



Finance  
1 Centennial Square  
Victoria, BC V8W 1P6

T 250.361.0245  
E [grants@victoria.ca](mailto:grants@victoria.ca)  
[victoria.ca](http://victoria.ca)

# Micro Grant Application Form

## HOW TO APPLY:

Complete **Application Form** in its entirety and send to [grants@victoria.ca](mailto:grants@victoria.ca)

## SECTION 1. CONTACT INFORMATION

Individual or Organization Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

## SECTION 2. PARTNERSHIP ORGANIZATION INFORMATION (IF APPLICABLE)

Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Registered under the *Society Act* or registered Charity?  Yes  No Society/Charity Registration Number: \_\_\_\_\_

## SECTION 3. PROJECT OR PROGRAM INFORMATION

Project or program title: \_\_\_\_\_

Project or program location: \_\_\_\_\_

Which guidelines does this project or program fall under?  Boulevard Gardening Guidelines  Community Garden Policy

Is this project or program in compliance the [Boulevard Gardening Guidelines](#) or [Community Garden Policy](#)?  Yes  No

Description of the project or program, why the grant is needed, and how it aligns with or supports the **enhancement and steward of public spaces, green spaces, and food systems** strategic plan objective.

How many people will benefit from the project or program? \_\_\_\_\_ Percentage of Greater Victoria Residents? \_\_\_\_\_%

What target audience will benefit? \_\_\_\_\_



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## SECTION 4. PROJECT OR PROGRAM FINANCIAL INFORMATION

What is the project or program: Total Cost \$ \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_  
 How much is the organization contributing? \$ \_\_\_\_\_

## SECTION 5. PROJECT OR PROGRAM TIMELINE

Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

## SECTION 6. PROJECT OR PROGRAM VOLUNTEERING

How many volunteers will work on this project or program? \_\_\_\_\_ Total volunteer hours: \_\_\_\_\_  
 Can the project or program occur without volunteer support?  Yes  No

## SECTION 7. PUBLIC ACKNOWLEDGEMENT

All grant recipients are required to publicly acknowledge the grant. How do you or the support organization plan on publicly acknowledging the City's funding support?

- Website
- Newspaper advertisement
- Social media
- Newsletter
- Sponsor plaque
- Annual Report
- Other \_\_\_\_\_

## SECTION 8. DECLARATION

I am an authorized signing officer of the organization and I certify that the information given in this application is correct.  
 I agree to the following terms:

- I/We will be in compliance with all applicable municipal policies and bylaws
- I/We organization will publicly acknowledge the grant awarded by the City (if applicable)
- We are in good standing with either: (1) the Province of BC as a registered Society or (2) the Canada Revenue Agency as a registered Charity
- We are not in arrears with the City of Victoria
- We are not in bankruptcy or seeking creditor protection
- The grant application meets all the eligibility requirements of the City's Grant Policy and related Grant Category Addendum

\_\_\_\_\_  
Signature of individual Relationship to support organization (if applicable)

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Signature of authorized officer of support organization Position

\_\_\_\_\_  
Name Date