



COMMUNITY PRIORITIES GRANTS APPLICATION GUIDELINES

Community Priorities Grants Guidelines

The Community Priorities Grants Program is the Community Foundation of Lethbridge and Southwestern Alberta's largest granting program. Each year, over \$400,000 is distributed from this fund to engaged community groups and the charitable sector in the region.

From Application to Grant

Applications are reviewed by the Community Foundation's Grants Committee, which is comprised of Community Foundation Directors, and members of the community. The committee considers all applications and makes recommendations to the Board of Directors. The board then approves the committee's recommendations. Please note that all applicants are notified, regardless of whether or not they receive funding.

Granting Areas

Grants are considered for organizations with activities and programs that fit within at least one of the six [Vital Signs](#) impact areas:

- Community Connections
- Environment
- Lifelong Learning
- Living Standards
- Healthy Communities
- Cultural Life

Grant Application Deadlines

We accept Community Priorities Grants Program applications twice a year (if dates fall on a weekend, applications are due on the Monday following):

- March 15
- October 15

Applying for Grants

Before spending your valuable time completing a grant application, please read through the following information and answer the questions to determine whether your organization and your project meet our eligibility requirements.

Note: The Foundation **does not provide grants to organizations that were approved for grant funding in the previous year.** This does not apply to school districts or municipalities. **The Community Priorities Fund will not consider requests for funding over \$15,000.**

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.

COMMUNITY PRIORITIES GRANTS APPLICATION GUIDELINES

- The Community Foundation cannot grant to organizations deemed societies under the Alberta Societies Act **unless they are also federally registered charities** with a business number (BN). If you are in doubt about your organization's status, please check your organization's name against the official charities list on the [Canada Revenue Agency website](#), or call the Community Foundation at 403-327-1011 for assistance.
- **Municipalities** and **School Districts** are eligible to apply for funding.
 - Municipal organizations may apply for a grant to support a service that is operated by a non-charitable society or board (such as libraries, community hall, and recreation facilities.)
 - Schools may apply for a grant through their school district.

If your organization is eligible for funding, please continue to Step 2 to determine if your project is eligible.

Step 2: Is Your Project Eligible?

To help you to determine if your project is eligible, review the following list.

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

- Core operating costs for ongoing programs and services
- General fundraising campaign contributions or sponsorships
- Fundraising events or activities
- Retroactive expenses
- Deficit reduction
- Regular advertising and marketing of an organization
- Activities that serve primarily the membership or purposes of religious or political organizations
- Seminars, conferences, workshops, festivals, or the publication of studies that do not support the funding objectives of Community Priorities Grants funding streams (i.e., the Vital Signs impact areas)
- Team or group tours or travel outside the community, or travel reimbursement paid directly to individuals
- Projects that do not benefit residents of Southwestern Alberta
- Individuals
- Project funding requests over \$15,000

*If your project does **NOT** fall into any of the categories that are not funded, 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. Before spending valuable time completing the grant application, please review these points to ensure your project is a good match. The Community Foundation is interested in supporting projects that demonstrate at least one—but typically many—of the following.

COMMUNITY PRIORITIES GRANTS APPLICATION GUIDELINES

The project:

- Fits within at least one of the six Vital Signs Impact Areas
- Helps to fulfill the mission and mandate of your organization
- Improves the services offered by your organization
- Delivers benefits to the majority of your demographic
- Demonstrates a real need for funding that is not otherwise available
- Demonstrates a search for funding from sources other than the Community Foundation
- Demonstrates an investment in the project through contributions from your organization, the community, and/or support from other funding sources
- 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

The Community Priorities Grant will cover:

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

If you believe that your project fits within the above criteria, please continue to Step 4.

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 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.

Contact Us

Your application has the best chance of receiving funding if it is clear and accurate. Grant applicants are invited 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- 327-1011 **Email:** grants@cflsa.ca