#### **City of Spruce Grove**

#### **Civic Grant Program – Microgrant**

#### **Grant Application**



# Microgrant Overview

The City of Spruce Grove Microgrant helps individuals, community groups, and organizations fund local projects that build a stronger, more connected community. Eligible projects should benefit the community and may include activities like improving accessibility, fostering community connections, or supporting equity and inclusion. Projects must align with at least one of the following themes: Social; Sport and Recreation; Arts, Culture and Heritage; Economic; Environmental; or Multicultural.

**Funding:** Up to $1500 per project

**Timeline**: Applications are accepted year-round. However, funding is only issued twice per year.

# Eligibility

## Who Can Apply:

* Residents or organizations operating in and/or serving Spruce Grove.
* Individuals, community groups, or community organizations.

## Eligible Projects:

#### Short-Term or One-Time Projects

Examples:

* Hosting a one-day community clean-up event in a local park.
* Organizing a neighbourhood swap.
* Planting a community garden for seasonal use.

#### Innovative or Pilot Initiatives

Examples:

* Launching a pilot program to teach basic coding skills to youth.
* Testing a new approach to food security, such as a mobile pantry.
* Creating a temporary art installation to promote public art and culture.

#### Community Engagement Activities

Examples:

* Hosting a workshop series on financial literacy for residents.
* Organizing a storytelling night to share local histories and build connections.
* Starting a “library of things” for neighbors to borrow tools and equipment.

#### Accessibility Improvements

Examples:

* Installing ramps or tactile signage to enhance accessibility at a dance studio.
* Updating facility bathrooms with grab bars to meet building code requirements.
* Providing assistive hearing devices for public events or workshops.

#### Equity and Inclusion Projects

Examples:

* Hosting cultural awareness workshops or celebrations for newcomers.
* Developing a mentorship program for underrepresented groups in the community.
* Creating multilingual resources to improve access to local services.

#### Small-Scale Capital Projects

Examples:

* Purchasing specialized equipment for a specific sport.
* Installing an equipment shed to support program needs.
* Updating shelving to improve storage efficiency.

#### Emergency or Gap-Filling Initiatives

Examples:

* Providing winter clothing to residents in need during a cold weather crisis.
* Purchasing emergency supplies for a temporary shelter or community program.
* Offering food hampers for families experiencing unexpected financial hardship.

#### Board/Organizational Governance Improvements

Examples:

* Developing or updating board governance policies.
* Providing training for board members on leadership, financial oversight, or strategic planning.
* Conducting a review or development of the organization’s strategic plan.
* Implementing tools or software for improved financial tracking or volunteer management.

## Ineligible Projects:

* Ongoing operational or core funding requests.
* Projects benefiting private businesses or individuals.
* Large-scale or multi-year initiatives.
* Grants, donations, or scholarships.
* Political or religious activities.
* Endowment building or fundraising expenses.

# How to Apply

## Submit an Application:

* Each project requires a separate application.
* Applications can be submitted at any time to [civicgrants@sprucegrove.org](mailto:civicgrants@sprucegrove.org).

## Disclosure:

* Applicants must report any other City funding they have applied for or are receiving.

## Review Process:

* Applications are reviewed by City staff and the Community Services Advisory Committee.
* Applicants will be notified of funding decisions by **July 31** for applications received by June 30 and by **January 31** for applications received by December 31.

## Funding Allocation:

* Applications submitted by June 30 will be reviewed, with funding decisions communicated by July 31 and funds issued by **August 15**.
* Applications submitted by December 31 will be reviewed, with funding decisions communicated by January 31 and funds issued by **February 15**.

## Reporting Requirements:

* Submit a short report within 30 days after the project ends. Include what was done, how the money was spent, the results, any challenges, and photos or receipts if possible.

# Application Form

## Applicant Information

|  |  |
| --- | --- |
| Name (Individual or Organization): | Enter text |
| Contact Person (if applicable): | Enter text |
| Address: | Enter text |
| Phone: | Enter text |
| Email: | Enter text |

## Project/Initiative Details

|  |  |
| --- | --- |
| Project Title | Enter text |
| Location (if applicable) | Enter text |
| Project Description | |
| Click or tap here to enter text. | |

Category (choose one):

|  |  |
| --- | --- |
|  | Arts, Culture, and Heritage: Projects that promote creativity, preserve traditions, and celebrate local history through visual, performing, or literary arts. (e.g., theater performances, art exhibits, music workshops, cultural festivals, or storytelling events). |
|  | Economic: Projects that boost local businesses, job opportunities, or financial literacy (e.g., hosting a small business market, offering skill-building workshops). |
|  | Environmental: Projects that protect nature, promote sustainability, or raise environmental awareness (e.g., tree planting, recycling initiatives, or clean-up events). |
|  | Multicultural: Projects that celebrate diversity, build inclusion, or foster understanding between different cultures (e.g., cultural fairs, language exchange programs, or community potlucks). |
|  | Social: Projects that improve well-being, connect people, or support vulnerable members of the community (e.g., mental health workshops, community support programs). |
|  | Sport and Recreation: Projects that encourage physical activity, promote healthy lifestyles, or provide sport/recreational opportunities for all ages (e.g., organizing a sport tournament). |

## Funding Details

|  |  |  |
| --- | --- | --- |
| Total Project Cost | | $ Enter text |
| Amount Requested | | $ Enter text |
| Have you received or applied for any other City funding? | | |
|  | Yes (Specify): Click or tap here to enter text | |
|  | No | |

## Timeline

|  |  |
| --- | --- |
| Anticipated Start Date: | Click or tap to enter a date. |
| Anticipated End Date: | Click or tap to enter a date. |

## Agreement

By signing, I certify the information provided is accurate and agree to submit a report within 30 days of project completion.

|  |  |
| --- | --- |
| Signature: | Enter text |
| Date: | Click or tap to enter a date. |

For questions*, refer to the FAQ on our* [*website*](https://www.sprucegrove.org/community/community-group-resources/grants/microgrants/) *or contact Community Social Development at 780-962-7618 (press 5). Applications can be submitted year-round to* [*civicgrants@sprucegrove.org*](mailto:civicgrants@sprucegrove.org)*.*