



Community Standards Fund

2023 Guidelines

Contents

1.0 Type of Fund	2
2.0 Acceptance of these terms.....	2
3.0 Eligible Projects	2
4.0 Project Scope.....	2
5.0 Administration and Use of Funds.....	2
6.0 Applicant Checklist.....	3
7.0 Reporting Requirements.....	3

If you have any questions regarding the fund or application process, please contact:

Meagan Dyck

Community Safety Program Coordinator
Policy & Bylaw Development, Community Strategies
PO Box 2100, Stn. M, #8116 Calgary, AB T2P 2M5
ccs-ss@calgary.ca



1.0 Type of Fund

Community Standards work to promote communities where residents can live side-by-side safely and respectfully consider the needs and rights of others. We value education, voluntary bylaw compliance, and community-based solutions to local issues.

Calgarians work hard to keep their city clean and safe. To encourage this, we administer the Community Standards Fund. The funding is for communities to undertake projects that assist in ongoing compliance with the Community Standards Bylaw 5M2004. All projects must be beneficial to the community as a whole.

Business Improvement Areas and registered not-for-profit organizations are encouraged to apply. **Applications will be open from January 15 to February 15, 2023 and can be accessed through the City of Calgary website.**

2.0 Acceptance of these terms

By applying for and accepting funding from the Community Standards Fund, the applicant must accept the contents of this guideline document.

3.0 Eligible Projects

Community Standards Bylaw Compliance: Projects could include but are not limited to graffiti removal, litter control, or any project designed to enhance Community Standards Bylaw compliance. The fund is not intended to support long-term projects or fund staff positions.

4.0 Project Scope

The project will need to consider the criteria listed below

- Applicants must consider the project's sustainability and outline any future maintenance, upkeep, and funding of associated costs.
- Capital projects must be on community-managed land.
- A letter of support from your City liaison must be completed with all applications for capital projects on city-owned community managed land.

The applicant's responsibility is to ensure that any necessary permits and permissions are in place and that City of Calgary business units impacted by the project have been consulted.

5.0 Administration and Use of Funds

The purpose of the Community Standards Fund is to assist with compliance of the Community Standards Bylaw 5M2004, and the following criteria should be considered for the allocation of Community Standards Funding

- Hiring staff or funding wages is not permitted under this fund. However, hiring short-term consultants and contractors for a specific project is permitted.
- Projects with matched funds, partnerships, in-kind community contributions (i.e., volunteer hours) or donations are encouraged.
- 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.



- Monies must be spent or returned with the final report by **January 31, 2024**.

6.0 Applicant Checklist

The following must be included with your application:

Certificate of Insurance

The policy must cover property damage and bodily injury in an amount of not less than \$2,000,000 inclusive limit 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 shows that the insurance will not be cancelled or materially altered without at least thirty (30) days written notice to the city.

Detailed budget

This will include cost estimates from the vendor chosen; additional estimates may be requested. Make sure to include matched funds and community in-kind contributions such as volunteer hours.

The following need to be submitted ONLY if the application is for a capital or infrastructure project:

- A letter of support** from your community's City liaison for proposed projects on a community-managed property.

7.0 Reporting Requirements

All organizations that receive CSF funding must submit a year-end report. Reports must include:

- Project Summary
- Services provided to the community from the funding
- Alternate sources of funding (grants, operating levies, in-kind contributions, or matching funds) for the project outlined
- Community benefits realized from the funding
- Factors that were used to measure the success of the project
- Detailed accounting report of the project, outlining the amount and source of funding received, in-kind contributions, and actual expenses accrued. Ensure a copy of expenditure receipts is attached (retain originals for two years). Any surplus funds must be returned to Community Strategies by December 31, 2023.
- Statistics you may have or project activities (amount of graffiti removal, garbage/recycle pickup, etc.)

The year-end report is due January 31, 2024.