# What are the Micro Grants?

A grant through our regular Community Projects Funds that is typically sponsored by the Brandon Neighbourhood Renewal Corporation (BNRC) in order to remove barriers to resident lead community projects of up to $500.

The purpose of the micro grants is to support small projects that bring people together and respond to priorities of the BNRC’s 5-year Community Plan. A copy of the most recent plan can be found at www.bnrc.ca. Funds are provided to local groups that require modest short-term project funding

# What are BNRC’s objectives?

* Neighbourhood Capacity & Empowerment
* Housing & Homelessness
* Economic Development
* Crime & Safety
* Recreation & Wellness

# Who can apply?

BNRC resident groups, non-profit organizations or community-based organizations (incorporated and unincorporated). Only one microgrant approval per group per year.

# What projects are eligible?

Projects should address:

* Capacity Building (eg. outreach)
* Stability (eg. beautification)
* Well-being (eg. street festivals)
* Economic Development (eg. skill building)

Projects must be located in, or of significant benefit to, residents in the BNRC District and demonstrate community support.

The BNRC District boundary extends from 24th Street to Park Avenue and from Franklin Street to the Assiniboine River. Eligible costs include:

* Honoraria (single, nominal fee or material payment for contribution to an event which fees were not pre-determined)
* Short-term wages (summer employment, etc.)
* Supplies, venue rental, advertising, food and beverages

Community Project grants are not eligible for:

* + on-going operating expenses;
  + payments of stipends to project participants;
  + contributions to wages;
  + repairs to public or non-profit facilities (unless property is available free of charge to community and repairs are related to community use);
  + re-development of private property
  + projects already in progress or completed
  + revenue generating events (ie: fundraising through ticket sales)
  + kits, supplies, equipment or items of any kind with intent of remaining with individuals.

Normally, costs of organizing a project or event are expected as an in-kind contribution by the organization and are not eligible for funding.

# When are applications due?

Applications are accepted until available funds are expensed for the year. Applicants must review their proposal with the BNRC Coordinator prior to submission.

# How are grants paid?

Grants are contingent on funding availability. Upon approval applicants can submit receipts for reimbursement. Upon completion of the project and with the assistance of the BNRC Coordinator please provide:

* a final financial statement, receipts, expense sheet proving expenditure of total grant for eligible costs;
* a final report including an evaluation and pictures (if available); as well as
* a declaration of any revenues.

Dollars **MUST** be proved spent by **March 1st**. Projects not started within the year of approval are considered expired.

# How do you apply?

If you have any questions please contact the BNRC Coordinator, at 729-2490 ext 104 or [community@bnrc.ca](mailto:community@bnrc.ca)

# SECTION A – APPLICANT CP2324-

|  |  |
| --- | --- |
| **Project Title:** |  |
| Sponsoring Applicant: | **Brandon Neighbourhood Renewal Corporation** |
| Name of Applicant Organization/Group: |  |
| Physical Location of Project: |  |
| Project Start Date: |  |
| Project Completion Date: |  |

**Please list three BNRC residents/organizational contacts representing this project.**

**Primary Contact** (This is the individual and mailing address that the Board decision will be mailed to)

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address (including Postal Code): |  |
| Phone: |  |
| Email: |  |
| Signature: |  |

**Secondary Contact** (This is the individual that will be contacted should the first person not be available)

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address (including Postal Code): |  |
| Phone: |  |
| Email: |  |
| Signature: |  |

**Tertiary Contact** (This is the individual that will be contacted should the first of second person not be available)

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Address (including Postal Code): |  |
| Phone: |  |
| Email: |  |
| Signature: |  |

**List all persons on the planning committee for this project.**

# SECTION B– Introduction

1. **What is the purpose or goal of your project?**

1. **Describe the target population addressed by your project.** (Include percentage of BNRC residents.)
2. **What community partners are working with you on this project?**
3. **What neighbourhood support is there for your project?**

**SECTION C - Project Overview**

1. **Describe the project activities and timeline. Please be as detailed as possible.**

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1. **Please indicate any of the following ways you are able to recognize the BNRC if your project is funded**

|  |  |
| --- | --- |
| **Logos on promotional materials:** |  |
| **BNRC sign at event:** |  |
| **Social Media** (include links)**:** |  |
|  |  |
| **Newspaper:** |  |
| **Radio:** |  |
| **Websites:** |  |
| **Announcement at Event:** |  |
| **Other** (please list)**:** |  |
|  |  |

1. **What are the anticipated outcomes? How will you measure the success of your project?**
2. **Explain how your project will affect the community and its members.**
3. **How is your project unique to the community?**
4. **What are your future plans for this project, including how you will make this project sustainable? (If applicable)**

**SECTION D – PROJECT BUDGET**

##### Please list and itemize ALL project revenues and expenses. Include cash and in-kind(IK) contributions being supplied by your organization as well as cash and in-kind (IK) contributions from other partnering groups and funders. Quotes are expected for all items over $250.00. Preference will be given to projects that demonstrate multiple funders.

\*If necessary, re-formatting can be done on the table to accommodate a higher number of partners or expenses.

|  |  |  |
| --- | --- | --- |
|  | **Project Funds** | Confirmed/  Unconfirmed |
| **Revenue** |  |  |
| BNRC (amount requested): |  | Unconfirmed |
| Applicants Funds: |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Revenues |  |  |
| **Expenses** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Expenses |  |  |

**Application Checklist**

* Completed Application Form
* Quotes for listed expenses over $250
* Additional information you would like to add to the application.

# SECTION E - PROJECT SUBMISSION CERTIFICATION

This Application to the COMMUNITY PROJECTS PROGRAM is Legally Submitted By:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Sponsor Applicant |  | Position Title |
|  |  |  |
| Signature |  | Date |
|  |  |  |