

Application Instructions

The Edmonton Community Foundation (ECF) supports a wide range of sectors, community needs, organizational needs, and types of projects and programs. If you want to discuss a specific idea, please **e-mail the Grants team** (<mailto:grants@ecfoundation.org>) or call 780-426-0015.

Each application will be evaluated holistically on its own merits, considering whether the applicant has demonstrated:

- Likelihood of a benefit to the greater Edmonton area
- An appropriate plan
- The capacity to implement the project
- A reasonable budget and timeframe
- Appropriate partners
- A plan for sustainability of the project (if applicable), impact, and organizational capacity

ECF grants are **not designed to support:**

- Deficit funding
- Contributions to endowments
- Annual funding drives and annual events
- Faith-based programs
- Major medical equipment and research, capital campaigns or purchase of land and/or buildings
- Grants primarily benefitting individuals (such as scholarships)
- National or provincial initiatives without specific benefit to Edmonton
- Any expenses incurred prior to the Foundation's decision date, or
- Grants to agencies that have unrestricted reserve funds in excess of one's year's operating expenses.

ECF uses a two-stage process that includes a preliminary application, followed by a full proposal, if requested. This process is meant to assist applicants. For projects that are unlikely to receive funding for any reason, it prevents the applicant organization from dedicating time and resources to a full proposal that will not be successful. It also allows our staff the chance to raise questions in the Request for Proposal letter, helping to strengthen the final proposal, which is reviewed by one of five sub-committees. **Be clear and concise in your application.**

Ensure that all required fields are completed and be sure to review the application before submitting to ensure that no errors are made. It is anticipated that the number of applications will be greater than the funds that are available to disburse. Not every application will be approved.

Applicant Details

Organization name*

Or partner organization for Young Edmonton Grant requests

Contact Person for Grant Request First Name*

Contact Person for Grant Request Last Name*

Primary Email Address - for communication purposes*

Please check regularly and/or check junk folder

Position Title or Role in Project/Initiative*

Title of the Project*

Eligibility Confirmation

Your organization is a non-profit serving the greater Edmonton area.*

- Yes

Greater Edmonton area includes: Leduc County, Strathcona County, Sturgeon County, and Parkland County.

Your organization has a Charitable Registration Number from Canada Revenue Agency.*

- Yes

If you do not have a charitable registration number you are NOT eligible to apply.

Charitable Registration Number (e.g. 123456789RR0001)*

If partnering, the organization with the Charitable Registration Number must be the one submitting the application to Edmonton Community Foundation.

How did you hear about our Community Grants Program?*

If other, please explain where.

Organization Information

INSTRUCTIONS

Please provide us with contact information for your organization.

Fields marked with an asterisk (*) are required to continue on with the application.

Mailing Address (local branch/division)*

City*

Postal Code (e.g. T1T 2T2)*

Phone Number/Direct Line (e.g. 780-123-4567)*

Website *

[]
Facebook page

Twitter handle

Instagram handle

Follow ECF on **Facebook** (https://www.facebook.com/Edmonton-Community-Foundation-172806652795178/?ref=br_rs) or **Twitter** (<https://twitter.com/theECF>)

Summary of Request

INSTRUCTIONS

Grant requests to organizations with which ECF doesn't have a recent relationship (i.e. hasn't received a Community Grant in the last five years) are **under \$40,000**. Grant requests to agencies which have worked with ECF recently (i.e. applied, received, and reported on a Community Grant in the last five years) are **under \$80,000**. Please be sure to clearly relate your ask to actual budget line items.

Fields marked with an asterisk (*) are required to continue on with the application.

Summary of Request

Describe your request in **two sentences**. The first sentence should explain what you are trying to achieve. The second sentence should explain how you intend to achieve your goal.

Summary of Request*

How Many People Will Directly Benefit?

Amount Requested from ECF*

Total Project Cost*

Anticipated Start Date of initiative*

Date Grant Needed*

Community Grant Application

INSTRUCTIONS

ECF uses a two-stage process that includes a preliminary application, followed by a full proposal, if requested. This process is meant to assist applicants. For projects that are unlikely to receive funding for any reason, it prevents the applicant organization from dedicating time and resources to a full proposal that will not be successful. It also allows our staff the chance to raise questions in the Request for Proposal letter, helping to strengthen the final proposal, which is reviewed by one of five sub-committees. **Be clear and concise in your application.**

Organization

WHO are you?

Provide a brief background on your organization, its mandate, and its services.

(Suggested word limit 100-200)

Organization

Description

WHAT will you be doing?

Describe your program, project, or initiative. Explain how the initiative will further your mandate.

(Suggested word limit 100-200)

Description

Priority

WHY is this important?

Describe the expected benefits to your clients, the community, or your organization.

(Suggested word limit 100-200)

Priority

Success

HOW will you know if you have been successful?

How do you anticipate incorporating learnings from this initiative into this or other programs?

(Suggested word limit 100-200)

Success

Community Grant Application cont.

INSTRUCTIONS

ECF uses a two-stage process that includes a preliminary application, followed by a full proposal, if requested. This process is meant to assist applicants. For projects that are unlikely to receive funding for any reason, it prevents the applicant organization from dedicating time and resources to a full proposal that will not be successful. It also allows our staff the chance to raise questions in the Request for Proposal letter, helping to strengthen the final proposal, which is reviewed by one of five sub-committees. **Be clear and concise in your application.**

Collaborations

WHO else will be involved with the initiative?

Outline your expected partners and their roles.

(Suggested word limit 100-200)

Collaborations

Community

WHO else is doing similar or related work? (If you are applying for programming costs, focus on the specific program. Otherwise, think about your organization as a whole.)

Describe how your program will leverage the work others are doing to address the community's challenges strategically and cooperatively.

(Suggested word limit 100-200)

Community

Timeline

WHEN will the initiative happen?

Outline the timeline for major steps. Note: The Foundation does not award funds for expenses incurred prior to approval of a grant.

(Suggested word limit 100-200)

Timeline

Save

Save and Continue