

Application Checklist: Change Can't Wait! Funding Call for 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