



Micro-Grant Project Application Check List

Included:

- Complete contact information for two primary applicants
- Completed Application Questions
- A budget displaying the proposed allocation of resources
- A Letter of Support from any partner organizations (only required if partnering with another organization on your project)

Deadline for applications is 4:00pm on May 8, 2024.

Contact: Katrina Cristall, Climate Action Officer

City of Charlottetown

tel: (902) 629-6368

kcristall@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

1. Describe your project (200 words max.)
2. 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).
3. Describe your project work plan, i.e. how you or your organization will go about implementing this project.
4. Provide a timeline of your project with key dates including start date, completion date and any other highlights.
5. Describe the experience or expertise that makes you (or your organization) capable of implementing this project.

6. Please explain what is creative or unique about this project.
7. Please describe your project goal(s) or objective(s) and how you will measure or evaluate the impact or success of your project terms of achieving them?

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:

- Your project budget
- Letters of Support from any partner organizations (if applicable)

Completed applications and support materials must be received by 4:00pm May 8, 2024.

Please submit your completed application to Katrina Cristall, Climate Action Officer by email to kcristall@charlottetown.ca or by mail/in person to:

City of Charlottetown Attn: Katrina Cristall
199 Queen Street Charlottetown, PE
C1A 4B7

