



Building connection and community while in isolation.

## Stepping Stones Guidelines

### Questions?

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### What is Stepping Stones?

Stepping Stones encourages active citizenship by helping grassroots community groups undertake small creative projects that build a sense of inclusive belonging in local communities. We offer grant support of up to \$1,000 for project expenses.

Stepping Stones supports projects that:

- Build connections between people and their local neighbourhoods and communities.
- Celebrate the importance of knowing and helping neighbours - in regular daily life and in times of community stress.
- Are driven by people in their own neighbourhoods and communities. The projects are slightly different than programs provided by organizations to communities because community members themselves must play a meaningful leadership role.

Projects we support tend to be projects where people:

- Engage people in **creative ways to address concerns**
- Foster a sense of **pride and presence**
- Give people the **chance to get involved in community life**
- Support our community's **vulnerable citizens**

**In response to the COVID-19 health crisis**, Connect First Credit Union and Calgary Foundation have broadened the scope of the Stepping Stones program, sped up our response time, and increased the maximum grant amount to \$1,000. In this time of COVID-19 physical isolation, we will accept costs associated with virtual community gatherings and local response activities that help neighbours help neighbours. **All projects must abide by the latest public health regulations.**

Examples:

- Grassroots outreach activities that get information and messages of care or food hampers to isolated community members about crisis supports available in the community.
- Virtual gatherings (concerts, conversations, culture sharing) that help people feel part of their neighbourhoods and communities without leaving their homes.

## Who can apply?

Non-profit societies, charitable organizations (including the broader group Canada Revenue Agency describes as “qualified donees”), community associations, and informal grassroots groups in regions where our organizations work. Those regions are:

Calgary, Banff National Park, Canmore, Rocky View County, the Municipal Districts of Big Horn, Foothills, Kananaskis and Wheatland, and the surrounding First Nations of Treaty 7 territory. Plus any community served by a Connect First Credit Union, including First Calgary Financial, Legacy Financial, Mountain View Financial, and Chinook Financial.

## Stepping Stones cannot cover:

- Projects that have occurred *before* the application decision is made.
- Salary, equipment that could be borrowed, or items that could be donated by other sources.
- Purchase of assets (computers, cameras, etc.) for individuals, informal groups, or non-profits, due to charitable tax law.
- Individual expenses such as rent or utility bills. Projects would provide people with information about community services instead.

## How do you apply?

Please submit by email to [ngp@calgaryfoundation.org](mailto:ngp@calgaryfoundation.org)

Questions? Contact us at 403-802-7720 or [ngp@calgaryfoundation.org](mailto:ngp@calgaryfoundation.org)

## Application Process

- If we have any questions about your project, someone from Calgary Foundation or Connect First Credit Union will contact you within a week of receiving your application to find out more.
- We will let you know within one week of receiving your application if we will support your project with a Stepping Stones.
- Please know it may take at least two weeks for non-profits and charities to receive actual payment once a request has been approved. For informal groups, if approved, the process would take longer. Please contact us for further information.
- At least one person leading the project must be 18 or older.

# Stepping Stones Application Form

Stepping Stones encourages active citizenship by helping grassroots community groups undertake small creative projects that build a sense of inclusive belonging in local communities. Stepping Stones can contribute up to \$1,000 for project expenses.

Name of your project:

Neighbourhood or Community where your project will take place:

When will your project take place?

**Project basics. What will you do? Who will help you?**

**Community Benefit – How will your neighbourhood or community benefit from this project?**

**Tell Us About You – Why do you want to do this project?**

**How will your project abide by public health directives for the COVID-19 crisis?**

