



Portage la Prairie  
Community  
Revitalization  
Corporation



## Revitalize Portage! Block Party Grants Information Sheet

The Portage la Prairie Community Revitalization Corporation (Portage CRC) is pleased to offer grants to support neighbourhood events through our Revitalize Portage! Block Party program. If you would like to plan a “Get to know your Neighbour” event you can apply for a grant from Portage CRC to help with the costs of the event. This program is made possible with funding from the Province of Manitoba, Neighbourhoods Alive!

### **What type of projects will be considered for Revitalize Portage! Block Party Grants?**

Events that aim to build relationships within a neighbourhood and include all residents in the area could include Block Parties, BBQ's, Pot Lucks, Festivals & Holiday Parties. If you have ideas for a neighbourhood event please contact Mary Lynn Moffat at 240-4043 to discuss if your event would qualify.

### **Who can apply?**

Citizen groups, local groups or organizations in the City of Portage la Prairie whether incorporated or unincorporated may apply for grants. (eg. non-profit organizations, parent councils, neighbourhood associations, service groups). A minimum of three individuals may form a planning group and submit an application to hold an event in their neighbourhood. Grants are available up to a **maximum of \$200**. Projects should demonstrate community support and donations and volunteer time where possible. ***Funding is limited so please apply early.***

### **What types of costs are eligible?**

Eligible Costs include:

- Event supplies / equipment
- Venue rental
- Flyers/ posters
- Family entertainment & activities
- Food and beverages (non-alcoholic)

Costs that are **NOT** eligible include:

- Liquor
- Revenue generating events (eg: fundraising tickets, prizes for silent auctions etc.)

## **How are grants paid?**

The funds will be provided when the final report form has been submitted. The final report form shows the total number of people invited & total number attending and attendees' comments. A financial summary and receipts for eligible expenses are required. The final report form will be provided to you when you receive approval for the grant. Photos of the event are requested.

***Event must be held between July 1, 2010 and June 30, 2011.*** Any grant money not spent prior to this date must be returned to Portage CRC.

## **Where are application forms available?**

Application forms are available on our website [www.PortageCRC.com](http://www.PortageCRC.com) or at our office:

Portage CRC  
234 Princess Avenue  
Portage la Prairie, MB R1N 0R1

(Located beside Cinema Centre in the Portage Sport & Cultural Assoc. Bingo Hall)

To assist you with your plans for a Neighbourhood Get-Together we have a **Block Party Planning Guide** available on our website or at our office. (See addresses above)

If you have any questions please contact either;

Mary Lynn Moffat – phone 240-4043 or email [m.moffat@PortageCRC.com](mailto:m.moffat@PortageCRC.com)

Elicia Funk - phone 240-6471 or email [e.funk@PortageCRC.com](mailto:e.funk@PortageCRC.com)



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## Revitalize Portage!

### Block Party Grant Application Form

The Portage la Prairie Community Revitalization Corporation (Portage CRC) offers Revitalize Portage! Block Party Grants to support neighbourhoods in the City of Portage la Prairie in building a strong sense of community and pride. This program is made possible with funding from the Province of Manitoba, Neighbourhoods Alive!

**Contact Mary Lynn Moffat, at 240-4043 for more information regarding the Block Party Grants or if you require assistance with the application.**

#### A. Contact Information

<b>For Office Use Only:</b> Project Number	
Date Received	
<b>Organization / Group Name</b>	
<b>Mailing Address of Organization / Group</b>	
<b>Contact Person</b> Name	
Complete Mailing Address	
Phone	
Email	
<b>Second Contact Person</b> Name	
Complete Mailing Address	
Phone	
Email	
<b>Amount Requested</b> (Must be \$200 or less)	
<b>Total Cost of the event</b>	
<b>Event Date &amp; time</b> (Must be by June 30) Include Rain Date if applicable	
<b>Location of event</b>	

## **B. Event Details**

1. Provide a brief description of your event plans including:
  - a) Why do you want to hold an event?
  - b) Type of event you are planning to do?. (bbq, pot luck, ice cream party, holiday party, etc)
  - c) Neighbourhood to be covered [street name(s) & block number(s)]?
  - d) Permit obtained (if required)? (eg. Street closure)
  - e) Number of people expected to take part?
  - f) Number of volunteers working on event?
  - g) How are you going to advertize the event? (flyer, phone calls, door to door, posters?)
  - h) Activities and games planned for children, youth and adults?
  - i) Food and refreshments planned?
  - j) Decorations, prizes, entertainment?
  - k) Photographer designated?
  - l) Set up and Clean up plans?
2. How do you plan to track the number of people invited and the number that attended?
3. Who is assigned to handle expenses and receipts and prepare final report to Portage CRC?

