Seeds of Change Fund

Call for Proposals Applicant Guide

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Background

Seeds of Change is a one-time capacity-building fund, established through a partnership between The City of Calgary and The Calgary Foundation.

The Seeds of Change Fund is designed to enhance community engagement and participation in community learning opportunities while actively addressing systemic discrimination in all its forms and promoting inclusion for people of all backgrounds. The Fund aligns with City Council's social resilience and equity priorities as outlined in Resilient Calgary: Council's Strategic Direction 2023-2026. It seeks to strengthen ongoing efforts to remove systemic barriers affecting Indigenous, Black, and diverse Racialized Peoples by raising awareness about the discrimination these groups face and enhancing equitable and accessible service delivery.

Application period

Applications will be accepted through the Funding Information Management System (FIMS) from March 26, 2025 to April 30, 2025 at 11:59 pm. Late applications will not be accepted unless an extension is requested and approved two 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

In collaboration with The Calgary Foundation, a total of up to $700,000 will be available annually through this fund during 2025-2027. Organizations may apply for funding up to $200,000 annually for their proposed project. Eligible projects must be one-time projects that can be completed and funds spent by August 31, 2027.

Fund Description

The Seeds of Change Fund will be allocated to organizations with a mandate and/or experience to build the capacity of their member organizations and/or groups by advancing the resources, capabilities, and knowledge.

Successful organizations will use The City of Calgary's anti-racism resources as a tool to raise awareness about systemic racism, its impact on Indigenous, Black and diverse Racialized Calgarians, and how to address it within their respective lines of service using an intersectional lens. Funded projects will advance the capacity of community organizations to deliver inclusive and equitable programs and services to Calgarians.

The anti-racism resources consist of several learning modules, each accompanied by additional materials. These resources can be adapted and customized for different audiences, fostering safe learning experiences to enhance service delivery and create safe spaces.

For the purpose of designing proposed projects, a sample module and resources are available to **download.** Please note that additional content will be provided to successful applicants.

Successful organizations will collaborate with The City of Calgary, to ensure the implementation aligns with the fund's intent. Organizations will be engaged proactively and offer feedback, recommendations,

and collaborative solutions to address emerging challenges and capitalize on opportunities for improvement.

Funding Priorities and Anticipated Outcomes

Projects that contribute to The City's Anti-Racism Strategic Framework and to the following anticipated outcomes will be given priority in the application review processes.

1. **Increased Awareness:** Collaborate to create community anti-racism learning opportunities to foster continuous learning on systemic barriers and opportunities for improvement.

    Anticipated Outcome:

    a. Increased collaboration to create community-based opportunities for anti-racism learning opportunities.
    b. Increased shared understanding and common language regarding systemic racism and racial discrimination.
    c. Increased awareness to identify and remove systemic racial barriers.

2. **Enhancing Equitable and Accessible Service Delivery:** Incorporate anti-racist and equitable practices in service delivery to promote accessible and inclusive programs, services, and community spaces for Indigenous, Black and diverse Racialized Calgarians.

    Anticipated Outcome:

    a. Community groups and organizations have the tools to promote racism free programs and services.
    b. Community groups and organizations have the tools to promote racism free spaces.
    c. Indigenous, Black and diverse Racialized Calgarians have increased awareness of The City and community resources.

Eligibility

Organizations with a mandate and experience to build the capacity of their member groups and organizations by raising awareness, building knowledge, and enhancing skills will be eligible for funding to implement projects that will lead to the intent of the Funding.

Organizational Eligibility

- Non-profit organizations with an elected volunteer Board of Directors operating within Calgary's city limits. Organizations must be registered under one of the following:
    - The Alberta Societies Act;
    - The Alberta Companies Act;
    - The Canada Not-for-Profit Corporations Act; or
    - The Canada Business Corporations Act.
- Organizations that serve and support multiple related organizations or groups as members or partners to coordinate activities, build capacity and provide support.
- Organizations must be in good standing with The City of Calgary. Organizations with a previous or existing funding agreement must have fulfilled all reporting and other contractual

requirements or have no other conditions that would make them ineligible for additional funding.

- Organizations must have experience in capacity-building service delivery and have strong operational capacity, including sound governance, stable financial outlook, and the use of evidence-based practice.
- Organizations should have knowledge of and connections to communities that have historically or continue to experience exclusion and discrimination.

Project & Expense Eligibility

Please note that this list is not exhaustive, and there may be other types of projects and expenses that could qualify for funding. If you are unsure whether your project or specific expenses are eligible, we encourage you to email us at fundingproposals@calgary.ca for clarification.

Eligible projects and expenses include:

- One-time projects that provide capacity-building activities to meet the outcomes of the Seeds of Change Funding.
- Projects that align with the defined funding priority areas.
- Direct project expenses related exclusively to the proposed project:
  - Wages or consultant fees.
  - Travel and parking.
  - Materials and supplies.
  - Technology, such as hardware or software.
    - Please provide a rationale for the purchase of hardware, applications, software, or database enhancements as it relates to the proposed project.
- Collaboration expenses: Costs related to joint meetings, shared resources, and partnership activities.
- Rent expenses: Only for the space intended for project delivery (if applicable).
- Operational or administrative expenses:
  - Indirect or administrative expenses should not exceed 15% of the requested funding.
- Contractual requirements:
  - General liability insurance
  - Financial audit expenses.
  - NOTE: The costs associated with obtaining insurance and completing audited financial statements can be included in the application budget, as these are eligible expenses.
- Funded projects may run until August 31, 2027. No funding will be provided for projects and/or activities outside the specified agreement term.

The Seeds of Change Funding cannot be used for:

- Multiple projects within a single application.

- Ongoing programs and services.
- Funded activities and provided resources must not be used for revenue-generating purposes including fundraising events or campaigns.
- Capital expenditures: Expenses related to the purchase, construction, renovation, or depreciation of significant capital assets such as:
  - Land or buildings
  - Construction or renovation of a building
  - Motor vehicle
- Operational and administrative costs beyond those related directly to the proposed project.
- Client support expenses, including money, food, clothing, or shelter.
- Municipal property taxes and levies.
- Any payments to a member of a board or committee.
- Entertainment and hospitality.
- Fines, penalties, or legal fees.
- Pre-agreement expenses.

How to Apply

Applications must be submitted online through FIMS by April 30, 2025 at 11:59 pm. Late applications will not be accepted unless an extension is requested and approved, two 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 the Call for Funding Proposals webpage in full and familiarize yourself with all the guidelines and requirements for a successful application.
- Review sample Anti-Racism resources available on the Call for Funding Proposals website.
- Review the sample application form (non-fillable) as a reference.
- Consult this Applicant Guide to verify that your application aligns with the objective of the fund.
- Register for the Funding Information Management System (FIMS), if your organization doesn't have an account.

Step two – Application

All eligible organizations must apply through the Funding Information Management System (FIMS).

Organizations that don't have a FIMS account must register before accessing an application. Organizations access FIMS with a myID business account, which is a single sign-on approach used by businesses and organizations to access City services online. To register for a myID business account, organizations should obtain a business id number here, and then register their

primary email address here. Finally, set up a myID business account by visiting myid.calgary.ca, using the business ID number and registered email address. Learn about how to obtain a myID business account and register for FIMS, and review the FIMS training modules.

Questions about accessing FIMS may be directed to fundingproposals@calgary.ca. Alternate options to apply will be provided to organizations that encounter difficulties in accessing FIMS prior to the application deadline. Successful applicants will need to set up a FIMS account for payment and reporting purposes.

Step three – Supporting documents

In addition to submitting your application through FIMS, the following documents should be uploaded to 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 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);

Step four – After you have applied

The City of Calgary will review applications and make decisions by June 30, 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.

Successful applicants will need to provide proof of Commercial General Liability (CGL) in an amount not less than Two Million Dollars ($2,000,000.00) inclusive, with The City of Calgary as an additional insured. This may take time to accomplish, so it is advised to look into this process with your insurance provider as early as possible. Organizations are encouraged to include the costs associated with insurance in the application's budget section.

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. All applications submitted will undergo a fair and consistent review process. Please note that requests for funding will likely exceed funds available; therefore, only the projects or initiatives that demonstrate the strongest alignment and potential for impact will be eligible.

Applications will be evaluated based on the following criteria:

Application Assessment

- Application is received by the deadline – late applications will not be assessed unless an extension process is initiated and approved two business days in advance of 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. Required supporting documents are uploaded to FIMS.
- The organization and project align with the fund's objectives and priority areas.
- Demonstration that the project is clearly a one-time project, with the ability to spend the funds by August 31, 2027. Projects will not be funded.

Organizational Assessment

- The organization is a registered non-profit organization and a legal entity in good standing. Organizations with an existing funding agreement with The City of Calgary must have fulfilled all reporting and other contractual requirements or have no other conditions that would disqualify them from additional funding.
- The organization operates within Calgary city limits.
- The organization demonstrates the ability to meet contractual requirements.
- The organization can implement the project as soon as the funding agreement is signed.
- If partnerships with other organizations are identified, they are named, and their roles are clearly identified (if applicable).
- Organizations have a mandate and/or experience to support their member groups and/or organizations, or partners to build their capacity.
- Organizations are willing to work with The City of Calgary collaboratively, to ensure the implementation aligns with the fund's intent. Organizations will engage proactively, offering feedback, recommendations, and collaborative solutions to address emerging challenges and capitalize on opportunities for improvement.

Project Assessment

- Clear articulation of what and how capacity is being built.
- Clear outline of how the outcomes will be achieved.
- The impact of the project on Indigenous, Black, and diverse Racialized Calgarians experiencing systemic discrimination in all its forms is clearly articulated, with a clear outline of intended measures for evaluating impact.
- The budget is proportionate to the type of proposed activities.
- Initiative is a single defined project, not multiple activities with different outcomes.

Reporting

Organizations will be required to report using the following accountability methods:

Project Reporting

Project reports collect information on outputs, outcomes, partnerships, and success stories. An interim project report for the first half year, an annual project report for the first year on project progress and a project-end report covering the full agreement term. All project reports will be submitted through FIMS.

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.

Successful applicants will need to:

- Submit an annual program financial report through FIMS including an attached **unaudited program statement** of revenue and expenses detailing the use of program funds and signed by two officers of the organization with signing authority.
- Upload an annual **audited organization financial statement** to FIMS for the organization as a whole audited by an independent third-party registered Chartered Professional Accounting firm.

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 – **Seeds of Change Fund Call for Proposals**

Applications are being accepted through the Funding Information Management System (FIMS) until April 30, 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 the Seeds of Change Fund Applicant Guide in its entirety.
- ☐ **Optional:** Attend the scheduled Information Session or email to 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.

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 use 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 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 an 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.

Glossary

- **Annual return** – Registered nonprofit organizations must file an annual return to the provincial or federal government, depending on how they have been incorporated. This is not the return that is submitted to the Canada Revenue Agency. Returns verify your organization's information and maintain its active status as an incorporated body. We use this information to verify organizational details and status.
- **Anti-racism** – recognizing the existence of racism and taking active steps to name, challenge and eliminate it at all levels (individual and structural) and spheres of life.
- **Audited organization financial statement** – include but are not limited to a Statement of Financial Position, Statement of Operations, Statement of Cashflows, and accompanying notes,

audited by an independent third-party registered Chartered Professional Accounting firm for the organization as a whole.

- **Capacity building** – Building the capacity of an organization or community involves strengthening the resources, capabilities, and knowledge of a group, with the end goal of strengthening that group's ability to achieve its mission and vision and increase its measurable impact. (*Adapted from: Huffman, D., Thomas, K., & Lawrenz, F. (2008). American Journal of Evaluation, 29(3), 358-368*.).
- **Certificate of Incorporation** – An organization can be incorporated under federal, provincial, or territorial statutes. Certified means that the documents have an effective date and are stamped or signed by the appropriate incorporating authority.
- **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.).*
- **Equity** – Treating everyone with fairness by taking into account individual differences and social conditions. It means conditions are adjusted to meet people's diverse needs, strengths, and social realities.
- **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).
- **Racial discrimination** - refers to the practice of treating people differently or unjustly because of their race, ethnic origin, skin colour, language or religion. It can also be systemic, meaning that the discrimination has been built into the structures and institutions of society. This type of discrimination is often more subtle and harder to identify, but it can have significant impacts on the lives of Indigenous peoples and racialized and religious minority communities. Racial discrimination can take place anywhere in your daily life, including in the workplace, housing, education, and healthcare, and extends to racial profiling by law enforcement and even hate crimes.
- **Racism** – a social construct that individuals belonging to a specific race are inherently superior to other races. This is often reflected in power dominance, unequal privilege, and how people treat each other. This racially inspired unequal treatment is sustained by individual behaviours and attitudes as well as systems of governance that work together to maintain the status quo.
- **Systemic racism** – a structured system that equips a racial group with the power to dominate others in social, political, and economic areas over time and generations. This is often reflected in policies, programs, and practices that favour one racial group over others.
- **Unaudited program financial statement** –includes revenues and expenses detailing use of program funds signed by two officers of the organization with signing authority.