CHILLIWACK SOCIAL RESEARCH & PLANNING COUNCIL

2026 APPLICATION GUIDE

Community Engagement & Knowledge Mobilization Micro-Grant

Funding Overview

1.0 Introduction

Chilliwack Social Research and Planning Council is investing **$15,000 annually** to support community-based actions 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.

Desired outcomes include improved social connectedness, mental or physical health, or sense of belonging for Chilliwack residents. The development of strategies or initiatives that promote health equity are also desired outcomes of this funding.

1.1 Micro-Grant Description

The micro-grant program provides **one-time funding** for community-based projects. The purpose of this funding is to support initiatives that generate, mobilize, and apply community knowledge to strengthen health and social services in Chilliwack. Funding is intended to advance meaningful community engagement, support evidence-informed planning, and contribute to sustainable improvements in community well-being, social services, and the social determinants of health.

Priority will be given to initiatives that demonstrate sustained engagement or longer-term impact, and that show how knowledge will be shared, applied, or retained beyond the funded activity.

Applicants can apply for a **maximum of $7,500** per micro-grant. Applications will be accepted bi-annually. Please see the table below for the 2026 funding dates.

1.2 Micro-Grant Objectives

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

- Strengthen community engagement and knowledge mobilization to improve health and social service outcomes.
- Increase awareness of and access to information about health and social services for Chilliwack residents.
- Build and sustain a centralized repository of research and community engagement initiatives that support evidence-informed decision-making.
- Support grassroots, locally-driven initiatives that respond to community-identified needs and provide innovative solutions not typically funded through other programs.
- Strengthen local social services and advance equity by addressing the social determinants of health through collaborative, innovative and upstream approaches.
- Ensure continuity and momentum of research and community engagement efforts through bridge or supplemental funding.

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
Objective	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.	
Maximum Amount Per Grant	Up to $7,500	
Application Due Date	February 28, 2026	October 1, 2026
Funding Starts	April 15, 2026	November 1, 2026
Final Report Due • 6 month project duration • 1 year project duration	 October 15, 2026 April 15, 2027	 May 1, 2027 November 1, 2027

2.1 Eligible Applicants

Eligible applicants for the micro-grant funding include:

- Non-profit or charitable organizations (with financial sponsor if less than 3 years operating history)
- 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)

Financial sponsors must be a non-profit organization with a long-standing history (more than 10+ years in operation) and the ability to provide fiduciary oversight and administrative support.

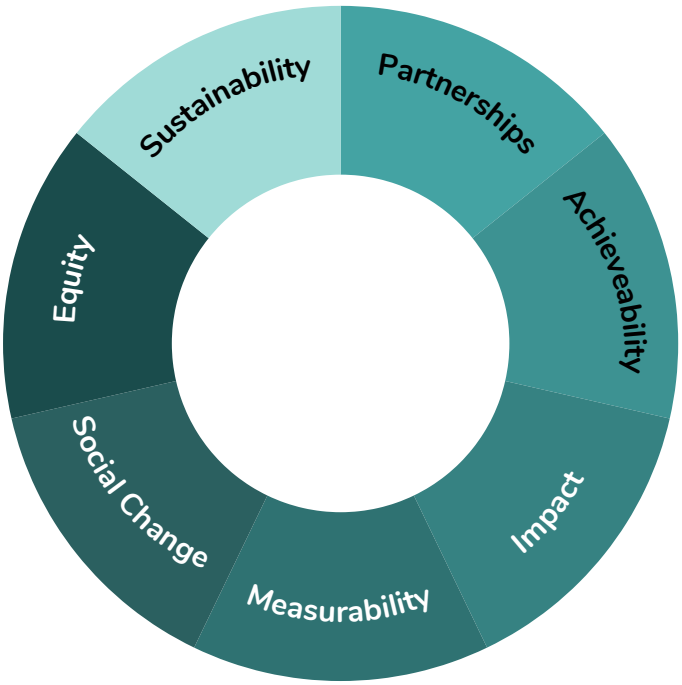
2.2 Application Review

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 the following:

- Being community driven (builds on previous work and motivated by what is important to Chilliwack residents).
- Being impactful beyond the funding period.
- Demonstrating community partnerships (confirmed letters of support from project partners).

2.3 Guiding Principles

The guiding principles of the 2026 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.



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 that increase awareness of and access to information about health and social services.
- Activities related to building or maintaining a repository of research and community engagement projects that impact health and social service agencies.
- Activities that contribute to strengthening local social services and advancing equity, including collaborative or innovative approaches that address 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.
- Activities that support grassroots initiatives that respond to a Chilliwack-identified need that are unlikely to be funded by other programs.
- 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 purchased for applicant need beyond project scope.
- Wages or salaries for staff not directly involved in proposed project. Funding for project staff must not replace general or core operating costs for the applicant.
- Office lease payment.
- Administrative costs over 10%.

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
Total		$6,500	$3,000
	TOTAL PROJECT BUDGET	**$9,500**	