



Guidelines for the PartnerParks Conceptual Drawing Grant Application

What is the PartnerParks Conceptual Drawing Grant Program?

The PartnerParks Conceptual Drawing Grants program is intended to provide “seed money” for development and enhancement of Calgary’s parks, playgrounds, pathways, natural areas, and open spaces. The program supports projects that provide significant benefit to the continuation and enrichment to Calgary’s parks and pathways

PFC provides funding assistance throughout the city of Calgary. Parks Foundation offers PartnerParks grants in the following area

- **Architectural Drawing Grants** - Up to \$5,000.00 can be awarded to any non-profit organization, club, league, education institution, or group endorsed by an appropriate body to provide seed money to hire a landscape architect to provide drawings that reflect the vision which the group would like to create. The architectural drawings also provide a preliminary cost estimate for the project, and a drawing to show donors, stakeholders, and city representatives during the first stages of approvals.

What types of groups are eligible

Those eligible shall be any organization, club, league, educational institution or group endorsed by an appropriate body if they

- are registered as a non-profit society
- have objectives and programs relating to parks or river valleys or amateur sports

Past grants have been provided to schools and parent associations for playground equipment and seating, community associations for naturalization projects, and other organizations for pathways, trees and interpretive signage. Playground designs are not eligible for a conceptual drawing grant.

How do we apply for: Architectural Drawing Grants?

Submit a written application to Parks Foundation Calgary.

Applications must include a cover page and supporting documentation as outlined below. Please provide two copies of the application.

The Cover Page must include:

- Application date
- Name of your organization
- Mailing address, website address and email address
- Project site location if different from above address
- Contact person(s) and phone numbers (day and evening) & email addresses
- Project description - a one paragraph or point form outline clearly describing your project
- Grant Amount Requested
- Other sources of Funding or Grant Requests

Supporting Documentation should include:

- Statement regarding a demonstrated need for the project as it relates to parks, pathways or river valley development
- Statement regarding the benefit of the project including the number of communities, groups or citizens who will benefit
- **Quotes:** verified tenders & quotes from **three** competing sources
- Current Annual Return showing non-profit status.
- **Schools:** Awareness of school naturalization project guidelines which must be adhered to.
- Other funding sources

First time applicants - if this is the first time your organization has applied for a grant, or these documents are not on file with Parks Foundation Calgary, please provide one copy of each of the following documents as well:

- Certificate of Incorporation and current Annual Return (Proof of Filing) or a letter of endorsement from an appropriate organization acknowledging your organization's non-profit status; and
- Your organization's bylaws and objectives

To avoid delay in processing your organization's application, please ensure that you have included all the information requested. If you have questions about the application process, please contact us at 974-0751 and we would be pleased to assist you.

Where do we send our applications?

Applications should be sent to:

Manager, Grant Programs
Parks Foundation Calgary
225-13th Avenue SW
Calgary, AB T2R 1N8
Phone: (403) 974-0751

When are the application deadlines?

Grant applications are currently reviewed on an ongoing basis

How are the applications evaluated?

Evaluation criteria includes:

- a demonstrated need for the project as it relates to parks, pathways or river valley development or amateur sports
- the number of communities, groups or citizens who will benefit
- The project must be within the Calgary municipal boundaries or of benefit to Calgary citizens

What are the conditions associated with accepting a grant?

There are two main conditions related to accepting a PartnerParks Conceptual Drawing Grant:

1. Your group must interview no less than three architects to discuss your proposal and include at least three verified tenders/quotes from competing firms with your application.
2. Recipients must provide recognition of the support of the PartnerParks Grant program and its funders and administrators, Parks Foundation Calgary. This recognition should be determined in consultation with the Grants Manager

If successful, how do we get our grant funds?

Grant funds are paid directly by Parks Foundation Calgary to the Architect that has been chosen by your organization.

How do we get more information?

If you have questions about the PartnerParks Conceptual Drawing Grant Program please contact the Parks Foundation, Calgary at (403) 974-0751 or visit our website at www.parksfdn.com