



#YYCNeighbourDay Microgrant 2025 Guidelines and Application

Neighbour Day is Calgary's annual celebration of community spirit and connection, inspired by the way Calgarians came together during the 2013 flood. It highlights the lasting impact of community connection—building a sense of belonging, safety and wellbeing in Calgary's neighbourhoods.

The City's **#YYCNeighbourDay Grant** offers up to \$2,500 to small-scale, free-to-attend events that foster community connections, and promote equity, diversity, inclusion and belonging on **June 21, 2025**.

Eligible applicants are registered non-profits, charities, community associations and business improvement areas that are in good standing with The City with no outstanding reports or payments.

Some examples of eligible activities include neighbourhood sporting events, music events, block parties, cultural cooking workshops, drumming workshops, artisan markets, clothing swaps, community clean-ups, family-friendly film screenings, talent shows, BBQs, and more. Event organizers are required to obtain the insurance, permits, permissions, and approvals as needed. Block party and greenspace permits are free for Neighbour Day (June 21, 2025).

We do not support initiatives related to politics, faith, rallies, protests, fundraising, annual general meetings, or banquets.

Eligible expenses

This microgrant supports direct event costs, including:

- Honorariums and fees for artists, performers and facilitators.
- Wages for contractors, technicians, and workers who are not already employed as staff.
- Production and technical costs related to programming.
- Marketing and communication costs associated with promoting the initiative.
- Initiative-specific equipment, materials, and supplies (including transportation of these items).
- Other expenses and supplies that the Arts and Culture Division deems reasonable and necessary.

Ineligible expenses

This microgrant does not cover capital expenses or operational costs associated with your organization's day-to-day functions, including office and administration fees, overhead costs, travel, prizes, alcohol, cannabis, and expenses that are deemed unreasonable and unnecessary by the Arts and Culture Division.

Application Process

Applications are reviewed on a rolling basis **until funds run out or May 31, 2025**. Funding decisions are based on the alignment with grant objectives and demonstrated capacity to deliver the activity. We may contact you during the review stage if we have questions about your application. You will be notified within three weeks of submission. Payment may take up to 6 weeks after approval.

Grant recipients must submit a **final report** by August 31, 2025. The reporting template will be provided upon grant approval. We may visit your initiative and offer feedback for future funding eligibility.

Apply now by emailing the completed application form to microgrants@calgary.ca.

Questions? Visit [Neighbour Day](#) or reach out if you need additional support.

SECTION A – Applicant			
Name of Organization			
Type of Organization	Registered Non-Profit	Registration #	
	Registered Charity	Registration #	
	Business Improvement Area		
Mailing Address			
Postal Code			
Project Contact		Signing Authority for funding approval process	
Name		Name	
Position		Position	
Email		Email	

SECTION B – Initiative <i>(Optional: attach any additional documents about your initiative.)</i>	
Initiative Title	
Initiative Location(s)	
Initiative Date	Saturday, June 21, 2025
1. Is this the first time your organization has hosted this event?	Yes No
2. Provide an overview of your project. What are you planning? What would success look like?	
3. Who can access and participate in your initiative? Are there any restrictions on participation?	
4. Is your event free and open to the public?	Yes No, \$ _____ per ticket
5. How many participants are you expecting?	

SECTION C – Full Budget of your initiative		
Revenues	Description	Amount (\$)
Funds requested from The City	#YYCNeighbourDay Microgrant	
Other Funding/Sponsors/Donations		
Contributions from your organization		
	Total Revenue	\$

In-kind Donations	Description	Amount (\$)
	Total In-kind Donations	\$

Expenses	Description	Amount (\$)
Include all expenses. Funding will be allocated only to eligible expenses.		
<u>Example: Performers</u>	<u>3 Musicians, 1 Band, 0.5 hour each</u>	
Total revenue must match total expenses		
	Total Expenses	\$

Total amount of funding request	\$
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DECLARATION

Part A

I certify that I am authorized to act on behalf of the applicant and the company or organization listed in the application. The information contained in this #YYCNeighbourDay Microgrant Application is true and correct to the best of my knowledge and will be upheld through City bylaws, policies, and procedures.

Part B

I understand that if this application is successful, the applicant will receive a cheque for the amount approved. Accepting the payment means that the applicant agrees to:

- **Acknowledge the City of Calgary as a funder in any related digital or print advertising, promotional materials and public communication,**
- **Participate in promotional opportunities organized by The City of Calgary, including the inclusion of your event on the [Neighbour Day Website](#),**
- **Spend the money as indicated in the budget provided in this application,**
- **Obtain required permits, insurance, and approvals,**
- **Consult with the City of Calgary about any major changes to the initiative that become necessary including date change, venue change, significant budget revisions, and**
- **Provide the City of Calgary with a final report with one to three photos by August 31, 2025.**

Name of grant writer

Position with the organization

Signature of grant writer

Date

Email the completed application and any additional documents to microgrants@calgary.ca.

The personal information collected by this form is obtained under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (Alberta). The information will be used only to administer The City of Calgary #YYCNeighbourDay Microgrant. If you have any questions regarding the collection and use of this information, please contact Arts & Culture at microgrants@calgary.ca. ISC: Confidential