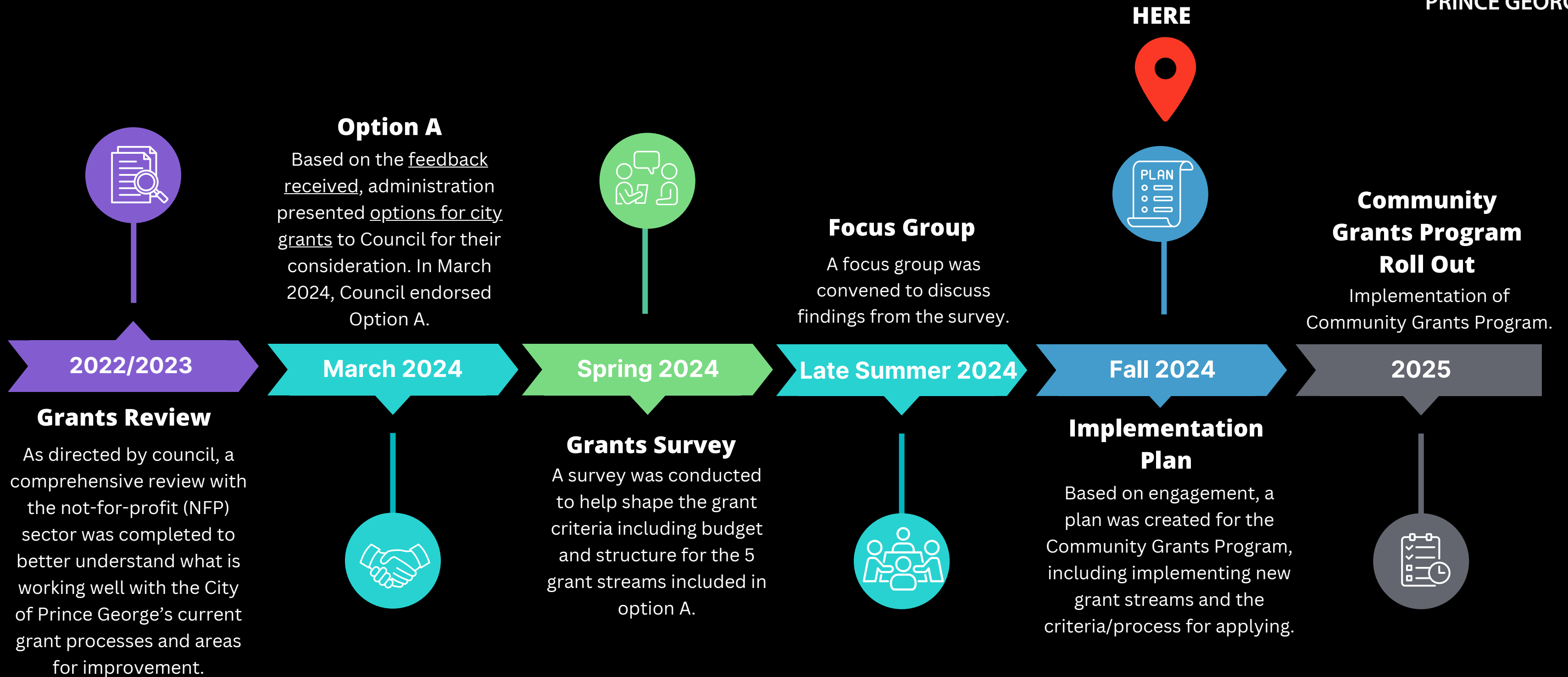


City of Prince George Community Grants Program



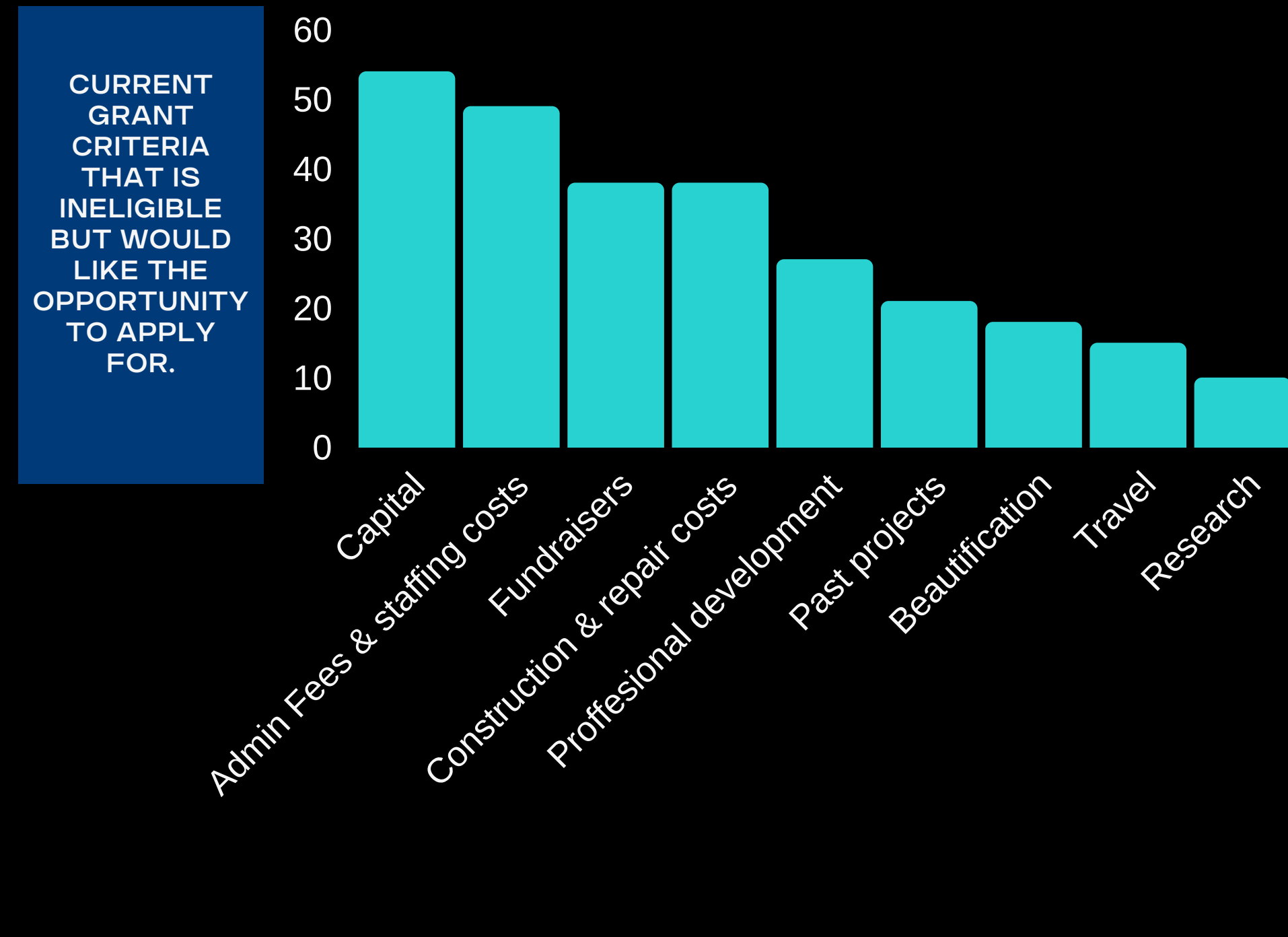
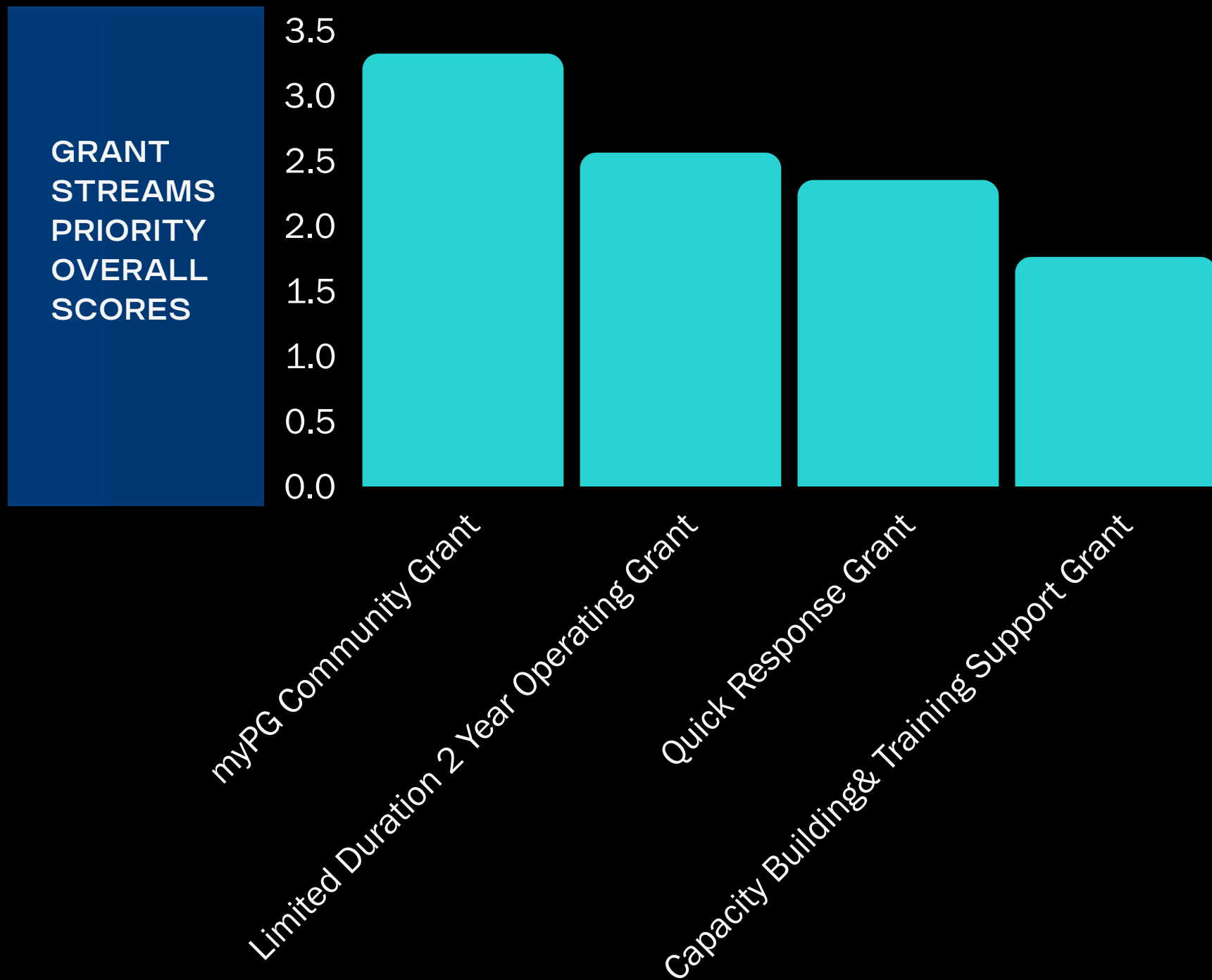
CITY OF
PRINCE GEORGE

Timeline



SURVEY RESULTS

Overview- Key Highlights



City of Prince George

COMMUNITY GRANTS PROGRAM GUIDELINES 2025

The guidelines provide an overview of available grants through the Community Grants Program and are reviewed annually for updates.

For questions, please contact us at:
communitygrants@princegeorge.ca



COMMUNITY GRANTS PROGRAM OVERARCHING GUIDELINES



2025

Eligibility to Apply

All not-for-profit organizations are welcome to apply to any grant stream.

To be eligible for any grant stream, applicants must be current with all reporting including grant recognition requirements.

Applicants wishing to apply but are not a registered not-for-profit can partner with a not-for-profit in good standing to submit an application.

Funding Priority

If the applicant has received funding in the past two years, priority will be given to other applicants who have not yet received funding.

Applicants are not eligible to apply for recurring funding for a project that has already received support from a grant stream in the same calendar year. For example, if you received funding in the spring, you cannot apply in the fall for the same project idea.

Applicants are welcome to reapply, but all funding decisions are final.

Communications

All grant's inquiries directed to communitygrants@princegeorge.ca

All applications will be managed through the City's Online Grants Portal, which utilizes Grants Lifecycle Management (GLM) Software.

To apply and check on the status of your application, applicants will set up an account for their organization on the City's Online Grants Portal through the Community Grants Webpage.

Follow up/questions regarding an application is done through email communitygrants@princegeorge.ca

Any updates on grants including grant deadlines etc. will be shared through our Community Grants Webpage & our subscribers list.

Successful grant recipients will be shared on the City's Community Grant Webpage.

MYPG COMMUNITY GRANT GUIDELINES 2025

OBJECTIVE:

To provide funding to registered not-for profits' projects and events that contribute to making Prince George a great community and promotes it as a great place to live and visit. Applications are accepted twice per year with a due date of **March 15 and October 15 at 4:30 pm**. Allocations are generally less than \$10,000.

Examples include but are not limited to: community celebrations such as holiday parades, themed events celebrating local heritage or cultural diversity, youth workshops, community art projects, seniors luncheons, dance socials, all-ages fitness classes, gardening workshops, cooking lessons, music & dance workshops, earth day clean-up projects etc.

APPLY FOR:

Up to \$10,000

IN 2025 THE CITY ALLOCATES THE FOLLOWING AMOUNT FOR THIS GRANT STREAM.

\$233,148

GRANT CRITERIA

Projects should support the City's Strategic Goals, with a focus on enhancing social health and well-being for residents by:

- 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

ELIGIBILITY REQ.

- Applicants can apply for multiple projects in both the spring and fall intakes, however the projects must be different.
- Applicant must be a registered non-profit society.
- Projects must be within the City of Prince George Boundary.
- If your proposed project is held at a City venue (park, arena, facility, plaza etc.) you are required to confirm the booking using the City's venue booking process.

NOT ELIGIBLE

- 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).

NEWLY ELIGIBLE

- Admin Fee (up to 15% of total budget requested)
- 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.

APPLICATION & REPORTING

- Apply through the City Website (available 6 weeks before application deadline)
 - Agreement form required (if approved for funding)
- Moderate reporting including;
 - An evaluation report is required 30 days after project completion

ADJUDICATION

Bi-Annual Grant Intakes

- Intake Deadline: Oct & March 15th at 4:30pm
- Turnaround Time: 4-6 weeks
- Adjudication Team Composition:
 - 2-4 Representatives from the Funders' Collaboration Group
 - 2-4 Representatives from the Not-for-profit sector
 - 1-2 Internal City staff from various divisions
 - Supported by administration (1-2 as non-voting members)



LIMITED DURATION 2 YEAR OPERATING GRANT GUIDELINES 2025

OBJECTIVE:

Objective: to provide funding to registered not-for profits towards overall operating costs and are not designated for any specific project or activity. Applications are accepted once per year with a due date of January 31st at 4:30 pm. Allocations are up to 30% of the organizations overall operating budget up to max of \$30,000.

APPLY FOR:

Up to 30% of operating budget, max \$30,000

IN 2025 THE CITY ALLOCATES THE FOLLOWING AMOUNT FOR THIS GRANT STREAM.

\$131,576

GRANT CRITERIA

The organization's mandate and services should support the City's Strategic Goals, with a focus on enhancing social health and well-being for residents by:

- 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

ELIGIBILITY REQ.

- In order to qualify for this grant applicants must have previously received funding from another City grant (within the last 5 years) and completed all reporting.
- Applicants who have previously received funding from this grant stream are welcome to re-apply. However, priority will be given to new applicants who have not received funding through this stream before.
- The applicant must be a registered not-for-profit society.
- Must have been in operation for at least two years.
- Must operate within Prince George for the benefit of residents.
- Services provided by the not-for-profit organization must align with grant criteria
- Must demonstrate a need for the requested funding.
- Must provide other sources of confirmed funding.

NOT ELIGIBLE

- Payment of City Property Taxes
- Payment of debt
- Major capital purchases(e.g. land acquisition, buildings, vehicle purchases etc.)

FUNDING CONSIDERATIONS

Adjudication reviews applications using a scoring matrix based on overall alignment with the grant criteria and eligibility requirements. Additional considerations may include:

- Number of applications received.
- Total amount requested from all applicants.
- Budget available to allocate to all applications.

APPLICATION & REPORTING

Apply through the City Website (available 1 month before grant deadline)

Application Includes:

- Information about your organization (mandate, description of services, number of staff etc.)
- Recent statement of financials (including balance sheet and statement of revenues & expenditures
- Other sources of confirmed funding/revenue
- Confirmation document of registered Society Status
- Information on how your organization meets a community need (aligned with the grant criteria)
- Information on need for funding
- Information about the population served

Detailed reporting including:

- Annual evaluation report
- Statement of financials
- May include request to present to Council

ADJUDICATION

Annual Grant Intake

- Intake Deadline: **January 31st** at 4:30pm
- Turnaround Time: 6-8 weeks
- Adjudication Team Composition:
 - Committee of the Whole (COTW)
 - Supported by administration (1-2 as non-voting members)



QUICK RESPONSE (MICRO) GRANT GUIDELINES 2025

OBJECTIVE:

To provide support to registered not-for-profits for smaller projects, projects with short timelines & are ideal for applicants new to the grants process. Applications are on a first come first serve & are reviewed & awarded on an ongoing basis for that calendar year. Allocations are generally less than \$2,500. Grants are available until the budget is depleted for that year.

Examples include but are not limited to: community clean-up day, art mural, cooking class, film showing, outdoor walking group, seed library and exchange, holiday card making, nature walk, local history tour, holiday concert, fireworks celebration, community skating party etc.

APPLY FOR:

Up to \$2,500

IN 2025 THE CITY ALLOCATES THE FOLLOWING AMOUNT FOR THIS GRANT STREAM.

\$20,000

GRANT CRITERIA

Projects should support the City's Strategic Goals, with a focus on enhancing social health and well-being for residents by:

- 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

ELIGIBILITY REQ.

- Applicants will be limited to one Quick Response Grant per year.
- Applicant must be a registered non-profit society.
- Projects must be within the City of Prince George Boundary.
- If your proposed project is held at a City venue (park, arena, facility, plaza etc.) you are required to confirm the booking using the City's venue booking process.
- **Admin Fee (up to 15% of total budget requested)**
- **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).**

NOT ELIGIBLE

- 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).

APPLICATION/REPORTING

- Apply through City Website
 - Agreement form required
- Minimal reporting including:
 - Photo of project
 - Confirm that funding was spent as per application (via a signed form)

ADJUDICATION

- Monthly Grant Intakes**
- Intake Deadline: Ongoing intake
 - Turnaround Time: 3-4 weeks
 - Adjudication: Completed by administration
 - Approved upon meeting criteria & eligibility outlined in application
 - On a first come first serve basis
 - Until grant budget is depleted
 - Grant budget is reset in January of each year

CAPACITY BUILDING GRANT GUIDELINES 2025

OBJECTIVE:

Objective: to provide support to registered not-for-profits for assistance with upgrading skills and knowledge of staff and volunteers in order to improve the performance of that organization to the benefit of the community. Applications are on a first come first serve and are reviewed and awarded on an ongoing basis for that calendar year. Allocations are generally less than \$1,500. Grants are available until the budget is depleted for that year.

Examples include but are not limited to: grant and proposal writing workshop, volunteer management best practices training, budgeting and financial management course, program evaluation workshop, social media training, board governance training etc.

APPLY FOR:

Up to \$1,500

IN 2025 THE CITY ALLOCATES THE FOLLOWING AMOUNT FOR THIS GRANT STREAM.

\$6,000

GRANT CRITERIA

The organization's mandate and services should support the City's Strategic Goals, with a focus on enhancing social health and well-being for residents by:

- 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

ELIGIBILITY REQ.

- Applicants are limited to one Capacity Building Grant per year.
- Applicants must be registered nonprofit organizations.
- Services provided by the not-for-profit organization must align with grant criteria .

Eligible Costs (for staff or volunteers):

- Tuition for online or in-person courses (from a reputable and relevant training course/ workshop/conference)
- Tuition or registration fees, certification fees and cost of learning materials
- Hosting a conference (for the not-for-profit sector)
- Compensation towards summer student positions or interns on short-term project

NOT ELIGIBLE

- Travel and accommodation costs/expenses
- Courses such as WHMIS, First aid Training and other mandatory employer-required training

APPLICATION/REPORTING

- Apply through City Website
 - Conditional Approval
 - Reimbursement upon receipt/proof of successful completion of training
- Minimal reporting including.
 - 1 pager on what you learned and how you it will be applied to build capacity for your organization

ADJUDICATION

Monthly Grant Intakes

- Intake Deadline: Ongoing intake
- Turnaround Time: 3-4 weeks
- Adjudication: Completed by administration
 - Approved upon if criteria & eligibility is met
 - On a first come first serve basis
 - Until grant budget is depleted
 - Grant budget is reset in January of each year



SHARED COMMUNITY FUNDER GRANT GUIDELINES 2025

OBJECTIVE:

Objective: to contribute to a community funder grant to support registered not-for profits to responding to emerging needs or identified gaps in community services as directed by the funders collaboration. Applications and allocations TBD.

IN 2025 THE CITY ALLOCATES THE FOLLOWING AMOUNT FOR THIS GRANT STREAM.

\$5,000



GRANT CRITERIA

Projects should support the City's Strategic Goals, with a focus on enhancing social health and well-being for residents by:

- 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

ELIGIBILITY REQ.

- Recipient must be a registered non-profit society.
- Projects must be within the City of Prince George Boundary.
- If your proposed project is held at a City venue (park, arena, facility, plaza etc.) you are required to confirm the booking using the City's venue booking process.

NOT ELIGIBLE

- For-profit businesses.
- Payment of City property taxes.
- Projects that have already taken place.

APPLICATION/REPORTING

- Call for proposals related to a theme area based on emerging community need (shared applications)
- Shared applications (similar projects) among funders related to a theme area e.g. food security
- Funders take turns administering the grant on behalf of the funder's collaboration- based on emerging community need identified by the funders or consultation

APPROVAL PROCESS

- Determined by funders collaboration

GRANT GUIDELINES 2025



OVERVIEW OF ADJUDICATION FOR ALL GRANT STREAMS

In addition to criteria and eligibility, other funding considerations include organizational capacity and demonstrated project success. Limitations include the total number of applications received, the overall amount requested by all applicants, and the budget available for allocation.

The overall budget for each grant stream and the maximum allocations will determine how detailed the application process is and the level of adjudication and reporting required.

Adjudication will utilize a scoring matrix to help come to funding decisions (made available on the Community Grants Webpage).

Grant Stream Name

Amount

Adjudication

Composition

Limited Duration 2 Year Operating Grant

Up to \$30,000

Committee of the Whole

- All members of Council

myPG Community Grant

Up to \$10,000

Grants Adjudication Team

- 2-4 Representatives from the Funders' Collab Group
- 2-4 Representatives from the Not-for-profit sector
- 1-2 Internal City staff from various divisions

Quick Response (Micro Grant)

Up to \$2,500

Administration

- City Staff from various divisions

Capacity Building Grant

Up to \$1,500

Administration

- City Staff from various divisions

NEXT STEPS & CONTINUOUS IMPROVEMENT



TIMELINE

Community Grants Program

Communications

Review

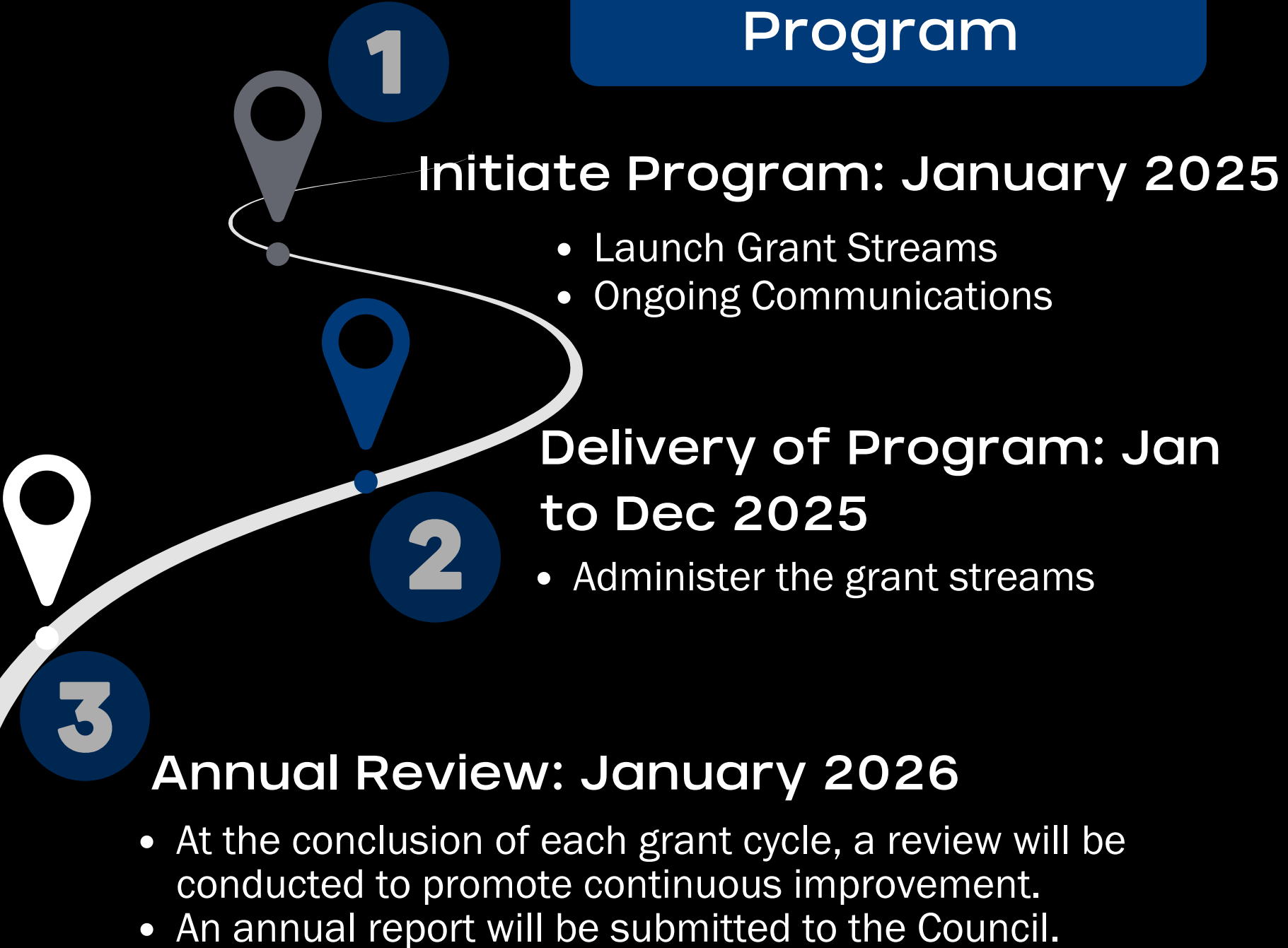
Communication Plan

How We Share:

- Through our email subscribers list
- Through our Community Grants Webpage
- Through our Social Media Channels
- Through Media Releases
- Through Funders Collaboration

What We Share:

- Application deadlines
- How to Apply
- Criteria and Eligibility
- Updates on Grants
- Information on workshops or informational sessions related to the grant process
- Notification of changes to grant streams
- Other funding opportunities
- Tutorials and other resources



Annual Review Plan

Who we will collect Feedback from:

- Applicants to the grants streams
- Adjudication Team
- Committee of the Whole

How we will collect feedback:

- Through an annual survey sent out to applicants.
- Through a periodic check in with the adjudication teams

What we will do with the feedback:

- Implement improvements
- Notify Council of any changes
- Communicate changes to applicants



THANK YOU

