



FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Call for Funding Proposals Application Checklist

Applications are being accepted through the [Funding Information Management System \(FIMS\)](#) until June 2, 2022 at 11:59pm. Due to the expected volume of applications and the time needed to review them, late applications will not be accepted.

Before you apply:

- Review the FCSS [call for funding proposals web page](#)
- Review the [FCSS Funding Framework](#)
- Review the [research brief](#) that is most closely aligned with program before submitting an application.
- Optional:** Attend one of the scheduled FCSS orientation sessions or watch the subsequent recording. You may register for an information session at the [following link](#).
- 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](#) or call 403-268-5311.
 - Register your primary email address online at [Calgary.ca/businessemail](#) or call 403-268-5311.
 - Set up your myID business account by visiting [myid.calgary.ca](#) and using 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 and organizations are advised to allow ample time for creating these accounts.

Application Process:

- Upload organizational documents through FIMS by the application deadline:
 - Certificate of incorporation
 - Organization bylaws
 - List of Board of Directors
 - Strategic plan, including vision and mission
 - Organization's most recent audited financial statement
 - Organizational Chart
- Consult 'Eligible Expense Guidelines' document when creating the budget to ensure the eligibility of costs
- Access the application in FIMS under the 'Available Funding' section
- Complete and submit an application for each program you are seeking funding for
- If you have any questions during the application period, please contact us and we will respond within three business days. Email: fundingproposals@calgary.ca