



## COMMUNITY GRANTS GUIDELINES

### *Up to \$25,000 funding available per grant*

*Community Grants address the greatest needs across the Southeastern Alberta region. They provide essential funding to local charities & non-profit organizations, helping enhance our communities' quality of life. These grants are made possible by donors who contribute to the Community Fund. Investment income is distributed through an application-based granting process held twice a year.*

**Thinking of applying? Contact our Grants Coordinator to talk about projects you have in mind!**  
[grants@cfsea.ca](mailto:grants@cfsea.ca) or 403.527.9038.

#### **From Application to Grant:**

Applications are reviewed by the Community Foundation of Southeastern Alberta (CFSEA) Grants Committee or by Community Fund Advisory Committees. These committees are composed of members of the Board of Directors and individuals from the community. CFSEA **prioritizes impact and equitable granting across the region** when reviewing grant applications. Additionally, they consider the project's alignment with CFSEA's Vital Signs Priority areas (see below). The committees review all eligible applications and make recommendations to the Board of Directors. Once approved, all applicants will be notified, regardless of whether they receive funding.

**Grant Application Deadlines:** If dates fall on a weekend, applications are due by noon on the following Monday. Deadline dates are:

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

#### **Diversity, Equity, and Inclusion:**

CFSEA integrates an equity-based (fair and impartial) 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. To honour oral practices and to accommodate technical or physical barriers, CFSEA may support the grant writer with:

- Technological support such as one-on-one instructions for individuals unaccustomed to digital platforms.
- Recorded oral applications, conducted virtually. CFSEA will be accountable for typing the answers into the online grant portal. The deadlines to conduct an oral application are March 5 and September 5.

***If you require accommodation, please connect with CFSEA for support.***

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#### **CFSEA's Vital Signs Publication:**

CFSEA's Vital Signs uses local knowledge to measure the vitality of our region, 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. **The Granting Priorities for 2024 are: Work & Economy, Connection & Belonging, and Basic Needs including Health, Food, and Housing. Reference the latest publication [here](#).**

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## Before applying:

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?

- Will this project provide services within the [Southeastern Alberta region](#)?
- Are you a qualified donee or an agency partnering with a qualified donee?
  - CFSEA is eligible to provide grants to qualified donees including federally registered charities, municipalities, and school divisions. Check your organization's charitable status by visiting the Canada Revenue Agency (CRA) Website – [List of Charities](#).
  - If you are not a qualified donee, connect with CFSEA to learn about the affiliation process.
- **NEW: Are you a registered, non-profit society?**
  - As of fall 2024, CFSEA can grant funds to a registered, non-profit society in Alberta currently in good standing which has existed for at least five (5) years, for up to \$5,000.
  - If you are a non-profit society, requesting more than \$5,000, you will still need to complete the affiliate process.

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### STEP 2: IS YOUR PROJECT ELIGIBLE FOR FUNDING?

- 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!
  - align with CFSEA's and CRA's charitable purpose
  - demonstrate readiness, good planning, financial accountability, and secure leadership?
  - seek to achieve a clearly articulated and measurable impact on the community?

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

#### What we will fund:

- Programs that focus on supporting a vibrant, healthy, and caring community, including 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)
- Administrative expenses pertaining to the project – up to 10% of the total grant requested (i.e. Supervisor wages, rent, travel, etc.)
- Unrestricted operating expenses pertaining to the project - up to 50% of the total grant requested (i.e. Staff wages required for program, supplies for program, etc.)

#### What we do not fund:

- Ongoing core administrative expenses
  - Partisan, political, or singular direct religious activities
  - Building an endowment or fundraising expenses
  - Debt Reduction
  - Large capital campaigns such as new construction, expansion, renovation, infrastructure, and equipment over \$10,000
  - Playgrounds and recreation structures over \$2,500 (i.e. recreational courts, splash parks)
  - Retroactive funding – **Grant funds may only be used for expenses incurred after the CFSEA's final grant decision dates.**
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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 project. CFSEA is interested in supporting projects that demonstrate at least one – but typically many – of the following:

- An investment in the project through contributions from your organization, the community, and/or support from other funding sources.
- A clear collaboration or partnership with services already available to the community as to not duplicate efforts.
- 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.
- Address a need that has been identified through community consultation or relevant research.
- Target vulnerable individuals or populations and strengthen inclusion.
- Well-developed, achievable goals within the next year.
- An innovative and practical solution with specific strategies and outcomes that strengthens your organizational capacity.

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### STEP 4: COMPLETING YOUR GRANT APPLICATION

We encourage you to attend our **virtual 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](http://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

**LOI Deadline is five (5) working days before the Application Deadline**, so please allow sufficient time. A CFSEA staff member may contact you to discuss the project prior to Phase II.

**Phase II – Application:** Once the LOI has been approved, you will be invited to complete the full application.

***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.

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### Multi-Year Funding:

On occasion, CFSEA may consider a multi-year commitment of up to two years under specific circumstances for projects that are new or have been substantially enhanced and **require additional time to measure outcomes**. Things to note:

- Applicants must demonstrate a compelling need for multi-year funding.
  - The initiative must be well-matched to a priority or direction of CFSEA'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 grants each year.
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## Notification, Recognition, and 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 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 the grant events held in the Spring and Fall.
- A final report must be submitted through the online grant platform within 18 months of the grant. Late or incomplete reports will affect future grants. The financial report template is available on our [website](#)
- 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 and reviewed by CFSEA.

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***In the case of an emergent need for funding:*** grant applications may 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 approval.

***Please note:*** Priority may be given to organizations that have not received a Community Grant in the last year.

## 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 encouraged to contact the CFSEA office with questions at any point during the application process – **we are here to help!**

**Sydney Ratzlaff, Grants and Communications Coordinator**

Phone: 403.527.9038

Email: [grants@cfsea.ca](mailto:grants@cfsea.ca)