



Portage la Prairie
Community
Revitalization
Corporation

Small Grants Program Information Sheet 2019-2020



The Portage la Prairie Community Revitalization Corporation (PCRC) offers grants to support projects, programming, events, or initiatives within the City of Portage la Prairie that enhance the strength and cohesion of the community. This program is made possible with funding from the Province of Manitoba.

What type of projects will be considered for Small Grants Program?

All projects should demonstrate support of local residents. Projects should fit into one of the following categories. Examples provided are to give ideas of the types of projects that could fit under each category but are in no way meant to limit the type of project that may be applied for:

- **Community Building**: Projects to build relationships and engagement within a neighbourhood or the city between residents of all ages, cultures, income levels and backgrounds – examples include: Block parties, BBQs, festivals, cultural fairs, cultural education programs, anti-racism, youth leadership programs, etc.
- **Affordable Recreation and Leisure**: Projects that provide affordable recreational opportunities and/or the development of physical spaces with a focus on the needs of lower income families and youth – examples include: After school programs, park development, play equipment, activities targeted for youth and young adults, etc.
- **Beautification and Community Pride**: Projects that build citizen responsibility for beautification by engaging residents, businesses and organizations in beautifying properties, greenspaces, and streets and promote pride in our community – examples include: Neighbourhood clean ups, “how to” workshops, mentoring young people on being good citizens, public art projects, etc.
- **Building Economic Security**: Projects that link lower income residents with activities to improve their well-being and economic situation – examples include: Life skills workshops, food Co-ops, community gardens, employment training programs, home repair workshops, etc.
- **Safe Neighbourhoods**: Projects to increase a feeling of safety in a neighbourhood – examples include: Community clean ups, graffiti removal, safety audits, etc.
- **Capacity Building**: Opportunities for neighbourhood groups and organizations to build skills and access resources or information to collaboratively create community change – examples include: Board, staff or volunteer development, community needs studies, etc.

How much funding is available?

Grants are available up to a **maximum of \$5000**. Projects must demonstrate community support, as well as other funding sources, donations or volunteer time where possible. One day events may be granted up to a **maximum of \$2500**. For projects to be awarded a grant for more than \$2,000 multiple sources of funding or partnerships must be demonstrated and the project will provide a major impact to the community. **Funding is limited, so please apply early. The program runs from April 1, 2019 to March 31, 2020.**

Who can apply?

Local groups or organizations in the City of Portage la Prairie, whether incorporated or unincorporated, may apply for grants. This includes non-profit organizations, parent councils, neighbourhood associations, and service groups. **Individuals are not eligible.**

What types of costs are eligible?

Eligible costs include:

- Project supplies / equipment, venue rental, advertising, food and beverages.
- Honoraria (single payment or material compensation for contribution to an event - e.g. artist to facilitate an art workshop). Salaries are not eligible.
- Short-term wages (e.g. summer student employment for youth recreation project).

Costs that are not eligible include:

- On-going operating costs or wages.
- Capital improvements to public or private facilities, unless the property is available free of charge for community use and the improvements impact the larger community.
- Revenue generating events (i.e.: fundraising through ticket sales).
- Payments of stipends (i.e.: money or material compensation, prizes) for participating in a project.
- Costs incurred prior to approval of the Small Grants Program.
- GST is not an eligible cost.**

When are Applications due?

Applications are accepted 2 times a year: May 1 & October 1 (or first business day after a weekend or holiday). Applications should be submitted at least **45 days prior** to the start date of the project to allow time for review and approval.

No costs incurred prior to approval will be eligible. Applicants are encouraged to contact the PCRC office for any assistance and to review of the application prior to submission. The program runs from April 1, 2019 to March 31, 2020. Funding is limited, so please apply early.

***NOTE* Funding for the same project may be considered for up to 3 years, providing the request continues to fit the criteria and goals of the Small Grants Program.**

How are grants paid?

Grants are paid to the community organization or group, after a signed Letter of Understanding has been submitted to the PCRC. For projects less than \$1500, the entire amount is paid upon signing. For projects greater than \$1500, a partial cheque is advanced, with the remainder being issued upon submission of a financial statement showing the expenditure of the first portion of the grant.

Upon completion of the project, all applicants must provide a final report including an evaluation, photos, and a final financial statement with receipts proving the expenditure of the total grant on eligible costs.

Projects must be completed by March 1st, 2020. Any project money not spent prior to this date must be returned to the PCRC.

Where are application forms available?

Application forms are available on our website, www.PortageCRC.com, or at our office:
56 Royal Road N. Portage la Prairie, MB, R1N 1V1

If you have any questions, please contact our office at 240-7272 or by e-mail to v.muise@portagecrc.com



Portage la Prairie
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Small Grants Program Information Sheet



2019-2020

The Portage la Prairie Community Revitalization Corporation (PCRC) offers grants to support smaller, short-term projects in the City of Portage la Prairie that enhance the strength and cohesion of the community. This program is made possible with funding from the Province of Manitoba!

Please see the *Small Grants Program Information Sheet* for more information about the grant criteria or contact our office at 240-7272 or info@PortageCRC.com. *The application form must be completed in full.*

A. Contact Information

For Office Use Only: Project Number	RP-2019-
Date Received	
Project Name	
Organization / Group Name	
Mailing Address of Organization / Group	
Primary Contact Person Name	
Position (Chair, Treasurer, Member)	
Phone	
Email	
2nd Contact Person Name	
Position (Chair, Treasurer, Member)	
Phone	
Email	
Amount Requested (Must be \$5000 or less)	\$
Total Cost of the Project	\$
Anticipated Start Date	
Anticipated <u>End Date</u> (Must be by March 1, 2020)	

B. Project Description

1. Which of the following priority areas does your project address? **(check all that apply)**
(See grant information sheet for examples.)

Community Building: Projects to build relationships and engagement within a neighbourhood or the city between residents of all ages, cultures, income levels and backgrounds

Affordable Recreation and Leisure: Projects that provide affordable recreational opportunities and/or the development of physical spaces with a focus on the needs of lower income families and youth.

Beautification and Community Pride: Projects that build citizen responsibility for beautification by engaging residents, businesses and organizations in beautifying properties, greenspaces, and streets and promote pride in our community.

Building Economic Security: Projects that link lower income residents with activities to improve their well-being and economic situation.

Safe Neighbourhoods: Projects to increase a feeling of safety in a neighbourhood.

Capacity Building: Opportunities for neighbourhood groups and organizations to build skills and access resources and information to collaboratively create community change

2. Provide a brief description of the project – attach an additional page if needed:
 - a) Goals of the projects including the expected results. (Why you are doing this project?)

 - b) Description of project activities – attach an additional page if needed.

- 3. How many Portage la Prairie residents will be involved with or benefit from the project? Please describe – for example, number, ages, area of residence, number of volunteers'/community members helping to plan/organize project, if applicable.

Total # of participants anticipated? _____

Ages: 12 and under _____ 13-17 years _____ 18-29 _____
30-55 years _____ 56 + _____

Total # of volunteers/community involved in planning and implementing project? _____

Briefly describe the roles of the volunteers:

- 4. How will your project be accessible to lower income residents? For example, have you planned for transportation?

- 5. How will you recruit participants or promote the project?

6. How have you identified the need for the project and the support of local residents? Please attach emails or letters of support, if possible.

7. How will you measure if your project reaches its goals?

8. For ongoing projects, please explain your plan for future sustainability.

C. Project Budget

Please list and itemize ALL project expenses – for example: detail the supplies, number of instructors/fees, etc.). Include cash and in-kind contributions being supplied by your group/organization, as well as from community partners. Specify the expenses you are requesting this grant to fund.

Expenses Provide an itemized list of project costs e.g.: Materials, Supplies, Advertising, etc.)	Total Cost	Amount requested from PCRC
Total Project Cost	\$	\$

Other Funding Sources: List all funding that you have received, applied for, or intend to apply for to support this project.

Name of Contributor	Cash Amount	In-Kind (est. \$ value)	Confirmed or Unconfirmed?

Note: In-kind Contributions (includes staff / volunteer time, donated space, donated supplies, etc.)

D. Project Submission Signature(s)

I declare that all information in this application is true and accurate and that I am authorized to submit this application on behalf of the organization.

Signature: _____ Date: _____
 Authorized Signing Authority + Position

Submit application to:

Small Grants Program

56 Royal Road N. Portage la Prairie, MB R1N 1V1

Or email: v.muise@portagecrc.com