



COMMUNITY
ASSOCIATION

Capitol Hill Micro-Grant Guidelines

Applications due 4-6 weeks before initiative.

*You are welcome to email fundraising@capitolhillcommunity.ca
for advice and feedback before you apply.*

CHCA Micro-grants of \$100 to \$500 will be awarded to initiatives that encourage community involvement and good citizenship. The micro-grants will support resident-led initiatives that build community and social connections. This program is meant to encourage active citizenship by providing residents with funds to implement creative projects that benefit their local community.

Considerations for CHCA Micro-grants:

- Open to residents of Capitol Hill
- Held in a public location
- Beneficial to the whole community
- Able to build a sense of belonging by creating connections between residents
- Considerate of the environment

Who can apply?

Individual organizers, or neighbourhood groups within the community of Capitol Hill. At least one person on a project team must be 18 years of age or older.

What can CHCA Micro- grant cover?

CHCA Micro-grants can help with expenses that support community involvement. Items such as room rental, refreshments, arts supplies, sound equipment rental, for example, could qualify.

CHCA Micro-grants cannot cover:

- Projects that have occurred *before* the granting decision is made.
- Alcohol-related expenses, which include, but are not limited to, the purchase of alcohol, the payment of salaries or fees associated with serving alcohol, and corkage fees.
- Block parties or other purely social events or fundraisers unless they have a clear plan to create further opportunities for the neighbourhood or community.

How do you apply?

Application forms are available at www.capitolhillcommunity.ca. Complete and send by email to fundraising@capitolhillcommunity.ca or ground mail to CHCA Micro-grants, 1531-21 Ave NW, Calgary, AB T2M 1L9

Application Process

- Please apply at least 4-6 weeks in advance of your project.
- We will contact you within two weeks of submission if we have any questions.
- We will notify applicants within one week of the date of the initiative if support is being awarded.

Who evaluates CHCA Micro-grant?

Members of the Capitol Hill Community Association Board of Directors will evaluate the applications.

Project Examples

- Block Party that promotes neighbourhood and community
- Meet Your New Neighbours gathering
- Multicultural Family Night
- Youth Garden Initiative

If you are awarded a CHCA Micro-grant, you will:

- Acknowledge the support of the program in project materials and presentations.
- Use our Capitol Hill logo that we will provide you, where applicable.
- Invite board members to key project events. We would like to attend and see your project in action.
- Consult us **first** if you are thinking of changing the project or how you spend the grant. We will do our best to help initiatives respond to changing circumstances.
- Tell us your project story by sending us your Project Self-Assessment Form, along with receipts and supporting documents like event flyers, advertisements, newspaper stories, and photos, within six weeks of your project's completion.