

Guidelines for Grant Seekers

Updated: April 2008



building pathways to vibrant communities

NeighbourGrants

What are Neighbour Grants?

The Calgary Foundation believes that strong and vibrant neighbourhoods are the bedrock of a strong and vibrant city.

At the heart of these neighbourhoods are neighbours who care about their community and are willing to share their gifts and talents. They are supported by local organizations that are able to respond to community issues and concerns and by a local culture of cooperation among residents and various groups in the neighbourhood.

The Calgary Foundation's Neighbour Grants Program aims to build participation and leadership in neighbourhoods. It supports residents in transforming their ideas into actions that benefit their neighbourhoods, encourage the involvement of other residents and build cooperation among different groups.

The funds will support projects with grants of up to \$5000. Proposals are reviewed every two months by an advisory committee composed of knowledgeable community volunteers.

Goals of the Neighbour Grants Program

- To increase the involvement of residents in the well-being of their neighbourhoods and communities (*good neighbours*)
- To increase the capacity of neighbour groups to plan and implement community improvement projects and strategies (*strong neighbour organizations*)
- To increase cooperation among resident groups, service agencies and other organizations in neighbourhoods in responding to community issues and concerns (*effective neighbourhood networks*)
- To increase support and interest from other agencies and institutions for neighbour initiatives (*supportive environment for neighbour initiatives*)

The Neighbour Grants Program carries out these goals by providing small grants to local organizations that will help them undertake their community building projects.

Who can apply?

Registered charitable organizations within the city of Calgary. 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.

Groups or organizations lacking a charitable tax number must carry out the funded project under the direction of a charitable organization. This relationship between the registered charitable organization and its agent group must be confirmed through a formal written agreement. Talk with Neighbour Grants Program staff for further information.

What projects can be supported?

Projects vary as widely as the issues and interests emerging from neighbours and neighbourhoods. As a guide, supported projects:

- Are usually originated and undertaken by residents;
- Are usually carried out within specific neighbourhood boundaries;
- Always creatively respond to local issues and concerns;
- Always aim to strengthen leadership and involvement of local residents;
- Always aim to benefit neighbourhoods and communities.

City-wide projects that help residents plan and implement local initiatives can be supported from time to time.

Given limitations to available granting dollars, priority will be given to projects that:

- Affect a wide circle of residents; and,
- Have the potential to spark further involvement of residents.

You can learn more about projects that have been funded by looking at the website of The Calgary Foundation (www.thecalgaryfoundation.org).

What cannot be funded?

- Proposals for programs developed and delivered by an outside organization;
- Ongoing operating costs;
- Community hall upgrades and repairs and other facility improvements;
- Retroactive expenses or debt retirement;
- Programs that benefit only one person.

How to Apply

1. Contact Neighbour Grants Program staff before submitting a Grant Application Letter to discuss your potential project. Staff will give you guidance about your group's eligibility to apply for a grant, and can help with ideas for project development and proposal writing.

2. Submit an Application Letter. Your letter should be two to four pages and should outline:

- Your group or organization;
- Where your group is located and a brief description of your neighbourhood;
- The issue or concern your group hopes to address with the project and how you propose to address it;
- The activities your group wants to undertake, who will be involved in planning and implementing them, when you will start and when the project will be completed. Include dates of any key events;
- How your group's efforts will build greater resident participation and leadership.

Attach a proposed budget indicating:

- Budget expenses;
- Amount of funds requested from the Neighbour Grants Program (up to \$5,000) and a breakdown of what the funds would be used for;
- Amount of funds your group and other funders and project partners will provide. Be sure to include in-kind support (volunteer time, donated space or equipment, etc.) as well as financial support.

Your group may submit an application any time during the year. Your application will be reviewed by staff and the volunteer advisory committee. You will know within four to eight weeks whether a grant will be provided to your group.

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

- Acknowledge The Calgary Foundation's support in project materials and at project events. Our logo is available on our website.
- Inform Neighbour Grants Program staff of any key events so that have the chance to attend.
- Stay in touch with Neighbour Grants Program staff about any major changes to your project. Any major alteration to the project plan or timeline will require prior written approval from The Foundation.
- Submit a final report within several months of your project's completion. The report template will ask for a summary of achievements, activities, lessons that can be shared with other neighbour groups and an accounting of grant expenditures. An electronic report form will be provided.
- Include photos, media coverage, promotional material – anything that will help bring your neighbour story to life.

For more information, contact:

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www.thecalgaryfoundation.org