# MICROGRANT APPLICATION TEMPLATE

*This template is* ***MANDATORY*** *to use.*

***Purpose****: A simple, straightforward Youth Climate Action microgrant application that outlines details to be collected for all youth projects, includes the key goals of the city’s Climate Action Plan, and makes it clear that winning ideas must link back to that plan. Consider translating the application into multiple languages, as needed, and place it on the city’s website. We recommend using Google Forms for application submission, as it enables easy tracking and selection review.*

***Note****: Review the microgrant application your city used in Round 1 and ensure that all of the categories below are included in your city’s Round 2 microgrant application.*

| \*Project Title | [Insert Project Title Here] |
| --- | --- |
| \*Grant applicant organization/group name: | [Insert Grant Applicant Organization/Group Name Here] |
| \*Did your organization/ group receive a microgrant in Round 1 of the program? | [Yes/No]  If Yes, what was the name of the project? |
| \*Youth project lead(s): | [Insert Name(s) and Age(s)] |
| \*Fiscal lead contact person: | [Insert Contact Person's Name] |
| \*Email: | [Insert Fiscal Lead Contact Person's Email Address] |
| \*Phone number: | [Insert Fiscal Lead Contact Person's Phone Number] |
| \*Key climate priorities: | Microgrant project proposals must be focused on one or more of the city's key climate impacts identified in [CITY NAME’s] Climate Action/Sustainability Plan or relevant policy document [INSERT LINK].     1. [INSERT ANSWER HERE] 2. [INSERT ANSWER HERE] 3. [INSERT ANSWER HERE] |
| \*Climate focus area: | [Indicate the city's identified climate priority that this project will address.] |
| \*Project description: | [Provide an overview of your project, including its main goals and objectives, along with the expected effect on the community and the environment. Describe the current issues or challenges your project aims to address and why this intervention is crucial now. (Max 300 words)] |
| \*Project timeline: | [Describe the specific activities and steps your project will undertake. Include a clear timeline with all projects activities and implementation completed by Oct 31, 2025. (Max 300 words)] |
| \*Youth engagement: | [Describe how young people will be involved in the project, including their roles, responsibilities, and opportunities for leadership. (Max 200 words)] |
| \*Project Output(s): | [Describe at least one output you will track. Outputs are the direct results of project activities, showing immediate accomplishments and progress.  They provide a snapshot of the project’s activities and immediate achievements.  (Max 10 words)] |
| \*Project Outcome(s): | [Describe at least one outcome you will track. Outcomes are specific and measurable lasting changes or benefits from a project, showing its real-world impact and demonstrating how the project makes a difference over time. They reflect changes in behavior, knowledge, feelings, or processes.  (Max 10 words)] |
| \*Microgrant request: | [Specify an amount between US$1,000 and US$5,000.] |
| \*Budget allocation and justification: | [Provide a breakdown of how you plan to use the microgrant funds, including itemized expenses and a justification for the expense. (Max 200 words)] |
| \*Declaration: | By submitting this application, we agree to comply with the terms and conditions of the Youth Climate Action Fund and commit to using the microgrant funds responsibly and transparently to advance our project's objectives.  Youth Project Lead(s) Signature: [Insert digital signature of youth leader(s) proposing the project]    Fiscal Lead Contact Person Signature: [Insert digital signature of adult leader from sponsoring organization] |