

myPG Community Grant Spring 2026

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

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

Choices

Yes (I am a not-for-profit)

No (I am not a not-for-profit)

If you received a myPG grant in Fall 2024 onwards are up to date on reporting?*

An Evaluation Report is required 30 days after project completion

Choices

Yes (I am up to date on reporting or have not received a myPG Grant in Fall 2024 onwards)

No (I am not up to date on reporting)

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 have been updated as part of annual review. Please make sure you're familiar 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 or will start before April are ineligible.

Choices

Yes

No

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

Please note successful grant applicants will be shared on our Community Grants Webpage

Choices

Yes

No

In the past 2 years has your organization received support from the City?

Please select all that apply to the best of your knowledge.

Choices

myPG Community Grant

Limited Duration Operating Grant

Capacity Building Grant

Quick Response (MICRO) Grant

- Sport PG Grant
- Celebrate Grant
- Multiyear Funding Agreement/Standing Grant
- Property Tax Exemption
- Low-Cost Lease
- Council Contingency Fund
- Service Agreement
- Other
- None of the above

If you selected other, please specify

You may skip this question if you did not select other
(max 250 characters)

Character Limit: 250

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

Please select one category your project BEST fits within*

We recognize that your organization may serve many of these categories, please refer to the best fit. This will help provide a summary to council of the different areas (myPG Social Development Goals) that are funded through the City Grants Program during our annual review.

Choices

Arts and Culture
Events
Social
Recreation
Environmental
Community Safety
Accessibility

Project Start Date*

Applications will be adjudicated from late March through early April.

Please note that funding cannot be provided for projects that have already occurred. Ensure your project is scheduled to begin after mid-April 2025.

- If you are planning an event, please indicate the specific start date of the event itself

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

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

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*

High level overview of your proposed project (**Maximum of 1200 Characters**)

- Tell us what your project is about

Character Limit: 1200

Describe your project goal*

In a few sentences, briefly describe your project goal (**Maximum of 1200 Characters**)

Character Limit: 1200

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)

- Bullet point format is acceptable

Character Limit: 10000

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

It is important to understand how your project aligns with the myPG Community Grant Criteria

- **Select 1-3 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 your project's benefit to the community*

Describe **who** your project is for and **how** it will benefit them. Using what you selected above, explain how these benefits align with one or more of the grant criteria below, using real examples or stories to show this connection:

- 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

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 share a brief overview of how you plan to keep your project going.

- You may use bullet points

If this is a one-time funding request, you may indicate so below and skip this question.

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, 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

Are you requesting funding for a small one time capital purchase?*

Examples of small capital project purchases include buying a laptop for program delivery, purchasing tents for outreach events, upgrading sporting equipment etc.

Choices

Yes – Upload a quote below. If approved, you will also need to provide the receipt upon reporting.

No – You are applying for funding for other types of expenses.

Quote for small one time capital expense

Please upload a quote in any format that works (e.g., screenshot, photo, PDF, email, or typed or written summary etc.)

If you are requesting funding for other expenses you may skip this question.

File Size Limit: 10 MB

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

Choices

Yes

No

N/A

If you answered yes to the above, please indicate the amount per person below
If you are not charging a fee, you may skip this question

Character Limit: 20

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

- For-profit businesses
- On-going operational expenses
- Projects that have already occurred
- Projects/events that duplicate other initiatives.
- Research
- Payment of City property taxes
- Professional development(e.g. conference registration fees, travel accommodations etc.) See Capacity Building Grant
- Travel
- Capital improvements to School property
- Regular sports activities, & tournaments (See Sport PG Grant)
- Funding to further offset rental fees for City-owned facilities is not eligible, as these rentals are already at a discounted rate for non-profits

If you have questions, please direct them to communitygrants@princegeorge.ca

Project Expenses

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

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, including revenue (from participant fees) provide the name or identify the funding source and whether or not the funding is confirmed or unconfirmed
- **Please note the project MUST demonstrate other funding sources through either cash (listed in table) or in-kind contributions (listed in the text box below the table)**

- The nature of the contribution (e.g., volunteer hours, donated products, or free use of facilities)
- Whether the contribution is the result of a partnership with another organization

If you do not have in-kind support, you may skip this question

Character Limit: 10000

Partial Funding*

Select yes or no if you were to receive partial funding would you still be able to implement the project. Please note, that this grant is highly oversubscribed.

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

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

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.

Thank you for applying for a myPG Community Grant!

- The adjudication process (when applications are reviewed and funding decisions are made) typically takes 4–6 weeks after the deadline
- If you have any questions, please contact communitygrants@princegeorge.ca