



Community Grants: Funding Application Project Grants

Funding Goals

Burns Memorial Fund for Children was established by a bequest of the late Senator Patrick Burns to support low-income children and youth in Calgary. Through the Community Grants program, we work towards the following goals:

- Each child is ready for school, experiences success in school and graduates
- Each child is healthy, safe and has access to optimal health care
- Each child has the opportunity to participate in recreational activities that help them to discover their talents and develop their full potential

Eligibility

Applicants must be federally registered charitable organizations. Funded projects must align with at least one of the goals outlined above and must assist Calgary children under 21 years of age who encounter barriers due to lack of financial resources.

Grant Amounts and Activities

The maximum grant size for 2024 is \$15,000 per grant. The grants are intended to support time-limited projects, seed or start-up activities, capital costs, one-time program costs, or other similar endeavors. Grants are not multi-year and cannot be used to cover ongoing program or staff expenses.

Deadline and Application Process

Applications are due on **May 1**, yearly. Grant decisions are usually made within ten weeks of the application deadline.

Applicants must discuss their proposed project with Faye San Jose, Grants Coordinator. Please call Faye at 403-234-9396 ext. 2, or set up a time to discuss your project by emailing fe.sanjose@burnsfund.com prior to submitting an application.

Completed grant applications must be submitted to communitygrants@burnsfund.com and will be acknowledged via email. If you do not receive an email notice that your application was received, please contact Faye San Jose.



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Organization Information

NAME: _____

MANDATE:

DATE ESTABLISHED

CHARITABLE REGISTRATION NUMBER

Contact Information

NAME

PHONE

ADDRESS

EMAIL

Project Profile

NAME: _____

PRIMARY POPULATION SERVED BY PROJECT

ANTICIPATED NUMBER OF PARTICIPANTS

AGE RANGE OF PARTICIPANTS

_____ until _____
EXPECTED DURATION OF PROJECT (MM/DD/YYYY)

AREA OF FOCUS (CHECK ALL THAT APPLY):

☐ Health

☐ Education

☐ Recreation

TOTAL AMOUNT OF FUNDS REQUESTED: _____



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Project Description

A) Please describe the purpose and goals of the project. What need does it meet?

B) What activities will you undertake to achieve the purpose and goals?

C) What are the two main outcomes your project will achieve for low-income children and youth? (*What does success look like for your project?*)

D) How will you measure these outcomes? (*How will you know you have been successful?*)



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Budget & Capacity

Complete applications must include the following attachments:

- A) The project's proposed budget, including both revenue and expenses. Please indicate which sources of revenue are confirmed and which are potential.
- B) Your organization's most recent audited financial statements and annual report, or other documentation demonstrating the organization's ability to carry out the project.

Accountability

Successful applicants will be expected to submit a brief report at the end of the project. The report will include:

- A description of the work done through the project, and progress made towards the anticipated outcomes, using the measurement approach outlined in the application.
- A financial accounting of the funds granted.

Eligibility for future support is dependent upon acceptance of your project's final report by BMF.

Recognition

Burns Memorial Fund appreciates any recognition given to BMF during the operation of the project.

Applications should be submitted to: communitygrants@burnsfund.com

For more information or questions, contact:

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