



Community Grant Application Process At A Glance

Allow four months for the entire application process.

Contact Grants Program staff

(1 month prior to Letter of Intent deadline)

Send Letter of Intent in electronic form only

(March 2 or September 2)

Send Full Application If Requested

(Mid-April or Mid-October)

Grants Advisory Committee Site Visits and Interviews

(Early May or November)

Advisory Committee Recommendations to

Grants Committee (Late May or November)

Grants Committee Recommendations to Board

(June or December)

Community Grants Approval (Early July or January)

Final Reporting (Typically one year after project begins)

After the Grant Has Been Awarded

The Calgary Foundation requires the following:

- Written approval prior to any alterations in the project plan or timeline
- A final report that includes essential elements of the project i.e. did it meet the criteria of the approved project
- An interim report if stipulated in the grant agreement
- Appropriate acknowledgement of The Calgary Foundation's support in communication materials and events as outlined in the grant agreement.