

Community Grants: Funding Application

****For Written 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:

- Material and equipment purchases
- One-time programmatic costs
- Organizational development
- Technology purchase or update
- Workshop or summit expenses
- Program pilot costs

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**. 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

IF NOT A REGISTERED CHARITY, INDICATE BUSINESS ENTITY TYPE & REGISTRATION NUMBER:

Contact Information

NAME OF PRIMARY CONTACT

PHONE

ADDRESS

EMAIL

Project Information

NAME/TITLE

START DATE (YYYY/MM/DD)

END DATE (YYYY/MM/DD)

Type of Funding Request

- MATERIAL AND EQUIPMENT PURCHASE
 ONE TIME PROGRAMMATIC COST
 ORGANIZATIONAL DEVELOPMENT

- TECHNOLOGY/SYSTEM UPGRADE
 PROGRAM PILOT COST
 OTHER

Please specify: _____

Total Amount of Funds Requested:

Project Description

1. What need does your proposed project meet?

2. What do you plan to do to meet that need? How will the identified need be met through the proposed project?

3. 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.

4. What do you hope to achieve with this project? How will you know if you are successful? (How will you measure this).

Required Supporting Documentation

Please attach:

- 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.

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.

For more information, contact:

Faye San Jose

Phone: (403) 234-9396 ext. 2 | fe.sanjose@burnsfund.com