

Climate Action Micro 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. If you received a Community Grant previously, confirm you are 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)

3. Please confirm your proposed project is within the City of Prince George boundary*

City of Prince George Boundary

Choices

Yes

No

4. Please confirm your project impacts over 100 residents*

Please note: to be eligible, your project must impact more than 100 residents of Prince George. This does not mean your project must have 100 participants; rather, it must directly or indirectly benefit more than 100 Prince George residents.

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 and may be included in publicly shared reports

Choices

Yes

No

7. Please confirm that your project is scheduled to begin in May 2026 or later.*

Please note: Projects that have already taken place are ineligible

Choices

Yes

No

8. Please confirm that your project will be completed by December 31st, 2026*

Please note: If approved for funding, you will have 30 days to complete reporting upon project completion

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

General Information

Project Name*

Character Limit: 100

Project Start Date*

Applications will be adjudicated mid to late April.

Please note that funding cannot be provided for projects that have already occurred. Ensure your project is scheduled to begin in May 2026 or later.

- If you are planning an event, please indicate the specific start date of the event itself

Character Limit: 10

Project End Date*

Please note: the Climate Action Micro Grant is intended for projects with short timelines that are completed by December 31st, 2026. If approved for funding, reporting will be due 30 days after the project end date.

Character Limit: 10

Project Location*

Specify the location(s) within Prince George where project activities will occur.

Character Limit: 250

Expected number of residents impacted*

Please select the range of expected number of residents impacted (either directly or indirectly) through your project

Choices

100-250 residents

250-500 residents

500+ residents

Provide a brief description on why you think this is accurate*

Please provide a brief high-level explanation of how you estimated the number of residents affected and why you believe this estimate is realistic. Max 800 characters (about 5-7 sentences).

Character Limit: 800

Project Information

Tips for Answering Questions:

- Read each question thoroughly
- Be concise, specific, and clear
- Use short, understandable sentences and avoid unnecessary details (bullet points are acceptable/encouraged)
- Ensure that what you are proposing in your application is realistic and achievable (authentic and not generated by AI)

Project Summary and Goal*

High level overview of your proposed project including your goal
max of 800 Characters

Character Limit: 800

What are your specific project steps to achieve your goal*

Clearly list project activities and the steps needed to achieve your goal (how you will achieve your goal)

- If you are using AI to answer this question, please ensure what you are proposing is feasible
- You may use bullet points

max of 1200 characters (about 12-16 sentences)

Character Limit: 1200

Alignment with grant criteria*

How does your project reduce greenhouse gas (GHG) emissions and/or help the community adapt to climate change? Use specific examples and measurable outcomes.

Example: My project creates a community garden for local families to grow fruits and vegetables, reducing reliance on store-bought produce and lowering GHG emissions. The garden incorporates drought-tolerant plants and rainwater collection, helping the community adapt to changing climate conditions.

max of 1200 characters

Character Limit: 1200

Please indicate which of the Climate Action (Micro) Grant Criteria your project aligns with*

Select the criteria that applies to your project

Choices

Advancing equity, diversity, inclusion, and accessibility
Encouraging environmental sustainability & stewardship
Ensuring a safe, healthy and clean community for all

Alignment with grant criteria and benefit to the community*

This section helps the City understand how your proposed project aligns with broader City priorities.

Using specific examples of your target audience—who benefits and how—please describe how your project aligns with at least one of the following focus areas:

- A safe, healthy, and clean community
- Equity, diversity, inclusion, and accessibility
- Encouraging environmental sustainability & stewardship

Example: My project creates a community garden for local families and seniors. Raised beds and shared gardening tools give participants the chance to grow their own vegetables, promoting a healthy community. Accessible pathways and seating ensure seniors and people with mobility challenges can participate, making the project inclusive and equitable.

max of 1200 characters

Character Limit: 1200

Sustainability of the Project*

This grant provides **one-time funding**. Please describe how your project will continue to operate effectively after the grant ends.

- You can use the below questions to guide your response.
- How will the project remain sustainable over time without requiring ongoing funding? How will the project minimize ongoing costs or maintenance needs?

Example: A community garden project might use volunteer gardeners, in-kind donations of tools and seeds, sell branded merchandise (t-shirts, tote bags, mugs), offer “adopt-a-plot” sponsorships, host cooking or canning classes with a small fee, run online crowdfunding campaigns, and partner with local businesses to sponsor benches, planters, or signage in exchange for recognition.

Please note: If this is a one-time event or project that does not require ongoing costs, indicate that in the box below and then proceed to the next question.

max 1200 characters

Character Limit: 1200

Measuring and Monitoring Project Success

Tracking and evaluating the success of your project is essential. If awarded funding, you will be required to provide evidence of your project’s impact. This includes photo or video uploads and a short written submission. If you applied for a capital expense- you will be asked for the receipt.

Project Budget

Are you requesting funding for a small one time capital purchase?*

A small capital purchase could be purchasing gardening tools, fencing materials, compost bins, water storage tanks, drip irrigation systems, plant supports, greenhouse supplies, shade cloth, straw, and basic landscaping equipment.

Choices

Yes – Upload a quote in the budget section. If approved, you’ll also need to provide the receipt.

No – You’re applying for funding for other types of expenses.

Quote for small one time capital expense

Please upload a quote in any format that works (e.g., screenshot, photo, PDF, email, or typed or written summary etc.)

- If you are requesting funding for other expenses, you may skip this question

File Size Limit: 10 MB

Will a fee be charged to participants for this project?*

Choices

Yes

No

If you answered yes to the above, please indicate the amount below

- If you are not charging a fee, you may skip this question

Character Limit: 20

Climate Action Micro Grant cannot be used to fund the following items:

- Projects that have already occurred
- On-going operational expenses
- Office supplies or other consumable materials
- Research
- Payment of City property taxes
- Travel
- Capital improvements to School property
- Funding to further offset rental fees for City-owned facilities is not eligible, as these rentals are already at a discounted rate for non-profits
- Capital projects on City property (for example, the city owned area between property lines and sidewalks or road)

Project Expenses

Climate Action (Micro) grant allocations are \$2,500 or less

- This is a one-time grant funded by the Local Government Climate Action Program
- This grant is for small scale projects and is not intended to support large-scale long-term projects.
- While other funding sources are not required, adjudication will consider the risk associated with funding a project that is heavily reliant on other sources of unconfirmed funding.

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

Optional File Upload

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

Grant Adjudication Team (Optional)

The City is seeking qualified not-for-profits to help adjudicate the One Time Climate Action (Micro) Grant. If you are interested in this role, please indicate your response below (by checking the box yes). Please note that while we appreciate any interest, we may not be able to include everyone.

Choices

Yes (by selecting yes you consent to receiving more information regarding this role via email)

Suggestions for Improvements (Optional)

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

Character Limit: 250

How to Download Your Completed Application and Check Your Application Status:

Follow these steps to save a copy of your completed application to your computer and monitor your applications progress:

- **Download Your Completed Application:**
 - After completing your application, locate the "Application Packet" button in the top-right corner of the page
 - Click the button to download your completed application as a PDF for your personal records

- **Check Your Application Status:**
 - Log back into your account at any time to view the status of your application
 - Updates on your application will be displayed on your dashboard

Thank you for submitting your One Time Climate Action (Micro) Grant application!

- 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