



# Chinatown Activation Microgrant 2025 Application Form

The City of Calgary Chinatown Activation grant offers up to \$3,000 for small-scale initiatives in Chinatown to individuals, community groups, businesses, nonprofits, collectives, cultural and social groups. The funding supports events and activities that energize Chinatown, celebrate its rich heritage, and bring innovative ideas to life.

*\*Please read the Chinatown Activation Grant Guidelines before completing this form.*

## Eligible Initiatives

Initiatives must fall under one or more of the following categories:

1. **Cultural Education:** Preserve, celebrate, and share the rich cultural heritage and traditions of Chinatown.
2. **Youth Engagement:** Foster cultural connections across generations, focusing on inspiring younger audiences.
3. **Hands-On Learning:** Promote skill-building to pass down cultural heritage through experiential learning.

## Additional Requirements

- Initiatives must occur within Chinatown (including Harmony Park).
- Initiatives should benefit the entire Chinatown community. While targeting a specific demographic is acceptable, the opportunity must remain open to all citizens.
- Initiatives should promote respect and dignity of all people regardless of race, culture, national or ethnic origin, religion, education, age, ability, sexual orientation, gender identity or expression, or socio-economic status.
- This grant cannot fund initiatives involving the serving or consumption of liquor or cannabis.
- This grant cannot fund projects related to political advocacy and fundraising.

## How much funding is available?

With total funding of \$45,000 in 2025, the Chinatown Activation Grant supports small initiatives by covering up to 100 percent of eligible expenses, up to a maximum of \$3,000.

*\*A list of eligible expenses is available on the Chinatown Activation Grant Guidelines*

- Apply at least 30 days before the intended start date of the initiative. If your initiative start date is in February or March, please reach out to [chinatown@calgary.ca](mailto:chinatown@calgary.ca).
- Initiative must be completed by **December 31, 2025**.
- After submitting your application, it may take 3 to 4 weeks to receive the results.
- Applicants may receive up to two Chinatown Activation Grants per year.
- Intake is ongoing for initiatives until the funding is fully subscribed.

## Application Form

<b>SECTION A –Applicant’s Information</b>	
Name of Project Leader(s)	
Organization / Group name (if applicable)	
Mailing Address	
Email	
Phone Number	

<b>SECTION B – Initiative overview</b> <i>(Optional: attach any additional documents about your initiative.)</i>	
Initiative Title	
Initiative Location	
Initiative Start Date	
Initiative End Date	
Is your initiative open to the public?	
<p><b>1. Which of the following categories does your initiative align with? (Please select all that apply)</b></p> <p> <input type="checkbox"/> Cultural Education  <input type="checkbox"/> Youth Engagement  <input type="checkbox"/> Hands-On Learning         </p>	
<p><b>2. Initiative Description</b></p> <p><i>Clearly describe your program, initiative, or event, including its purpose, activities, target audience, and expected outcomes. If available, attach any proposals or conceptual work to support your description.</i></p> <p><i>Word Limit: 50-300 words.</i></p> <div style="border: 1px solid black; height: 300px; margin-top: 10px;"></div>	

### **3. Project Planning**

*Provide a timeline outlining the key steps and milestones leading up to your project. Include specific actions, deadlines, and any preparations necessary to ensure the project's success.*

### **4. Collaboration with Community Partners**

*Are you collaborating with any community partners? If yes, please specify who they are and describe their role in your project.*

### **5. Attendance Fee**

*Is there a fee to attend your initiative? If so, please provide details about the cost, any discounts offered, or the measures you are taking to make the initiative affordable to the public.*

### **6. Marketing**

*Describe how you plan to promote your project. Include the marketing tools, platforms, and strategies you will use, as well as the venues or channels through which you will reach your target audience to ensure the initiative's success.*

What are your social media handles, if any:

Twitter:

Facebook:

Instagram:

TikTok:

Other (please specify):

Expected number of participants.	
Expected number of groups* that will be paid to participate in the initiative.	
Expected number of groups* that will be paid to participate in the initiative.	
Expected number of groups* that will pay to be at the initiative. (e.g. vendors).	
Expected number of groups* contribute but will not be paid to support the initiative. (e.g. donations for giveaways).	
Expected number of volunteers supporting the initiative.	

\*groups include non-profit organizations, businesses, cultural groups and community groups.

#### SECTION D – Budget

Clearly outline all costs associated with your initiative. Include every expected expense (e.g., materials, rentals, marketing, fees), even if it exceeds the requested amount for this grant.

Applications in which the organization or applicant provides financial contributions to the overall budget will receive higher scores, as this indicates a shared investment and enhances the project's long-term sustainability

#### Expenses

Type	Description	Amount (\$)
Include all expenses. Funding will be allocated only to eligible expenses (see Guidelines)		
Example: Art Facilitator	2 hours of workshop facilitation	
Total revenue must match total expenses.		<b>Total Expenses</b> \$

#### Revenues

Type	Description	Amount (\$)
Please include all income sources, such as revenue from event tickets, in-kind donations, individual or organization contributions, and federal, provincial, or other City funding. <b>Ensure your total expenses match your total revenue.</b>		
Funds requested from The City	Chinatown Activation Microgrant	
		<b>Total Revenue</b> \$

## DECLARATION

### Part A

I certify that I am authorized to act on behalf of the Applicant and the Organization listed in the application. The information contained in the Chinatown Activation Grant Application is true and correct to the best of my knowledge and will be upheld through City event policy 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,
- Provide the City of Calgary with a revised budget if the approved grant amount is less than the requested amount,
- Spend the money as indicated in the budget provided in this application,
- Consult with the City of Calgary about any major changes to the initiative that become necessary including significant budget revisions, and
- Provide the City of Calgary with a final report within 60 days after the initiative is completed.

signature of person preparing grant

name

position with organization

date

Email the application to [chinatown@calgary.ca](mailto:chinatown@calgary.ca) with the subject line: "Chinatown Activation Grant – [Insert Your Initiative Title]".

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 for the purpose of administering The City of Calgary Chinatown Activation Grant. If you have any questions regarding the collection and use of this information, please contact Arts & Culture at 403-510-0148. ISC: Confidential