

Capacity Building Grant 2026

City of Prince George

Freedom of Information and Protection of Privacy Act

The information on this form is collected by the City of Prince George for the purposes of processing this application, under the authority of sections 26(c) and (e) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of information, please contact Civic Initiatives and Partnerships at 1100 Patricia Boulevard, Prince George, BC, or by telephone 250-561-7600.

Pre-Screening Questions

How to Download the Application Questions:

Please note the application will autosave as you go along.

To review the application questions before completing your application, follow these steps:

1. Locate the "Question List" button in the top-right corner of the page.
2. Click the button to download a full list of the application questions.
3. Prepare your answers ahead of time
You can copy and paste the questions into a Word document or another text editor to draft your responses.
4. Important: Submit your application online
The final application must be submitted through the online application system.

Please note: If you have any questions about the application process, please email communitygrants@princegeorge.ca

1. Please confirm your organization is a not-for-profit (registered Society or Charity)*

Please note: Community Grant funding is available only to Not-for-profits and Charities. Individuals and businesses are not eligible to apply.

Choices

Yes

No

2. Please confirm you have NOT already received a capacity building grant for this calendar year?

Please note: you are not eligible to receive more than one capacity building grant in a calendar year per organization.

Choices

Yes (you have not received a capacity building grant this year)

No (you have received a capacity building grant this year)

3. If you received a Community Grant previously, are you up to date on reporting?*

Please note: a community grant refers to any grant awarded through the Community Grants Program

Choices

Yes (I am up to date on reporting or have not received a grant previously)

No (I am not up to date on reporting)

4. Confirm your organization operates within the city boundary for the benefit of residents*

Please note: City of Prince George Boundary

Choices

Yes

No

5. Please confirm you have reviewed the grant criteria and eligibility requirements*

City of Prince George Community Grants Webpage

Choices

Yes

No

6. Confirm by filling out this application, you agree that the information may be publicly accessible

Please note: Successful grant recipients will be shared on the Community Grants Webpage

Choices

Yes

No

7. Please confirm you understand this grant is based on conditional approval*

If approved, payment is upon submission of proof of completion of training and associated receipt(s) etc. submitted through the Evaluation Report

Choices

Yes

No

Primary Contact Information

Primary Contact Name*

First and Last Name for the primary contact for this application

Character Limit: 250

Primary Contact Email Address*

Please note: this email address will be used to communicate with you regarding your application. Please ensure that it is correct

Character Limit: 250

Primary Contact Phone Number*

Character Limit: 250

Capacity Building Training Opportunity Information

Important Information:

- Upon submission of your application, successful applicants will receive conditional approval. Once the training is complete, you will be required to submit additional information via the Evaluation Report Form before funding can be disbursed. The Evaluation Report Form must include proof of successful completion of the training (such as a receipt or certificate) and a one-page summary describing what you learned and how it will be applied to build capacity within your organization.
- The submission of this application does not guarantee funding, as the grant process is highly competitive, and demand may exceed the available budget.
- If you have any questions, please contact communitygrants@princegeorge.ca

Participant Name*

First and last name of who will receive the training OR indicate below if this is a group training session (and estimated number of participants)

Character Limit: 250

Participant's Position with Organization

Please indicate the job title of the individual who will participate in the training

If group training, you may skip this question

Character Limit: 250

Indicate if they are volunteer or paid staff*

Please indicate in the box below if they are paid or volunteer

Character Limit: 250

Provide the name of the training provider*

Please provide the name of the individual or organization offering the training
(max 250 characters)

Character Limit: 250

Provide the name or title of the training opportunity*

Please provide the name or title of the actual training you will receive

Character Limit: 250

Provide a description of the training opportunity*

Please provide a brief description on what the training includes.

- You may use bullet point format

(max 500 characters)

Character Limit: 500

Upload 1 supporting document for the proposed training.*

Examples includes a synopsis of the workshop, a session agenda, course syllabus, biography and/or information on the trainer's background and credentials.

File Size Limit: 10 MB

Start Date of Training*

- Please note: we are unable to provide funding for training that has already occurred prior to submitting this application.
- If approved, after completing the training, submit all necessary documentation (receipts, certificates, etc.) to initiate the reimbursement process- through the evaluation report.
- Please provide the date of the training.

Character Limit: 10

End Date for Training*

If the training is multiple days, please provide the end date for the training.

Character Limit: 10

Duration of training (hours/days)

Give the duration of the training (for example 2 days, 8 hours etc.)

Character Limit: 250

Training Format*

Choices

Instructor led on-line

Instructor led in-person

Conference

E-learning/self-paced on-line

Other

If you selected other, please describe below

Please specify training format.

Character Limit: 250

Training Location*

Please Note: travel expenses associated with attending a training event are not eligible. Only the expense associated with registering to participate in the training.

Character Limit: 250

Expected outcomes of training/why this training will help your organization*

Skills/knowledge to be gained (please briefly describe what you hope to achieve from this training and how it will help your organization).

- You may use bullet point format

Character Limit: 10000

Reporting on Capacity Building

Reporting on the impact of your participation in the training is essential. If approved for your training request, you will be required to provide evidence of the value of participating in the training.

This includes a summary on what you learned and how you it will be applied to build capacity for your organization. We encourage you to think creatively about ways to capture and report meaningful results.

Training Cost Details

Note: Applicants are limited to one Capacity Building Grant per year. Applicants must be registered nonprofit organizations.

Eligible Costs (for staff and/or volunteers):

- Tuition for online or in-person courses (from a reputable and relevant training course/workshop/conference)
- Tuition or registration fees, certification fees and cost of learning materials
- Hosting a conference/workshop (for the not-for-profit sector)
- Compensation towards summer student positions or interns on short-term project

Ineligible Costs:

- Travel and accommodation costs/expenses
- Courses such as WHMIS, First aid Training and other mandatory employer-required training

If you have questions, please direct them to communitygrants@princegeorge.ca

Total Amount Requested from City of Prince George (CPG)*

Transfer the total amount requested from CPG from the above table and ensure the amounts match

Character Limit: 20

Partial Funding*

Please select yes or no if you were to receive partial funding would you still be able to participate in this training

Choices

Yes

No

Partial Funding (Optional)

You may (optionally) provide an explanation of your response above

Character Limit: 10000

Quote File Upload

Please upload a quote or any documentation that includes the cost of the training. This may include a screenshot of the website or any other relevant materials that outline the training fee(s).

File Size Limit: 25 MB

Confirmation & Signature

By signing below and submitting this application, I confirm that the information provided is accurate to the best of my knowledge. I understand that the submission of this application does

not guarantee funding, as the grant process is highly competitive, and demand may exceed the available budget. I acknowledge that adjudication reserves the right to allocate funding in full, in part, or not at all.

E-signature*

Please type your first and last name below

Character Limit: 250

I give permission to CPG to share my application with other funding sources as appropriate.*

On occasion, the City of Prince George (CPG) is approached by other funders. By selecting yes, you authorize CPG to share your application and contact information with those organizations

Choices

Yes

No

Suggestions for Improvements (Optional)

Do you have any suggestion on how we can improve the application form?

Character Limit: 10000

Thank you for applying for a Capacity Building Grant!

- The adjudication process (when applications are reviewed and funding decisions are made) typically takes 3–4 weeks after the deadline
- If you have any questions, please contact communitygrants@princegeorge.ca