



CAPACITY DEVELOPMENT FUNDING 2023 GUIDELINES

This funding program supports arts organizations that seek to enhance key operational processes, practices, and systems to build capacity, advance learning, and facilitate necessary change within the organization.

2023 DEADLINES

2023 deadlines for Capacity Development Funding will be announced shortly. Please check back or sign up for our newsletter to receive updates.

OVERVIEW

Organizations may request up to \$20,000.

Capacity Development Funding can support a range of work including, but not limited to:

- Feasibility studies
- Equity and anti-racism training and work
- Governance reviews
- Policy reviews and updates
- Financial systems upgrades
- Human resource systems
- Development of marketing plans
- Fund development assistance
- Technical resources, such as CRM upgrades

When applying for funding to support the above processes, it is important to articulate the significant impact the work will have for the organization by being undertaken at this time.

ELIGIBILITY

- Organizations must be a charity with a valid CRA charitable business number (9 digits, 2 letters, 4 digits), however:
- Equity-deserving organizations that are not charities may be able to apply for funding in partnership with a registered charity through an agency agreement. Please email Funding Manager, Ayla Stephen, at ayla@rozsafoundation.com to discuss this option further.
- You must be an arts-focused organization or be applying for support in engaging the arts to further your mission.
- The focus of our investment is in Calgary and the surrounding area, including Rocky View County, MD Foothills, Banff, Canmore, Drumheller, and Rosebud, as well as to provincial organizations whose initiatives will directly benefit the Calgary arts sector. Organizations located outside of these areas may still be eligible but should contact us prior to beginning the application.

Organizations can submit only one application per deadline.

INELIGIBLE EXPENSES

The Foundation does not fund:

- ongoing administrative salaries
- ongoing administrative costs
- deficit financing
- debt repayment
- capital campaigns
- ongoing programming activities

While we do not support ongoing salaries, it is our understanding that new activities may require additional administrative capacity, which is an eligible expense.

We do not provide operating or undesignated funding, nor do we fund retroactively. If you are incurring costs before our assessment meeting, the expenses may be ineligible.

HOW TO APPLY

We encourage interested organizations to discuss eligibility with us prior to application. Please contact Funding Manager, Ayla Stephen at ayla@rozsafoundation.com.

All applications must be made via our online form at the following link: https://rozsafoundation.formstack.com/forms/funding_application

If you would like to work in a hard copy of the application as you prepare your submission, please download the **Funding Application Template** on our website. You can then copy and paste your responses from this template into our online form.

All project budgets submitted must use the **Rozsa Foundation Funding Program Budget Template**, which can be found on our website. Please complete the "Budget" column of the template.

The Rozsa Foundation acknowledges that for some equity-seeking organizations, systemic barriers to equity exist when it comes to the grant application process, including the reliance on the written word. If this is the case for your organization, we invite you to email Funding Manager, Ayla Stephen, at ayla@rozsafoundation.com to discuss your application, so that we may seek ways to provide additional supports or provide other application options to your organization.

APPLICATION

When applying for a Capacity Development Grant, organizations should address the following in the Project Description section of the grant:

1. What is the organization's history with this kind of work and why is this time different?
2. Why is now the right time to be undertaking this work?
3. **What do you hope to learn through this work and who within the organization will do this learning?**
4. What are the key benefits this work will bring to the organization, both now and potentially in the future?
5. If the organization will be engaging an external consultant, please tell us why you believe they are the fit to undertake the work with your organisation.

You will be required to upload the following documents:

1. A copy of your organization's most recent Strategic Plan **(or equivalent document)**
2. Your organization's most recent year-end financial statements
3. A list of your current Board of Directors and their contact information
4. A completed Project Budget

SUCCESSFUL APPLICATIONS AND REPORTING

After applications have been assessed, all applicants will receive notification of their results by email. We strive to notify applicants of results between 3-4 weeks after the application deadline.

If approved, organizational representatives will meet with Rozsa Foundation Funding Program staff to discuss project goals and outcomes for final reporting, project timelines, and payment schedule.

A funding agreement will be issued to the organization, which must be signed and returned to the Rozsa Foundation prior to the first payment being issued.

Final reporting criteria will be developed in collaboration with the successful applicant, which will be submitted along with the updated project budget to reflect actual costs.

CONTACT INFORMATION

If you have any questions about this funding program, please contact Funding Manager, Ayla Stephen, at ayla@rozsafoundation.com.