Pandemic Recovery Program Grant Guidelines

Phase 3: Resilience
Applications due: 4:00 pm February 16th, 2021

Support to strengthen organizations for their operational future

Calgary Foundation Pandemic Recovery Program Grants

Since March 2020, Calgary Foundation has provided more than 14 million dollars in grants to support the immediate and mid-term COVID-19 related needs of 300+ charities and other qualified donees. Phase 1 (April – July 2020) of the Pandemic Recovery Program provided short-term emergency relief to revise programming, accommodate staff and client safety, and plan for recovery. Phase 2 (October – December 2020) also accepted applications for re-entry and rebuilding strategies.

Phase 3 now adds an additional focus – support for strategies that help organizations meet their operational future. We will now consider applications aligning with any of the three phases (Relief, Recovery, Resilience).

Eligibility for Calgary Foundation Pandemic Recovery Program Grants

Who can apply?
Qualified donees[1] that serve individuals, communities, or neighbourhoods within one or more of the following regions:

- Banff
- Calgary
- Municipal District of Bighorn (including towns and hamlets)
- Foothills County (including towns and hamlets)
- Wheatland County (including towns and hamlets)
- Municipal District of Kananaskis
- Rocky View County (including towns and hamlets)
- Kainai (Blood) First Nation
- Piikani First Nation

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[1] *Go to Canada Revenue Agency's Charities Listings website to determine whether your organization is a qualified donee if you are not sure:* http://www.cra-arc.gc.ca/charitylists/

- Siksika Nation
- Stoney Nakoda Nation
- Tsuut'ina Nation

Eligibility Restrictions:
- A qualified donee who did **not** receive a grant from Phase 2 may submit:
    - One application to Phase 3 for their own work AND/OR
    - One application to Phase 3 on behalf of a collaborative[2] or in partnership with a non-profit society focused on equity-seeking communities[3].

- A qualified donee who did receive a grant from Phase 2 may submit:
    - One application to Phase 3 on behalf of a collaborative or in partnership with a non-profit society focused on equity-seeking communities.

- The grant maximum is **$75,000**
    - Exception: In recognition of limited funding options, a Nation's broad mandate to serve community, and our commitment to Reconciliation, we extend the grant maximum to $150,000 for First Nation's Administration who meet other eligibility requirements.

What activities are eligible? One or more of these:
- **Operational:** Costs associated with the ongoing day-to-day operations because of a downturn in income due to the pandemic and an inability to secure those funds elsewhere. Includes: salaries, rent, existing programs, PPE, etc.
- **Programming:** Costs associated with the development, delivery, or evaluation of new programs or expansion of existing programs. Includes: salaries, program materials, promotion, etc.
- **Capacity Building**: Costs associated with the strengthening of the organization's ability to deliver on its charitable mission. Includes: staff wellness strategies, consultant fees, professional development, organizational assessments, and costs associated with organizational mergers, etc.
- **Capital:** Costs associated with the acquisition or upgrading of physical assets for the long-term benefit of the qualified donee. Includes: renovations, technology hardware, etc.

What is the timeframe for these activities to occur?
- The initiative should finish no later than June 30, 2022.
    - The work can be scheduled to start upon grant approval notification (mid-June 2021) or within a few months afterwards.

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[2] A collaborative is when multiple organizations work together on a shared goal

[3] For the purposes of this document, we use the term "equity-seeking communities" to include groups who are marginalized by social structures. Equity-seeking communities often experience social and financial disadvantages as a result of systems of oppression. Oppression takes many forms, including but 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 of 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.

- o The grant can be used instead to cover some expenses incurred prior to grant notification. However:
  - Expenses can be incurred no earlier than February 16, 2021.
  - Such a plan is entirely at the applicant's own risk. Not all eligible applications will be awarded a grant due to the heavy demand on the program.

What activities are ineligible?

The Pandemic Recovery Program is not intended to address economic relief for individuals or to duplicate economic relief efforts of governments or financial institutions. The program also will not support:

- Activities that do not align with Calgary Foundation's stated values
- Hosting annual or ongoing events /conferences
- Academic research
- Fundraising activities or salaries
- Debt retirement and endowments
- Religious services or proselytizing.

How to apply

- Step 1: Review the Program Guidelines to determine eligibility.

  - o If you wish to discuss eligibility, please click here to schedule a conversation with Foundation staff.

- Step 2: Contact Calgary Foundation staff by February 8, 2021 at the very latest to:

  - o have a draft application reviewed

  - o arrange to make an oral grant application (Indigenous organizations only)

- Step 3: If eligible, complete your application through the Online Grant Portal found on the Calgary Foundation website here.

  - o The application consists of (a) basic questions about your organization to answer in writing; (b) detailed questions to answer through text, a video or (for Indigenous organizations only) oral discussion and (c) a budget template to download, fill out, and upload.
    - Applicants can save a draft as they work and print using the "Application Packet" button.
    - No one from Calgary Foundation will review the draft application unless you make a specific request, as explained above in Step 2.

Application Assessment Process and Timeline

- By FEBRUARY 16TH, 2021 – Submit application by 4:00 pm MST using the Online Grant Portal found on the Calgary Foundation's website
- MID-APRIL – Applicants will be notified whether their application is being shortlisted into the second and final step of the application process. (We anticipate being able to shortlist approximately 35% of all applications due to great demand.)
  - Those applicants who are shortlisted will be required at this stage to submit a list of current board members and a copy of their most recent Audited Financial Statements.
  - Those applicants who are not shortlisted may request a discussion with Foundation staff about why their application was not successful. These discussions will occur no earlier than mid-July due to the heavy demands on staff time.
- MAY - JUNE – Applicants who are shortlisted will meet with a Grant Advisory Committee to answer any questions about their application. They may be asked to answer some questions beforehand by email to facilitate good conversation.

- JUNE 21st, 2021– Applicants who were shortlisted will be notified whether they are being awarded a grant.
  - Those applicants who are awarded a grant will be guided through next steps such as signing a grant agreement and understanding reporting requirements.
  - Those applicants who are not awarded a grant can request a discussion with Foundation staff about why their applications were not successful. These discussions will occur no earlier than mid-July due to the heavy demands on staff time.

How applications are assessed

Through the two-step process described above, applications are assessed by staff and a volunteer committee consisting of community leaders, volunteers, and sector experts. They apply a scoring matrix built around five equally weighted factors:

- What & Why: The work the grant would support is meaningful and addresses the reasons the applicant wants to do the work.

- When & Urgency: The timing of the described plan makes sense and is important to accomplish by June 2022.
- Impact: There is community benefit in doing this work.
- Fit: The work takes place with a spirit of collaboration with existing community efforts and/or poses an important counterpoint to advance equity and community benefit.

- Inclusiveness: The work is designed and accomplished with meaningful involvement of the beneficiaries/focused population of that work.

Reporting

If approved, a final report will be assigned in the online grant portal. Reports will require that you address: the initiative's outcomes, impact and sustainability, and your organization's learning related to the initiative. Completion of the report is a condition to receiving future grants.

Will there be a Phase 4 of the *Calgary Foundation* Pandemic Recovery Program Grant?

Shortly after the COVID-19 pandemic was declared in March 2020, Calgary Foundation set out a three-phase application-based grant response from our internal granting resources, worked with our donors to increase support for charities according to the donor's philanthropic goals, and participated in several funding collaboratives to bring more resources to the charitable and non-profit sectors working in our community. This grant cycle – Phase 3 – wraps up this plan.

Calgary Foundation will continue to offer grant programs, including our annual fall 2021 cycle, with the focus to be determined. It may continue to focus on COVID or return to a more broad-based intake depending upon the circumstances at that time.