

**Community Grants Guidelines**  
**Applications due: 12:00 pm (noon) on September 15, 2023**

**Contents**

ELIGIBILITY FOR COMMUNITY GRANTS ..... 1

APPLYING FOR THE COMMUNITY GRANTS PROGRAM..... 3

APPENDIX A – Community Grants Application Questions ..... 5

ECF’s Community Grants program provides funding to help with a variety of organizational needs. We look to organizations to determine their priority areas; this can include renovations, equipment purchases, program support, and more.

We expect that the need for funding will remain significantly higher than our available resources.

**ELIGIBILITY FOR COMMUNITY GRANTS**

Who can apply?

Applicants must meet **ALL THREE** of these criteria to have their application considered for the Community Grants Program.

1. They must be a registered Canadian charity or other qualified donee<sup>1</sup>
2. Their work must be based in and serve the Greater Edmonton Area, including the four surrounding counties
3. Each organization can have one current Community Grant for their own work AND one to support a partnership or collaborative.
  - a. When applying to support their own work, must have completed, and reported on any previous Community Grant.
  - b. When applying in partnership with a non-profit society or grassroots group, must have completed and reported on any previous Community Grants for a partnership or collaborative.

---

<sup>1</sup> Go to Canada Revenue Agency’s Charities Listings website to determine whether your organization is a registered charity/qualified donee if you are not sure: <http://www.cra-arc.gc.ca/charitylists/>. If your organization is a non-profit society in Alberta without registered charity status you may be able to apply in partnership with a registered charity/qualified donee (see Eligibility point 3)

Check out the [Better Together](#) guide for more information about working in partnership.

**We encourage applications from organizations led by and/or focused on equity-seeking communities. We recognize that equity-seeking organizations may experience barriers in accessing charitable status.**

For the purposes of this document, we use the term “equity-seeking communities” to include groups which are marginalized by societal structures. Equity-seeking communities often experience social and financial disadvantages as a result of systems of oppression. Oppression takes many forms including but not limited to racism, sexism, and ableism. Therefore, examples of equity-seeking communities include: Indigenous people; ethnic or linguistic minorities; sexual and gender minorities; and people with mental illness or physical or intellectual disabilities. This list is not exhaustive and is always evolving. People who belong to multiple equity-seeking communities often experience overlapping and interdependent systems of discrimination or disadvantage.

### **What is the Community Grant maximum and time period?**

- If the organization **has not** received a Community Grant in the last five years, the organization is eligible to apply for up to \$50,000.
- If the organization has received a community grant in the last five years, and reported on it, the organization is eligible to apply for up to \$80,000.
- Community Grants are not limited to a specific calendar or fiscal year. Your grant request should cover the amount of time needed to achieve your desired impact. Grant timelines are assessed on an individual basis. The average length is around 15 to 16 months.

### **What activities are eligible? One or more of these:**

- Existing Programming Costs: (Only for organizations with an operating budget less than 8M) Costs associated with the delivery of current or ongoing programming. Includes: salaries, program materials and equipment, promotion, administration, accessibility considerations, etc.
- New and Expanded Programming Costs: Costs associated with the development, delivery, piloting, or evaluation of new or expanded programs. Includes: salaries, program materials and equipment, promotion, spaces associated with programming, accessibility considerations, etc.
- Capacity Building: Costs associated with strengthening the organization’s ability to deliver on its charitable mission. Includes: consultant fees, professional development, organizational assessments, technology, specialized equipment, costs associated with organizational mergers, etc. Capacity Building may also be to strengthen a sector or collective group. Includes: costs to collaborate, community engagement and organizing, identifying issues, and framing shared actions.
- Equipment purchases or renovations: Costs associated with buying specific items or renovating a space or location.

### When must these activities occur?

- Expenses covered by the grant must be incurred no earlier than December 1, 2023 (after grant decisions are made).

### What activities will not be supported?

- Any expenses incurred prior to the Foundation's decision date
- Deficit funding
- Funding to replace government cuts
- Funding drives
- Contributions to endowments
- Capital campaigns and purchase of land and/or buildings
- Support for operations, fundraising initiatives, or granting programs of other funders and/or entities whose primary purpose is to raise money for a third party
- Grants primarily benefitting individuals (such as scholarships or bursaries)
- Private or charter schools
- Post-secondary institutions
- Faith-based programs (religious worship, instruction, or proselytization)
- Conferences and/or annual events
- Research
- Medical equipment
- National or provincial initiatives without specific benefit to Edmonton; national or provincial initiatives that have specific benefit to Edmonton will be considered for a proportional cost

## APPLYING FOR THE COMMUNITY GRANTS PROGRAM

### How to apply

1. Make sure your organization is eligible to apply.
  - a. Review these guidelines carefully. If you need clarification about your organization's initiative, please [email the grants team](#) to schedule a meeting. Please note, as the deadline approaches, availability is limited.
2. If eligible, complete the first stage of the application through the Online Grant Portal found on the Edmonton Community Foundation website here. (**See Appendix A of these Guidelines for Stage 1 Questions**).

The application consists of:

- basic questions about your organization to answer in writing.
- questions about your initiative
- a budget template to fill out within the application

### PLEASE NOTE:

Applicants can save a draft application as they work, log out and back in to continue working on the application up until the deadline. Be sure to save draft as you go through the application. No one from Edmonton Community Foundation will review the draft application unless you contact us and you ask us to. If you want your draft reviewed, you must contact staff by Tuesday, September 5, at the very latest. Email [grants@ecfoundation.org](mailto:grants@ecfoundation.org) to request a review.

## Community Grants Timeline:

The Fall 2023 timelines (for funding after December 1) are:

- Stage 1 application opens August 15
- Stage 1 application closes September 15 (at noon)
- If requested, Stage 2 application open to organizations October 2
- If requested, Stage 2 submissions due October 13 (at noon)
- Final decisions made mid to late November

**2024 Application Dates will be available in Fall 2023.**

## How applications are assessed:

Applications are assessed by staff and volunteer committees consisting of community leaders and sector experts. Applications are assessed individually and in relation to the pool of applicants.

The Community Grants program receives a variety of requests. Assessment criteria include the following, which vary slightly depending on the type of initiative:

- **Rationale for the grant (Why?):** Did the applicant sufficiently explain the need for this work and why it's important to receive this grant to do so? Does the review committee have a clear picture of the challenge this work will address or the strength the applicant aims to build? If applying for existing programming, did they sufficiently explain why this grant is important at this time from a financial perspective?
- **Timeframe and Activities (When? / How?):** Is the plan (including activities and timeframe) clearly described, ready to execute and important to accomplish within the timeframe of the grant?
- **Impact (Desired Outcomes):** Are the outcomes in direct relation to the proposed activities? Is the review committee able to understand the desired impact over the course of the proposed timeline?
- **Fit within community (Who?):** Are there partnerships in place to ensure success of the work? Does the work complement existing efforts well or bring to light a new perspective to enhance the community?
- **Inclusive design:** Are there connections to the intended population? How will relationships contribute to the proposed work? Did the intended population contribute to the program design? Will the intended population continue to be part of its ongoing success?
- **Budget:** Is the budget appropriately resourced and does it have a strong alignment with the activities?

## Reporting:

Those who receive a Community Grant are required to submit a final report through the online grant portal. ECF staff review your grant report to learn how your initiative went, to make improvements to our granting process, and to identify gaps in the community we might be able to help fill. Completion of the report is a condition of receiving future grants.

## **If your application is declined:**

You can set up a conversation with Foundation staff to receive feedback on your application if it was declined during Stage 1 or in the final decision stage. Due to the demands on staff time, we will only be accepting bookings for those conversations once the Community Grants process is complete.

## APPENDIX A – Community Grants Application Questions

### *Community Grants Program - Question List*

---

#### Application Information

At Edmonton Community Foundation (ECF), we support a wide range of sectors, community needs, organizational needs, and types of projects and programs. ECF uses a two-stage application process for all Community Grant applications. Applicants are asked to submit a Stage 1 application during the month it is open. Staff will review all submitted applications after the deadline. If successful in stage 1, we will request a stage 2 application, which will include additional, clarifying questions and will be reviewed by volunteer sub-committees. This process is meant to assist applicants.

**Before you submit** - If you wish, you can contact us to discuss your funding needs before submitting your Stage 1 application. [Email the grants team](#) to schedule a meeting. Please note, as the deadline approaches, availability is limited.

Stage 1 application - Grants staff review stage 1 applications after the deadline has passed. From this stage, staff may request a Stage 2 application, or the application may be declined.

Stage 2 application – If requested, we will ask additional, clarifying questions and will be reviewed by volunteer sub committees.

The Fall 2023 timelines (for funding after December 1) are:

- Stage 1 application opens August 15
- Stage 1 application closes September 15 (at noon)
- If requested, Stage 2 application open to organizations October 2
- If requested, Stage 2 submissions due October 13 (at noon)
- Final decisions made mid to late November

**2024 Application Dates will be available in Fall 2023.**

What activities will not be supported?

- Any expenses incurred prior to the Foundation's decision date
- Deficit funding
- Funding to replace government cuts
- Funding drives
- Contributions to endowments
- Capital campaigns and purchase of land and/or buildings

- Support for operations, fundraising initiatives, or granting programs of other funders and/or entities whose primary purpose is to raise money for a third party
- Grants primarily benefitting individuals (such as scholarships or bursaries)
- Private or charter schools
- Post-secondary institutions
- Faith-based programs (religious worship, instruction, or proselytization)
- Conferences and/or annual events
- Research
- Medical equipment
- National or provincial initiatives without specific benefit to Edmonton; national or provincial initiatives that have specific benefit to Edmonton will be considered for a proportional cost

Applications are assessed by staff and volunteer committees consisting of community leaders and sector experts. Applications are assessed individually and in relation to the pool of applicants.

The Community Grants program receives a variety of requests. Assessment criteria include the following, which vary slightly depending on the type of initiative:

- **Rationale for the grant (Why?):** Did the applicant sufficiently explain the need for this work and why it's important to receive this grant to do so? Does the review committee have a clear picture of the challenge this work will address or the strength the applicant aims to build? If applying for existing programming, did they sufficiently explain why this grant is important at this time from a financial perspective?
- **Timeframe and Activities (When? / How?):** Is the plan (including activities and timeframe) clearly described, ready to execute and important to accomplish within the timeframe of the grant?
- **Impact (Desired Outcomes):** Are the outcomes in direct relation to the proposed activities? Is the review committee able to understand the desired impact over the course of the proposed timeline?
- **Fit within community (Who?):** Are there partnerships in place to ensure success of the work? Does the work complement existing efforts well or bring to light a new perspective to enhance the community?
- **Inclusive design:** Are there connections to the intended population? How will relationships contribute to the proposed work? Did the intended population contribute to the program design? Will the intended population continue to be part of its ongoing success?
- **Budget:** Is the budget appropriately resourced and does it have a strong alignment with the activities?

## **Stage 1 Application Questions**

### **Title**

(10 words)

### **Concise Description. Use plain language to describe your request in two sentences.**

This concise description may be shared with interested donors, funders and on our website. In this section, please refer to your organization in the 3rd person, rather than using "I, we, our" statements. For instance: "XYZ Organization is designing a new program" is better than "We are designing a new program".

(50 words)

### **Amount Requested from ECF**

(Number field)

### **Total Project Cost**

(Number field)

### **Grant Start Date**

Note: ECF does not provide retroactive funding.

(Date field)

### **Grant End Date**

Please indicate when the grant money will be spent and the work it covers finished up.

(Date field)

### **What will you be doing?**

(200 words)

### **This grant would be used primarily to support:**

Existing Programming Costs: (Only for organizations with an operating budget less than 8M) Costs associated with the delivery of current or ongoing programming. Includes: salaries, program materials and equipment, promotion, administration, accessibility considerations, etc.

New and Expanded Programming Costs: Costs associated with the development, delivery, piloting, or evaluation of new or expanded programs. Includes: salaries, program materials and equipment, promotion, spaces associated with programming, accessibility considerations, etc.

Capacity Building Costs: Costs associated with strengthening the organization's ability to deliver on its charitable mission. Includes: consultant fees, professional development, organizational assessments, technology, specialized equipment, costs associated with organizational mergers, etc. Capacity Building may also be to strengthen a sector or collective group. Includes: costs to collaborate, community engagement and organizing, identifying issues, and framing shared actions.

Equipment purchases or renovations: Costs associated with buying specific items or renovating a space or location.

(Select one)

**Why is this specific request important? Tell us about how things are currently, and the proposed changes.**

This could be in relation to clients, your organization, or the broader community.  
(200 words)

**When will the initiative start? Include a list of key activities and milestones.**

(200 words)

**Will you be working with \*partners?**

\*For ECF's internal purposes, partnerships are defined as a mutually beneficial interaction built on trust, shared expertise, and meaningful contributions to achieve shared goals. In this definition, partners do not include a vendor relationship where you are paying for services.

(Yes/No)

**If yes**, provide one or two sentences describing each partner, group, or individual and their role.

**Fit within the Community**

If there are other organizations that do similar work or serve a similar community, does your work complement these efforts or bring a different perspective?

(200 words)

**How will you know if you've been successful? How will you measure success?**

(200 words)

**What is your plan for sharing your learnings with partners, stakeholders, and/or other organizations?**

(200 words)

**Reporting Timeline**

If successful, when does your organization anticipate being able to submit a final report.

(Date field)

**Additional Information**

This question is an opportunity to add context to your application. If there is information that should not be shared to protect clients, staff, or others, please feel free to enter it here. Any information entered here is private and will not be shared as open data.

(Open field)

**Please "Save Draft" on the application to update the "ECF Grant Request" before completing the budget table.**

The budget should:

- identify which line items ECF funds would support
- be broken down by line item
- identify other funding sources (pending or confirmed), if applicable
- be balanced

**Note:** In 2022, the Living Wage in Edmonton was calculated at \$21.40. You can find more information about living wage here [Living Wage Alberta](#).



**Budget (opens in separate pop-up window)**

\* Please click below to complete the budget table (a new page will open)

**Additional Budget Notes**

Use this space to provide any additional information to your budget.

(Text field)

**Attachments - All attachments must be in PDF format.**

**Which of the following would best describe your organization?**

ECF is committed to equity, to correcting systemic barriers, and to creating a more just and fair society for everyone. For more information, you can read our [Equity Statement](#).

Does organization leadership represent an equity seeking community? (Select One)

- 'Led by' refers to organizations that have individuals at different levels of the organization (including board and senior leadership) with direct lived experience and/or connections to and within the same communities they seek to serve.
- 'Focused on' refers to organizations that include a specific mandate or mission to serve an equity-seeking community. This focus is also represented in culturally relevant delivery and direct input from the community.
- 'Serving' refers to organizations that have a strong representation of equity-seeking communities within their client base, may have strong or developing DEI policies and practices - but are not specifically focused on an equity-seeking community.
- Not specific to an equity-seeking community, refers to any organization that does not align with one of the definitions above.

**Attach the organization's statement or perspective on Justice, Equity, Diversity, and Inclusion (JEDI).**

ECF has an [Equity Statement](#) and would like to learn about other organization's journey.

(PDF Attachment)

**Most recent financial statements (audited preferred)**

(PDF Attachment)

**Certification of Accuracy** (Select Yes or No)

Check 'Yes' to certify that:

1. Your organization is operating in compliance with its bylaws and with Canada Revenue Agency regulations.
2. The executive leader of your organization is aware of the information contained in this application and can attest to its accuracy.

**ECF has many storytelling platforms, and we love to share what our grantees are up to.**

Please let us know if your organization would be willing to have ECF take a photo, video, or conduct interviews regarding your project by including the following information:

- Primary contact for multimedia scheduling, including name, email, and phone number.
- A list of dates or timelines that might help our editorial team plan shoots and interviews.

Multimedia content may be used for social media, promo videos, marketing materials, website, or other storytelling platforms. ECF can provide a photo release form for you to send to your attendees/participants if needed.

**Please note, not every grantee will be contacted for multimedia or interview opportunities.**