



FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)

Call for Funding Proposals Application Checklist

Applications are being accepted through the [Funding Information Management System \(FIMS\)](#) until April 10, 2024 at 11:59pm. Late applications will not be accepted unless an extension is requested and approved, 48-hours in advance of the application deadline.

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. Registration and recording will be posted on the [FCSS Call for Funding Proposals web page](#).
- ☐ **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
 - ☐ Organization's most recent annual return
- ☐ Consult FCSS Applicant Guide 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