



BUILDING COMMUNITIES GRANT Guidelines

Since its establishment in 1985 as a non-profit organization, Parks Foundation Calgary (PFC) has been dedicated to creating thriving communities and public spaces. We exist so all Calgarians can enjoy a healthy lifestyle by providing easily accessible and unique, sport and green spaces.

What is the Building Communities Grant Program?

Since 2009, Parks Foundation Calgary has supported the Building Communities (BC) Grant Program which provides all-around project support toward community-led initiatives that develop and enhance Calgary's green spaces. In the past this program strongly supported playground projects, specifically in areas of higher need within the City of Calgary. Due to the success of this program, PFC has now expanded to include a broader range of park projects. Since 2009 PFC has supported more than 150 community driven projects valued at more than \$23 million.

The BC grant program provides funding up to a *maximum of \$25,000* to support capital costs of a community-led project. In order to apply for our BC Grant, you must first apply for our Project Gift Administration (PGA) Program. Our PGA program assists groups with the account administration for their project including payment of invoices and issuance of tax receipts at no extra cost to the project or group. Please check out our website to learn more about the benefits of this program <http://www.parksfdn.com/project-gift-administration/>.

What types of organizations are eligible?

Those eligible may be any organization, club, educational institution or society that:

- is registered as a non-profit society and has a Certificate of Incorporation
- has objectives relating to parks and active communities
- is located within the City of Calgary municipal boundaries

Grants are provided to schools, parent associations, community associations and other organizations that meet the eligibility requirements.

What types of Projects are eligible?

- Traditional Playgrounds
- Fitness Parks
- Natural Playgrounds
- Park Revitalization Projects
- Outdoor Classrooms
- Community hubs

Eligible projects are not limited to those listed above. We encourage all applicants to contact the Parks Foundation office with any questions and to discuss project eligibility.

How are applications evaluated?

Applications are reviewed and evaluated by the Building Communities Advisory Committee using the following criteria:

- Social and community need as it relates to parks and community spaces
- Benefit and flexible use of project elements that will allow a variety of demographics to use and feel welcome in the space
- How the project will support community cohesion and contribute to innovative and multi-use park amenities
- Essential need for financial assistance, as well as the funding commitment from the applicant organization, or other funding sources, to ensure your project reaches success
- The project must be within the Calgary municipal boundaries

***In order to qualify for the BC Grant Program the organization must first apply and set up a Project Gift Administration account.**



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How do we apply for a Building Communities Grant?

Complete the application form on the Parks Foundation Calgary website at <http://www.parksfdn.com/building-communities/> by the appropriate deadline. We encourage all applicants to contact the Grant Program Manager with any questions and to discuss project eligibility prior to working on your application. See the website for up to date contact information.

Two copies of your application are required upon submission, one (1) hard-copy, as well as (1) electronic file. Please do not submit your application in multiple emails.

Hard-copy applications can be mailed to:

Building Communities Grant Program
Parks Foundation Calgary
225-13th Avenue SW
Calgary, AB T2R 1N8

All electronic applications must be emailed to the current Grant Program Manager; see website for contact information.

Are there application deadlines?

Grant applications are accepted three times per year, on the following dates:

- January 15th
- May 15th
- October 15th

The Building Communities Advisory Committee reviews each application using the evaluation criteria outlined above. The review process may take 8 weeks to complete. The Committee provides its recommendations to the Parks Foundation Calgary Board of Governors for final approval, after which the applicants are notified.

What are the conditions associated with accepting a grant?

There are six main conditions associated with accepting a BC grant:

1. The Grantee shall use the Building Communities Grant funds solely towards the described project within 12 months of approval.
2. The Grantee will complete a Parks Foundation Calgary evaluation survey upon project completion.
3. The Grantee will continue community engagement in future programs and projects in their neighbourhood or school to enhance the quality of life for its citizens.
4. The Grantee has agreed to include in their project design and budget the cost of one or more Parks Foundation Calgary Dedication Benches with a plaque recognizing Parks Foundation Calgary's contribution.
5. The Grantee will deposit 100% of their project funds with the Parks Foundation Calgary's Project Gift Administration Program.
6. The Grantee will submit a short testimonial on what the project meant to your community and the impact it had.

How do we get more information?

If you have questions about the Building Communities Grant Program please contact Parks Foundation Calgary at info@parksfdn.com.