



# Advancing Equity Micro Grant Program: Sample application

This is a sample of the online application and final report, provided to assist you in preparing for the grant process. Questions are subject to change from year-to-year and some variation may occur.

If you have questions after reviewing this sample application, you can obtain more information from Cultural Services staff. Please contact staff well in advance of the deadline:

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Advancing Equity Micro Grant  
City of Kelowna Cultural Services Branch  
Smith Avenue Offices  
101-1360 Ellis Street  
Kelowna, BC V1Y 2A2  
HOURS: Monday to Friday, 8 a.m. to 4 p.m.

# Section 1: Application

## Applicant Information

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Are you applying as a registered non-profit, group or individual?

If you responded: **INDIVIDUAL**

1. Tell us about yourself and why you are interested in taking on this project. (250 words)
2. You are invited to self-identify. You may identify with more than one equity seeking group. If you prefer not to say, please leave this question blank.
3. Contact Information
  - Name
  - Email
  - Phone
  - Address

If you responded: **GROUP**

1. Name of your group/ collective
2. Describe your group/ collective. What is your purpose and why are you working together?
3. You are invited to self-identify. You may identify with more than one equity seeking group. If you prefer not to say, please leave this question blank.
4. Project lead(s) contact information:
  - Name
  - Email
  - Phone
  - Address

If you responded: **REGISTERED NON-PROFIT**

1. Organization's legal name:
  - Mailing address
  - Address
  - City
  - Postal Code

- Province
- Country
- 2. Organization email
- 3. Phone number
- 4. B.C. Society Number
- 5. Date of Incorporation
- 6. Organization Vision
- 7. Organization Mission
- 8. Organization Mandate
- 9. Registered Charity?
  - Yes
  - No

If yes, Charitable Number:

- 10. Primary contact information
  - Name
  - Title
  - Phone with extension
  - Email
- 11. Social Media Links
  - Facebook
  - Instagram
- 12. Alternate Contact Information
  - Name
  - Title
  - Phone with extension
  - Email
- 13. Website (optional)

## General Project Overview

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- 1. Project Name
- 2. Proposed date(s)
- 3. Proposed location(s)
  
- 4. Concisely share how you would describe the project to the community.  
*Think of this as being used in a marketing context. Maximum 150 words.*

5. Expand on the above by sharing more details about the project. (when, why, what, how) Max 350 words
6. How will this project support the community? Max 300 words  
For example:
  - How does this project support community development and building cultural and social sustainability?
  - How does this project encourage public participation and provokes thoughtful conversation about local issues such as discrimination, stereotyping, social inclusion, and other important social issues?
  - How does this project provide community benefit through building or fostering connections, pride, and/or cohesion within and across distinct communities?
  - How does this project create new opportunities to envision and experience Kelowna as a strong, vibrant, safe and inclusive city?
7. Provide information about key organizers and artistic or cultural leaders involved with the planning and execution of your project. (up to 10)
  - Name
  - Project role and responsibilities
  - Skills/experiences

## Community Involvement

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1. How will you make all people feel welcome to participate? In what ways will you work to reduce barriers, regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? *Word limit 300*
2. How will you raise awareness of the project? What marketing strategies or methods will you put in place to meet your participation expectations? *Word limit 150*
3. Number of community participants expected:

## Budget

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1. What are the total costs of your Project? (supplies, artist fees, installation, insurance, services, rentals, venue, permits, photographer, promotions, etc.)  
Fill out the table with project expenses and amounts (up to 20).

2. Are there other sources of revenue for the project? Fill out the table below naming the specific funding sources involved, the amount being contributed and whether the funding is confirmed. (include this City of Kelowna grant as part of the revenue)

*Your project budget must balance. This means the Revenue cannot be more or less than the expenses.*

3. Do you expect to receive any in-kind support? If yes, please describe. For example: Gift cards for prizes, discounts on venue rentals, poster delivery, volunteers, photography, marketing support etc.

## Signatures

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I certify to the best of my knowledge that the information provided in this form is accurate and complete.

- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;
- Receipt of this grant does not include insurance coverage. Please note that the city is not liable for any damages or losses including loss of life. It is highly recommended that appropriate insurance is obtained to protect against potential risks and liabilities.
- Grant funds must be used within one year of the successful granting of the funds: i.e. if the grant is received Sept 8, 2024, the funds must be spent on the activity by Sept 7th, 2025.
- The applicant will maintain proper records and accounts of all revenues and expenditures relating to its activities and, upon the City's request, will make all records and accounts available for inspection by the City or its auditors;
- The applicant will ensure that all necessary permits are in place before commencing work;
- If there are any changes in the activities as presented in the application, Cultural Services must be notified in writing immediately and approve such changes;
- In the event that the grant funds are not used for the activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are to be returned to the City; and
- The grantee agrees to indemnify and save harmless the City and its elected and appointed officials, officers and employees, in respect of all claims for bodily injury or death, property damage or other loss or damage arising from the conduct of any work

by or any act or omission of the organization or any directors, officers, volunteers or employees, of the organization.

- The Applicant meets the criteria as outlined in the program guidelines;
- Receipt of a grant does not guarantee funding in the future.

Name:

Signature:

## Section 2: Final Report

1. Provide a summary of your project. What were some of the outcomes?
2. What was the most significant highlight of your project?
3. How many people participated in the event?
4. How many volunteers supported the event? (including the planning committee)
5. What were the total costs of the project?
6. What were the total revenues of the project?
7. Will you repeat the project next year?