

# myPG Community Grant Spring 2025

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*City of Prince George*

## *Freedom of Information and Protection of Privacy Act*

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The information on this form is collected by the City of Prince George for the purposes of processing this application, under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact Civic Initiatives and Partnerships at 1100 Patricia Boulevard, Prince George, BC, or by telephone 250-561-7600.

Please note: If you have any questions about the application process, please email [communitygrants@princegeorge.ca](mailto:communitygrants@princegeorge.ca)

### **Please confirm your organization is a not-for-profit (registered Society or Charity)\***

Please note you are not eligible to apply for myPG Community Grant funding if you are an individual or a business

#### **Choices**

Yes

No

### **If you have received a myPG grant in the fall of 2024, are up to date on the Evaluation Report?\***

An Evaluation Report is required 30 days after project completion

#### **Choices**

Yes

No

N/A

**Please confirm your proposed project is within the City of Prince George boundary\***

City of Prince George Boundary

**Choices**

- Yes
- No

**Please confirm you have reviewed the grant criteria and eligibility requirements\***

Please note the grant criteria and eligibility has changed! Please make sure you're familiar with the updated requirements to avoid being excluded from consideration. For more details, visit the City of Prince George Community Grants Webpage

**Choices**

- Yes
- No

**Please confirm that your project is scheduled to start 4-6 weeks after the intake deadline\***

Please note that the intake deadline for this grant is March 15th. Projects that have already taken place are ineligible

**Choices**

- Yes
- No

*Primary Contact Information*

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**Primary Contact Name\***

First and Last Name for the primary contact for this application

*Character Limit: 250*

**Primary Contact Email Address\***

Please note: this email address will be used to communicate with you regarding your application. Please ensure that it is correct

*Character Limit: 250*

**Primary Contact Phone Number\***

*Character Limit: 250*

## General Information

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### Project Name\*

*Character Limit: 100*

### Project Start Date\*

Applications will be adjudicated from late March through early April. Please note that we are unable to provide funding for projects that have already taken place. **Please ensure your project is scheduled to start after mid-April 2025**

*Character Limit: 10*

### Project End Date\*

Projects are expected to be short term and completed within a calendar year of the project start date.

*Character Limit: 10*

### Project Location\*

Specify the location(s) within Prince George where project activities will occur.

*Character Limit: 250*

### Please select one category your project BEST fits within\*

#### Choices

Arts and Culture

Events

Social

Recreation

Environmental

Community Safety

## Project Information

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### Tips for Answering Questions:

- Read each question thoroughly
- Be concise, specific, and clear
- Use short, understandable sentences and avoid unnecessary details (bullet points are acceptable/encouraged)
- Ensure that what you are proposing in your application is realistic and achievable (authentic and not generated by AI)

### Project Summary\*

High level overview of your proposed project (Maximum of 800 Characters)

*Character Limit: 800*

## Please indicate which of the myPG Community Grant Criteria your project BEST aligns with\*

Select up to 3 that best align with your proposed project

### Choices

Fostering community pride  
Promoting health and wellness  
Strengthening social connections among residents  
Encouraging participation in arts and culture  
Advancing equity, diversity, inclusion, and accessibility  
Encouraging environmental sustainability & stewardship  
Ensuring a safe, healthy and clean community for all

## Describe how your project aligns the myPG Community Grant Criteria selected above\*

Using authentic examples, experiences, or stories to clearly demonstrate alignment with one or more of the criteria:

- Fostering community pride
- Promoting health and wellness
- Strengthening social connections
- Encouraging participation in arts and culture
- Advancing equity, diversity, inclusion, and accessibility
- Encouraging environmental sustainability
- Ensuring a safe, healthy, and clean community for all

*Character Limit: 10000*

## Describe your project goal\*

In a few sentences, briefly describe your project goal

*Character Limit: 10000*

## What are your specific project activities and steps to achieve your goal\*

Clearly list project activities and the steps needed to achieve your goal (how you will achieve your goal)

*Character Limit: 10000*

## Describe how your project will benefit the community\*

Who is your intended audience (including the estimated number of participants), and how will your proposed project benefit them?

*Character Limit: 10000*

## List all confirmed partners that will participate in the project and their role (Optional)

If you do not have any confirmed partners for your project, you may skip this question

*Character Limit: 10000*

## If this is an ongoing project, please share your plans/ideas to sustain it beyond myPG grant funding\*

Please note: the myPG Community Grant is not intended to be an ongoing source of funding. Please briefly share your plans or ideas you have to sustain the benefits of this project beyond the grant period. If this is a one-time funding request, you may indicate so below and skip this question.

*Character Limit: 10000*

## Will a fee be charged to participants for this project?\*

### Choices

Yes

No

## If you answered yes to the above, please indicate the amount below

(max 250 characters)

*Character Limit: 250*

## Expected number of participants\*

Please select the range of expected number participants for your project

### Choices

0-50 participants

51-100 participants

101-250 participants

250+ participants

## Measuring and Monitoring Project Success

Tracking and evaluating the success of your project is essential. If awarded funding, you will be required to provide evidence of your project's impact. This may include quantitative and/or qualitative information, such as participant tracking documents, photos, video testimonials, attendance records, receipts, and other relevant materials (will be flexible). Your success measurement should reflect how effectively the project meets its goals, and we encourage you to think creatively about ways to capture and report meaningful results.

## *Project Budget*

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### **NEWLY Eligible:**

- Admin Fee: Up to 15% of the total budget requested, and this fee is included within the total budget (It is not an additional charge on top of the requested budget)
- Minor Capital projects and purchases
- Fundraisers that can clearly demonstrate the allocation of cost towards organizing a community project or event, rather than simply directing funds to another organization

### **The MyPG Community Grant will **NOT** fund:**

- For-profit businesses.
- Research.
- Payment of City property taxes.
- Payment of debt.
- Major capital purchases ( e.g. land acquisition, buildings, vehicle purchases etc.)
- Professional development (e.g. attending a conference)
- Projects that have already taken place.
- Travel.
- Projects/events that duplicate other initiatives.
- School activities (activities, where there is significant involvement of the community, may be considered).
- Regular sports activities, tournaments, subsidized participant fees or subsidized facility rental fees (activities and/or programs focused on supporting equity and inclusion opportunities may be considered).

If you have questions, please direct them to [communitygrants@princegeorge.ca](mailto:communitygrants@princegeorge.ca)

## **Project Expenses**

Please indicate all expenses for your project in the table below.

Complete this section as follows:

- List all project expenses by item, such as materials, honorariums, advertising costs, and other fixed expenses (be as specific as possible)
- Provide the cost for each item listed
- For each item, indicate the amount you are requesting for funding by the City of Prince George and/or if you have funding from another source (if applicable)
- If you have funding from another source, provide the name and whether or not the funding is confirmed or unconfirmed

Please note: myPG grant allocations are generally \$10,000 or less.

Please note: the project **MUST** demonstrate other funding sources through either cash (confirmed or unconfirmed) or in-kind contributions.

| Item/Description<br>(Be specific as possible) | Cost | Amount (\$) Requested from City of Prince George | Amount (\$) Requested From Other Funding Sources | Name of Funder and Confirmed or Unconfirmed Funding |
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**Total Amount Requested from City of Prince George (CPG)\***

Transfer the total amount requested from CPG from the above table and ensure the amounts match

*Character Limit: 20*

**Description (in kind contributions)**

Please note: the project **MUST** demonstrate other sources of funding, either cash (indicated in the table above) or in-kind contributions (non-monetary contributions). Provide any additional details/description for any in-kind contributions to aid the project in the box below. For example, volunteer hours or donation of products

If you included in kind support in the table above, you may skip this question

*Character Limit: 10000*

### **Partial Funding\***

Please select yes or no if you were to receive partial funding would you still be able to implement the project.

#### **Choices**

Yes

No

### **Partial Funding (Optional)**

You may (optionally) provide an explanation of your response above

*Character Limit: 10000*

### **Optional File Upload**

*File Size Limit: 25 MB*

## *Confirmation & Signature*

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By signing below and submitting this application, I confirm that the information provided is accurate to the best of my knowledge. I understand that the submission of this application does not guarantee funding, as the grant process is highly competitive, and demand may exceed the available budget. I acknowledge that adjudication reserves the right to allocate funding in full, in part, or not at all.

### **E-signature\***

Please type your first and last name below

*Character Limit: 250*

### **I give permission to CPG to share my application with other funding sources as appropriate.\***

On occasion, the City of Prince George (CPG) is approached by other funders. By selecting yes, you authorize CPG to share your application and contact information with those organizations



### Choices

Yes

No

### Grant Adjudication Team (Optional)

The City is seeking qualified not-for-profits to help adjudicate the myPG Community Grant. If you are interested in this role, please indicate your response below (by checking the box yes). Please note that while we appreciate any interest, we may not be able to include everyone.

### Choices

Yes (by selecting yes you consent to receiving more information regarding this role via email)

### Suggestions for Improvements (Optional)

Do you have any suggestion on how we can improve the application form?

*Character Limit: 10000*