2024 Capacity-Building Fund
Organizational Effectiveness Application

Description of fund:

The purpose of the Capacity-Building Fund is to strengthen the capacity of the non-profit sector, organizations and/or programs to effectively address the needs of Calgarians experiencing vulnerabilities.

This application is for projects in the Organizational Effectiveness category.

Organizational Effectiveness: Funds are available to support one-time projects that increase an organization's effectiveness in supporting Calgarians experiencing vulnerabilities.

Eligible projects must be one-time projects that can be completed by December 31, 2024.

Organizations are requested to upload a copy of their most recent annual return. Please DO NOT attach or link additional documents to this application. Additional documents, attachments or media should be uploaded into the organization Documents tab in FIMS.

To learn more about the Capacity Building Fund, or if you have questions about this form, please contact fundingproposals@calgary.ca for more information.

All information provided is public.

Organization Information	
Year of Registration	*Multi-line, 100 character max, required*
Act Registered Under	- The Alberta Societies Act - The Alberta Companies Act - The Canada Not-for-Profit Corporations Act - The Canada Business Corporations Act - Other *drop-down list, required*
If you selected "Other," identify what act your organization is registered under	*Multi-line, 100 character max, optional*
Organizational Operating Budget	- Less than $250,000 - Greater than $250,000 *drop-down list, required*
Organizational Staffing	0 to 4 full-time equivalent staffing positions 4 or more full-time equivalent staffing positions *drop-down list, required*

If your application is successful, will you obtain adequate liability insurance (no less than 2 million dollars Commercial General Liability insurance including The City as an additional insured)? *Description: The costs associated with obtaining insurance are an eligible expense and should be included in your budget.* **The ability for successful organizations to be awarded funding is contingent upon meeting this requirement in a timely manner.**	*Boolean (Yes/No)*
If your application is successful, will you provide an audited financial statement of expenses within three months after your organization's fiscal year-end? *Description: The costs associated with conducting and audit are an eligible expense and should be included in your budget.* **The ability for successful organizations to be awarded funding is contingent upon meeting this requirement in a timely manner.**	*Boolean (Yes/No)*
Have you uploaded a copy of your organization's most recent annual return onto the organization Documents tab in FIMS?	*Boolean (Yes/No)*
If you answered "No" to the previous question, please explain.	*Multi-line, 200 character max, optional*

1. **What is the overall goal or priority of your organization?**
    This could be your mission, vision, purpose or some other guiding statement.

Multi-line, 2,000 character max, required

2. **Describe how your proposed capacity-building project supports the overall goal of your organization.**

Multi-line, 2,000 character max, required

Project Information

3. **Project name:**

Multi-line, 100 character max, optional

4. **Project start date:**

Multi-line, 100 character max, optional

5. **Project end date:**

Multi-line, 100 character max, optional

6. **Project Goal**

Provide a brief description of the project and what you hope to address during the funded timeframe. This description is used when sharing approved projects with council, on our public website, and when a brief description is needed internally. See previous allocations for examples.

Multi-line, 500 character max, required

7. **Identify which organizational priority your project best aligns with.**

- Technology solutions
- Data collection, analysis, or evaluation
- Employee health and wellness
- Management capacity
- Other

(drop-down list)

If you selected 'Other', identify the organizational priority your project will be addressing below.

Multi-line, 1000 character max, optional

---

8. **Describe the organizational need that your capacity-building project will address.** *Include evidence to illustrate the need. Evidence can include:*
   - Observations and reflections, qualitative and quantitative
   - Testimonies from the community, including personal experiences of participants, staff, and board members
   -Data and/ or evaluations conducted by the organization
   - Storytelling
   - Recommendations from Elders and Knowledge Keepers

Multi-line, 3,000 character max, required

---

9. **Describe the capacity-building project.**

Describe the specific plan, processes or approaches that will be used to undertake the project (including who the project is aimed at, what will be done, where and how it will be delivered, when and what timeframe.)

Multi-line, 4,000 character max, required

---

10. **How will this project address the organizational need?**
    Include why this approach is the most appropriate way to address this need.

Multi-line, 4,000 character max, required

---

11. **How will this project affect your organization's ability to meet the needs of Calgarians experiencing vulnerabilities?**

Consider the impact of the project to the clients you serve, beyond the impact to the organization more broadly.

Multi-line, 2,000 character max, required

---

12. **What does success look like for this project?**
    Identify the intended outputs and outcomes of this project and how will they be tracked and measured.

Multi-line, 2,000 character max, required

---

13. **Given the limited term of this funding opportunity, describe your plan upon the end of the funding term.**
    What steps will you take to ensure sustainability beyond the term of the funding, if planning to continue?

Multi-line, 2,000 character max, required

Data collection & continuous improvement (OPTIONAL)

The questions in this section are being asked to gather disaggregated data in support of the City's commitment to diversity, equity, inclusion, and anti-racism.

Disaggregated data means data that can be broken apart or "disaggregated" so that relationships and effects on different categories of people and organizations can be seen.

All questions in this section are optional and therefore do not need to be completed to submit your application. Answers will not have an impact on the success of your application.

Is your organization led by a majority (51% or more) of individual(s) from the Indigenous, Black or diverse Racialized Peoples community?	
o Yes	o No
Does your organization have a majority (51% or more) of programming <u>specifically</u> for Indigenous, Black or diverse Racialized Peoples?	
o Yes	o No
If you wish, you may provide any important information to elaborate on the response(s) selected above.	
Multi-line,1,500 characters, optional	

Is your organization led by a majority (51% or more) of gender diverse individuals? This could include, but is not limited to, gender nonconforming, transgender, agender, Two-Spirit, gender queer, non-binary, and gender fluid.	
o Yes	o No
Does your organization have a majority (51% or more) of programming <u>specifically</u> for gender diverse individuals? This could include, but is not limited to, gender nonconforming, transgender, agender, Two-Spirit, gender queer, non-binary, and gender fluid.	
o Yes	o No
If you wish, you may provide any important information to elaborate on the response(s) selected above.	
Multi-line,1,500 characters, optional	

Is your organization led by a majority (51% or more) of LGBTIQ2S+ sexually diverse individuals? This could include, but is not limited to, lesbian, gay, bisexual, pansexual, asexual, demisexual, and queer/questioning.	
o Yes	o No
Does your organization have a majority (51% or more) of programming <u>specifically</u> for LGBTIQ2S+ sexually diverse individuals? This could include, but is not limited to, lesbian, gay, bisexual, pansexual, asexual, demisexual, and queer/questioning.	
o Yes	o No
If you wish, you may provide any important information to elaborate on the response(s) selected above.	
Multi-line,1,500 characters, optional	

For the purposes of planning future funding opportunities, what other key issues do you see your organization or the non-profit sector facing, that were not addressed in your proposed project?
Multi-line, 2,000 character max, optional

In the spirit of continuous improvement, what feedback can you offer us regarding this application process? Please share any barriers that you faced in applying.
Multi-line, 2,000 character max, optional