

Community Projects Small Grants Fund

2024-2025 Application Information

What is the TPCRC Community Projects Small Grants Fund?

A fund administered by The Pas Community Renewal Corporation (TPCRC) to support new short-term community projects by local groups/organizations for \$5,000 or less whose activities occur within the Town of The Pas that bring people together and respond to the priorities of TPCRC.

What are TPCRC's Priorities?

1. Crime and Safety
2. Parks and Recreation (Youth & Family emphasis)
3. Housing
4. Physical Environment, Image and Pride
5. Community Economic Development
6. Community Wellness and Wellbeing

Who can apply?

Non-profit organizations or community-based organizations (incorporated and unincorporated) or local groups.

What projects are eligible?

Projects should address:

- ✓ Capacity Building (eg. outreach activities such as consultations, newsletters or meetings)
- ✓ Stability (eg. beautification activities such as community gardens, murals, or clean-ups)
- ✓ Well-being (eg. social/recreational activities such as street festivals, after-school activities or support groups, virtual/online activities)
- ✓ Economic Development (eg. skill building activities such as home repair workshops, personal development workshops or employment/volunteer development)

PLEASE NOTE – all projects must demonstrate how they are able to comply with Manitoba's Public Health orders as part of the application.

Preference will be given to projects that have strong community support or address areas that demonstrate high need. Projects that have not received prior funding through SGF will be considered priority. Projects must take place within the municipality of The Pas.

The maximum allocation for The Pas is \$23,250 for the SGF so potentially if applicants request the full eligible amount there could only be funding available for 5 projects. Projects will be considered as they are submitted.

Eligible costs include:

- ✓ Honoraria (single, nominal fee or material payment for contribution to an event which fees were not pre-determined)

- ✓ Supplies, venue rental, food and beverages
- ✓ Short-term wages (summer employment, etc.)

Small grants are **NOT** applicable for:

- ✗ on-going operating expenses
- ✗ project participants
- ✗ contributions to wages
- ✗ prizes or gifts
- ✗ 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 (i.e.: fundraising through ticket sales, those with admission, etc.)

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

When are applications due?

Project intakes are ongoing until January 31, 2024 or all Small Grants funds are spent (whichever comes first). Applications should be submitted 20 days prior to the anticipated project start date as the approval process generally takes 10-15 Days. **Applicants are encouraged to review their proposal with TPCRC staff prior to submission.**

Applications also require a minimum of 2 support letters for project.

How are grants paid?

Upon submission of a signed Memorandum of Agreement & Acknowledgement of Public Health Measures form, the organization submits receipts and/or paid invoices to TPCRC covering approved expenses. A cheque will be issued in this amount. Exceptions can be made in cases where advanced funds are necessary to carry out the project - an advance cheque will be issued and the remainder of the grant will be disbursed following:

- ✓ submission of a financial statement with copies of **original** receipts/invoices proving the expenditure of the first 90% grant amount

Upon completion of the project all applicants provide:

- ✓ a final financial statement, receipts proving expenditure of total grant for eligible costs;
- ✓ a final report including an evaluation; and
- ✓ a declaration of any revenues

Any funding not proved to be spent must be returned to TPCRC within 10 business days of project completion. Projects not completed within the time frame are expected to return funds. Dollars MUST be proved spent by March 1st, 2025. Projects not started within the year of approval are considered expired.