

Project Support Program Application Form

A Project Support Program (PSP) account is mandatory to access Parks Foundation Calgary grants and is designed to offer a suite of services that support you at every stage of your project, all at no charge.

- **Fund Management:** We open an account for your project to house all donations and funding.
- **Donation Processing:** Donations can be accepted on your project's behalf, and we can issue tax receipts for eligible contributions.
- **Payments:** We manage and process payments for your project's invoices.
- To learn more about the Project Support Program, visit www.parksfoundation.ca.

Organization Information			
Name of non-profit:			
Provincial Incorporation Number: (Alberta Societies Act)		Date of Incorporation:	
Organization Mailing Address:			
Contact Information			
Primary Project Contact Name:			
Email:			
Phone Number:			
Additional Project Contact Name:			
Email:			
Phone Number:			
Project Information			
Project Title:			
Project Address:			
Please identify the landowner where the project will take place:			
Community:			
Ward:			
Project End Date: (MMM-YY)			
Total Project Budget:			
Brief Project Description: Max: 200 words Describe your project; what will be built, bought, or improved? Explain the project's impact to your community.			

Parks Foundation Calgary

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Authorized Individuals

Please provide the name and email for three authorized individuals who are permitted to act on behalf of your organization for this project. These individuals help ensure appropriate financial approvals, and communication with Parks Foundation Calgary.

1. Authorized Name:	
Email:	
Role in Organization:	
2. Authorized Name:	
Email:	
Role in Organization:	
3. Authorized Name:	
Email:	
Role in Organization:	

Project Timelines

Providing a project timeline helps Parks Foundation understand your project's anticipated schedule, key milestones, and overall progress. This information supports project planning, funding coordination, and reporting, while helping us identify opportunities to provide guidance and support throughout your project. Please outline the major activities and expected timelines for each phase of your project.

If your project will be completed in a single phase, complete only Phase 1.

Phase 1 Phase Name (optional): Anticipated Dates: Key Activities: • Fundraising activities • Grant applications • Design and planning deadlines	
Phase 2 Phase Name (optional): Anticipated Dates: Key Activities: • Fundraising activities • Grant applications • Design and planning deadlines	

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Marketing Support

We collect this information to help promote your project and celebrate its impact. Parks Foundation Calgary shares partnered projects through our website, social media channels, and other communications whenever possible. Providing your organization's social media accounts, website information, and a brief project description helps us accurately highlight your project and support your fundraising and awareness efforts.

Instagram handle		
Facebook handle		
LinkedIn account		
Organization website		
Project website <i>(if applicable)</i>		
Website blurb <i>Max: 50 words</i> In your own words, how would you describe the project.		
Would you like to use our online donation portal to collect donations for your project?	Yes	No

Organization Supporting Documents

The following supporting documentation is required to verify partnership viability. The documentation confirms commitment and demonstrates that the project has the support needed for success.

All documents are required for your application to be considered complete.

Documents required to submit:	Attached
Organization Certificate of Incorporation	
Current List of Board of Directors <i>(addresses and full contact information)</i>	
Most Recent Annual Return or Proof of Filing	
Most Recent Financial Statement <i>(statement of financial position and income statement)</i>	
Organization Budget for the Current Year <i>(operating and capital)</i>	
Current Organization Bylaws and Objectives	
Formal Landowner Approval <i>(signed lease, Letter of Support in Principle, letter from landowner, etc.)</i>	

Submitted By:

Role in Organization:

Signature:

Date: