



Community Micro-Grant Program Frequently Asked Questions

What is the community micro-grant program?

- The City of Charlottetown offers small scale grants to community groups and individuals that want to contribute to the overall sustainability of the City.
- Eligible projects are community driven and create meaningful impact and community awareness for the goals and actions outlined in the City's Sustainability Plan.
- **Projects must take place in Charlottetown**

What type of projects will be eligible for funding?

Projects that will:

- Move toward achieving goals and actions as laid out in the City's Sustainability Plan.
- Improve the visibility and knowledge of the City's Sustainability Plan.
- Contribute to actions that foster principles of sustainable development and sustainability principles in decision making.
- Foster community partnerships and collaboration.
- Engage community members in fun, meaningful and impactful projects that create an awareness of the importance and value of the City's Sustainability Plan.

This year, the selection committee is particularly interested in projects that further the City's efforts towards climate resilience, food security, supporting the arts, creating healthy communities, and making Charlottetown a more inclusive place to live. **Nevertheless, the City is always inspired by the creativity within our community, and we encourage residents to submit all projects that contribute to the City's sustainability goals.**

Thanks to support from the City's Water & Sewer Utility and Parks & Recreation Departments, specific funds will be allocated to two water-related projects and one project that promotes physical activity and healthy living.

Who can apply for Funding?

- Eligible applicants include not-for-profit organizations, institutions, social enterprises, and individuals.
- Businesses can apply but must partner with a not-for-profit organization. Partner Institutions – those funded in part, or in full by the City of Charlottetown – can apply but must partner with a not-for-profit organization. In both cases, the not-for-profit organization must be the lead applicant.
- Applicants can submit multiple applications for different projects, however, applicants will not receive funding for more than one project.

How much funding is available?

Level of Assistance:

- Up to 100% of eligible expenses for a project to a maximum of \$2,500 for other groups and organizations

What are eligible expenses?

- Costs associated with the implementation of the approved project (including but not limited to: venue rentals, project materials, project marketing & communications, mileage, etc.).
- Artist fees, honorariums, wages*
- Those incurred between the time of application submission and notification of project approval are eligible for reimbursement. If the project is not selected, all incurred costs are the responsibility of the applicant.
- Projects must be completed by **December 31st, 2022**

Wages of existing staff in an organization **not eligible.*

What are ineligible Projects/Expenses?

- Fundraising events are not eligible.
- Events where admission is charged are not eligible.
- Expenditures made prior to application submission are not eligible for reimbursement.
- Project proposals that are not in accordance with COVID-19 recommendations or requirements set by the Chief Public Health Officer and/or municipal, provincial, or federal governments will not be eligible.

What is the maximum contribution of a micro-grant?

- The maximum contribution for a project is \$2,500.
- Funds will be distributed to applicants based on availability.

How many Projects will be funded?

- The total number of projects funded in 2022 will depend on how many projects meet funding criteria, how much funding each project requests and which applicants are the chosen finalists.

When is the Application Deadline?

- **Applications must be submitted by 4:00pm April 27th, 2022**
- **All projects must be completed by December 31st, 2022 and final reports and claims submitted no later than January 31st, 2023**

How will Projects be selected?

Projects will be chosen based on the ability of the applicant to demonstrate their project meets the criteria outlined above. A selection committee will review all applications and choose successful applicants based on the strength and creativity of their application, the feasibility of the project, and the potential impact of the project on the community. They will identify the most valuable projects to pursue and award grants within our given resources and capacities.

Accounting:

Applicants shall maintain an accurate record of expenditures incurred and shall submit, upon completion of the project, the following:

- a financial statement summarizing expenditures.
- copies of all paid invoices and receipts with verification of payment.
- a one-page report on the project and its results in terms of meeting applicant and program objectives/purpose (template will be provided).
- photographs of project.
- when feasible, copies of materials produced.
- completed claim form (template will be provided).

COVID-19 Related Considerations

In light of the current COVID-19 pandemic, applicants are reminded to follow all directions from the Chief Public Health Office when developing their projects and to be mindful of the restrictions regarding events. A new component has been added to the Micro-Grant application form which necessitates the outlining of public health-related considerations, where applicable. Applications that fail to account for current regulations will be considered ineligible.

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