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 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.

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:
    - ☐ Certificate of incorporation
    - ☐ Organization bylaws
    - ☐ List of Board of Directors
    - ☐ Organization's provincial or federal annual return with the financial statement attached, OR an organizational financial statement.
    - ☐ 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