



Parks Foundation Calgary - Project Gift Administration Application

The Parks Foundation Calgary (PFC) is incorporated under the laws of Alberta and acts as a catalyst to help the citizens of Calgary enhance the quality of parks, amateur sport and river valleys within the City of Calgary. PFC accomplishes this by receiving and holding gifts and issuing charitable donation gift receipts. Any private citizen groups in their effort to fundraise for projects under this mandate are **free to apply for fund administration and at the same time apply for a grant in kind to cover administration services cost.**

Approval process:

Formal grant application is made to Parks Foundation Calgary.

Submit a Cover Page using the template that includes:

- application date
- name of your organization
- mailing address
- contact person(s), phone numbers (day and evening), and e-mail addresses
- project description - a one paragraph or point form outline clearly describing your project
- website, if available

Supporting Documentation should include:

- Documentation of Status - must be a non profit organization or come under the umbrella of a non profit. (copy of the bylaws and directors and officers.)
- Scope of Project
- Project Budget (breakdown)
- Photos or renderings of project
- Time Line for project
- Copy of most current GST return
- Deposit \$2,500

Once the project has been approved by the Executive Committee it will go to PFC's Board of Governors for approval.

Applicants will be notified in writing. The account will only become active upon receipt of the initial deposit of \$2,500.00, the signed agreement between PFC and the project committee, and completed information forms.

If you have any questions please call 974-0751 or email at info@parksfdn.com or Lily Llaguno at 974-0752 or email at lllaguno@parksfdn.com.