

# Wellness and Community Connections Micro-Grant Application Form

## PURPOSE:

Funding for the Wellness and Community Connection Micro-Grant program comes from the Rural Mental Health Project as part of the Alberta chapter of the Canadian Mental Health Association in the form of a grant to the Town of Sylvan Lake. The mandate of the Rural Mental Health Project is to promote mental health and wellbeing in rural and remote communities across Alberta.

The intention of the micro-grants program is to encourage community members to unite for a common purpose – getting to know more about one another in the process, developing cultural awareness and social connections.

## SUBMISSION REQUIREMENTS:

Applicants may apply for this funding at any time. Applications are reviewed on the 10<sup>th</sup> of each month with notification of grant approval on or before the 20<sup>th</sup> of the same month. All submissions must include the following requirements:

- Applications must involve 3 or more unrelated households, living in close proximity, interested in participating in the project. The same Primary Contact may only apply for one grant per calendar year.
- Projects must be feasible and ready to begin within 2 months of approval.
- Projects must not already be in progress or have been completed before approval.
- Projects must be offered at no cost to participants.
- The final grant report is due within 30 days of completion of the project.
- Funding is issued through reimbursement of allowable expenses. Reimbursement will be made by cheque, payable to the Primary Contact, within 14 days of the receipt of the final grant report.
- Project budget requests are allowed up to \$500.

Once the funding for the year has been exhausted applications will no longer be accepted until new funding is available. Allowable/non-allowable expenses are listed below:

Allowable	Non-allowable
Project supplies (food, art supplies, printing, materials, etc.)	Basic needs (food hampers, financial support, housing subsidies, etc.)
Space rental or permit fees	Facility renovations
Travel or other volunteer expenses	Recreation/leisure programming
Honoraria for volunteers (elders, child-minding, entertainment, etc.) as appropriate for the project	Alcohol, tobacco, or cannabis products

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## CRITERIA: (check all that apply)

Increasing Social Connectedness – Create opportunities for neighbours to connect, especially neighbours who are new or you have not interacted with in the past. Examples: Block parties, clean-up parties, Neighbour Day celebrations, sidewalk and crosswalk painting

Social Offerings – Share residents' skills and knowledge within the community. Examples: free yoga sessions, community kitchen.

Build A Sense of Ownership and Pride – Examples: create/purchase a piece of outdoor art, little free library, or other place-making statement.

Respect and Celebrate Diversity – Examples: multicultural fashion show, heritage festival showcasing foods, dancing and/or storytelling.

## PART A - Project Details

Project Name *(Think of a creative name that will inspire people to get involved):*

Project Neighbourhood:

Project Start Date (mm/dd/yyyy):

Project End Date (mm/dd/yyyy):

### Primary Contact Information

Full Name:

Mailing Address:

Postal Code:

Email Address:

Phone Number:

### Participating Households

Household #2 Contact Name:

Phone Number:

Household #3 Contact Name:

Phone Number:

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1. Please describe your project. What will you do? Where? When? Who will you reach? If you need more space for your responses in the text fields, feel free to attach questions and your responses in a text document.
2. How many people do you think will participate in your project?
3. What difference do you hope your project will make in your community?
4. How will you let people know about your project? How will you reach and welcome those who are new to your neighbourhood or that you haven't connected with before?
5. Please complete the Project Budget table below.

Item/Activity Examples: Decorations, food, facility rental	Total Cost of Item/Activity
Total Project Costs	\$

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## PART B - Agreement

By signing and submitting this application, you are agreeing to the following terms and conditions:

- The applicant (primary contact) must submit a completed final grant report within 30 days of the project completion date.
- Wellness and Community Connections staff must be notified if any change occurs that may result in the inability of the applicant to deliver the project identified in the application.
- Sylvan Lake Wellness and Community Connections and or the Town of Sylvan Lake reserves the right to cancel the micro-grant funding with reasonable cause and will provide 30 days' notice.
- Participants allow the use of photography or videography for your event for the purpose of promoting the Rural Mental Health Project.
- The applicant acknowledges that relevant permits (block party, special event, traffic interruption) will be required and obtained for the event.
- Any structures will be located on private property and future maintenance will be provided by the property owner.
- The applicant acknowledges that Town of Sylvan Lake staff have sole discretion to decide if the micro-grant fits within the criteria and that decision is final.

## PART C – Authorization

This application must be signed by all contacts involved in this project.

By signing below, I confirm that all information submitted with this application, including Parts A and B, is true and correct to the best of my knowledge.

Primary Contact

Representative from Household #2

Representative from Household #3

## SUBMISSION

Please submit your completed WCC micro-grant application, along all signatures, to be considered for funding.

- **EMAIL to [mwisheu@sylvanlake.ca](mailto:mwisheu@sylvanlake.ca)**
- **HAND-DELIVER IN A SEALED ENVELOPE** to the Wellness & Community Connections Centre located at 4725 43 Street Sylvan Lake, AB T4S 1M3 Attn: Community Asset Facilitator

