

Project Submission Form

Growing Spaces Projects & Grants Program

This Project Submission Form is for Community Associations (CAs) and Business Improvement Areas (BIAs) to propose a project idea to be funded through the Growing Spaces Projects & Grants Program. CAs or BIAs must fill out this form after meeting with their City Liaison and reviewing the Guidelines and attachments.

Please send the completed form and required attachments to establishedareagrowth@calgary.ca. You will receive an email with confirmation of your submission. If you do not see an email, please check your Junk or Spam email folder.



Contact Information

Name of Community Association (CA) or Business Improvement Area (BIA):

Ward the CA or BIA is located in:

Local Area Plan (LAP) the project is located in (refer to Attachment 1):

Community the project is located in:

Address where the project is located (must be on City-owned lands):

Contact (Primary)

First Name

Last Name

Position within CA or BIA

Email Address (please use the official CA or BIA e-mail address and not your personal e-mail address)

Phone

Project Overview (Qualifying Questions)

Project Information

1. Have you met the requirement to meet with your City Liaison to discuss the following:

- the eligibility of your proposed project
- this application and process
- whether permits, operating agreements, and/or other requirements must be completed for the proposed project
- whether the project and its maintenance will be completed by your CA or BIA or by The City?
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YES ☐ NO ☐

2. Do you have the required consent from your CA or BIA to apply?

Please attach the meeting minutes or a letter of approval to the e-mail with the completed application form.

YES ☐ NO ☐

3. Is this a new Growing Spaces Projects & Grants Program project proposal?

YES ☐ NO ☐

4. Has your CA or BIA had a project submission approved by the Growing Spaces Projects & Grants Program in the current calendar year?

YES ☐ NO ☐

5. What is your project title?

6. What is the anticipated start date and completion date for the project? (Optional if applicant is proposing a City-led project)

7. What components of your capital project process would be completed with the support of the Growing Spaces Projects & Grants Program? (such as project management, planning, design, development permit, engagement, building permit, construction, reporting and project finalization, ongoing operating and maintenance, all of the above/full project cost)?

8. Describe your project in detail. Please reference the Guidelines for project eligibility.

Please attach drawings or renderings to the e-mail with the completed application form if you have them.

9. Based on discussions with your City Liaison and your CA or BIA, would you suggest the project and its maintenance be completed by your CA or BIA or by The City? Why?

Note: The feasibility of the project and whether or not the project will be completed by The City or the applicant will be determined by The City after the application is submitted.

Project Budget and Funding

10. What is the estimated project budget? (Optional if applicant is proposing a City-led project)

11. What is the estimated Growing Spaces Projects & Grants Program funding request? (Only for applicants proposing an applicant-led project)

12. Have you secured or are you pursuing other funding sources to complete the project?

If you are asking for the Growing Spaces Projects & Grants Program to support a component of a project that does not cover construction and/or does not fully cover the project costs, you must demonstrate that you have or will have the funds to complete construction.

YES ☐ NO ☐

If yes, please outline funding sources that will be used to complete the project, whether they are in process or secured, and when funds will be available. Please attach confirmation of secured funding to the e-mail with the completed application form.

Contributions & Benefits of the Project to the Community

13. Outline how this project will improve public spaces to help offset the pressures of growth by accommodating more activity and diversity of uses. E.g. by increasing the usability of underutilized or overutilized spaces, etc.

14. What are the broader community benefits of this project? (such as enhanced quality of life, connectivity, inclusivity, business area vibrancy, accessibility and environmental health)

Authorization

16. In making this application I declare that to the best of my knowledge and belief, the information provided is truthful and accurate and I am truly authorized to make this application on behalf of the CA or BIA.