

## Grant Application Process at a Glance

Allow four months for the entire proposal process

### Contact Grants Program staff

(at least 1 month prior to Letter of Intent deadline)

### Send Letter of Intent in electronic form only

(February 15 or September 2)

### Send Full Proposal If Requested

(Mid-April or Mid-October)

### Grants Advisory Committee Site Visits & Interviews

(Early May or November)

### Advisory Committee Recommendations

to Grants Committee

(Late May or November)

### Grants Committee Recommendations to Board

(June or December)

### Board Approval or Decline of Proposals

## Eligibility Requirements

The grant review process includes the consideration of governance and management practices demonstrated by the applicant including:

- proof of active status as a registered Canadian charity or qualified donee
- evidence of a committed local volunteer board
- accountability processes to donors and stakeholders
- financial transparency and solvency
- commitment to diversity
- capacity to carry out the proposed initiative

## Grant Application Information

Important information is available online including:

- Additional grantmaking opportunities
- How to apply

[thecalgaryfoundation.org](http://thecalgaryfoundation.org)

Contact TCF grants staff at:  
[grants@thecalgaryfoundation.org](mailto:grants@thecalgaryfoundation.org)  
403 802 7700



THE CALGARY  
FOUNDATION

FOR CALGARY FOREVER

COMMUNITY  
GRANTS  
PROGRAM

GUIDELINES  
FOR  
GRANT SEEKERS

## The Community Grants Program

is one of many granting programs offered by The Calgary Foundation to promote a healthy, vibrant and diverse community that:

- Engages citizens in community building at all levels
- Strengthens the charitable sector to accomplish its work in an effective and sustainable manner
- Nurtures a giving and caring community that values sharing, collaborating and learning

## The Community Grants Program

accepts proposals from Calgary and area charities for the following:

### Create New Futures

- Pilot new initiatives that address emerging community issues and needs
- Promote meaningful, productive collaboration and partnerships between charitable organizations, and in some cases make innovative connections beyond the charitable sector
- Test new and relevant applied-research that has a community development focus

### Engage Citizens

- Provide enhanced opportunities for volunteer engagement
- Encourage wider participation of ethno-cultural immigrant communities, newcomers, and marginalized populations

### Strengthen Charities

- Enhance governance, management and outreach capabilities. For example, communications, strategic or business planning and human resources development
- Evaluate an organization's programs and service delivery. For example, needs assessment and feasibility studies
- Support the acquisition of equipment or technology that will enhance the organization's capacity to undertake an innovative program or engage people more effectively

### Explore and Celebrate Our History and Culture

- Support the creation or production of artistic works that explore the unique historical or cultural aspects of Calgary and area
- Support cross-cultural learning and understanding and new cultural events that reflect and celebrate our cultural traditions
- Preserve and raise awareness of our historically important events, people, and places

**The Calgary Foundation,**  
a 360 Degree Grantmaker,  
supports charities in all sectors:  
Community Development,  
Environment, Education,  
Human Services, Arts,  
Health, and Recreation.

**Grant Amounts**  
typically range between  
\$10,000 and \$40,000.

**Application Deadlines**  
February 15 and September 2.

**Application Process**  
Contact Grants staff at least  
one month prior to the  
application deadline.

The Community Grants program does NOT support:

- Applications from an organization that has a Calgary Foundation grant project in process
- Individuals or individual families
- For-profit organizations
- Core operating expenses
- Pure academic research
- Endowment building
- Fundraising events and programs, and salaries in support of them
- Expenses incurred prior to The Calgary Foundation's final grants decision dates
- Debt retirement
- Emergency funding
- Religious activities that focus on only one spiritual tradition

The Calgary Foundation reserves the right to decline applications from organizations that have received grants in recent grants cycles, or for requests that exceed the resources of the Community Grants program.