

Community Grants Guidelines

Applications due at noon (12:00 pm MST) on September 16, 2024

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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. With the high volume of grant applications we expect to be submitted, the number of previous grant applications and successful grants your organization has received, across various streams, will be considered during the review.

ECF will not fund the same initiative across different grant streams. Organizations should consider how their request aligns to the specific grant stream. We don’t suggest applying to multiple grant streams in the same calendar year.

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](#)¹
2. Their work must be based in and serve the Greater Edmonton Area, including the four surrounding counties. Additionally, Indigenous [qualified donees](#) located within Treaty 6 Territory.
3. Each organization can have one current Community Grant for their own work AND one to support a partnership or collaborative led by and/or focused on equity-deserving communities.

¹ 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)

- a. When applying to support their own work, they must have completed and reported on any previous Community Grant.
- b. When applying in partnership with a non-profit society or grassroots group, they must have completed and reported on any previous Community Grants for a partnership or collaborative.

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-deserving communities. We recognize that equity-deserving organizations may experience barriers in accessing charitable status. For the purposes of this document, we use the term “equity-deserving communities” to include groups which are marginalized by societal structures. Equity-deserving 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-deserving 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-deserving 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 (minimum request of \$20,000).
- 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 (minimum request of \$20,000).
- 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 between 12 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 after January 1, 2025 (after grant decisions are made).

Limitations

Grants are NOT available for the following:

- Deficit funding
- Endowments
- Medical equipment
- Research
- Funding to replace government cuts
- Travel outside the Greater Edmonton Area
- Capital campaigns and purchase of land and/or buildings
- Conferences, annual events, or organization celebration
- Private schools, charter schools, or post-secondary institutions, including their foundations
- Other funders and organizations whose primary purpose is to raise money for a third party
- Grants primarily benefitting individuals (i.e. scholarships, bursaries, gift cards, vouchers, etc.)
- Fundraising events (such as tickets, raffles, auctions, or tournaments) or annual fundraising appeals
- Faith-based organizations and activities that require religious participation by those receiving services or that are providing religious education
- National or provincial initiatives without specific benefit to Edmonton; initiatives that have specific benefit to Edmonton will be considered for a proportional request.

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 [here](#) on the Edmonton Community Foundation website. (**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
- An attachment section to upload a Financial Statement, Board Member List, and Justice, Equity, Diversity and Inclusion (JEDI) statement/perspective

Online Application Tips

Applicants can save a draft application as they work, log out, and log back in to continue working on the application up until the deadline. Be sure to click **Save Draft** as you go through the application.

Edmonton Community Foundation staff will not review draft applications unless we are asked to do so. If you would like your draft reviewed, you must contact staff by Monday, September 9 at the very latest. Email grants@ecfoundation.org to request a review.

Community Grant Timeline

- August 15 to September 16, 2024: Stage 1 application intake open. Submit application by 12:00 pm (noon) MST on September 16, 2024, using the [Online Grant Portal](#) found on ECFs website.
- Mid October 2024: Applicants will be notified whether their application has been shortlisted to Stage 2 of the application process or if it has been declined. The Community Grants program has a budget of approximately \$1.8 million this cycle. The program receives about 100 applications per cycle, and we anticipate advancing approximately 30% of applications to the next stage.
- Late October to late November 2024: Stage 2 applications are due (October 25). Applications are assessed by volunteer committees consisting of community leaders and sector experts during the month of November. Applications are assessed individually and in relation to the pool of applicants.
- Early December 2024: Successful applicants will be notified whether they have been awarded a grant. Applicants who are awarded a grant will be guided through the next steps, including reporting requirements. Grants will be issued in December.

How applications are assessed:

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 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? Does the budget clearly indicate which portion(s) of the initiative ECF will be supporting?
- *Viability and Feasibility:* Requests are viable when there is a clear plan with timelines, activities, readiness to implement, and a balanced budget.

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, make improvements to our granting process, and 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.

Your organization is eligible to submit another Community Grant application six months from when you received notification that your last application was declined.

APPENDIX A – Community Grants Application Questions

Community Grants Program - Question List

Application Information

All of the application information listed above (criteria, guidelines, timelines, etc.) is also listed on the online application.

***Eligibility Acknowledgement**

I have read the criteria guidelines and agree that the organization's request for funding is eligible.
(checkbox)

*** The information in this application may be shared with other Edmonton Community Foundation departments or external funding organizations for potential funding opportunities. I give the Edmonton Community Foundation permission to share this application with other funding organizations.** If you have any questions, please email grants@ecfoundation.org

(Checkbox: Yes or No)

Stage 1

***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)

- The organization **has** received a community grant in the last five years, and submitted reporting, the organization is eligible to apply for up to \$80,000 (minimum \$20,000).
- The organization has **not** received a community grant in the last five years, the organization is eligible to apply for up to \$50,000 (minimum \$20,000).

***Total Project Cost**

(Number field)

Expenses covered by the grant must be incurred after January 1, 2025 (after grant decisions are made).

***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?**

Briefly describe the request as a whole but also make sure it's clear which portion(s) of the request ECF is supporting.

(200 words)

***This grant would be used primarily to support:** (Select one)

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.

If selected existing programming, additional question:

***Outline who your current financial supporters are for this existing programming and indicate why ECF support is needed at this time.**

(200 words)

***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)

Budget

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

[Watch this online video tutorial to learn about how to build a budget.](#)

Note: In 2023, the Living Wage in Edmonton was calculated at \$22.25. 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

Stage 1 attachments

***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-deserving 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-deserving 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-deserving community within their client base, may have strong or developing DEI policies and practices - but are not specifically focused on an equity-deserving community.
- Not specific to an equity-deserving 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)

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

***Certification of Accuracy**

Check 'Yes' to certify that: (Select one: Yes or No)

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.

If requested, Stage 2 attachments

***Current Board of Directors List** (PDF)

Provide name, position, City/Town, and a brief sentence describing their relevant background and/or skills.

***If applicable, letters of support (maximum 2).** (PDF)

From external stakeholders (e.g. partners, clients) outlining the benefits of and/or their involvement in the proposed project. 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.