



A partnering innovation by First Calgary Savings and The Calgary Foundation

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Telephone: 403-802-7716 [www.thecalgaryfoundation.org](http://www.thecalgaryfoundation.org)

## Project Application Sheet

TECHNICAL TIP: Each box below is a “text box.” Click your cursor inside the relevant box and type your information.  
Do not insert returns at the end of a line and do not tab between boxes.

**Name of your project:** *Think of a creative name that will draw attention to your project.*

**Project Neighbourhood or Community:**

**Describe your project idea.** What will you do? Where will your project take place? When?

**How will you involve the community?** How will you reach people who are new to your neighbourhood or who haven't been involved before? Is there a role for local groups and organizations?

**How will the project benefit your community?** What about other communities?

**What size of grant are you requesting (from \$100 to \$600)?** On what would you spend it?

**Who else will contribute to your project?** What will they provide?

**Can your project be completed within two months?**

**Your Name:**

**Address:**

**Postal Code:**

**Telephone:**

**Email:**

**Date Application Submitted:**

*Complete and send by fax to 403-802-7701 or email by clicking on the 'Submit' button above  
If you are using web-based email, click 'Save a Copy' and send as an attachment.*

*\*At least one person on a project team must be 18 years of age or older.*

### **Stepping Stones – moving ideas to action in creating vibrant communities**

Congratulations for taking the first step!

Here are some suggestions to help you create a successful project:

- Start with the things that you love to do, with your interests and passions.
- Invite a few friends or neighbours to brainstorm on the activities that you can do that build on these interests and passions.
- How can you make these activities creative and fun so others will be encouraged to participate?
- Make your plans simple and realistic. Set a specific goal or target that you can achieve in one or two months.
- Think of ways of involving people who you don't already know. Where can you find these people? How can you reach out to them? How can they be involved in the project?
- Brainstorm on how to use existing resources in the neighbourhood – volunteers, public spaces, talents and skills of neighbours.
- At the end of your project, make sure to thank everyone who helped out and participated. And ask them what difference they think the project made in the community.