

Community Grants: Funding Application

****For Oral Applications Only****

Burns Memorial Fund for Children's Community Grants support the delivery of community-based programs and collaborative initiatives, which contribute to the health, educational and recreational needs of children and youth who are living in low-income situations in Calgary.

Eligibility

To be eligible for the grant:

- Applicants must be non-profit or charitable organizations registered to operate in Alberta and currently operating in Calgary.
- The proposed project must benefit low-income Calgary children under 21 years of age in the areas of health, education or recreation.

Grants

The maximum grant size for 2025 is \$15,000 per grant. Grants are intended to support time-limited projects, seed or start-up activities, capital costs, one-time program costs, or other similar endeavours. In the past, approved funding requests have included the following:

Grants are not multi-year and cannot be used to cover ongoing program or staff expenses. Proposed projects should be completed within a year of receiving funding.

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.

Community Grants: Funding Application

****For Oral Applications Only****

In your email text, please write the following information:

Organization Information

- Legal name of the organization
- Organization's mandate – In one sentence, please explain what your organization is trying to accomplish in the community.
- Date/year the organization was established
- Charitable registration number – If not a registered charity, list business entity type and business registration number if applicable.
- Organization's address
- Primary contact name, contact number and email address

For audio/video recording:

Record your responses to the application questions using video or audio. Include the recording as a link in your submission email. Please see below for video and audio guidelines.

Project Information

- Project name/title – Tell us the name/title of your proposed project name.
- Primary population served by the project – Describe the population you are serving.

Funding Request

- Type of funding request – What type of funding request is this? For example: material & equipment purchase, one-time programmatic costs, organizational development, technology purchase or update, etc.
- Total amount of funds requested (note: for 2025 grant year, maximum amount is \$15,000).

Project Description

Please answer the following questions:

- What need does your proposed project meet?
- What do you plan to do to meet that need? How will the identified need be met through the proposed project?
- How will the proposed project benefit low-income children and youth in Calgary? (Be specific about who you serve and how this project helps them.)
- What do you hope to achieve with this project? How will you know if you are successful? (How will you measure success?)

Required Supporting Documentation

Please attach or provide link in your email:

- Most recent financial statements (audited statements, if available)
- Most recent annual report
- Current organization board of directors list
- Detailed project budget
- If not a registered charity, include incorporation and registration certificates and most recent T1044 NPO Information Return.

Community Grants: Funding Application

****For Oral Applications Only****

Accountability

Successful applicants will be expected to submit a brief report at the end of the project. The report should describe the progress made towards the anticipated outcomes, using the measurement approach outlined in the application. A financial account of the funds granted will also be included with that report. 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.

Video/Audio Guidelines

Duration

Please keep the video/audio recording to **10 minutes** maximum. This time limit is chosen to be equivalent to the length of space available for written applications.

Assessment Criteria

Evaluation of your video/audio submission will focus on the content rather than the production quality. Audio must be clear.

Uploading Your Video

To share your video/audio recording with us, upload it to YouTube, then paste the link to the video/audio recording into your application submission email to communitygrants@burnsfund.com.

To get started uploading your video on YouTube, follow the steps below:

1. Sign into YouTube.
2. Click on the video icon at the top right-hand side of the window, which can be found next to your user icon, messages, apps and notifications.
3. Click 'Upload a Video'.
4. Select the video/audio file you would like to upload from your computer.
5. Before you start uploading the file, choose "**Unlisted**" video privacy setting from the drop-down menu.
6. As the video/audio recording is uploading, you can edit both the basic information and the advanced settings of the video/audio recording. You can have a title up to 100 characters and a brief description. Once the upload is complete, click Next.
7. Set the video privacy setting to **Unlisted**, click **Save**.
8. Copy the link to the video/audio recording provided. Paste the link into your application submission email to communitygrants@burnsfund.com.