BUILDING COMMUNITIES GRANT APPLICATION FORM

Organization Information	Application Date:
Name of Non-Profit Organization:	

Provincial Incorporation Number: (AB Societies Act)		**Date of Incorporation:**	

Mailing Address:	
Phone Number:	

Contact Information	
Primary Contact:	
Email:	
Phone Number:	
Secondary Contact:	
Email:	
Phone Number:	

Project Information	
Project Title:	

Project Location: (Address)		**Ward:**	

Brief Project Description: Clearly describe your project and the impact it will have on your community	
Expected Build Date:	

Grant Amount Requested: (Maximum of $30,000)		**Total Project Budget:**	

Project Information	
Social & Community Need for Project: Describe the current limitations of your community space. Is there a lack of community gathering spaces? Is the current space unsafe or underutilized? What community need will your project fulfill?	
Benefit & Flexible Use of Project: Describe the unique, innovative and multi-use features of your project. Is it supporting a specific demographic or can it support a wider range of users? How is your project addressing a specific gap in the community?	
Describe the Project's Need for Funding: Explain the fundraising challenges unique to your project or community. Do you have access to casino funding? Is your organization able to contribute to the project, why or why not?	

Project Budget				
Total Project Budget:				
Revenue Sources:	**Confirmed**	**Pending**	**In-Kind**	**Total**
Total Project Revenue (Should equal total project expenses)				

Project Expenses: Please detail all of the anticipated expenses for the project (eg. Materials, equipment, landscaping, site preparation, food for volunteers, etc.)	Total:
Total Project Expenses	

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The checklist below outlines the additional documentation required to complete your application.

Document Checklist		
Document:	**Yes**	**No**
Certificate of Incorporation		
Most Recent Annual Return or Proof of Filing		
Most Recent Financial Statement from the Organization		
Organization's Budget for the Current Year		
List of Board of Directors		
Letter of Permission from Landowner		
Community Letters of Support		
THREE Vendor or Contractor Quotes		
Project Design or Plan (if chosen)		

** Due to limited funds and high volume of applications not all eligible projects will be approved for funding and for projects that are approved may receive less than their requested amounts.

Two copies of your application are required upon submission, one completed electronic application and one hard-copy application.

Electronic applications can be submitted to programs@parksfdn.com with subject line "Building Communities Application – Project Name". Submit your application in a single file.

If the application file is too large please consider using a Google Drive or a Dropbox link.

Hard copy applications can be dropped off or mailed to:
Building Communities Grant Program
Parks Foundation Calgary
225-13th Avenue SW
Calgary, AB T2R 1N8

Submitted by: _____

Date: _____