



Community Micro-Grant Program Frequently Asked Questions

You are invited to be an architect of our City's future and [Integrated Community Sustainability Plan](#)

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](#).

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](#)

Who can apply for Funding?

- Eligible Partners include Charlottetown community organizations, institutions, and residents.
- Businesses can apply but must partner with a not-for-profit organization. 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
- Those incurred between the time of application submission and notification of project approval are eligible for reimbursement. If the project is not approved, all incurred costs are the responsibility of the applicant.
- Projects must be completed by December 15, 2017

Can a micro grant be used to pay wages and honorariums?

This will be reviewed on a case by case basis as there are many approaches to these projects. As general guidelines, this project is NOT intended to provide funding for a staff person that already exists. So salaries of existing staff in an organization would be ineligible. The micro-grant could potentially cover up to a maximum of 50% of the total costs for honorariums and wages as long as it is demonstrated that the project would not happen otherwise.

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.

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 2017 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 7, 2017**
- **All projects must be completed and final reports and claims submitted no later than December 31, 2017.**

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. Projects will be selected by a panel with an in-depth understanding of community issues. They will identify the most valuable projects to pursue and award grants within our given resources and capacities. The projects that are chosen will demonstrate they have the ability to effectively implement the chosen actions to achieve results.

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 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
- and, when feasible, copies of material produced
- completed CLAIM FORM (template will be provided).

Contact

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