COMMUNITY FOUNDATION
LETHBRIDGE + SOUTHWESTERN ALBERTA

COMMUNITY PRIORITIES GRANTS
APPLICATION GUIDELINES

Background
The Community Priorities Grants Program is the Community Foundation of Lethbridge and Southwestern Alberta's largest granting program. Each year, this fund awards over $500,000 to qualified donees in Southwestern Alberta. Funding for this program comes from donors across southwestern Alberta who made unrestricted gifts to the Community Foundation. These donors trust the Community Priorities Grants Committee and Board of Directors to allocate funding to worthy causes throughout the region.

The Community Foundation's Community Priorities Committee, comprised of Community Foundation directors and volunteers from across Southwestern Alberta, reviews and considers each application before making funding recommendations to the Board of Directors for final approval.

The Community Priorities Grants committee considers the following key criteria when reviewing grant applications:

- Support for local organizations;
- Projects that support equity in the community;
- Projects that are responsive to emerging, versus ongoing needs;
- The breadth and/or depth of a project's community impact; and
- Community support and/or collaboration of or on a project

Grant Application Deadlines
Applications to the Community Priorities Grants Program are accepted twice a year, with the following deadlines:

- March 15 at 4:00 p.m.
- October 15 at 4:00 p.m.

If a deadlines fall on a weekend, applications are due on the following Monday.

Please note that all applicants are notified, regardless of whether or not they receive funding. Funding is awarded approximately two months after the application deadline date.

Applying for a Community Priorities Grant
Before spending your valuable time completing a grant application please read the following information and answer the questions to determine whether your organization and your project meet our eligibility requirements.

Step 1: Is Your Organization Eligible for Funding?
Are you located within our region? Our region stretches from the U.S. border north to Arrowwood, and from the B.C. border west to Grassy Lake. You must be located within this region, or carry out programming within this region, to be eligible for funding.

Are you a registered charity with Canada Revenue Agency?

- The Community Foundation can only grant to **federally registered charities or qualified donees** with a business number (BN). You can check your organization's charitable status by visiting the Canada Revenue Agency Website. Please note that this number is different from an Alberta Societies Number. The Community Foundation cannot fund societies unless they are also federally registered.

COMMUNITY FOUNDATION
LETHBRIDGE + SOUTHWESTERN ALBERTA

COMMUNITY PRIORITIES GRANTS
APPLICATION GUIDELINES

Are you applying in partnership?

- If you do not have a CRA BN, you may still apply for funding through a partnership with another registered charity, municipality or school district. If you would like more information on charity/non-charity partnerships, please call the office at 403-328-5297.

Step 2: Does Your Project Display the Following Strengths?

The Community Foundation is interested in supporting projects that demonstrate the following:

- Help to fulfill the mission, mandate, and services of your organization;
- Deliver benefits to the majority of the people you serve or residents in Southwestern Alberta
- A real need for funding that is not otherwise available;
- A search for funding from sources other than the Community Foundation;
- An investment in the project through contributions from your organization, the community, and/or support from other funding sources;
- Respond to an emerging need;
- Is well developed, achievable within the next year, and:
  - proposes an innovative and practical solution;
  - strengthens your organizational capacity or sustainability;
  - if applicable, promotes collaboration and sharing among agencies; and
  - if applicable, addresses equity.

The Community Priorities Grant will cover:

- One-time costs to build capacity to fulfill your mission
- One-time capital costs, such as equipment purchase, facility construction, and renovation projects
- One-time operating costs, such as funding to launch a pilot project
- Funding for the initial phase of a program that you can demonstrate will be funded in the future from other sources
- Funding to strengthen the governance of your organization.

Step 3: Is Your Project Eligible for Funding?

NOT ELIGIBLE – Please be aware that the Community Priorities Grants Program does **NOT** fund:

- Requests over $15,000
- Core operating costs for ongoing programs and services, including administration expenses
- Fundraising events or activities, including general fundraising campaign contributions or sponsorship
- Retroactive expenses incurred prior to the final grants decision date
- Deficit reduction and endowment building
- Advertising and marketing
- Activities that serve primarily the membership or purposes of religious or political organizations
- Seminars, conferences, workshops, festivals, or the publication of studies
- Team or group tours or travel, or travel reimbursement paid directly to individuals
- Projects that do not benefit residents of Southwestern Alberta
- Organizations that received a Community Priorities Grant within the previous year, unless the grant was in partnership with a non-registered organization

Step 4: Completing Your Grant Application

You can access the grant application through our online grant management system. The application process has two parts:

1. Complete a brief summary of the project by completing the Letter of Intent (LOI)/Project Proposal. Our Grants Coordinator will contact you to discuss the project.

2. Once the project's eligibility has been approved and the project proposal is ready for submission, you will be invited to complete the full application. The following documents are required to be completed prior to the March 15 or October 15 deadline.
    - Application Form
    - Audited Financial Statement
    - Operating Budget
    - List of Board and key staff members
    - Intermediary Agreement (if applying in partnership)
    - Project Quote

In order for your application to be eligible, you cannot have any outstanding final reports from previous grants prior to the grant deadline. Contact the office if you have any questions about reporting.

Contact Us

Your application has the best chance of receiving funding if it is clear and accurate. Grant applicants are encouraged to contact the Community Foundation with questions at any point during the application process—we are here to help!

Contact:

Caitlin Gajdostik, Grants Coordinator
Phone: 403-328-5297 **Email:** grants@cflsa.ca