

Quick Response (Micro) Grant 2025

City of Prince George

Freedom of Information and Protection of Privacy Act

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.

Pre-Screening Questions

How to Download the Application Questions:

To review the application questions before completing your application, follow these steps:

1. Locate the "Question List" button in the top-right corner of the page.
2. Click the button to download a full list of the application questions.

This allows you to prepare your answers ahead of time.

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

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

Please note: Community Grant funding is available only to Not-for-profits and Charities. Individuals and businesses are not eligible to apply.

Choices

Yes

No

Please confirm you have NOT already received a quick response (micro) grant for this calendar year?*

Please note: you are not eligible to receive more than one quick response grant in a calendar year.

By selecting yes, you confirm you have not received a quick response grant this year.

Choices

- Yes
- No

If you received a Community Grant previously, are you up to date on reporting?*

Choices

- Yes
- No
- N/A (Not a past grant recipient)

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*

City of Prince George Community Grants Webpage

Choices

- Yes
- No

Confirm by filling out this application, you agree that the information may be publicly accessible.*

Please note: Successful grant recipients will be shared on the Community Grants Webpage

Choices

- Yes
- No

Please confirm that your project is scheduled to start 3-4 weeks AFTER application is submitted.*

Please note: Projects that have already taken place are ineligible

Choices

- Yes
- No

Ineligible

Based on your responses, you are ineligible to apply for a Quick Response (Micro) Grant at this time. If you have any questions please email communitygrants@princegeorge.ca

Primary Contact Information

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

Project Name*

Character Limit: 100

Project Start Date*

Applications will be adjudicated on an on-going basis with a turnaround time of 3-4 weeks. Please note that we are unable to provide funding for projects that have already commenced. Please ensure your project is scheduled to start approximately 4 weeks after you submitted your application.

Character Limit: 10

Project End Date*

Please note: the quick response grant is intended for projects with short timelines (within a year)

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

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 and Goal*

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

Character Limit: 800

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

Select all that apply.

Choices

Increase Community Pride
Encourage Health and Wellness
Socially Connecting Residents
Involvement in Arts and Culture
Promote Equity, Inclusion and Accessibility

Describe how your project aligns with 1 or more of the myPG Community Grant Criteria*

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

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

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

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

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

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

The Quick Response (Micro) Grant will **NOT** fund:

- For-profit businesses.
- On-going operational expenses.

- Research.
- Payment of City property taxes.
- Professional development(e.g. conference registration fees, travel accommodations etc.).
- Projects that have already taken place.
- Travel.
- School activities (activities, where there is significant involvement of the community, may be considered. Community involvement must be significantly more than just the students and their families).
- 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).

Project Expenses

If you include an admin fee as part of your budget, please note the following:

- **Admin Fee:** Up to 15% of the total budget requested. This fee is included within the total budget and is not an additional charge on top of the requested amount.

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: Quick Response (Micro) grant allocations are \$2,500 or less

Item/Description (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

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

Optional File Upload

File Size Limit: 25 MB

Confirmation & Signature

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

Suggestions for Improvements (Optional)

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

Character Limit: 250

How to Download Your Completed Application and Check Your Application Status:

Follow these steps to save a copy of your completed application to your computer and monitor your applications progress:

- **Download Your Completed Application:**
 - After completing your application, locate the "Application Packet" button in the top-right corner of the page.
 - Click the button to download your completed application as a PDF for your personal records.
- **Check Your Application Status:**
 - Log back into your account at any time to view the status of your application.
 - Updates on your application will be displayed on your dashboard.