community.

Incorporated nonprofit groups can only apply in partnership with a charitable organization. Applicants must show proof of this partnership when they apply AND both parties must sign a formal written agreement supplied by The Calgary Foundation before approved grants can be awarded.

What cannot be funded?

- Ongoing operating costs
- Facility improvements, including repairs or upgrades to community halls
- Capital costs for playgrounds
- Retroactive expenses or debt retirements
- Programs that are not resident-led
- Programs that benefit only one person or family
- Projects that are primarily fundraisers or grants that are primarily salary

How can you apply?

1. Contact Neighbour Grants staff to discuss your potential project, your eligibility and upcoming deadlines prior to submitting an Application Letter.
2. Submit an Application Letter by email, fax or mail.

The Calgary Foundation believes that vibrant neighbourhoods and communities are the heart of any great city.

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Your Application Letter should be between two and four pages and include the following information:

- Name of project
- The title of your group or organization
- Your charitable number or, if your group doesn't have its own charitable status, that of the charitable partner you will work with for the project
- The location of the group and a brief description of your neighbourhood or community
- The activities you plan to undertake and the reason you want to undertake them
- Key dates for your activities, including start date, milestones along the way, and completion date
- The names of those involved in the planning and leadership of your project
- An explanation of how your group's efforts will build greater resident participation and leadership and promote the idea of neighbourliness
- A budget for your project that includes:
 - The overall estimated cost of your project
 - The amount requested from Neighbour Grants (up to \$5,000 although many grants are less than \$5,000) and a description of what these funds will be spent on
 - Other contributions including volunteer time, donated space or equipment and financial support
- Photographs that illustrate your story.

You may submit your Application Letter anytime throughout the year. Application Letters are reviewed every two months by an advisory committee comprised of knowledgeable community volunteers.

Expectations of Grantees

If your project receives a *Neighbour Grant*, be sure to:

- Acknowledge The Calgary Foundation's support in project materials, in media releases and at project events. Our logo is available on our website to download.
- Inform Neighbour Grants of any key events to give staff and volunteers a chance to attend.
- Inform Neighbour Grants of any proposed changes to planned activities or budget. Any major alterations to plan or budget MUST receive PRIOR written approval from The Calgary Foundation.
- Within two months of project completion you must submit the Final Report form, a simple financial statement of overall project costs, a description of how the Neighbour Grant was spent, photos, media coverage and promotional material to help illustrate your neighbour story.

Contact Information:

Neighbour Grants Program staff
700-999 8 Street SW, Calgary AB T2R 1J5
403-802-7720 or ngp@thecalgaryfoundation.org
Visit: www.thecalgaryfoundation.org



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