

# CALGARY REAL ESTATE BOARD CHARITABLE FOUNDATION



## Grant Application

Date: \_\_\_\_\_

### ORGANIZATION PROFILE

Legal Name of Organization: \_\_\_\_\_

Charitable Registration #: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Geographic focus of organization (Local/Community, Provincial, Regional, National): \_\_\_\_\_

How many staff are employed by your organization? Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

How many volunteers are involved in your organization? Adult: \_\_\_\_\_ Youth: \_\_\_\_\_

Please describe the primary focus of your organization (we request that you limit your description to one paragraph). Include your organization's purpose and mission.

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Have you previously received funding from the Calgary Real Estate Board Charitable Foundation?

Y/N: \_\_\_\_\_ If Yes, for what project?

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Who else funds your organization? Do you receive United Way funding?

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## PROJECT PROFILE

Name of Project \_\_\_\_\_

Length of project: \_\_\_\_\_ (start date) to \_\_\_\_\_ (end date)

Is this a new project or does it currently exist? Please explain:

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How much are you requesting from the Calgary Real Estate Board Charitable Foundation? \$ \_\_\_\_\_

Are you requesting a one-time, short-term (less than one year) or long-term (more than one year) commitment?

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Does your project target a specific cultural, ethnic, linguistic or lifestyle segment of the population? If yes, please explain.

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What age group will your project benefit most? \_\_\_\_\_

Have you spoken to anyone at the Calgary Real Estate Board Charitable Foundation regarding your application?

Y/N \_\_\_\_ If yes, who did you speak to? \_\_\_\_\_

## PROJECT OVERVIEW

Please answer all of the following items in a separate document.

### a) Project Description (please do not exceed 2 pages)

- Provide a description of the project. Explain the current situation and the need that exists.
- Describe the issues that will be addressed by this project and evidence of those issues.
- Identify your key project objectives (what, how, when and where).

### b) Critical Path

- Outline the critical path associated with your project. Be sure to include the year, month, and date of each milestone related to your project.
- Describe in point form any potential problems this project might encounter. What could limit its success?
- How will you deal with these barriers?

### c) Budget and Funding

- Outline the total budget for your project. Itemize your revenue and expenses. Explain the purpose of each projected expense and details on how you calculated the projected cost.
- If funds are needed for human resources please provide a position description including qualifications and salary. If the position presently exists please describe how it is currently funded and why funding is needed.

### d) Evaluation

- How will you measure your success?
- Are you aware of other organizations that are involved in similar projects?

### e) Community Awareness

- How many people will benefit from this project?
- Do you have any other partners in this initiative?
- How will you promote the project? How will Calgary Real Estate Board Charitable Foundation's involvement be highlighted?

Please ensure you have included all additional required documents with your application form:

- Application Form
- Project Overview
- Current Annual Report
- List of Current Board Members

**Statement**

I hereby agree to the gathering of my personal information and other details for the purpose of this application for funding from the Calgary Real Estate Board Charitable Foundation (the Foundation). I further understand my personal information may be used for planning and research purposes or that a representative of the Foundation may contact me.

Should I receive a grant from the Foundation, I agree to be bound by the terms of a mutually agreeable Funding Agreement, which will include submitting a summary report and completing an evaluation form in a timely manner at the conclusion of the funded project or activity. I also agree said report and evaluation data can be used by the Foundation as it sees appropriate in the interest of increasing public knowledge of its philanthropic and community relations endeavors.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

*Printed Name*

*Signature*

A Foundation representative will contact you confirming receipt of your application. If your application meets our basic funding criteria, it will be reviewed by the Foundation’s Fund Allocations Committee in early October.

During the review process we may request a meeting or site visit to further discuss the project.

The grant submission deadline is August 31st of each year. Please submit your completed application by mail or courier to:

Susan Fordyce, Executive Director  
Calgary Real Estate Board Charitable Foundation  
300 Manning Road NE  
Calgary, Alberta  
T2E 8K4

If you have further questions please contact us at 403-781-1333 or [charitable.foundation@creb.ca](mailto:charitable.foundation@creb.ca).

The information you provide to the Calgary Real Estate Board Charitable Foundation is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta. It is used to determine your eligibility for grants and for statistical purposes. It may be used for planning and research purposes or so that a representative of our organization can contact you. Your personal information is protected by Alberta’s Freedom of Information and Protection of Privacy Act and can be reviewed upon your request. If you have any questions about the collection, use or disclosure of this information, please contact us directly.