**Micro-Grant Application Form**

# About this Application Form

Ensure you have reviewed and understand the **Micro-Grant Funding Guidelines**.

Complete, sign and submit pages 1-3 of this package.

If you are having technical difficulties or cannot complete this form on a device or through the Cuso website form, please reach out to grants@cusointernational.org or via WhatsApp +(647) 478-4089 for an alternative submission method.

# Micro-Grant Application Form

## Applicant Information

|  |  |
| --- | --- |
| **Youth Leader First & Last Name \*** |  |
| **Contact information** (email, socials – whichever way is best to get in touch with you) |  |
| **Phone\*** |  |
| **Date of Birth\*** |  |
| **Gender\***  | * Female
* Male
* Non-Binary
 | * Prefer to self-declare:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Prefer not to say
 |
| **Name your Indigenous Nation or Community\*** |  |
| **Youth Group / Organization Name** |  |
| **Do you have a bank account?\*** | * Yes
 | * No
 |
| As part of this project, we collect personal information to help improve its results. Some of this information may be used in reports to donors. **Only name and email information** will be shared—your privacy is our priority. **Do you consent to the collection of this data for these purposes? \*** | * Yes
* No
 |
| How did you learn about Cuso’s Micro-Grants? **\*** | * Facebook
* Instagram
* Other:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## Project Details

|  |  |
| --- | --- |
| **Project Title\*** |  |
| **Project Location \***(List Community/Town/City) | * Nunavut: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Northwest Territories: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* The Yukon: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |
| **Focus Area \*** | * Reconciliation
* Building an Inclusive Canada
* Preserving the Environment
* Strengthening Youth Resilience
 |
| **Project Cost\***(See Budget for details) | Total project cost: \_\_\_\_\_\_\_\_\_\_\_\_Amount requested from Cuso: |

## Project Summary:

|  |
| --- |
| **Project Summary** Tell us about the project you want to implement **\*** |
| **WHO will benefit from this project:****WHY is this project important:** **WHAT do you plan to do:****HOW do you plan to implement your project:****WHERE will your project take place:****WHEN will the project happen:** |
| **Do you have an adult or another supporter helping you with this project?** | * No
* Yes

If yes, who is it and what is their role?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **If not, what support could Cuso provide?** (Choose one or more) | * Project planning
* Budget management
* Promotion
 | * Reporting
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 |

## Budget **\***

See Descriptions and Budget Example on page 4

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Amount** |
|   |  |   |
| **Total** |   | **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |

## Additional Documents

|  |  |
| --- | --- |
| **(Optional) Letter of Support Attached**Please share at least one letter of support for your project. Letters may be from a parent/guardian, teacher, Elder, other community leader or employer | * Yes
* No
 |
| **(Optional) Supporting Documents**Please share other documents to help us better understand your project or group/organization (media stories, reports, publications, participant feedback, videos, etc.). If videos are too large to upload on an email, please share a link to them instead, or contact us to find a solution. | * Yes
* No
 |

## Consent

I consent to being the Youth Lead on the project described in this application form. This means being responsible for project funds, being in direct contact with Cuso staff, and taking an active part in project leadership - including project design, implementation and reporting.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Youth Leader Name Youth Leader Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Support for Completing the Budget

## Budget Category Descriptions

|  |  |
| --- | --- |
| **Category** | **Category Examples** |
| Salaries | Salaries and benefits for staff |
| Honoraria (Youth) | Honoraria or stipends paid to youth (ages 15-30) |
| Honoraria (All others) | Honoraria or stipends paid to individuals who do not fit in the above categories, such as speakers, artists, volunteers, elders, knowledge keepers, etc. |
| Contracts | Contracted work to external vendors (individuals and companies), such as counselors, accountants, design firms, tour guides, etc. |
| Technology | Computers, cellphones, cameras, etc. |
| Project Supplies | Medicines, swag, facilitation materials, camping needs, art materials, educational resources etc. |
| Project Activities | Venue rentals, entrance fees to a museum, kayaking trip, etc. |
| Food | Meals, snacks, beverages, per diems, etc. |
| Travel | Flights, car rentals, bus tokens, etc. |
| Accommodations | Overnight accommodations like hotels, Airbnb, or gifts for hosts (if staying at someone's home) |
| Communications | Printing, design software, ad spending for social media, audio/visual rentals, etc. |
| Administration | Postage, banking fees, audit fees, insurance, rent, utilities, office supplies, staff professional development, etc. |

## Budget **Example**

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Amount** |
| Salaries | * 1 coordinator ($25 per hour x 2 hours per week x 20 weeks): $1,000
 | $1,000.00 |
|  | * 1 coordinator ($30 per hour x 1 hours per week x 20 weeks): $600
 | $600.00 |
| Project Supplies | Medicines ($500), boxes for care packages ($300), hygiene products ($1,000) | $1,800.00 |
| Food | Snacks for care packages | $1,100.00 |
| Administration | *no description necessary* | $500.00 |
| **Total** |   | **$5,000.00** |