



SMART & CARING COMMUNITY GRANTS GUIDELINES

Up to \$25,000 funding available per grant

Smart and Caring Grants help make communities across Southeastern Alberta a great place to live for everyone by enhancing belonging of all citizens and strengthening the nonprofit and voluntary sectors.

From Application to Grant:

Applications are reviewed by the CFSEA Grants Committee, which is comprised of board directors, staff and members of the community. The committee considers all eligible applications and makes recommendations to the Board of Directors. Once approved, all applicants will be notified, regardless of whether or not they receive funding.

Priority Granting Areas:

CFSEA welcomes all eligible initiatives, but particularly those that help further at least one of the five Vital Signs impact areas:

- Strengthening relationships with Indigenous and multi-cultural groups
- Encouraging mental health
- Pursuing an environmentally sustainable future
- Living a creative, active life
- Reducing poverty

Grant Application Deadlines:

We accept Smart and Caring Grant applications twice a year (if dates fall on a weekend, applications are due by noon on the following Monday):

- March 15
- September 30

Prior to applying:

Before spending your valuable time completing a grant application, please read through the following information and answer the questions to determine whether your organization and your project meet our eligibility requirements. We encourage you to contact the CFSEA office with any questions you might have.

STEP 1: IS YOUR ORGANIZATION ELIGIBLE FOR FUNDING?

- Are you a registered charity with Canada Revenue Agency at the time of application?
 - A complete list of Canadian Registered Charities is available online at: <http://www.cra-arc.gc.ca/chrts-gvng/lstngs/menu-eng.html>.
- Do you provide services within our southeastern Alberta region?

- Does your project:
 - align with the CFSEA mission and vision www.cfsea.ca
 - is innovative with a focus on collaboration with services already available to the community as not to duplicate efforts
 - demonstrate that the initiative addresses a need that has been identified by the community
 - demonstrate readiness, good planning, financial accountability and secure leadership

(If your organization is eligible for funding, please continue to Step 2)

STEP 2: IS YOUR PROJECT ELIGIBLE FOR FUNDING?

To help you determine if your project is eligible, please review the following lists:

What we will fund:

- Innovative new projects
- Short term projects
- Seed funding for long term projects
- Equipment based projects
- All charitable sectors that focus on at least one of the five priority granting areas

What we normally do not fund:

- Ongoing core operating expenses
- Partisan political or singular direct religious activities
- Building an endowment, fundraising activities or salaries
- Debt retirement or emergency funding
- Large capital campaigns

Grant funds may only be used for expenses incurred after the CFSEA's final grant decision dates.

(If you believe your project is eligible, please continue to Step 3)

STEP 3: DOES YOUR PROJECT DISPLAY THE FOLLOWING STRENGTHS?

The Grants Committee will use the following criteria to assess both your organization and your project. CFSEA is interested in supporting projects that demonstrate at least one – but typically many – of the following:

- Fits within at least one of the five priority granting areas
- Helps to fulfill the mission and mandate of your organization
- Improves the services offered by your organization
- Is evidence-based and has an evaluation component that provides output and outcome data
- Delivers benefits to the majority of your demographic
- Demonstrates a real need for funding that is not otherwise available
- Demonstrates a search for funding from sources other than CFSEA
- Demonstrates an investment in the project through contributions from your organization, the community and/or support from other funding sources
- Is well developed, achievable within the next year and
 - Proposes an innovative and practical solution with specific strategies and outcomes
 - Strengthens your organizational capacity
 - Promotes collaboration and sharing among agencies

(If you believe your project fits within the above criteria, please continue to Step 4)

STEP 4: COMPLETING YOUR GRANT APPLICATION

We encourage you to attend our grant proposal-writing workshop held each grant cycle.

You can access the grant application through our online grant management system or by requesting a fillable PDF from info@cfsea.ca. The process has two phases:

Phase I: Complete a one (1) page summary of the project proposal and include:

- a brief description of the project (Who, What, When, Where, How)
- the priority granting area(s) and strength(s) the project addresses
- the anticipated outcome(s)

A CFSEA staff member will then contact you to discuss the project.

Phase II: Once the project's eligibility has been approved, you will be invited to complete the full application.

Required time for Phase I is approximately seven (7) working days so please give yourself sufficient time to complete the full proposal by the application deadline.

Please submit:

- One full (1) electronic application with all attachments
- One paper (hard copy) application with all attachments
- 10 paper copies of the application and budget only (no attachments)

Community Foundation of Southeastern Alberta
Grants Committee
#104, 430 – 6th Avenue SE
Medicine Hat, AB T1A 2S8
info@cfsea.ca

After an initial review, the Grants Committee may require further information, a site visit and/or an interview.

NOTIFICATION, RECOGNITION, REPORTING:

- Normally, grant decisions are finalized within two (2) months of the application deadline and notifications made immediately after board approval. If requested, we are happy to provide feedback on submissions that were not approved for funding.
 - Each successful applicant will then be required to sign a formal *Grant Agreement*.
 - Grant cheques are distributed at the Founder's Day Picnic in June and the Chair's Reception in late November. Grant recipients are encouraged to ensure they have representation at these events.
 - Once the project is completed, a final report must be submitted in full by the date identified on the contract. Late or incomplete reports may affect future grants. The final report template is available on our website www.cfsea.ca
 - For previous grant recipients who have not submitted their final report, you may apply for another grant, but you won't receive funding until we receive your report.
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CONTACT US

Your application has the best chance of receiving funding if you follow these steps and your submission is clear and accurate. Grant applicants are invited to contact the CFSEA office with questions at any point during the application process – we are here to help!

Contact:

Chris Christie, Executive Director

Phone: 403.527.9038

Email: chris@cfsea.ca

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