



Activating Community Micro-Grant Guidelines

March 2024



Activating Community Micro-Grant

Section 1: About the Activating Community Micro-Grant

This grant program supports community building by funding creative ideas that activate neighbourhoods and arts-based initiatives. The funded initiatives will help build relationships and a sense of belonging in our communities. The micro-grant program recognizes the arts as an important vehicle for social change and offers funding for local artists to engage the people in creative ways and/or produce a complete work that is available to the public. Projects and initiatives that are led by individuals identifying as 2SLGBTQ+, Black, Indigenous, Person with a Disability, Racialized, and/or Women are prioritized for funding. This funding is open to all- no previous grant writing experience is required!

What is an activating art micro-grant?

The activating art micro-grant will support Guelph's existing and emerging artists. This funding will support projects representing all artistic forms and practices. Eligible projects include creating art that is made publicly available.

What is an activating neighbourhood micro-grant?

The activating neighbourhood micro-grant is an opportunity to present engaging ways to build connections and opportunities throughout Guelph's neighbourhoods. Projects give people a chance to get involved in their neighbourhood through creative and inclusive initiatives.

Section 2: Eligibility

Micro-grants are available for projects or initiatives that request a minimum of \$500 and a maximum of \$1000.

Applicants must only apply for one category by selecting a neighbourhood or arts micro-grant when applying. Individuals or groups who received micro-grant funding in 2023 are eligible to apply again in 2024.

Who can apply?

Applications are open to:

- Artists and Individuals
- Collectives (group of 2 or more working together)
- Grassroots, neighbourhood, or informal groups
- Groups incorporated not-for-profit with 1 FTE or less
- Individuals and groups must include at least one individual who is 18 years or older. Youth 16 years and older are eligible for the activating art micro-grant funding.
- City of Guelph employees who wish to apply must notify the community investment manager prior to applying at communityinvestment@guelph.ca

Who cannot apply?

- Grant Review Committee members from the Guelph Neighbourhood Support Coalition and Guelph Arts Council, and their immediate family members

What can the grant funding be used for?

Awarded funds must be used within six months of receipt. Eligible costs include typical costs for community involvement and/or artistic projects occurring in 2024. This can include costs such as:

- Event space rental
- Refreshments
- Supplies/materials to be used for a community event or the creation of artistic work
- Production or technical fees related to an artistic work/performances/events that will be publicly accessible
- Fees for artists and honoraria for experts/guests

What can grant funds not be used for?

- Ongoing operating expenses
- Fundraising events
- Debts
- Expenses that have already been spent
- Projects with high ticket prices
- Capital expenses such as new construction or the purchase of major equipment
- Activities that do not comply with City of Guelph regulations or by-laws

When are applications due?

Applications may be submitted from Monday March 25, 2024 to Friday April 26, 2024 at 4:00pm EST.

How will applications be reviewed?

Applications are reviewed by grant review committees and scored using an established set of selection criteria. The criteria include prioritizing projects that are led by individuals identifying as 2SLGBTQ+, Black, Indigenous, Person with a Disability, Racialized, and/or Women, the overall impact of the proposed project. Application review will occur from April 27, 2024 to May 24, 2024. All applicants will be notified about the status of their application in June 2024.

How will applications be accepted?

Applications can be submitted using an online application available at guelph.ca/micro-grant. Paper copies of applications and additional assistance is available by contacting communityinvestment@guelph.ca or 519-822-1260 ext. 3967 before April 25, 2024.

Section 3: Application Questions

- **Question 1:** What kind of Micro-Grant are you applying for?

You will be asked to select one of the following options and to specify the neighbourhood area or major intersection:

- Activating Art
- Activating Neighbourhoods

Tip: To respond to this question simply select what kind of grant you are applying for. See Section 1 to learn more about these two focus areas and reach out if you are still unsure. If applying for Activating Neighbourhoods, include your neighbourhood area and/or major intersection.

- **Question 2:** Applicant(s) information

Applicant name, phone number, email address, and website address (if applicable).

You will be asked for a “yes” or “no” response if you are applying as part of a collective or group. If yes, provide the name of the collective and names of members.

Tip: To answer this question, include the name and contact information for the primary applicant or contact person. Select yes if you are applying as part of a group or collective of two or more people. If your group has a name, please include that. Also include the names of the members of your group or collective.

Which of the following statements apply to your application?

- The project is led-by individual(s) identifying as 2SLGBTQ+, Black, Indigenous, Person with a Disability, Racialized, and/or Women.
- The statement above does not apply.
- I wish not to declare.
- I wish to tell you more about how I identify: (text)

Tip: The Activating Community Micro-Grant encourages projects and initiatives that centre equity and reconciliation and prioritizes those projects that are led by individuals identifying as 2SLGBTQ+, Black, Indigenous, Person with a Disability, Racialized, and/or Women. For the purposes of this question, please note that led-by is referring to an individual or group involved in the planning that have lived-experience or direct connections to the community they represent.

- **Question 3a:** What is your idea? How will you spend the grant funds?

Tip: If applying to the Activating Neighbourhoods stream, introduce what you would like to use the funding for, and how it will help form or build stronger connections in your community. If applying to the Activating Art stream, introduce what you like to use the funding for, and how the public can engage with what you have created.

- **Question 3b:** How much money are you requesting? (minimum \$500 and \$1,000 maximum)

Tip: This answer should simply list a number that is a minimum of \$500 and a maximum of \$1,000.

- **Question 4:** If your application is funded, how would you like to share your grant story with us when completed? For example: a brief story, images, a follow-up phone call, a link to a video or a webpage, etc.

Tip: Once you have completed your project you can share your journey with us in different ways. Please let us know how you will share this information with us once the project is complete.

Still have questions? No problem.

For additional questions, reach out using the email address below.

For Micro-Grants for Artists, contact microgrant@guelparts.ca

For Micro-Grants for Neighbourhoods, contact admin@guelpneighbourhoods.org

For general questions contact communityinvestment@guelp.ca