



Take Action Grant (TAG) Application

Small GRANTS FOR Big Ideas

Calgary Dollars (C\$) has been issuing grants since it began circulating complementary currency in 1996. Take Action Grants (TAGs) are designated for social and environmental projects in Calgary.

Take Action Grants build the community by demonstrating the role of complementary currency, expanding the amount of C\$ in circulation, educating Calgarians about social and environmental issues in our city, while providing much-needed funds to community initiatives, and using a community-based decision-making process to collectively determine which projects C\$ will support. See the C\$ website www.calgarydollars.ca for a list of past grant recipients.

Partners

Since 2006, funding from The Calgary Foundation's Neighbour Grants Program has allowed Take Action Grants to offer matching Federal dollars. The Neighbour Grants Program supports residents to transform their ideas into actions that benefit their neighbourhoods, encourage the involvement of other residents, and build cooperation among groups. (See www.thecalgaryfoundation.org)

Local businesses also support TAG. The following local businesses have contributed some of the C\$ they earn back into the TAG program: Sunnyside Market, FFWD, and Mountain Equipment Co-op

Granting Process

1. **Application:** Complete and email in the attached application form
2. **deadline:** last day of each month.
3. **Review:** C\$ staff will review the application and work with applicants to ensure all information is provided. The TAG Community Advisory Committee will then review the application and recommend whether or not it should be brought in front of the C\$ membership for a decision.
4. **Criteria:** demonstrated ability to use C\$, impact of the project, applicant's interest in collaboration,
5. **Decision:** The applicant will present their application to the C\$ membership at a monthly C\$ Market/Potluck. C\$ members attending the event will make the final granting decision through a vote.

Project: The grant recipient will manage their project **and report as indicated on next page**

Please provide the following information:

1. Name of community group:
2. Name of project or idea:
3. Contact person
4. Secondary Contact Person
5. Short biography of contact person (25 words)
6. Address, including postal code
home phone number, _____ Cell phone number _____
7. Email
8. Vision statement of community group
9. A description of the group's work in the community
10. A description of your Take Action idea/project/event. What will you do? What do you hope to accomplish?
11. What is the amount you are requesting from the TAG:

In Canadian dollars _____

In Calgary Dollars _____

12. Who is your target market or audience
13. Are you or your group currently a C\$ participant?
 - a. If so, how have you been earning and/or spending C\$?
14. How would you use the C\$ portion of the TAG? Please list:
 - a. Goods and services you would purchase
 - b. The vendor(s) from whom you would purchase
 - c. The percentage of C\$ these vendors would accept
15. Who else is supporting this project? What are they contributing?
16. How will your project help build the local social justice community?

- 17. By what date will you have completed the project?
- 18. By what date will you have spent all C\$ and Federal Dollars?
- 19. Please use attached form to provide a detailed budget.

Send completed application to:

Calgary Dollars C/O Arusha Centre, The Old Y Building,
#106, 223 – 12 Ave SW, Calgary, AB T2R 0G9

Phone: 270-8002 Fax: 270-8832 Email: info@calgarydollars.ca Web page: www.calgarydollars.ca

For Office Use Only

C\$ Staff Contact: _____

Date received: _____

Date Presented to Potluck: _____

Potluck Decision: _____

Amount of Canadian Dollars Received: _____

Amount of Calgary Dollars Received: _____

Cheque made out to: _____

Date grant awarded: _____

Payable to: _____

I/We agree to use the TAG logo's on all promotional material

Calgary Dollars Signature

Recipient Signature

The TAG grant will be spent by the date: _____

Obligations of Grant Recipients

1. Grant recipients **must** include these three logos on their printed and electronic promotional material: Calgary Dollars, Arusha and The Calgary Foundation.
2. Grant recipients must submit a final report within the calendar year of completion of their project. Recipients are encouraged to use creative formats to share their story (photo essay, powerpoint, web video, etc.). A simple spreadsheet showing the overall budget and detailing how C\$ and Federal dollars were spent is required.

3.

Grant recipients may be asked to participate in future collaborations and/or participate in follow-up meetings with all TAG recipients.

Calgary Dollars Signature

Recipient Signature

Date:

TAG Application budget

SAMPLE BUDGET

Revenue	Comments	Canadian Dollars	Calgary Dollars
TAG			
Cash Sales			
Other sources (Please describe)			
Total Cash In			
Expenses	Description	Canadian Dollars	Calgary Dollars
Inventory			
Supplies			
Promotions			
Rental fee			
Wages/Honorarium			
Professional services			
Permits			
Insurance			
Postal/courier			
Packaging shipping			
Administrative cost			
Food			
Design			
Marketing			
Advertising			
Postering			
Childcare subsidy			
Travel subsidy			
Other			
Total Expenses			
Total Revenue			