

Microgrant Guide



Microgrant Overview

The City of Spruce Grove Microgrant provides one-time start-up funding to help individuals, community groups, and organizations launch local projects that build a stronger, more connected community. Eligible projects should benefit the community and may include activities such as improving accessibility, fostering community connections, or supporting equity and inclusion. Projects must align with at least one of the following themes: Social; Sport and Recreation; Arts, Culture and Heritage; Economic; Environmental; or Multicultural.

Funding: Up to \$1500 per project

Timeline: Applications are accepted year-round but must be submitted at least 8 weeks before the project start date.

Eligible Applicants:

- Residents or organizations operating in and/or serving Spruce Grove.
- Individuals, community groups, or community organizations.

Eligible Projects:

Projects should:

- Demonstrate how they primarily benefit the community
- Foster connection and inclusion
- Align with at least one of the following themes: Social, Sport and Recreation, Arts, Culture and Heritage, Economic, Environmental, or Multicultural

Examples of Projects:

Short-Term or One-Time Projects

Examples:

- Hosting a one-day community clean-up event in a local park.
- Organizing a neighbourhood swap.
- Planting a community garden for seasonal use.

Innovative or Pilot Initiatives

Examples:

- Launching a pilot program to teach basic coding skills to youth.
- Testing a new approach to food security, such as a mobile pantry.
- Creating a temporary art installation to promote public art and culture.

Community Engagement Activities

Examples:

- Hosting a workshop series on financial literacy for residents.
- Organizing a storytelling night to share local histories and build connections.
- Starting a "library of things" for neighbors to borrow tools and equipment.

Accessibility Improvements

Examples:

- Installing ramps or tactile signage to enhance accessibility at a dance studio.
- Updating facility bathrooms with grab bars to meet building code requirements.
- Providing assistive hearing devices for public events or workshops.

Equity and Inclusion Projects

Examples:

- Hosting cultural awareness workshops or celebrations for newcomers.
- Developing a mentorship program for underrepresented groups in the community.
- Creating multilingual resources to improve access to local services.

Small-Scale Capital Projects

Examples:

- Purchasing specialized equipment for a specific sport.
- Installing an equipment shed to support program needs.
- Updating shelving to improve storage efficiency.

Emergency or Gap-Filling Initiatives

Examples:

- Providing winter clothing to residents in need during a cold weather crisis.
- Purchasing emergency supplies for a temporary shelter or community program.
- Offering food hampers for families experiencing unexpected financial hardship.

Board/Organizational Improvements

Governance

Examples:

- Developing or updating board governance policies.
- Providing training for board members on leadership, financial oversight, or strategic planning.
- Conducting a review or development of the organization's strategic plan.
- Implementing tools or software for improved financial tracking or volunteer management.

Ineligible Projects:

- Projects that have previously received Microgrant funding.
- Ongoing operational or core funding requests.
- Projects benefiting private businesses or individuals.

- Large-scale or multi-year initiatives.
- Grants, donations, or scholarships.
- Political or religious activities.
- Endowment building or fundraising expenses.

How to Apply

Submit an Application:

- Each project requires a separate application.
- Applications can be submitted at any time to civicgrants@sprucegrove.org.

Disclosure:

- Applicants must report all other City funding they receive or have applied for.

Review Process:

- Microgrant applications are reviewed by City staff, with final funding decisions made by the Community Services Advisory Committee (CSAC).

Funding Allocation:

- Decisions and funding will be provided within 1 week of being presented to CSAC for decision.

Reporting Requirements:

- Submit a short report within 30 days after the project ends. Include what was done, how the money was spent, the results, any challenges, and photos or receipts if possible.