2025 Non-profit Affordability Support Fund

Call for Proposals Applicant Guide

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Background

As part of adjustments to 2023-2026 Service Plans and Budgets, Council provided one-time funding to address increasing operational costs for organizations that deliver programs for Calgarians experiencing vulnerabilities. The Non-profit Affordability Support Fund will allocate these funds to eligible organizations in 2025.

Application period

Applications will be accepted from all eligible organizations through the Funding Information Management System (FIMS) from November 28, 2024, to January 2, 2025, at 11:59 pm. Late applications will not be accepted unless an extension is requested, and approved, 2 business days in advance of the application deadline. To request an extension, email fundingproposals@calgary.ca, and indicate the rationale for the request.

Funding Amount and Term

Up to $6 million will be available through the Non-profit Affordability Support fund in 2025. Funds granted to successful recipients must be utilized by December 31, 2025.

To ensure equitable distribution among applicants, funding amounts will be determined based on the organization's operating budget size. The following tiered maximum funding caps will apply:

- Organizations with an operating budget under $500,000 may apply for funding up to $75,000.
- Organizations with an operating budget ranging from $500,000 to $3,000,000 may apply for funding up to $100,000.
- Organizations with an operating budget over $3,000,000 may apply for funding of up to $150,000.

Fund Description

The 2025 Non-profit Affordability Support Fund provides one-time financial assistance to non-profit organizations that receive funding from the City of Calgary for social programs. By covering eligible operating expenses unmet by existing resources, this fund helps organizations maintain stability and continue delivering vital services to Calgarians experiencing vulnerabilities.

Eligibility

To be considered for the Non-profit Affordability Support Fund, organizations must meet both the Organizational Eligibility criteria and ensure that proposed costs align with the Eligible Expenses outlined in the call.

Organizational Eligibility

- Non-profit organizations that have received funding for social service programs in 2024 or 2025 through the following funds:
    - Building Connected Communities Fund
    - Building Safer Communities Fund
    - Change Can't Wait
    - Community Safety Investment Framework
    - Connect the Dots
    - Crime Prevention Investment Plan
    - Family & Community Support Services
    - Mental Health and Addictions Investment Framework
- Organizations must be in good standing with The City of Calgary. This includes having fulfilled all reporting and other contractual requirements or have no other conditions that would disqualify them from additional funding.

Eligible Expenses

The Non-profit Affordability Support Fund covers a variety of operating expenses essential for sustaining an organization and ensuring the continued delivery of services, as outlined below. Please note that the examples shown within each category are not exhaustive, and other expenses within each category may also be eligible and will be assessed on a case-by-case basis.

1. **Advertising & Communication:**

Examples of eligible advertising and communication expenses include:

- Creating and distributing brochures, flyers, or posters to raise awareness of services.
- Redesigning or enhancing your website to improve user experience and accessibility.
- Launching social media campaigns to engage with target communities or promote new initiatives.

- Running local radio, TV, or print ads to promote programs or events to broader audiences.

2. **Computer Hardware & Technology:**

Immediate operational needs, covering basic technology and software required for sustaining ongoing services. It addresses one-time expenses necessary for keeping services running in the short term.

Examples of eligible technology purchases include:

- Purchasing new computers, laptops, tablets, or phones for staff to support remote work or improve productivity.
- Upgrading servers to improve data management and security.
- Investing in video conferencing equipment to facilitate virtual meetings or online service delivery.
- Replacing outdated hardware such as printers or photocopiers.

3. **Occupational Health & Safety Upgrades:**

Examples of upgrades to improve safety and compliance:

- Installing secure entry systems to enhance building security.
- Adding safety features such as smoke detectors, fire alarms, or improved lighting.
- Renovating shared spaces (e.g., installing barriers or partitions) to meet health and safety guidelines.
- Upgrading ergonomic furniture or equipment to reduce strain and prevent workplace injuries.

4. **Office Supplies & Equipment:**

One-time purchases of essential office items include:

- Desks, chairs, and storage cabinets to improve the office environment.
- Office filing systems, shelving units, and organizational tools to increase efficiency.
- Stationery and general office supplies that are critical for day-to-day operations.
- Furniture and equipment to support staff or client services, such as conference tables or reception area furnishings.

5. **Professional Fees:**

Examples of professional services required for operations:

- Fees for conducting annual audits or financial reviews.
- Engaging accounting or bookkeeping services for financial management.
- Paying for legal advice related to contracts, compliance, or employment issues.
- Meeting accreditation or certification requirements essential for continued service delivery.

6. **Utility Fees:**

Examples of eligible utility expenses include:

- Payments for electricity, heating, and water to ensure continued operations.
- Internet and phone service fees to support communication and service delivery.
- Waste management or disposal fees essential for maintaining a clean, safe environment.

7. **Volunteer Recruitment & Management:**

Examples of one-time expenses to enhance volunteer programs:

- Developing a recruitment strategy or plan to attract new volunteers.
- Launching targeted outreach campaigns through social media or community events.
- Creating training materials or toolkits to onboard and manage volunteers effectively.
- Implementing volunteer management systems to track hours, tasks, and engagement.

Ineligible Expenses

The Non-profit Affordability Support Fund does not cover certain expenses that are considered ineligible for funding. These ineligible expenses include items and costs that fall outside the scope of sustaining organizational operations and service delivery, as outlined below.

- Any expenses already resourced through existing City of Calgary funding.
- Ongoing operational or programmatic costs that require sustained funding, except essential operational expenses like utilities (e.g., electricity, heating, internet), which are eligible for one-time support.
- Any expenses related to operations outside of Calgary city limits.
- Capital campaigns

- Construction or renovation of a building
- Contingency funds
- Court or litigation fees
- Debt repayment
- Depreciation and amortization
- Direct assistance for clients
- Entertainment, hosting and hospitality
- Events, auctions, banquets, dinners, galas, etc.
- Fines, penalties, tickets
- Fundraising activities.
- GST payable
- Honorariums
- Insurance (ex. health, life, personal, property, vehicle, etc.)
- Investments (bonds, equities, GICs, mutual funds, TFSAs, etc.)
- Lost revenues
- Mandatory employment related costs (MERCs)
- Professional development (conference fees, education, tuition, etc.)
- Property taxes and levies.
- Occupancy costs (ex. lease, rent, mortgage, etc.)
- Personnel costs (ex. salaries, wages, bonuses, etc.)
- Programs or services
- Property insurance
- Purchase of vehicles, land, or buildings
- Replacement of reserve funds
- Transportation or travel expenses

How to Apply

Applications must be submitted online through FIMS by January 2, 2025, at 11:59 pm. Late applications will not be accepted unless an extension is requested and approved, 2 business days in advance of the application deadline.

Step one – Before you apply

Before submitting your application, organizations are encouraged to review all relevant information and prepare the necessary documentation. Please ensure the following steps are completed:

- Review this webpage in full and familiarize yourself with all the guidelines and requirements for a successful application.
- Review the 2025 Non-profit Affordability Support Application(non-fillable) as a reference to help you understand the type of information required.
- Consult the Non-profit Affordability Support Fund Applicant Guide to verify that your funding request aligns with the eligible expense criteria.
- Ensure your organization's Certificate of Incorporation and most recent provincial or federal annual return is uploaded in FIMS.

Step two – Application

All eligible organizations must apply through the Funding Information Management System (FIMS). A non-fillable copy of the application form is available to review in advance of completing the application in FIMS. Questions about accessing FIMS may be directed to fundingproposals@calgary.ca.

Step three – Supporting documents

In addition to submitting your application through FIMS, ensure that the most recent version of following documents must also uploaded in FIMS by the application deadline:

- Certificate of Incorporation
- Organizational Bylaws
- List of Board of Directors
- Organization's most recent approved provincial or federal annual return with the financial statement attached, *OR* an audited organizational financial statement.

*The annual return is not your income tax or registered charity annual information return, but a document that is submitted annually to either the provincial or federal government, depending on which Act your organization is registered under:

- Alberta society annual return (form REG3185);
- Alberta not-for-profit company annual return (form REG11322);
- Canada not-for-profit annual return (form 4022);

Only one of these documents needs to be submitted. If you are unsure what to submit, or you do not have an annual return, please contact us.

Step four – After you have applied

The City of Calgary will review applications and make decisions by April 2025. All applicants will be notified of the outcome of their application shortly thereafter.

Applicants may be asked to submit additional documents or answer questions to support the review and decision process.

Unsuccessful applicants may request feedback on why the application wasn't successful and what could be done differently in the future. Requests for feedback should be sent to fundingproposals@calgary.ca.

Assessment

Only one application may be submitted per organization. However, if an application is submitted under the incorrect funding criteria, it will not result in disqualification. Instead, it may be transferred to the appropriate eligibility category. Applications will be assessed based on the following areas:

Application Assessment

- Application is received by the deadline – late applications will not be assessed unless an extension is requested and approved 2 business days before the application deadline. To request an extension, email fundingproposals@calgary.ca, and indicate the rationale for the request.
- Application is complete - partial applications will not be assessed.
- Requests align with eligible categories and expenses.
- Requests are not already funded through existing funding agreements with the City of Calgary.
- Requests are for one-time expenses in 2025.

Organizational Assessment

- Non-profit organizations that have received funding for social service programs in 2024 or 2025 through an eligible funding stream.
- Organizations must be in good standing with The City of Calgary. This includes having fulfilled all reporting and other contractual requirements or have no other conditions that would disqualify them from additional funding.
- Demonstration of the organization's financial need
- Demonstration of the organization's ability to meet contractual requirements.
- Demonstration of the organization's ability to utilize the funds by December 31, 2025.

Reporting

Organizations will be required to report using the following accountability method. Failure to meet reporting requirements may result in termination of the funding agreement and impact future funding eligibility.

Project Reporting

A project-end report will be submitted through FIMS that details the project outputs and how the funds were expensed. This report will be due on March 1, 2026.

Financial Reporting

To ensure funds are expended as approved, organizations must report on how funds were utilized in the following ways. Failure to meet reporting requirements may result in termination of the funding agreement and impact future funding eligibility.

- A financial report and unaudited project financial statement, detailing project revenues and expenses, due March 1, 2026.

- An annual audited organizational financial statement for all organization operations, due three months after the organization's fiscal year-end.

Additional financial records, such as invoices and receipts, may be requested.

Contact Us

If you have any questions during or after this application period, please contact us. This web page will be updated regularly to address submitted questions but will not include identifying information about the organization or individual.

If you have identified barriers with this call for funding proposals or would like to suggest ideas on how to make this funding more accessible and equitable, please contact us. We are committed to integrating the feedback when possible and providing rationale if we are currently unable to make the changes.

All inquiries can be emailed to fundingproposals@calgary.ca.

Application Checklist – 2025 Affordability Support Fund Call for Proposals

Applications are being accepted through the Funding Information Management System (FIMS) until January 2, 2025 at 11:59pm. Due to the expected volume of applications and the time needed to review them, late applications will not be accepted without an extension process being initiated at least 2 business days ahead of application deadline. Those seeking an extension should email fundingproposals@calgary.ca.

Before you apply:

- ☐ Review 2025 Affordability Support Fund Applicant Guide in its entirety.
- ☐ **Optional:** Attend the scheduled Information Session or connect with fundingproposals@calgary.ca with any clarifying questions.
- ☐ **Optional:** Download the non-fillable copy of the application form for review in advance of completing the application in FIMS.

Application Process:

- ☐ Upload relevant documents through FIMS by the application deadline and/or upload alternative attachments which demonstrate your capacity to lead this work. If these documents are not available, please indicate why in the corresponding application form:
  - ☐ Organization's provincial or federal annual return.
  - ☐ Applicants may be asked to submit additional documents or answer questions to support the review and decision process.
- ☐ Access the application in FIMS under the 'Available Funding' section.
- ☐ Complete and submit application.
- ☐ If you have any questions during the application period, please contact us and we will respond within three business days. Email: fundingproposals@calgary.ca

2025 Non-profit Affordability Eligible Expense Guide

The following guidelines outline eligible expenses for organizations applying for the Affordability Support Fund, which assists with essential, one-time financial needs unmet by current financial resources.

Eligible and Ineligible Expenses by Category

The Non-profit Affordability Support Fund covers a variety of operating expenses essential for sustaining an organization and ensuring the continued delivery of services, as outlined below.

Please note that the examples shown within each category are not exhaustive, and other expenses within each category may also be eligible and will be assessed on a case-by-case basis.

1. **Advertising & Communication**
   Eligible advertising and communication costs are for raising awareness of services or programs. Examples of eligible expenses include:

- Creating and distributing brochures, flyers, or posters to increase service awareness.
- Redesigning or enhancing the website to improve user experience and accessibility.
- Launching social media campaigns to engage with target communities or promote new initiatives.
- Running local radio, TV, or print ads to promote programs or events to broader audiences.

  - **Ineligible Expenses**: Ongoing advertising contracts and general brand promotion that is not directly related to program outreach.

2. **Computer Hardware & Technology**
   This category covers one-time technology purchases needed to maintain services and improve operations in the short term. Examples of eligible technology purchases include:

- Purchasing new computers, laptops, tablets, or phones for staff to support remote work or enhance productivity.
- Upgrading servers to improve data management and security.

- Investing in video conferencing equipment to support virtual meetings or online service delivery.
- Replacing outdated hardware such as printers or photocopiers.

  - **Ineligible Expenses**: Technology upgrades intended for service expansion and items focused on program innovation or expansion.

3. **Occupational Health & Safety Upgrades**
   Safety improvements and upgrades necessary to meet compliance and ensure a safe work environment are eligible. Examples of upgrades include:

- Installing secure entry systems for enhanced building security.
- Adding safety features such as smoke detectors, fire alarms, or improved lighting.
- Renovating shared spaces (e.g., adding barriers or partitions) to meet health and safety guidelines.
- Upgrading ergonomic furniture or equipment to prevent workplace injuries.

  - **Ineligible Expenses**: Major renovations, ongoing maintenance, or any capital improvements beyond immediate safety needs.

4. **Office Supplies & Equipment**
   One-time purchases of essential office items needed to support daily operations are eligible. Examples include:

- Desks, chairs, and storage cabinets to improve the office environment.
- Office filing systems, shelving units, and other organizational tools to increase efficiency.
- Stationery and general office supplies essential for day-to-day operations.
- Furniture and equipment to support staff or client services, such as conference tables or reception area furnishings.

  - **Ineligible Expenses**: Large capital assets or non-essential office decor.

5. **Professional Fees**
   Necessary professional services for operational support are eligible under this category. Examples include:

- Fees for conducting annual audits or financial reviews.
- Accounting or bookkeeping services for financial management.
- Legal advice related to contracts, compliance, or employment issues.
- Meeting accreditation or certification requirements essential for continued service delivery.

- **Ineligible Expenses**: Retainers, consulting for non-essential tasks, or ongoing professional fees beyond a one-time need.

6. **Utility Fees**
   Utility costs essential for organizational operations are eligible for support. Examples include:

- Payments for electricity, heating, and water to ensure continued operations.
- Internet and phone service fees to support communication and service delivery.
- Waste management or disposal fees necessary for maintaining a clean and safe environment.

- **Ineligible Expenses**: Recurring utility costs already covered by other funding sources.

7. **Volunteer Recruitment & Management**
   One-time costs for enhancing volunteer programs are eligible. Examples include:

- Developing a recruitment strategy or plan to attract new volunteers.
- Launching targeted outreach campaigns via social media or community events.
- Creating training materials or toolkits for onboarding and managing volunteers.
- Implementing volunteer management systems to track hours, tasks, and engagement.

- **Ineligible Expenses**: Volunteer appreciation gifts, ongoing recognition events, and other non-essential volunteer program costs.

General Ineligible Expenses

The Non-profit Affordability Support Fund does not cover certain expenses that are considered ineligible for funding. These ineligible expenses include items and costs that fall outside the scope of sustaining organizational operations and service delivery, as outlined below.

- Any expenses already resourced through existing City of Calgary funding.
- Ongoing operational or programmatic costs that require sustained funding, except essential operational expenses like utilities (e.g., electricity, heating, internet), which are eligible for one-time support.
- Any expenses related to operations outside of Calgary city limits.
- Capital campaigns
- Construction or renovation of a building
- Contingency funds
- Court or litigation fees
- Debt repayment
- Depreciation and amortization

- Direct assistance for clients
- Entertainment, hosting and hospitality
- Events, auctions, banquets, dinners, galas, etc.
- Fines, penalties, tickets
- Fundraising activities.
- GST payable
- Honorariums
- Insurance (ex. health, life, personal, property, vehicle, etc.)
- Investments (bonds, equities, GICs, mutual funds, TFSAs, etc.)
- Lost revenues
- Mandatory employment related costs (MERCs)
- Professional development (conference fees, education, tuition, etc.)
- Property taxes and levies.
- Occupancy costs (ex. lease, rent, mortgage, etc.)
- Personnel costs (ex. salaries, wages, bonuses, etc.)
- Programs or services
- Property insurance
- Purchase of vehicles, land, or buildings
- Replacement of reserve funds
- Transportation or travel expenses

Additional Considerations

1. **Eligible Time Frame**
   Eligible expenses must be incurred within the funding agreement's specified period.

2. **Reasonable and Essential Expenses**
   Expenses must be reasonable and essential to maintain critical operations. Luxury or non-essential items are not eligible.

3. **Compliance with Regulations**
   Organizations must comply with applicable Federal, Provincial, and Municipal laws.

4. **Documentation**
   All expenses must be documented, auditable, and supported by invoices, receipts, and timesheets where applicable.

If you have any questions during the application period, please contact us and we will respond within three business days. Email: fundingproposals@calgary.ca

2025 Non-profit Affordability FIMS Budget Form Guide with Eligible Expense Categories

Please use the budget in FIMS to categorize and itemize your funding request, ensuring each expense aligns with eligible categories. Breaking down each request into line items and following the funding caps will clarify how funds will be allocated and ensure all costs align with the eligible categories.

Instructions for each Budget Section

1. **Personnel**
    - **Typically, not applicable for this fund.** Personnel costs like salaries, wages, and benefits are ineligible. Please leave this section blank.
2. **Travel and Parking**
    - **Generally ineligible.** Avoid including travel and parking expenses unless explicitly eligible.
        - If applicable, break down any eligible travel costs into line items (e.g., “Local Travel for Community Outreach”).
3. **Materials and Supplies**
    - **Office Supplies & Equipment:** Include one-time purchases of essential office items that support daily operations.
        - Examples: Desks, chairs, storage cabinets, and stationery.
        - Break down each request into line items (e.g., “Desk for Reception,” “Filing Cabinets for Storage”).
4. **Other**
   Use this section for the following eligible expenses, and **break down each category into specific line items** as shown in examples:
    - **Advertising & Communication:**
        - Examples: Brochures, website enhancements, social media campaigns.
        - Line items: “Brochures for Outreach,” “Website Accessibility Upgrade.”

- **Computer Hardware & Technology:**
    - Examples: Computers, laptops, video conferencing equipment.
    - Line items: “Laptop for Program Manager,” “Video Conferencing Equipment.”
- **Occupational Health & Safety Upgrades:**
    - Examples: Fire alarms, secure entry systems, ergonomic furniture.
    - Line items: “Fire Alarm Installation,” “Ergonomic Chairs for Office.”
- **Professional Fees:**
    - Examples: Auditing, accounting, legal services.
    - Line items: “Annual Financial Audit,” “Legal Fees for Compliance.”
- **Utility Fees:**
    - Examples: Electricity, internet, phone services.
    - Line items: “Electricity for Main Office,” “Internet Service.”
- **Volunteer Recruitment & Management:**
    - Examples: Recruitment campaigns, volunteer management software.
    - Line items: “Volunteer Outreach Campaign,” “Management Software for Volunteer Tracking.”

5. **Total Expenses**
    - Verify that the total expenses across all categories reflect your funding needs accurately, with each expense broken down into line items.
6. **Revenue**
    - List any additional revenue sources that offset these expenses.
    - If applicable, break down revenue sources into line items (e.g., “Grant from Other Funders”).
7. **ASF Funding**
    - Enter your requested amount from the Non-profit Affordability Support Fund here.
    - Confirm the “% of ASF Funding” calculation aligns with the total expenses.

Additional Considerations:

- **Eligible Expenses Only:** Ensure all items meet the Eligible Expense Guide criteria.
- **Funding Caps:** Keep within the fund cap based on your organization’s operating budget:

- **Under $500,000 budget:** up to $75,000
- **$500,000 - $3,000,000 budget:** up to $100,000
- **Over $3,000,000 budget:** up to $150,000

If you have any questions during the application period, please contact us and we will respond within three business days. Email: fundingproposals@calgary.ca

Glossary

- **Audited financial statement** – Audited financial statements are completed and signed by a Chartered Professional Accountant who is independent of the organization.
- **Community** – A community is a group of people that interact and support each other, and are bonded by shared experiences or characteristics, a sense of belonging, and often by their physical proximity. Examples include, but are not limited to, communities of geography, race, culture, religion, ability, sexuality, and experience (*Adapted from: Cobigo, V., Martin, L., & Mcheimech, R. (2016). Canadian Journal of Disability Studies, 5(4), 181-203.).*
- **Computer Hardware and Technology** – Physical devices and equipment used for computing, communication, and data management within an organization. This includes items such as computers, laptops, tablets, servers, phones, and related peripherals (e.g., printers, scanners). It also encompasses essential infrastructure like network hardware and storage systems that support day-to-day operations and service delivery.
- **Funding Information Management System (FIMS)** – A secure, online platform for non-profit organizations to manage their organization's profiles, manage their reporting requirements, and apply for funding for social programs and services.
- **myID** - An online service that provides citizens and business owners access to multiple City of Calgary services using a single account. A myID business account is required to access the Funding Information Management System (FIMS).
- **Occupational Health & Safety Upgrades** – Improvements made to enhance workplace safety and compliance, including secure entry systems, fire alarms, ergonomic furniture, and partitions.
- **Professional Fees**– Costs for hiring external professional services, such as accounting, or auditing, necessary to support the organization's operations.
- **Project** – An activity with a clear beginning and end, with clear deliverables at the end.
- **Unaudited financial statement** – Unaudited financial statements are prepared by an accountant, includes all program revenue, all eligible expenses, any accrued interest on the

grant that have been used for the approved project and are signed by two (2) officers of the organization with signing authority.

- **Utility Fees –** Essential costs related to electricity, heating, water, internet, and phone services needed to maintain daily operations.
- **Volunteer Recruitment & Management** – One-time costs associated with enhancing volunteer programs, such as recruitment strategies, training materials, and management systems.