



# BUILDING COMMUNITIES Application Form

Organization Information			
<b>Name of Organization:</b>			
<b>Provincial Incorporation Number:</b> (AB Societies Act)		<b>Date of Incorporation:</b>	
<b>Mailing Address:</b>			
<b>Phone Number:</b>			
<b>Email:</b>			
<b>Website Address:</b> (if available)			
Project Information			
<b>Project Title:</b>			
<b>Project Location:</b> (Address & Community)			
<b>Total Cost of the Project:</b>		<b>Grant Amount Requested:</b> Maximum of 25,000	
<b>Project Description:</b>  One paragraph that clearly describes your project and the end results you want to achieve.			
Contact Information:			
<b>Primary Contact:</b> (Project Leader)			
<b>Email Address:</b>			
<b>Phone Number:</b>			
<b>Secondary Contact Person:</b>			
<b>Email Address:</b>			
<b>Phone Number:</b>			



# BUILDING COMMUNITIES

## Application Form

Project Description	
<p><b>Social and Community Need for Project:</b></p> <p>Example:</p> <ul style="list-style-type: none"> <li>• Current space is underutilized;</li> <li>• Current space is unsafe or does not cater to community needs</li> <li>• A need for free outdoor activities or improve communities and school spaces</li> </ul>	
<p><b>Benefit and Flexible Use of Project:</b></p> <ul style="list-style-type: none"> <li>• Highlight unique, innovative and multi-use project features ie. learning space; playground; gathering spaces; art</li> <li>• Consider adaptability of space and the target demographic</li> <li>• Is the project addressing a specific niche or gap in the community? i.e. accessible</li> </ul>	
<p><b>Why the Project should be Funded:</b></p> <p>Explain your need for funding from Parks Foundation Calgary.</p> <ul style="list-style-type: none"> <li>• High needs community</li> <li>• Access to casino funds/grant funds</li> <li>• Confirmed funding by applying organization</li> </ul>	
<p><b>Project Partners:</b></p> <p>List all potential project partners and their role (financial or in-kind contributions, materials, volunteer hours, design work, etc.)</p> <p>This is an opportunity to showcase the collaborative partnerships resulting from your project.</p>	
<p>Include a Detailed Project Budget - See budget worksheet</p>	

Community Support for the Project:
<p>Please attach any documents or letters that show community support for the project. For example:</p> <ul style="list-style-type: none"> <li>Letter from the School Board (if on school property)</li> <li>Letter from the City - Alderman or MLA</li> <li>Letter from the Landowner (City/School Board)</li> <li>Local or nearby businesses that support the project</li> <li>Community groups nearby that may benefit from the space</li> </ul>

### Additional Supporting Documentation Required

<b>Project Documents:</b> <ul style="list-style-type: none"> <li>Photos of site before development</li> <li>Three Vendor Quotes</li> <li>Project Design or plan (if chosen)</li> <li>Detailed Project Budget</li> </ul>	<b>Organizational Documents:</b> <ul style="list-style-type: none"> <li>Certificate of Incorporation and Recent Annual Return</li> <li>Most Recent Financial Statement</li> <li>Budget for the Current Year</li> </ul>
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Document Checklist	Yes	No
Completed Application Form		
Community Support Documents/Letters		
Detailed Project Budget		
Photos of site before development		
<b>Three</b> Vendor or Contractor Quotes		
Project Design or plan (if chosen)		
Certificate of Incorporation & Recent Annual Return		
Recent Financial Statement from the Organization		
Organization's Budget for the Current Year		

**\*\*Due to limited funds and high volume of applications not all eligible projects will be approved for funding and projects that are approved may receive less than their requested amounts.**

Two copies of your application are required. One hard-copy of the application and one complete electronic file. Please do not submit your application as multiple emails or as multiple files. All hard-copy applications can be mailed to or dropped off at:

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

**Grant applications must be signed by one person with financial signing authority for your organization.**

Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_



# BUILDING COMMUNITIES Application Form

Project Budget:			
Total Project Budget:			
Revenue Sources	Cash	In-Kind	Total
Total Project Revenue (Should equal the total project budget)			
Project Expenses: Please detail all of the anticipated expenses for the project (e.g. materials, equipment, landscaping, site preparation, food for volunteers, etc.)			Total Project Expenses
<b>Total Project Expenses</b>			