

## **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.

### **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) Mailed in applications must be post marked prior to deadline:

- March 15
- September 15

### **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.

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### **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>.*
  - If you are not a registered charity please ensure you include a completed Declaration of Affiliation.
- Will this project provide services within our southeastern Alberta region?
- Does your project:
  - align with the CFSEA mission and vision [www.cfsea.ca](http://www.cfsea.ca)
  - have 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)*

- *In the case of an emergency; grant applications can be requested from our grants committee which will be reviewed on a case by case situation. Recommendations would then be presented to the Board of Directors for full approval.*
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## **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
- Focus on vibrant, healthy, caring community

### **What we normally do not fund:**

- Ongoing core administrative expenses
- Partisan political or singular direct religious activities
- Building an endowment, fundraising expenses
- Debt reduction 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)*

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## **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:

- Contributes to a vibrant, healthy, caring community
- 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
- 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)*

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## STEP 4: COMPLETING YOUR GRANT APPLICATION

We encourage you to attend our grant proposal-writing workshop held prior to each grant deadline as priority and criteria can change year to year.

You can access the grant application through our website [www.cfsea.ca](http://www.cfsea.ca) or by requesting a fillable PDF from [admin@cfsea.ca](mailto:admin@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 anticipated outcome(s)
- how your project will contribute to a vibrant, healthy, caring community
- other funding or partnerships

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.

Feedback from the Phase I is approximately seven (5) working days so please give yourself sufficient time to complete the full proposal by the application deadline. **Late and/or incomplete applications will not be accepted.**

**Please submit:**

- One full (1) electronic application with all attachments
- Five paper (hard copy) application with all attachments

Community Foundation of Southeastern Alberta  
Grants Committee  
#104, 430 – 6<sup>th</sup> Avenue SE  
Medicine Hat, AB T1A 2S8  
[admin@cfsea.ca](mailto:admin@cfsea.ca)

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

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### 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* prior to the grant event.
  - Grant cheques are distributed at the grant events in June and 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 will affect future grants.** The final report template is available on our website <https://cfsea.ca/we-give/smart-caring-grants/> Please include how your organization recognized the CFSEA grant on your social media platforms.
  - 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:** Niki Gray, Grants and Administration Coordinator  
Phone: 403.527.9038      Email: [admin@cfsea.ca](mailto:admin@cfsea.ca)