

## 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
- 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.).



#### **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**

- Recreation, Sport and Community Partnerships 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.