

COMMUNITY GRANTS GUIDELINES

Up to \$25,000 funding available per grant with the potential of multi-year funding up to two years.

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

From Application to Grant:

Applications are reviewed by the CFSEA Grants Committee or by Community Fund Advisory Committees. These committees are composed of both members of the Board of Directors and individuals from the community. The committees consider all eligible applications and make recommendations to the Board of Directors. Once approved, all applicants will be notified, regardless of whether or not they receive funding.

Grant Application Deadlines: Community Grant applications are accepted twice a year (if dates fall on a weekend, applications are due by noon on the following Monday). Deadline dates are:

- March 15 at 4:30pm
- September 15 at 4:30pm

In the case of an emergent need for funding: 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.

Diversity, Equity, and Inclusion:

It is vital for CFSEA to integrate an equity-based* lens throughout the entire granting process, including application review and final reporting. Equity requires the consideration of individual and group identities, marginalized communities, and spatial and systematic barriers. This approach ensures all applicants will receive what they need to participate in the application process. The following is a list of accommodations that may support the grant writer:

- CFSEA will provide technology support such as one-on-one instructions for individuals unaccustomed to digital platforms.
- To honour oral practices and to accommodate technical or physical barriers, CFSEA will accept recorded oral applications, conducted virtually. CFSEA will be accountable for typing the answers into the online grant portal. Deadline to conduct an oral application are: March 5 and September 5.

If you require accommodations, please connect with CFSEA for support.

*Equity means fair and impartial

Multi-Year Funding:

On occasion, CFSEA may make a multi-year commitment under specific circumstances for projects that are new, piloting, or have been substantially enhanced that may require additional time to evaluate outcomes.

- Applicants must demonstrate a compelling need for multi-year funding.
- The initiative must be well-matched to a priority or direction of the Foundation's Strategic Plan.
- Strategies will be monitored and evaluated as per the grant agreement.
- The total pre-commitment does not exceed 25% of the funds available for granting each year.

CFSEA's Vital Signs Publication:

CFSEA's Vital Signs uses local knowledge to measure the vitality of our community, to support action, and to encourage dialogue. Local data gathered through the program is used to support evidence-based, locally relevant solutions to improve the quality of life across Southeastern Alberta and to help determine annual granting priorities. Reference the latest publication [here](#).

Prior to applying:

Before spending valuable time completing a grant application, please read through the following information and answer the questions to determine whether your organization and project meet the eligibility requirements. We encourage you to contact CFSEA with any questions you may 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: <https://www.canada.ca/en/revenue-agency/services/charities-giving/list-charities/list-charities-other-qualified-donees.html>.
 - If you are not a registered charity, please connect with CFSEA to learn about the affiliation process.
- Will this project provide services within our Southeastern Alberta region?
- Does your project:
 - align with the CFSEA mission and vision;
 - **Mission:** we create meaningful connections between donors and local charities for the permanent benefit of Southeastern Alberta
 - **Vision:** Vibrant, healthy, caring communities – today, tomorrow, forever
 - 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 through community consultation or relevant research;
 - demonstrate readiness, good planning, financial accountability, and secure leadership;
 - seek to achieve a clearly articulated and measurable impact on the community;
 - target vulnerable individuals or populations and strengthen inclusion.

(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 or program is eligible, please review the following lists:

What we will fund:

- Innovative new projects
- Short term projects (fewer than 2 years)
- Seed funding for long term projects (more than 2 years)
- Equipment based projects (under \$10,000)
- Unrestricted operating expenses pertaining to the project- up to 25% of the total grant requested
- Programs that focus on supporting a vibrant, healthy, and caring community

What we do not fund:

- Ongoing core administrative expenses
- Partisan political or singular direct religious activities
- Building an endowment, fundraising expenses
- Debt reduction
- Large capital campaigns such as new construction, expansion, renovation, infrastructure, and equipment over \$10,000
- Retroactive funding

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:

- A clear collaboration or partnership;
- The ability to fulfill the mission and mandate of your organization;
- The ability to improve the services offered by your organization;
- Evidence-based criteria and an evaluation component that provides deliverable and outcome data (*please refer to CFSEA's most recent Vital publication [here](#)*);
- A real need for funding that is not otherwise available;
- An investment in the project through contributions from your organization, the community, and/or support from other funding sources;
- Well developed, achievable goals within the next year;
- An innovative and practical solution with specific strategies and outcomes that strengthens your organizational capacity.

(If 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 writing workshop held prior to each grant deadline as priority and criteria may change year to year.

The grant application is available through our website www.cfsea.ca. All applications are submitted through an [online grant portal](#) - ensure your organization is registered without duplicating a profile.

Phase I: Letter of Intent (LOI): Complete the LOI on the grant platform for 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, and caring community
- other funding or partnerships

A CFSEA staff member may contact you to discuss the project prior to Phase II.

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

Feedback from the Phase I may take up to approximately seven (7) working days so please allow for sufficient time to complete the full proposal by the application deadline. ***Late and/or incomplete applications will not be accepted.***

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

NOTIFICATION, RECOGNITION, REPORTING:

- Grant decisions are finalized within two (2) months of the application deadline and notifications are made after Board approval, first by phone then through email. If requested, CFSEA will provide additional 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 in June and November. Grant recipients are encouraged to ensure they have representation at any grant events held in the Spring and Fall.
 - Once the project is completed, a final report must be submitted in full through the grant platform by the date identified on the contract through the grant portal. 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/>
 - Previous grant recipients who have not submitted their final report may apply for another grant, however, if approved, will not receive funding until the final report for the previous grant has been submitted.
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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!

Jamie Nelson, Community Engagement Coordinator

Phone: 403.527.9038

Email: grants@cfsea.ca