

myPG Community Grant Spring 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

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

General Information

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

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

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 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 the selected criteria

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

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

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.

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

Project Expenses

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

Complete this section as follows:

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

By signing below and submitting my application, I confirm that the information in this application is correct to the best of my knowledge.

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