

Community Grants: Funding Application

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

Burns Memorial Fund for Children's Community Grants fund projects and initiatives that promote the healthy development and future success of children and youth from low-income families 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 children and youth living in low-income situations in Calgary.

Grants

The maximum grant size for 2026 is \$15,000 per grant. Grants cover **one-time** expenses that either directly help children and youth from low-income families or strengthen organizations that work primarily with this group.

Examples of previously funded projects:

- Material and equipment
- Staff training and capacity building
- Technology purchases or upgrades
- Workshops or summits
- Pilot programs

Organizations are eligible to receive funding through the Community Grants program once every two years. Proposed projects should be targeted for completion 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.

If you have questions regarding the community grants and/or wish to discuss your proposed project before submitting an application, please reach out to Faye San Jose, Grants Coordinator, at 403-234-9396 ext. 2 or fe.sanjose@burnsfund.com. **Organizations that are not charities must have a conversation with Faye in advance of application, as there are specific requirements and guidance for nonprofits without charitable status.**

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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In your email text, please write the following information:

Organization Information

- Legal name of the organization
- 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.

Organization Information

- What does your organization do in the community?

Project Information

- Project name/title – Tell us the name/title of your proposed project name.
- Primary start and end dates – Tell us when the project will take place.

Funding Request

- Type of funding request – What type of funding request is this? For example: material & equipment, staff training, technology purchases or upgrades, etc.
- Total amount of funds requested (note: for 2026 grant year, maximum amount is \$15,000).

Project Description

Please provide answers to the following questions:

- Describe your proposed project - what are you planning to do?
- How would you use the requested grant funding in this project?
- How will Calgary's low-income children and youth benefit from this work? (please provide evidence where possible to demonstrate that this population will benefit from this project)

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.

Accountability

Successful applicants will be expected to submit a brief narrative report at the end of the project, including a financial report showing how grant funds were spent. Eligibility for future support is dependent upon acceptance of your project's final report by BMF.

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Video/Audio Guidelines

Duration

Please keep the video/audio recording to **10 minutes**.

Assessment Criteria

Evaluation of your video/audio submission will focus on the content rather than the production quality but please make sure the audio is clear so we can understand the request.

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.