

Quick Response (Micro) Grant 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

How to Download the Application Questions:

Please note the application will autosave as you go along.

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.
3. Prepare your answers ahead of time
You can copy and paste the questions into a Word document or another text editor to draft your responses.
4. Important: Submit your application online
The final application must be submitted through the online application system.

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

1. 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

2. 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

Choices

Yes (I have not received a quick response grant this year)

No (I have received a quick response grant this year)

3. If you received a Community Grant previously, confirm you are up to date on reporting*

Please note: A community grant refers to any grant awarded through the Community Grants Program

Choices

Yes (I am up to date on reporting or have not received a grant previously)

No (I am not up to date on reporting)

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

City of Prince George Boundary

Choices

Yes

No

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

City of Prince George Community Grants Webpage

Choices

Yes

No

6. 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 and may be included in publicly shared reports

Choices

Yes

No

7. 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

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 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

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 and Goal*

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

Character Limit: 800

Please indicate which of the Quick Response (MICRO) Grant Criteria your project aligns with*

Select the **one** criteria that BEST applies to your 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. Explain how these benefits align with **one** 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

Example:

My project is designed to support underserved youth by providing shared sports equipment that reduces financial barriers to participation. This promotes health and wellness by encouraging physical activity, and it strengthens social connections by helping youth form friendships through team sports. For example, a group of teens at the community center wanted to start a soccer team but didn't have the gear they needed. By supplying shared cleats, balls, and shin guards, the project enabled them to play together, improving their health and sense of community—clearly aligning with the grant criteria of promoting wellness and strengthening social connections.

Character Limit: 10000

What are your specific project steps to achieve your goal*

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

- If you are using AI to answer this question, please ensure what you are proposing is feasible
- You may use bullet points

Example:

- Ask people what's needed
- Partner with other groups and organizations
- Gather or buy equipment
- Create a process to share it
- Spread the word to kids and families
- Check in regularly and make improvements

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 includes photo or video uploads and a short written submission. If you applied for a capital expense- you will be asked for the receipt.

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 in the budget section. If approved, you'll also need to provide the receipt.

No – You're 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

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

- If you are not charging a fee, you may skip this question

Character Limit: 20

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

- For-profit businesses
- On-going operational expenses
- Projects that have already occurred
- 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

Project Expenses

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

- This grant is for small scale projects and is not intended to support large-scale long-term projects.
- While other funding sources are not required, adjudication will consider the risk associated with funding a project that is heavily reliant on other sources of unconfirmed funding.

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/in kind support from another source (if applicable)
- If you have funding/in kind support from another source, provide the name and whether or not the funding is confirmed or unconfirmed

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.
- An admin fee and staffing costs are considered the same thing and cannot be requested twice.

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

Thank you for submitting your Quick Response (MICRO) Grant application!

- The adjudication process (when applications are reviewed and funding decisions are made) typically takes 3-4 weeks after the deadline
- If you have any questions, please contact communitygrants@princegeorge.ca