



A COMMUNITY OF CONNECTIONS

Calgary's Mental Health and Addiction Strategy

2025 Change Can't Wait!
Call for Proposals Applicant Guide

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Background

[Calgary's Mental Health and Addiction Strategy](#), and supporting [Investment Framework](#), brings together community partners to offer hope and strengthen support for individuals and families facing mental health and addiction challenges. The [Community Investment Table](#) was established to increase collective impact among funding agencies and grantmakers to address mental health and addiction issues experienced by Calgarians. Since 2020, the Community Investment Table has supported pilot projects through the Change Can't Wait! campaign. Each round of funding has tested innovative ideas that bring change at the individual, family, community, and policy or system levels.

To learn more about this funding opportunity, sign up for one of our information sessions.

Amount

Through this call for funding proposals, up to \$600,000 in funding will be available for a 13-month timeframe, beginning December 2025. There is no maximum or minimum amount that can be requested. However, the requested amount should be proportionate to the type of proposed activities and timelines.

Strategic Outcomes

This funding stream will also exclusively support projects aligned with the "Getting Help" outcome area. This outcome area seeks to:

- Improve knowledge among Calgarians about how to access help for mental health and addiction issues when needed
- Improve access for Calgarians to mental health and addiction services through coordinated points of access
- Reduce unmet needs reported for people experiencing mental illness who access formal mental health and addiction services
- Improve access to shared data between organizations that facilitate client care

Application period

Applicants can apply through the [Funding Information Management System \(FIMS\)](#) from Monday August 25, 2025 to Monday, September 22, 2025 at 11:59 p.m. Late applications will not be accepted unless an extension is requested and approved, two business days in advance of the application deadline.

Learn about how to obtain a myID business account and [register for FIMS here](#). Setting up a myID account and completing the FIMS application may take several days. Start this process early to ensure you have enough time to create your account, resolve any issues, and submit a complete application. Successful applicants will need to set up a FIMS account for payment and reporting purposes.

If you experience difficulties accessing FIMS or have questions please contact fundingproposals@calgary.ca. If your issues cannot be resolved prior to the application deadline alternate options to submit an application will be provided to organizations.

Eligibility

Organizational Eligibility

- Non-profit organizations with an elected volunteer Board of Directors, operating within Calgary's city limits. Organizations must be registered under one of the following:
 - The Alberta Societies Act;
 - The Alberta Companies Act;
 - The Canada Not-for-Profit Corporations Act; or
 - The Canada Business Corporations Act;
 - A Private Act of the Legislature;
 - Other.
- Organizations must be in good standing with The City of Calgary. Organizations with a previous, or existing, funding agreement must have fulfilled all reporting and other contractual requirements or have no other conditions that would disqualify them from additional funding.

Project Eligibility

- A pilot refers to a new or significantly adapted approach, not simply an expansion of existing programming. This could include testing a new service, delivery model, or process that has not yet been tried by the organization. This fund is not intended to sustain established initiatives.
- Project should address the needs of a specific population group experiencing mental health challenges.
- More than one idea may be submitted; however, a separate application form must be submitted for each distinct idea. Individual applications that request funding for multiple projects will be deemed ineligible.
- Project activities must begin in December 2025 upon signing a funding agreement.
- Project may run until December 2026, sustainability beyond funding period will be a consideration. No funding will be provided for ongoing maintenance, operation or staffing following the pilot period.

Eligible & Ineligible Expenses

Eligible Expenses

- Expenses, including personnel costs, are eligible for the 13-month agreement period only.
- Projects that align with the defined funding priority areas.
- Direct project expenses related exclusively to the proposed project:
 - Staff salaries or wages.
 - Consultant fees.
 - Travel and parking.
 - Materials and supplies.
 - Technology, such as hardware or software.
 - Please provide a rationale for the purchase of hardware, applications, software, or database enhancements as it relates to the proposed project.
 - Rent or lease expenses for the space intended for delivery of activities conducted as part of the proposed project.

- Operational or administrative expenses:
 - Indirect or administrative expenses should not exceed 15% of the requested funding.
- Contractual requirements:
 - General liability insurance
 - Financial audit expenses.

NOTE: The costs associated with obtaining insurance and completing audited financial statements can be included in the application budget, as these are eligible expenses.

Ineligible Expenses

- Operational and administrative costs that exceed 15% of the project request.
- Capital expenses (vehicle purchase, facilities, land, etc.) will not be considered for funding.
- Multiple projects within a single application.
- Ongoing programs and services.
- Funded activities and provided resources must not be used for revenue-generating purposes including fundraising events or campaigns.
- Municipal property taxes and levies.
- Any payments to a member of a board or committee.
- Entertainment and hospitality.
- Fines, penalties, or legal fees.
- Pre-agreement expenses.

Application assessment

All applications submitted will undergo a fair and consistent review process. Please note that requests for funding will likely exceed funds available, and therefore only the projects that demonstrate the strongest alignment and potential for impact will be eligible.

Applications will be assessed in the following areas:

Application Assessment:

- Application is received by the deadline – late applications will not be processed without extension process initiated two business days in advance of the application portal closing. To request an extension please email fundingproposals@calgary.ca
- Application is complete - partial applications will not be processed.
- Applicant is registered to operate in Alberta and is currently operating in Calgary city limits.
- The proposed initiative aligns with the information provided in the call for proposals.
- Organizations with an existing funding agreement have fulfilled reporting and other contractual requirements.
- Clear demonstration that the project is a one-time project, with the ability to spend the funds by December 31, 2026.

Organizational Assessment

- The organization is a registered non-profit organization and a legal entity in good standing. Organizations with an existing funding agreement with The City of Calgary must have fulfilled all reporting and other contractual requirements or have no other conditions that would disqualify them from additional funding.
- The organization operates within Calgary city limits.
- The organization demonstrates the ability to meet contractual requirements.
- The organization can implement the project as soon as the funding agreement is signed.
- Organizations have a mandate and/or experience to support their target population.

Project Assessment

- Clear articulation of target population.
- Ability to define how proposal is a new pilot project or new approach or design to pilot within existing program.
- Clear outline of how the outcomes will be achieved.
- Budget is proportionate to the type of proposed activities.
- The initiative is a single defined project, not multiple activities with different outcomes.
- Funds are requested for eligible expenses.

Decision making and correspondence

The City of Calgary will review applications and make decisions before December 1, 2025. All applicants will be notified of the outcome of their application.

Applicants may be asked to submit additional documents or answer questions to support the review and decision process.

Unsuccessful applicants may request feedback on why the application wasn't successful and what could be done differently in the future. Requests for feedback should be sent to fundingproposals@calgary.ca.

Reporting

Organizations will be required to report using the following accountability methods. Failure to meet reporting requirements may result in termination of the funding agreement and impact future funding eligibility.

- **Project Reporting**
Project reports collect information on outputs, outcomes, partnerships, and success stories. An interim project report for the first half of the project and a project-end report covering the full agreement term. All project reports will be submitted through [FIMS](#).

- **Financial Reporting**

To ensure funds are expended as approved, organizations must report on how funds were utilized in the following ways.

- Submit a program financial report through FIMS including an attached unaudited program statement of revenue and expenses detailing the use of program funds and signed by two officers of the organization with signing authority.
 - If the total amount of funding is \$250,000 or greater this statement will need to be audited by an independent third-party registered Chartered Professional Accounting firm.
- Submit annual audited financial statements to FIMS for the organization as a whole audited by an independent third-party registered Chartered Professional Accounting firm.

Applicants are encouraged to include costs associated with audited financial statements in the application's budget form.

Contact

If you have identified barriers with this call for funding proposals or would like to suggest ideas on how to make this funding process more accessible and equitable, please email fundingproposals@calgary.ca. We commit to integrating the feedback when possible and providing rationale if we are currently unable to make the changes.

Application Checklist – 2025 Change Can't Wait! Call for Funding Proposals

Applications are being accepted through the [Funding Information Management System \(FIMS\)](#) until September 22, 2025 at 11:59pm. Due to the expected volume of applications and the time needed to review them, late applications will not be accepted without an extension process being initiated at least two business days ahead of application deadline. Those seeking an extension should email fundingproposals@calgary.ca.

Before you apply:

- ☐ Review the Change Can't Wait! Applicant Guide in its entirety.
- ☐ **Optional:** Attend the scheduled Information Session or connect with fundingproposals@calgary.ca with any clarifying questions.
- ☐ **Optional:** Download the non-fillable copy of the application form for review in advance of completing the application in FIMS.

Setting up Funding Information Management System (FIMS):

- ☐ Review the FIMS [frequently asked questions](#).
- ☐ Complete [FIMS online training modules](#).
- ☐ Organizations that do not have a [FIMS](#) account must set up a [myID](#) business account in order to register.
- ☐ To obtain a business id number, visit [Calgary.ca/startbusiness](https://calgary.ca/startbusiness) or call 403-268-5311.
- ☐ Register your primary email address online at [Calgary.ca/businessemail](https://calgary.ca/businessemail) or call 403-2685311.
- ☐ Set up your myID business account by visiting myid.calgary.ca and use your existing business ID number and your registered email address.
- ☐ Create a FIMS account and set up organization profile ahead of creating a funding application. As it can take 3-5 business days to finalize this step, organizations are advised to allow ample time for creating these accounts.

Application Process:

- ☐ Upload relevant documents through FIMS by the application deadline and/or upload alternative attachments which demonstrate your capacity to lead this work. If these documents are not available, please indicate why in the corresponding application form:
 - Certificate of incorporation
 - Organization's provincial or federal annual return
 - Organization's most recent financial statement
 - Financial statements for previous year*Applicants may be asked to submit additional documents or answer questions to support the review and decision process.*
- ☐ Access the application in FIMS under the 'Available Funding' section.
- ☐ Complete and submit application.
- ☐ If you have any questions during the application period, please contact us and we will respond within three business days. Email: fundingproposals@calgary.ca

Glossary

- **Annual return** – registered nonprofit organizations must file an annual return to the provincial or federal government, depending on how they have been incorporated. This is not the return that is submitted to the Canada Revenue Agency. Returns verify your organization's information and maintain its active status as an incorporated body. We use this information to verify organizational details and status.
- **Audited organization financial statement** – include but are not limited to a Statement of Financial Position, Statement of Operations, Statement of Cashflows, and accompanying notes, audited by an independent third-party registered Chartered Professional Accounting firm for the organization as a whole.
- **Certificate of Incorporation** – an organization can be incorporated under federal, provincial, or territorial statutes. Certified means that the documents have an effective date and are stamped or signed by the appropriate incorporating authority.
- **Funding Information Management System (FIMS)** – a secure, online platform for non-profit organizations to manage their organization's profiles, manage their reporting requirements, and apply for funding for social programs and services.
- **myID** – an online service that provides citizens and business owners access to multiple City of Calgary services using a single account. A myID business account is required to access the Funding Information Management System (FIMS).
- **Outcome** – The change or benefit that result from the project. Outcomes involve tracking changes over time and identifying the specific contribution of the project to those changes.
- **Pilot Project** – A pilot refers to a new or significantly adapted approach, not simply an expansion of existing programming. This could include testing a new service, delivery model, or process that has not yet been tried by the organization. This fund is not intended to sustain established initiatives.
- **Target Population** - A distinct group of individuals identified as the primary focus of a pilot project, based on shared characteristics, lived experiences, or specific needs related to mental health and addiction.
- **Unaudited program financial statement** – includes revenues and expenses detailing use of program funds signed by two officers of the organization with signing authority.