



Micro-Grant Project Application Check List

I have reviewed the [City's Sustainability Plan](#) (ICSP) and feel this Project will make a valuable contribution to achieving our community's goals and actions as outlined in the plan.

The Complete Sustainability Plan can be found [HERE](#).

I have read the Micro Grant FAQ

We have included:

Complete contact information for two primary members of our group / organization
2 letters of support
Answers to all of the questions
A budget displaying the proposed allocation of resources

Our project 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](#)

Deadline for applications is 4:00pm on Friday, April 7, 2017

Contact

Jess Brown
Sustainability Outreach Officer
City of Charlottetown
tel: (902) 629-6368
jbrown@charlottetown.ca



Micro Grant Project Application

Project title:

Primary Contact

Name:

Organization (if applies):

Phone:

Email:

Complete Mailing Address:

Secondary Contact

Name:

Organization (if applies):

Phone:

Email:

Complete Mailing Address:

List any organizations that will be involved in the implementation of your project:

**Please provide the following information about your proposed project
Describe your project (200 words max.):**

Explain how your project contributes to the goals and actions of becoming a healthier, more resilient and more sustainable City (see the [Integrated Community Sustainability Plan](#) for a full listing of goals and actions):

Describe your project work plan, i.e. how will you or your organization go about implementing this project?

Provide a timeline of your project with key dates including start date, completion date and any other highlights.

Describe the experience or expertise that makes you (or your organization) capable of implementing this project.

Please explain what is unique and creative about your project.

BUDGET

Please create and attach a budget that outlines your funding request to the Community Sustainability Micro-Grant Program. For more information on funding available please see the Micro-Grants FAQ. If you have received other funding resources to support your project please provide the source and quantity of funding received in your attached budget.

Please include with your application:

Two letters of support

Your project budget

Completed applications and support materials must be received by 4:00pm Friday, April 7, 2017

Please submit your completed application to Jess Brown, Sustainability Outreach Officer by email to jbrown@charlottetown.ca or by mail in person to:

City of Charlottetown

Attn: Jess Brown

199 Queen Street

Charlottetown, PE

C1A 4B7