

## CTTC – Checklist/Guidelines

### Must be an Alberta-based charity, initiative, or group

#### 100% of Funds Must Directly Benefit the Community

- The \$25,000 must be allocated for a specific initiative, program, or project that directly assists individuals in need.

#### Funds CANNOT be used for:

- General operating costs
- Salaries, bonuses, or executive compensation
- Administrative expenses (office rent, utilities, software, etc.)
- Marketing or advertising campaigns

#### Project-Specific Funding

- The organization must outline exactly how the \$25,000 will be used (materials, resources, program costs, etc.).
- If funds are allocated to multiple areas, the breakdown must be clearly stated (e.g., 60% for program supplies, 40% for direct services).
- Must Be Spent Within 12 Months
- Funds must be used within a year of receiving them.
- Any unused or misallocated funds may require repayment or reallocation
- The impact on the community
- Testimonies or measurable outcomes

## ELIGIBILITY & ETHICAL STANDARDS

#### Must Serve People in Need

- The initiative must help individuals or communities facing hardship (e.g., homelessness, mental health, food insecurity, youth programs).
- Must focus on local impact (Calgary and surrounding areas).

#### Must Be a Registered Charity or Non-Profit

- Must be in good standing with the CRA and provide a registration number.

#### No Political or Religious Agendas

- Funds cannot be used for religious proselytizing, political campaigns, or lobbying efforts.

#### Commitment to Inclusion & Equity

- Programs should be accessible and inclusive

Past Winners Must Wait 3 Years to Reapply

- To spread impact across different organizations.