

Inspiring Neighbourhoods Grant (ING)

How to get started and what to expect



Come up with a great idea that fits within one of the five ING funding streams

Examples:

- Beautify a community pathway
- Run a neighbourhood market
- Plan a community art project
- Plan a community safety initiative
- Install historical and land feature interpretation boards
- Enable efficiencies to track your board's financial reporting with improved software
- Create a community engagement plan for a larger community project
- Support mental health initiatives



Get support from your community association (CA)

- Discuss project ideas with your CA early in the process. CAs are the only eligible organizations able to apply for ING and will need to provide a board approved motion as part of the application.



Pre-application Meeting with your Neighbourhood Partnership Coordinator (NPC)

- Review the grant guidelines and work through the checklist.
- Review application for completion.
- Ensure the project budget is accurate.
- Filter through considerations found in the ING tip sheet (permits, neighbourhood support, insurance, maintenance, etc.).
- Ensure development permits are in place as required.
- Discuss community engagement required for your project.



Get a project team together

- Gather neighbours and/or members willing to help take the lead. A dedicated group of people to inspire action and keep the project moving forward is crucial for project success.



Get a group of project supporters together

- Find out who might be interested in becoming a project partner. Partnerships are a great way to gain support, resources, and discover new ideas.



Create a project budget

- Develop a list of expenses and estimated costs associated with putting your project idea into action. Use the ING Budget Template to determine how to match the value of the grant.



Submit your application online

- Your NPC can provide you with the link to the online application.



Application review, recommendations, and decision making

- Community Partners will review all applications.
- Grant decisions are made according to the funding and eligibility criteria outlined in the ING Guidelines.
- Decisions will be communicated by your NPC within four to six weeks of application submission.



Applicant is notified of decision by NPC

- Successful applicants will receive a funding approval letter and a memorandum of understanding (MOU) to be signed before funds are distributed and the project begins.
- Applicants that are not successful will receive feedback and recommendations.



Funds are distributed to applicant

- Applicants will need to submit a 'Supplier Direct Deposit Enrolment Application' to The City of Calgary Corporate Accounts Payable (refer to your NPC).



Grant recipient completes their approved community project within the agreed upon timeline

- Contact your NPC should you require any support or have questions as your project proceeds.



Grant recipient submits a report upon completion of the project

- The Final Report Template will include a final project budget, and a copy of all expense receipts.