



## 2025 APPLICATION GUIDE

### Community Engagement & Knowledge Mobilization Micro-Grant

## Funding Overview

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### 1.0 Introduction

Chilliwack Social Research and Planning Council is investing **\$15,000 annually** to support community-based actions and strategies that are directed at improving the health and well-being of Chilliwack residents.

Funding will be utilized to support community engagement, research and knowledge mobilization activities; and the development and implementation of evidence-based and home-grown solutions to challenges impacting Chilliwack residents. Health and well-being outcomes include and are not limited to improved social connectedness, mental and physical health, and sense of belonging.

The development of policies, programs, and strategies that promote health equity are also desired outcomes of this funding.

### 1.1 Micro-Grant Description

Micro Community Engagement and Knowledge Mobilization grants provide **one-time funding** for community-based projects centered on improving the overall health and well-being of Chilliwack residents. Funding is allocated for projects that would give the community the opportunity to invest in the overall health of the community (such as community engagement around local issues like homelessness and poverty reduction, alongside upstream solutions such as capacity building or train the trainer programs).

# 2025 Micro-Grant Application Guide

Applicants can apply for a **maximum of \$7,500** per micro-grant. Applications will be accepted bi-annually in the **Spring** (Application opens Jan 1, 2025 and closes Feb 28, 2025) and **Fall** (Application opens Aug 1, 2025 and closes Sept 15, 2025), with successful applicants being chosen each intake period.

## 1.2 Micro-Grant Objectives

Objectives of the funding are to enhance one or more of the following areas:

- Improve the health and well-being of Chilliwack residents.
- Contribute to the goals of community social and economic development.
- Contribute to the advancement of local social services.

- Promote actions and strategies that support improvement in community health and well-being.
- Promote community inclusion and involvement through a trauma-informed and health equity lens.
- Create greater awareness of programs and services; and,
- Contribute to community connectedness and sense of belonging.

## 2.0 Application Details

### How to Apply?

The online application and budget template can be found on our website at: <https://csrpc.ca/apply> or by clicking [here](#).

	Spring Intake	Fall Intake
<b>Objective</b>	To support community engagement, research and knowledge mobilization activities; and the development and implementation of evidence-based and home-grown solutions to challenges impacting Chilliwack residents.	
<b>Maximum Amount Per Grant</b>	Up to \$7,500	
<b>Application Due Date</b>	February 28, 2025	September 15, 2025
<b>Funding Starts</b>	April 15, 2025	November 1, 2025
<b>Final Report Due</b> <ul style="list-style-type: none"> <li>• 6 month project duration</li> <li>• 1 year project duration</li> </ul>	October 2025 April 2026	May 2026 November 2026

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## 2.1 Eligible Applicants

Eligible applicants for the micro-grant funding include:

- Non-profit or charitable organizations
- Individual or community group (with financial sponsor)
- First Nation Band or Self-Governing First Nation
- Métis Chartered Community
- Other (includes post-secondary institutions, regional district, school district or other government organization)

Any applicants not listed above are **ineligible to apply**. Funding must be utilized for projects benefitting Chilliwack.

## 2.2 Application Review

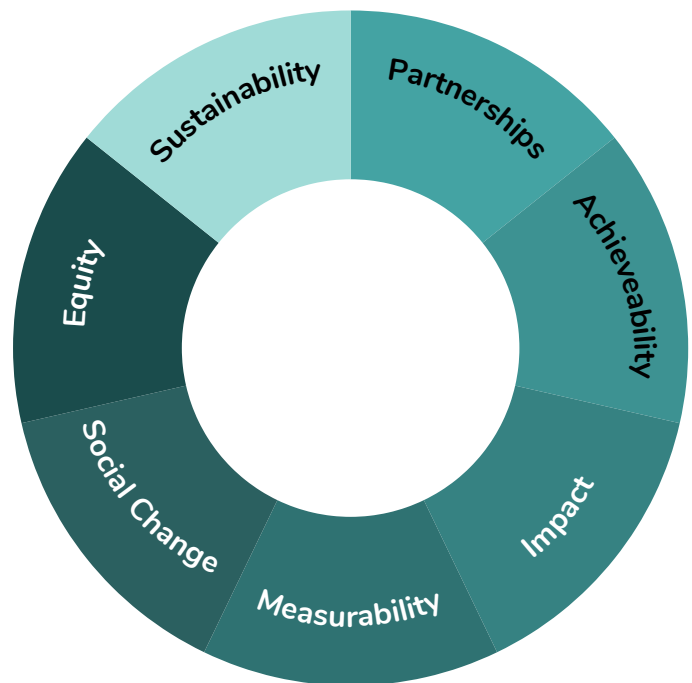
Proposals will be assessed on the eligibility of the applicant and proposed expenses, and connection between project activities and objectives stated in this application guide. As you will see within the application section where you will describe your project, you will be asked about:

- Being community driven (i.e., builds on previous work in your community, motivated by what is important to people within your community)

- Being impactful beyond the funding period.
- Demonstrating community partnerships (i.e., confirmed letters of support from project partners).

## 2.3 Guiding Principles

The guiding principles of the 2025 micro-grant funding are highlighted in the figure below. The guiding principles will be utilized to score and evaluate grant applications. Please consider these principles when preparing your application.



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## 2.4 Eligible Activities

Eligible funding activities include:

- Community engagement and knowledge mobilization activities, including expenses incurred related to event planning, community convening, promotional materials, and communications costs.
- Activities related to improving awareness of programs and services.
- Activities related to building a repository of research and community engagement projects that impact health and social service agencies.
- Grassroots initiatives to support the health and well-being of Chilliwack residents.
- Activities contributing to the advancement of local social services and/or improving the social determinants of health.
- Bridge or supplemental funding to cover research, community engagement or knowledge mobilizations costs while awaiting funding from other sources or not funded by other sources.
- Wages, salaries, and honoraria for project personnel.

## 2.5 Ineligible Activities

Ineligible funding activities include but are not limited to:

- Expenses incurred prior to or after project completion.
- Expenses that have already been paid by another funding source.
- Duplication of programs, services or projects.
- Costs associated with profit-making activities, including fundraising and grant writing.
- Capital costs, including repairs and renovations.
- Any equipment, material or resource purchases for organizational need beyond project scope.
- Wages or salaries for staff beyond those directly involved in the project. Funding for project staff must not replace general operating or core costs for the organization.
- Office lease payment.
- Administrative costs over 10%.

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## 3.0 Grant Management and Applicant Responsibilities

All grant applicants will be notified by email once the funding has been awarded.

- Successful applicants will receive a Grant Agreement form upon notice of the funding decision.
- Upon receipt of this form, 80% of the funding amount will be paid to the successful applicant by cheque.
- The remaining 20% of the funding will be paid within 30 days following the submission of a final report (i.e., 6 months or 1 year).
- We are unable to offer project extensions. In extenuating circumstances, extensions may be considered on a case-by-case basis. If you anticipate needing more than 6 months to complete your project, please apply for 1 year funding.

## Sample Project Workplan (Example is for a 6 month project)

Project Milestone	Brief Description	Who is Responsible?	Month of Completion
Project Initiation and Engagement Planning	Reach out to project partners, confirm project activities and develop engagement objectives and strategies	Project lead and all project partners	November & December
Community Engagement	Host three virtual and two in-person engagement sessions with stakeholders	Project lead	January & February
Summarize Findings	Analyze and/or summarize engagement and report back to project partners.	Project lead and all project partners	March
Report and Knowledge Sharing	Co-develop community report and prepare content for community knowledge sharing event.	Project lead and all project partners	April & May

## Sample Project Budget

Item	Description	Amount Requested	Other Sources (Cash, In-Kind)
Project coordination	Part-time role, reporting to the project steering committee	\$4,000	\$0
Steering committee meetings	Monthly meeting (venue, refreshments)	\$0	\$1,500
Participant honoraria	Costs associated with participation in community engagement	\$500	\$0
Communication and outreach	Online, radio and news advertising for community engagement events	\$0	\$1,000
Data collection	Designing, printing, distributing and analyzing (two surveys)	\$2,000	\$500
<b>Total</b>		\$6,500	\$3,000
		<b>TOTAL PROJECT BUDGET</b>	<b>\$9,500</b>