Prevention Investments Funding Process

The following is an overview of the steps involved in the funding process for non-profit organizations.

Roles:

- **Funding Strategist (FS)**: Responsible for developing and implementing strategies for each fund, leading the application review process, and making funding recommendations.
- **Partnership Specialist (PS)**: Main point of contact for organizations that are currently funded through Prevention Investments. Responsible for partnership management including support with navigating interactions with other City departments, overseeing funding agreements, and reviewing and approving reporting.

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**Application for funding**

- Is my organization eligible?
- Do I have the required documentation?
- Do we meet funding requirements?

**Determine Your Eligibility**

Review the Call for Funding Proposal webpage and consider the following:
- Does my program/project idea fit the funding criteria, and can it be done in the timelines given?
- Does my organization have the capacity to implement and report on this program?

**For more information, visit:**
[calgary.ca/funding](http://calgary.ca/funding)

**TIP:** If you have a Funding Information Management System (FIMS) account, you will be notified when a new application is available.

**STEP 1**

**Determine Your Eligibility**

- Does my program/project idea fit the funding criteria, and can it be done in the timelines given?
- Does my program/project idea have the capacity to implement and report on this program?

**STEP 2**

**Submit Your Application**

- All applications must be submitted in FIMS by the specified deadline. Late applications will not be accepted.

**STEP 3**

**Funding Application Reviewed**

If your funding application is approved:
- You will receive an approval letter with next steps and the name and contact information of your Partnership Specialist (PS).
- You will receive the agreement through DocuSign for signing. Read through the funding agreement to understand the terms of the funding and to find important information like budget, audit and reporting requirements.
- Ensure required documents are uploaded in FIMS.

If your funding application is not approved:
- You will be notified and given an opportunity to request feedback.

**STEP 4**

If your funding application is approved:
- You will receive an approval letter with next steps and the name and contact information of your Partnership Specialist (PS).
- You will receive the agreement through DocuSign for signing. Read through the funding agreement to understand the terms of the funding and to find important information like budget, audit and reporting requirements.
- Ensure required documents are uploaded in FIMS.

**STEP 5**

**Receive Funding and Start Program**

Before starting your program, it’s important to consider:
- Do you understand program delivery expectations as set out in your application and the funding agreement?
- When are the reports due?
- What data do I need to be collecting and how often?
- What is the budget?
- What are the financial reporting requirements?

**STEP 6**

**Reporting Requirements**

All reporting is done through FIMS. You’ll receive notification when reports are available to be completed. Consider the following:
- Do I need to provide a program audit and/or global audit?
- Have I referred back to my application to confirm the program met the approved outcomes and noted any program or budget changes in the report?
- Have I notified my PS if I am unable to submit my report on time?

**TIP:** When in doubt, contact your PS. They are there to help!

**TIP:** Be sure finance and program staff have familiarized themselves with the terms of the agreement.

**TIP:** Make sure your FIMS contacts are up to date to ensure you are getting notifications.

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