Community Standards Fund

2027 Guidelines

Contents

1.0 About The Fund 2

2.0 Acceptance of Terms 2

3.0 Eligibility 2

4.0 Administration and Use of Funds 2

5.0 Application Checklist 3

6.0 Reporting Requirements 3

1.0 About The Fund

The Community Standards Fund (CSF) was established in 2004 to support bylaw compliance projects undertaken by community groups to help ensure alignment with the Community Standards Bylaw 32M2023 in their neighborhoods or areas. CSF supports a variety of small-scale capital or operational projects led by community organizations that will positively impact the community and demonstrate sustainability. Examples include but are not limited to graffiti prevention or removal, litter control, illegal dumping, and other initiatives that will minimize Community Standards bylaw infractions in specific neighborhoods or areas.

The CSF is open to any Business Improvement Area, Community Association or community-led non-profit organization which meets the fund's eligibility criteria.

2.0 Acceptance of Terms

By applying for and accepting funding from the CSF, the applicant agrees to the terms and conditions set out in these guidelines.

3.0 Eligibility

The applicant organization must be a not-for-profit organization or partner with a not-for-profit organization willing to manage project funds on the applicant's behalf.

Funding priority will be given to projects that respond to a significant community need and show a tangible impact. Projects should contribute to greater awareness and compliance of the Community Standards Bylaw.

Applicants are responsible for obtaining all necessary permits and permissions, consulting with impacted City of Calgary business units, and complying with all applicable City requirements.

4.0 Administration and Use of Funds

The following criteria should be considered for the allocation of CSF:

- Capital projects must be on community-managed land or public property, with the proper permissions;
- Applicants must consider the project's sustainability and outline any future maintenance, upkeep, and funding of associated costs;
- Projects that have secured matched funds, partnerships, and in-kind community contributions (i.e., volunteer hours) or donations are encouraged;
- The fund is not intended to support long-term projects, staff positions, or wages. However, short-term consultants and contractors may be hired for a specific project; and
- Funds must be spent as per the approved project application and the CSF guidelines. Funds that are not spent must be returned with the final report.

5.0 Application Checklist

The following must be included with your application:

A. Certificate of Insurance

The policy must cover property damage and bodily injury in an amount of not less than the inclusive limit of $2,000,000 for any one occurrence and must include:

- The City of Calgary as an additional insured;
- A cross-liability clause;
- Products and completed operations coverage; and
- An endorsement showing that the insurance will not be cancelled or materially altered without at least thirty (30) days' written notice to The City.

B. Detailed budget

A detailed budget must be included with your project application form. The budget should outline all cost estimates from your selected vendor(s). Include any matching funds as well as any in-kind contributions, such as donations or volunteer hours.

C. Supplemental Documentation

If your project requires permission from one or more City of Calgary business units, please provide written approval or endorsement, along with any related correspondence or supporting documentation.

6.0 Reporting Requirements

All organizations that receive CSF funding must submit a year-end report. Year-end reporting is due January 31 of the following year. Funding for the subsequent application period is contingent on receipt of the previous year's report.

Reports must include:

- Project summary and services provided to the community from the funding;
- Describe the benefits the project delivered to the community. Please provide supporting qualitative and/or quantitative data where available, as well as photos of the finished project(s);
- A final project budget comparing actual costs with the budget submitted in the application, identifying all funding sources (e.g., grants, operating levies, in-kind contributions, and matching funds). Any surplus CSF funds must be returned to The City;
- Copies of expenditure receipts; and
- Any other requirements as determined by The City.

If you have any questions regarding the fund or application process, please contact Partnerships@calgary.ca.