



myPG Community Grant Application Questions

Please note: Based on feedback received from the City of Prince George Grants Review Survey (thanks to many of you who contributed your feedback!), myPG Grant Application questions have been made available (outside of the on-line application form) through this document. This can assist with preparation for completing the application form. Your official application must be submitted through the online application form by **March 15th - 4:30pm**. Please e-mail communitygrants@princegeorge.ca if you have any questions.

Contact information & General Section of Application

- Required: Organization contact information, including a Charity or Society Number
- Project/Event Name
- Project Event Start/end Dates

Questions from Application

1. Project/Event Summary (Maximum of 100 words)
2. Please describe the project/event goal(s) & objectives
3. Please describe project/event activities to achieve goal(s)
4. Who is your intended audience? Please include an estimate of the number of participants that you anticipate will be engaged through your proposed project/event. What will be the impact of your project/event for this group of people?
5. Project/Event Alignment with myPG Community Grant Criteria. Describe how the project/event will align with one or more of the criteria. (outlined on the first page of the application)
6. Describe how this project/event will benefit the community.
7. What will your project/event achieve? What will be the specific deliverables? Describe how you will measure &/or monitor your success (i.e. include performance measurement indicators &/or other benchmarks you will incorporate).
8. Describe collaboration with other community agencies/partners (how are partners supporting your project/event? Are partners confirmed or anticipated? What are partners' roles in the project/event?)
9. Comments &/or additional Information you would like to include that may not have been captured with the above questions.



10.) Project/Event Budget Section of Application

Note: The budget portion of this application includes three sections – Expenses, Revenues and In-kind. Please do not include any In-kind items in the Expense or Revenues sections. Please indicate if expenses are confirmed or anticipated.

- **Expense Details - Cost Amount(s)** (have your direct expenses associated with your project prepared to enter in budget template)
- **Funding/Revenue – Revenue(s) of Project** (have any additional sources of funding/revenues for the project prepared to enter in budget template)

*Funding/revenues you will receive from other sources for the project
(i.e. service clubs, government, private donations, ticket sales etc.)*

- **In-kind contributions to the project/event - Expected In-kind contributions** (have any in-kind amounts prepared to enter in the budget template)

Many projects receive in-kind support like volunteer hours, donated space, supplies, etc. Please list those supports here but ensure these line items are not included in the expenses or revenue listed above.

Budget Totals - Total Cost of Project (this box auto-populates based on amounts provided above)

myPG Community Grant Funding Requested (this box auto-populates based on amounts provided above)

11.) Will your project/event proceed with partial funding? If yes, what modifications will be required, if any? *

For more information and to complete your myPG Grant application please visit the city website | www.princegeorge.ca