



NEW WESTMINSTER

Community Grant Program Criteria



September 2019

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Purpose

The purpose of this document is to provide information and clarification on the [Community Grant Policy](#) and program for the City of New Westminster. This is a public document.

Application Timeline

2019

September 18	Grant Application Open to the Public - Projects and Events, Multi-Year, and Round 1 Small One-Time Applications
September 18	Grant Information Workshop #1: Queensborough Community Centre 6.30-8.30pm
September 19	Grant Information Workshop #2: Centennial Community Centre 1.00-3.00pm
September 25	Grant Information Workshop #3: City Hall, Council Chamber 6.30-8.30pm
October 1 – November 1	Staff meetings with grant applicants, by appointment
Week of November 4	Advisory Committees Orientation Evenings
November 8	Grant Application Deadline – Projects and Events, Multi-Year, and Round 1 Small One-Time Applications
December 13	Recommendations and Grant Approval sign off

2020

Early January	Confirmation of Grants and Financial Commitment
March	Grant Application Deadline – Round 2 Small One-Time Applications
April	Announcement of Round 2 Small One-Time Grants
July	Grant Application Deadline – Round 3 Small One-Time Applications
August	Announcement of Round 3 Small One-Time Grants
September	Grant Application Open to the Public - Projects and Events, Multi-Year, and Round 1 Small One-Time Applications
September – November	Staff meetings with grant applicants
November	Grant Application Deadline – Projects and Events, Multi-Year, and Round 1 Small One-Time Applications
December	Recommendations and Grant Approval sign off

Community Grants Program Budget

1. The Budget for the Community Grants Program will be set and approved by Council one year in advance of the fall grant application process to ensure that grant applicants are aware of the size of the grant program for the year in which they are applying. For example, the budget approved in 2020 will apply to 2021 applications.
2. The Budget is approved by Council prior to June each year.
3. The Community Grants Program Budget will have two distinct budgets: one for cash grants and one for city services. Both will be approved during the annual budget process.
4. Within the overall Community Grants Program Budget, there are envelopes designated for each portfolio, with the following budget established for 2020 grants:
 - a. Portfolio 1: Community Livability and Social Equity: Grants for 'Living'

Envelope	Cash	City Services
Childcare	\$40,110	\$0
Environment	\$18,870	\$1,500
Other Programs	\$274,840	\$7,300

- b. Portfolio 2: Social and Cultural Vibrancy: Grants for 'Involvement'

Envelope	Cash	City Services
Amateur Sport	\$25,700	\$0
Arts and Culture	\$30,010	\$0
Festivals	\$99,000	160,330
Heritage	\$15,870	\$400
Other Programs	\$184,280	\$7,300
Residents Association Grants	\$2,400	n/a
Sport Organization Administrative Grants	unknown	n/a

Portfolio 3: Community Economic Activators

Envelope	Cash	City Services
Total	\$93,840	\$0

Festivals that fall under Portfolio 3 will use funding allocated under Portfolio 2

5. A separate budget envelope will be allocated to small one-time grants to allow for granting outside the primary intake period in the fall

Envelope	Cash	City Services
Spring Intake	\$13,000	n/a
Summer Intake	\$13,000	n/a

6. If the full budget within a portfolio is not granted to applicants within that portfolio, funds may be re-allocated to other portfolios or to small one-time grants in subsequent intake periods. This

will not change the budget allocations year over year but rather will allow flexibility within a granting cycle.

7. The designated budget envelopes within each portfolio are subject to change from year to year. Recipients should not expect status quo funding from year to year.
8. Funds not used within the fiscal year will not carry over to subsequent fiscal years.

Applicants

The City of New Westminster accepts applications for the Community Grants Program from the following types of organizations:

Community Organization	Organizations that are not incorporated but operate solely for the benefit of the community and not their own members. For example, New Westminster Secondary School Dry Grad Committee
Non-Profit Society	Organizations that are provincially incorporated under the Societies Act in British Columbia or federally incorporated under the Canada Not-For-Profit Corporations Act. They may or may not be a registered charity. For example, previous non-profit societies that have received grants include: <ul style="list-style-type: none"> • New Westminster Chamber of Commerce • New Westminster Farmers Market Society • Hyack Swim Club
Registered Charity	Organizations that have been approved by the Canada Revenue Agency as a Registered Charity in Canada. For example, previous registered charities that have received grants include: <ul style="list-style-type: none"> • Big Sisters of BC Lower Mainland • Family Services of Greater Vancouver • The Elizabeth Fry Society
Service Organization	Community organizations that deliver their own programs, donate to other organizations in their community, and/or provide scholarships and bursaries. For example, previous service organizations that have received grants include: <ul style="list-style-type: none"> • New Westminster Firefighters Charitable Society • Rotary Club • Kiwanis

For sport travel grants, the City also accepts applications from individual athletes. [For more information, click here.](#)

Grant Portfolios

About the Portfolios

1. Within the Community Grants Program, there are three portfolios under which funds are granted. Applicants should choose the portfolio to which they are applying.
2. It is possible that the project or program may seem to fit under more than one portfolio. Applicants should choose the one where they believe it has the greatest alignment between the primary purposes of the project and the purposes of the portfolio.
3. Upon receipt, if the grants program staff believe that the application is a better fit in another portfolio, it will be moved to that portfolio. The organization will be advised that this has occurred, and further questions may be asked by the applicant for clarification. This does not affect the application in any way.
4. Each portfolio has an advisory committee made up of community volunteers and city staff that will support the application process and make decisions about the grant applications.

Portfolio 1: Community Livability and Social Equity: Grants for 'Living'

The City of New Westminster strives to create a livable community that: is safe and secure; enhances personal independence and dignity; is environmentally sustainable; supports the ability to live a meaningful life; facilitates reconciliation with indigenous peoples; and, fosters engagement in civic, economic, and social life for all residents at any stage of life. Grants in this portfolio will fund organizations, projects, programs, or services that: decrease the vulnerability of people in our community; enhance community safety and quality of life; ensure children receive quality child care; increase economic wellbeing; and, improve the urban and natural environment.

Staff Advisors

Each portfolio is staffed by staff advisors who are available to assist applicants. Staff advisors for this portfolio are:

Child Care	John Stark, Senior Social Planner	jstark@newwestcity.ca	604-515-3777
Environment	Jennifer Lukianchuk, Environmental Coordinator	jlukianchuk@newwestcity.ca	604-515-3780
All Others		grants@newwestcity.ca	

Child Care

The City is committed to be an active partner in the development and maintenance of a comprehensive child care system that includes the provision of quality programs that are accessible and affordable. Grants for child care will assist licensed, non-profit child care operators to develop, expand, and/or enhance the delivery of child care services to families in New Westminster, promoting quality, accessibility and affordability of highly needed childcare services.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Eligible projects are ones that promote quality, accessible, and affordable child care for families.</p> <p>Eligible organizations must be non-profit, licensed child care operators.</p> <p>Applicants can apply for a second grant in a year if they have more than one centre located in New Westminster. Separate applications are required for each project.</p> <p>Maximum grant for a child care operator is \$5000/year.</p> <p>Operators are only eligible if their monthly full-time childcare fees are lower than the upper limit set for each care type, based on the annual survey by the YMCA’s Child Care Resource and Referral Program:</p> <ul style="list-style-type: none"> ✓ Infant (under 1) = \$1,504.80 ✓ Toddler (1-3) = \$1,341.60 ✓ Preschool (3-5) = \$1,057.20 ✓ School-age (5-12) = \$452.40 	<ul style="list-style-type: none"> ✓ Replace cribs, mattresses, change tables, and sleeping mats ✓ Updates to outdoor play space including fence repairs, ground cover upgrades, and adding picnic table and benches

Environment

The City of New Westminster is a responsible leader that takes bold action on climate change, protects and restores its natural areas, and minimizes the environmental footprint of its highly urbanized community. Grants will support projects or events that support the City’s Environmental Strategy & Action Plan and/or the City’s declaration of a climate emergency.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Grants support locally based organizations or non-profit societies in undertaking projects which provide an environmental benefit or promote environmental awareness to the New Westminster community. These may include initiatives related to climate change, energy conservation, recycling projects and natural environment enhancements.</p> <p>Organizations or non-profit societies not based in the City of New Westminster but wish to deliver an environmental project or event that serves the New Westminster community may be considered.</p>	<ul style="list-style-type: none"> ✓ Invasive species removal or native species planting/restoration events; ✓ Workshops or events that support climate action; ✓ Projects that contribute to biodiversity (e.g., pollinator projects)

Other Program Areas

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
Initiatives funded in this portfolio, also include initiatives for: <ul style="list-style-type: none"> ✓ Seniors ✓ Mental Health ✓ Indigenous Peoples ✓ Youth Counselling ✓ Volunteer Cancer Drivers ✓ Animal Welfare 	<ul style="list-style-type: none"> ✓ Meals on Wheels ✓ Youth Councillor at New Westminster Youth Centre ✓ Support for volunteer programs for Canadian Mental Health Society ✓ Support for the Maida Duncan drop in centre.

Portfolio 2: Social and Cultural Vibrancy: Grants for 'Involvement'

A socially and culturally vibrant community is one where culture is integrated with our environment, our economic and our social lives, offering the opportunity for fulfillment and expression through access to sports, recreation, arts, culture, heritage, and community celebrations. Grants in this portfolio will fund organizations, projects, programs, services, events, or opportunities in the arts, culture, heritage, sport and recreation that: enable participation and increase access; enrich the vibrancy, expression, and creativity of our community; honour our unique heritage; and, create and recognize opportunities for achievement and innovation.

Staff Advisors

Each portfolio is staffed by staff advisors who are available to assist applicants. Staff advisors for this portfolio are:

Arts	Lori Dick, Project Assistant	ldick@newwestcity.ca	604-636-4469
Festivals & Events	Michelle Dean, Program Coordinator, Special Events	mdean@newwestcity.ca	604-515-3827
Heritage	Robert McCullough, Manager Museums and Heritage Services	rjmccullough@newwestcity.ca	604-527-4639
Sport	James Doan, Manager, Community Development	jdoan@newwestcity.ca	604-527-4682
All Others		grants@newwestcity.ca	

Sport Travel Grants

In addition to the other grant types, New Westminster youth amateur sport teams and individuals may apply for travel assistance to national and international competitions.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES												
<p>When applying for a sport travel grant, apply for a “One-Time Small Grant.”</p> <p>Under special circumstances, assistance may be considered for travel to provincial competitions or to remote or difficult travel destinations.</p> <p>Grant Amounts:</p> <table border="1" data-bbox="224 646 998 932"> <thead> <tr> <th colspan="2">INDIVIDUALS</th> </tr> </thead> <tbody> <tr> <td>✓ Travel outside the province but within North America</td> <td>\$200</td> </tr> <tr> <td>✓ Travel outside North America</td> <td>\$300</td> </tr> <tr> <th colspan="2">TEAMS (Team Size – a minimum of 3 players and a coach)</th> </tr> <tr> <td>✓ Travel outside the province but within North America</td> <td>\$800</td> </tr> <tr> <td>✓ Travel outside North America</td> <td>\$1,000</td> </tr> </tbody> </table>	INDIVIDUALS		✓ Travel outside the province but within North America	\$200	✓ Travel outside North America	\$300	TEAMS (Team Size – a minimum of 3 players and a coach)		✓ Travel outside the province but within North America	\$800	✓ Travel outside North America	\$1,000	<ul style="list-style-type: none"> ✓ NAIG (North American Indigenous Games) in Ontario ✓ Royal Canadian Legion National Youth Track & Field Championship in Brandon, MB ✓ Canadian National Championship in Edmonton, AB
INDIVIDUALS													
✓ Travel outside the province but within North America	\$200												
✓ Travel outside North America	\$300												
TEAMS (Team Size – a minimum of 3 players and a coach)													
✓ Travel outside the province but within North America	\$800												
✓ Travel outside North America	\$1,000												

Amateur Sport

Grants support New Westminster youth sport organizations to increase participation; ensure a wide variety of activities are available for youth; encourage youth to become involved and exposed to new activities; focus on skill development and competition; and to enhance volunteer participation and development.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Youth is defined as children and youth age 18 and under.</p> <p>Priority will be given to projects that improve and/or increase the number of sporting opportunities, participation levels or skill development as well as new or additional services or projects within the organization.</p> <p>In order to be eligible, Sport Organizations must open their membership and programs to any youth in New Westminster wishing to participate. In addition, organizations must be able to fund at least 50% of the costs required for the project.</p> <p>Sport Organizations must include a copy of their most current registration list submitted to the organization's governing body (e.g. BC Minor Hockey, BC Athletics, and BC Lacrosse Association) completed with names, addresses and birth dates in order to show the participation level of New Westminster residents.</p>	<ul style="list-style-type: none"> ✓ Clinics: including safety and respect in sport ✓ Equipment - rental/moving for hosting tournament ✓ Referee, Umpire or Coaching Certification ✓ Volunteer Coaches Training/Development Clinic ✓ Leadership/Mentoring Program ✓ Free drop-in day event - come try the sport ✓ Equipment replacement due to change in regulation (major/one-time change) by the governing body.

<p>Eligible Requests:</p> <ul style="list-style-type: none"> ✓ uniforms will be considered an eligible use of funds, when uniforms form part of the heritage aspect of an organization, and the City has not funded uniforms in the past 10 years ✓ expenses related to hosting tournaments or competitions in New Westminster. i.e. transportation of equipment to tournament site, additional equipment rental costs, etc. ✓ professional development is eligible as long as it includes a component targeted to the development of volunteer coaches and not be used solely for hiring of paid coaches and/or professional player development coaches <p>Ineligible Requests:</p> <ul style="list-style-type: none"> ✓ expenses related to the rental of City facilities where the fees charged are already subsidized for amateur sport ✓ awards including bursaries are not an eligible use of funds ✓ food purchases for the public, athletes, or members of the organization 	
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Arts

Grants encourage projects which contribute to the development of the arts in the City and to assist the City to fulfill its vision statement and accomplish strategic priorities. Grants will support projects that support the City's Arts Strategy; enhance community partnerships to encourage the development of arts in New Westminster; facilitate a balance of opportunity for participation for residents and visitors as supporting partners; and, encourage sound management and financial stability by registered non-profit societies in support of the arts.

The arts are reflective of the community's creativity and identity and include:

- ✓ Visual Arts - all visual representations of the community's creativity, such as painting, drawing, sculpture, crafts, print making, graphics, fabric arts
- ✓ Literary Arts - the written record of the community's creativity, including creative writing, poetry, prose
- ✓ Performing Arts - the public performance of the community's creativity, including music, drama, dance, theatre, opera
- ✓ Media Arts - creative expression using all available forms of technology, including photography, publishing, TV, radio, film, video and audio recording, digital and computer graphic arts

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>City of New Westminster Arts Strategy Goals:</p> <ul style="list-style-type: none"> ✓ Communicate: Increase public awareness of the arts. ✓ Nurture: Cultivate support for artists and develop audiences. ✓ Include: Increase inclusion and accessibility in the arts. ✓ Generate: Create economic opportunities and increase contribution to the arts. ✓ Innovate: Embrace and encourage innovative ideas. <p>Click here for the full Arts Strategy</p> <p>Eligible requests include, but are not limited to:</p> <ul style="list-style-type: none"> ✓ Community arts and culture workshops or seminars are eligible projects ✓ Costumes and uniforms are eligible for New Westminster based organizations only <p>Ineligible Requests:</p> <ul style="list-style-type: none"> ✓ Music and performance rights ✓ Direct grants to individual artists ✓ Travel ✓ Projects based in other municipalities 	<ul style="list-style-type: none"> ✓ Story Money Impact Foundation – Good Pitch Vancouver ✓ New West Film Society – New West Film Fest ✓ Savage Production Society – Indigenous Performing Arts in New Westminster

Community Festivals and Events

Grants for Community Festivals and Events are intended to assist New Westminster not-for-profit organizations with the delivery of festivals and events in the community. Events must benefit the community, add value to a neighbourhood, contribute to building community pride, and encourage community interaction and spirit. The events must align with the City’s values of a healthy and vibrant community.

<p>INFORMATION FOR APPLICANTS</p> <p>Community Events are eligible to apply for 1, 2 or 3 years of funding and may re-apply after each term. Funding will be awarded as follows:</p> <table border="1"> <tr> <td>CASH GRANT:</td> </tr> <tr> <td>Year 1- up to 80% of the demonstrated financial need</td> </tr> <tr> <td>Year 2 - up to 65% of the demonstrated financial need</td> </tr> <tr> <td>Year 3 - up to 50% of the demonstrated financial need</td> </tr> <tr> <td>After Year 3 - up to 50% of the demonstrated financial need to a maximum of \$5,000</td> </tr> <tr> <td>CITY SERVICES:</td> </tr> <tr> <td>Up to 100% of estimated City Service expenses to a maximum of \$7,500 each year</td> </tr> </table>	CASH GRANT:	Year 1- up to 80% of the demonstrated financial need	Year 2 - up to 65% of the demonstrated financial need	Year 3 - up to 50% of the demonstrated financial need	After Year 3 - up to 50% of the demonstrated financial need to a maximum of \$5,000	CITY SERVICES:	Up to 100% of estimated City Service expenses to a maximum of \$7,500 each year	<p>PREVIOUS PROJECT EXAMPLES</p> <ul style="list-style-type: none"> ✓ Festival of Loss and Healing ✓ CarnaWest-Brazilian Festival
CASH GRANT:								
Year 1- up to 80% of the demonstrated financial need								
Year 2 - up to 65% of the demonstrated financial need								
Year 3 - up to 50% of the demonstrated financial need								
After Year 3 - up to 50% of the demonstrated financial need to a maximum of \$5,000								
CITY SERVICES:								
Up to 100% of estimated City Service expenses to a maximum of \$7,500 each year								

Heritage

Heritage is the endowment that each generation receives, reworks and passes on. It comprises intangible features such as storytelling, dance, traditional ecological knowledge and the production of traditional crafts. It is also the legacy of physical artefacts and artworks, buildings, historic places, landscapes and monuments worthy of preservation for the future. Heritage is a component of what makes New Westminster unique. It includes the history, ideas and memories of residents which are reflected, embraced and celebrated.

Grants assist New Westminster based organizations with the delivery of heritage programs, projects, and events. Grants will support programs, workshops, tours, plaques and interpretive signage, collection acquisition/preservation, special events, and museum and archival programs.

<p>INFORMATION FOR APPLICANTS</p> <p>Eligible Projects and Programs include:</p> <ul style="list-style-type: none"> ✓ Enhancing the current plaque program ✓ Museum and archival programs (external) ✓ New heritage programs or community workshops ✓ Heritage tours ✓ Interpretive signage ✓ Heritage collections acquisition or preservation projects ✓ Special Events to promote Heritage Week and other heritage events, celebrations, conferences, or workshops ✓ Organizing the Royal City Builders’ Awards: Heritage Shield 	<p>PREVIOUS PROJECT EXAMPLES</p> <ul style="list-style-type: none"> ✓ National Indigenous Peoples Day celebrations ✓ Virtual Heritage property tours ✓ New Westminster Heritage Foundation home restoration grants ✓ Canadian Lacrosse Hall of Fame Virtual Exhibition
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Other Program Areas

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
Initiatives funded in this portfolio, also include initiatives such as: <ul style="list-style-type: none"> ✓ Seniors Recreation and Sport ✓ Dry Grad Event 	<ul style="list-style-type: none"> ✓ Seniors' Dragon Boating Team

Portfolio 3: Community Economic Activators

Enhancing the economic opportunities in our community increases the wellbeing of our residents. Grants in this portfolio are provided to initiatives that play a significant role in enhancing tourism and the economic development of New Westminster. The following types of organizations are eligible to apply for Community Economic Activator grants:

- ✓ New Westminster based Business Improvement Associations
- ✓ New Westminster based Chambers of Commerce
- ✓ New Westminster based associations that promote tourism within New Westminster

Staff Advisors

Each portfolio is staffed by staff advisors who are available to assist applicants. Staff advisors for this portfolio are:

Festivals & Events	Michelle Dean, Program Coordinator, Special Events	mdean@newwestcity.ca	604-515-3827
All Others		grants@newwestcity.ca	

Emerging Economic and Tourism Events

Grants for Emerging Economic and Tourism Festivals and Events are intended to assist New Westminster not-for-profit organizations with the delivery of festivals and events in the community. These grants are for major tourism events with an economic return. The events must demonstrate a positive impact on economic growth, attract media exposure, and are marketed to and attract tourists.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES			
Emerging Economic and Tourism Events are eligible to apply for 1, 2 or 3 years of funding. After 3 years of successful growth and demonstrated sustainability, the event may be eligible for Signature Economic and Tourism status. <table border="1" data-bbox="240 1703 997 1881"> <thead> <tr> <th data-bbox="240 1703 997 1738">CASH GRANT:</th> </tr> </thead> <tbody> <tr> <td data-bbox="240 1738 997 1812"> ✓ Year 1- up to 80% of the demonstrated financial need </td> </tr> <tr> <td data-bbox="240 1812 997 1881"> ✓ Year 2 - up to 65% of the demonstrated financial need </td> </tr> </tbody> </table>	CASH GRANT:	✓ Year 1- up to 80% of the demonstrated financial need	✓ Year 2 - up to 65% of the demonstrated financial need	<ul style="list-style-type: none"> ✓ Uptown Live ✓ New West Pride Festival
CASH GRANT:				
✓ Year 1- up to 80% of the demonstrated financial need				
✓ Year 2 - up to 65% of the demonstrated financial need				

<ul style="list-style-type: none"> ✓ Year 3 - up to 50% of the demonstrated financial need 	
<ul style="list-style-type: none"> ✓ After Year 3 - up to 50% of the demonstrated financial need to a maximum of \$15,000 	
CITY SERVICES:	
<ul style="list-style-type: none"> ✓ Up to 100% of estimated City Service expenses to a maximum of \$16,00 each year 	

Signature Economic and Tourism Events

Grants for Signature Economic and Tourism Events are intended to assist New Westminster not-for-profit organizations with the delivery of major tourism events that see a significant economic return (only festivals and events that have demonstrated 3 years of successful growth and demonstrated sustainability are eligible to apply). Events must have a positive impact on economic growth, earn considerable media exposure, attract significant attendance relevant to the site capacity and have a substantial number of sponsors.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES							
<p>Signature Economic and Tourism Events are eligible to apply for up to 5 years of funding and may re-apply following the 5-year term.</p> <table border="1" style="width: 100%;"> <tr> <td>CASH GRANT:</td> </tr> <tr> <td>Year 1- up to 80% of the demonstrated financial need</td> </tr> <tr> <td>Year 2 - up to 65% of the demonstrated financial need</td> </tr> <tr> <td>Year 3 - up to 50% of the demonstrated financial need</td> </tr> <tr> <td>After Year 3 - up to 50% of the demonstrated financial need to a maximum of \$20,000</td> </tr> <tr> <td>CITY SERVICES:</td> </tr> <tr> <td>Up to 100% of estimated City Service expenses (includes police, fire, engineering, road closure contracts, permits, and partnered marketing)</td> </tr> </table>	CASH GRANT:	Year 1 - up to 80% of the demonstrated financial need	Year 2 - up to 65% of the demonstrated financial need	Year 3 - up to 50% of the demonstrated financial need	After Year 3 - up to 50% of the demonstrated financial need to a maximum of \$20,000	CITY SERVICES:	Up to 100% of estimated City Service expenses (includes police, fire, engineering, road closure contracts, permits, and partnered marketing)	<ul style="list-style-type: none"> ✓ Columbia StrEAT Food Truck Fest ✓ Recovery Day BC
CASH GRANT:								
Year 1 - up to 80% of the demonstrated financial need								
Year 2 - up to 65% of the demonstrated financial need								
Year 3 - up to 50% of the demonstrated financial need								
After Year 3 - up to 50% of the demonstrated financial need to a maximum of \$20,000								
CITY SERVICES:								
Up to 100% of estimated City Service expenses (includes police, fire, engineering, road closure contracts, permits, and partnered marketing)								

Applications

General Information

1. Applicants may submit more than one application in a year. In some cases, an organization may receive more than one grant in a year, but the City reserves the right to prioritize the applications received from the same applicant and fund some, none, or all the applications.
2. Funding of all projects needs to be on a cost share basis. This is to show the City that the project has community support. This cost-sharing may be indicated by sponsorship, donations, volunteers, or subsidies from organizations i.e. lower rents.
3. Applicants not based in the City of New Westminster, but wish to deliver a program that serves the New Westminster community:
 - a. Must provide significant services to marginalized or at-risk groups in New Westminster who otherwise would not receive this type of service; or,
 - b. where there is no comparable organization based in New Westminster and the service does not duplicate that provided by another organization already offered in New Westminster.
4. Successful grant applications will be made public. To further our goal of open and transparent government, the City of New Westminster will publish all successful grant applications on our public Open Data website. To protect the confidentiality of your organization and volunteers, the applicant information, the declaration and supporting documentation for each grant will not be included on the website.

EXAMPLE

Immigrant Services Society of BC is based in Vancouver but provides settlement services and language training in New Westminster for refugees and immigrants to Canada who reside in the city.

Alignment with the City's Strategic Plan

Applicants are requested to show how their project advances the City's strategic priorities. Applicants may choose one or more strategic priorities that align with their initiative. [Click here to see the City's Strategic Plan.](#)

Application Process

1. For 2019, the online application will be available on a system called Simple Survey.
2. Beginning in January 2020, the online application will return to the Benevity system.
3. The City of New Westminster makes the grant application available online using Benevity for you to use in a voluntary capacity. Please note that any personal information that you disclose to Benevity is stored on servers located in the United States and as such is subjected to US Law.
4. If an applicant is unable to use the online application system, a paper application will be made available. If you submit your application in paper form City staff will be entering your information into a US database.

5. City staff are available to discuss and review applications prior to the deadline. Applicants are encouraged to contact the appropriate City staff as early as possible about their applications or contact grants@newwestcity.ca and a staff member will be assigned to your application. See contact information listed above under “Portfolios.”
6. Festivals and events must have had their festival or event approved by the City’s Special Events Department prior to applying for a grant in support of the festival or event. This may take up to four weeks, so applicants must contact the Special Events Department by October 11 to allow for this process.
7. Applicants must show cost sharing or other sources of funding and/or support for the project. Ideally this is the support of other granting organizations such as United Way, federal or provincial government, fees, private donations, etc. If these are not accessible to your organization, the City will accept volunteer time contributions, or reduced rent from an organization.

Grant Types

One Time Small Grants

1. One-time small grants are available to applicants applying in the Community Livability and Social Equity portfolio and the Social and Cultural Vibrancy Portfolio. They are not available in the Community Economic Activators Portfolio.
2. One-time small grants are available to organizations that are incorporated as a non-profit society and/or a registered charity as well as service organizations and community organizations.
3. Applicants can apply for amounts up to \$3,500.
4. Applicants can apply at anytime throughout the year. However, the applications will be reviewed and approved/declined in April (Round 2), August (Round 3) and November (Round 1).
5. Eligible requests include small community projects, events, equipment, services, staff professional development, and athlete travel. City services are not an eligible request.
6. Applications received in Round 2 and 3 must be for current year emergent needs. Emergent needs are items, projects, or activities that arise after the November granting period, and it is not optimal to wait for funding until the City’s fall granting cycle. This does not mean it is an emergency situation. It may mean an opportunity has arisen that was unexpected. This includes athlete/sports team travel grants where the team or athlete has earned or been selected to attend a national or international sporting event.
7. Loss of funding from another funder does not constitute an emergent need. Replacing this lost funding is not an eligible request.
8. Deficit financing is not an eligible request.
9. Funds granted must be used and remitted to the City before December 31st of the year granted.

10. Individuals are eligible to apply for sport travel grants. This is the only circumstance in which an individual may apply for a grant.
11. Applicants may only be awarded a one-time small grant once every two years.
12. Projects that have been declined for another type of City grant are not eligible to apply for one-time small grants for components of the declined application.

Project and Event Grants

1. Project and event grants are available to organizations that are incorporated as a non-profit society and/or a registered charity as well as service organizations and community organizations.
2. Applicants can apply for amounts up to \$20,000. However, most grants will be significantly less than \$20,000. In previous years, most grants have ranged from \$500 to \$7,000.
3. Eligible requests include annual program delivery costs, one-time projects, capital items essential to program delivery, seed money to develop and launch new programs or ideas, events, equipment, services, and staff professional development that achieve the goals of the portfolio.
4. Applicants are eligible to apply for project and event grants annually.
5. The project must be completed within the year that funding is approved.
6. Recipients of project and event grants are required to submit a grant impact report.
7. The application includes a section to attach supporting documents including:
 - a. minutes of the organization's Annual General Meeting
 - b. recent financial statements
 - c. constitution and bylaws
 - d. documentation that verifies the request.

Applicants must attach the listed documentation if such documents (or similar) exist within the organization. In cases where the applicant organization does not have such documentation, they are not required to include the attachment. Failure to include existing documentation with the application will be considered unfavourably in the adjudication of the application.

Multi-Year Funding

1. Multi-Year funding is meant to assist non-profit societies and/or registered charities with delivery of major services to the community. Service organizations and community organizations are not eligible to apply.
2. In the past, "Partnership Grants" were established to fund long-term, deeply enmeshed organizations in New Westminster that required funding for operational costs for rent, personnel, etc. The Finance Department at the City will maintain a list of eligible organizations.

These grants are now handled under the individual portfolios with the expectation that most will be multi-year grants.

3. Multi-year funding is only available for pre-qualified applicants. This means that applicants must discuss their programs and services with a staff member in advance of submitting the application (see above under the applicable portfolio for staff contact information). To determine if the applicant qualifies to apply for multi-year funding, the staff member will review the:
 - a. Proven track record of previous grants or past multi-year funding provided by the City of New Westminster.
 - b. Multi-year funding will not be provided to applicants who have not:
 - received prior grants from the City of New Westminster;
 - provided the appropriate impact reports and required documentation on prior grants; or,
 - used funds as approved.
 - c. Whether there are plans for growth or whether the initiative has reached a sustainable state. Where initiatives are in a start-up or growth period, applicants should apply for project and event funding rather than multi-year funding.
4. Applicants may apply for up to \$75,000 per year for up to 3 years (5 years for Signature Festivals). Most grants will be significantly less than \$75,000 per year.
5. Eligible requests include program delivery, events, or operational costs for organizations delivering long-term programs in the City and/or for New Westminster residents.
6. Funding for operational costs will only be provided to a select number of organizations who are deeply enmeshed in the community.
7. An application for multi-year funding does not guarantee that multi-year funding will be granted. The advisory committee may approve only one year of funding or decline to fund the application.
8. Funding is available for up to three years, with Signature Economic and Tourism Events eligible for up to five years. New applications are not required to be submitted until the end of the granting term. For example, if an applicant received a 3-year multi-year grant in January 2020, the applicant does not need to re-apply until the fall of 2022.
9. Recipients of multi-year grants are required to submit an annual grant impact report.
10. The following criteria is used to assess multi-year grant applications:
 - a. Demonstration that other community organizations are partnering in providing the service to avoid duplication of services or this is the sole organization providing the services.

- b. Evidence of need for the service.
 - c. Demonstration that the services provide a significant benefit to the City and its residents through a qualitative and quantitative analysis.
 - d. Level of community support through public attendance and donation levels including the number of local volunteers.
 - e. Quality of management (established track record, is the proposal well thought out and clear, etc).
 - f. Evidence of clear goals and expected outcomes.
 - g. Uniqueness of the service i.e. does not duplicate but may complement an existing service.
 - h. Evidence of financial need and the availability of matching funds and/or volunteer commitments.
 - i. Amount of funding requested related to the number of residents served.
 - j. Rationale for requesting an increase grant amount over previous grants received.
11. Festival and event funding is determined based on a formula, based on the scope of the event, with declining amounts each year. Please see the portfolios above for a chart of grant sizes for festivals and events.

Applying for City Services

1. Applicants that are applying for city services as part of their applications must obtain an estimate for the planned city services prior to applying for a grant.
2. The process of obtaining an estimate must be initiated well in advance of the grant application deadline as it may take up to four weeks to develop an estimate for large initiatives and festivals, so applicants must contact the Special Events Department by October 11 to allow for this process.
3. FESTIVALS AND EVENTS:
 - a. For repeat festivals and events, when your event is over you will receive a letter with the actual city service costs from your event. This aids in guiding you when estimating the city services for the following year.
 - b. For new festivals or events, a staff member will meet with the applicant to develop an estimate that fulfills the needs of the event. For large scale events, a full estimate will be created.
4. To obtain an estimate, contact the staff member responsible for your portfolio. [See the Portfolio section above](#). If you do not know who to contact, please email grants@newwestcity.ca with the nature of your request, and a member of City staff will be in touch.

5. Use of City facilities is not included as part of city services, except in exceptional circumstances. Facilities are already made available to user groups at a discounted rate. Facilities are defined as any designated or passive bookable space(s) within indoor City recreation facilities and bookable outdoor spaces and structures. Dates of use should be provided on the application form.
6. Applicants may choose to only apply for city services. In this case the application will be approved by City staff and will not go to the advisory committee for approval.

Release of Funds

1. The procedures for release of funds are governed by the City's Finance Department.
2. Multi-year grants that include operating funds are distributed in January of each year, after receipt of the prior year's statement of accountability.
3. For all other grants, funds are distributed upon receipt of a grant impact report and supporting expense documentation (e.g. receipts, registration confirmation, cancelled cheques) to verify the expenses that were approved in the grant award.
 - a. The City will allow early, periodic submission of expense receipts throughout the year on a case by case basis, at the discretion of the grant administrator.
 - b. Moneys must be claimed in the calendar year that the grant was awarded.
 - c. The final deadline for submission of receipts and evaluations is December 31 of each year. Receipts submitted after this date will not be reimbursed. Clarity will be provided in the grants award letter.
4. Unused Funds:
 - a. If receipts are not submitted by the end of the year, the grant will be forfeited.
 - b. If an organization forfeits a grant on several occasions, the City will no longer fund the organization, as this practice prevents funds from being available to fund other applicants.
 - c. City staff are available to provide support to an organization that is having difficulty using funds and that communicate these issues in advance to the City.
 - d. Regardless of the reasons for a program being detained, money cannot be carried over to the next year.

Accountability

1. Grant Impact Reports/Statement of Accountability
 - a. Applicants are required to submit a report in order to be eligible for future grants.
 - b. An online report form is available on Benevity; if an applicant is unable to use the online system, a pdf format is available by contacting the staff advisor for the portfolio.
 - c. The link for the online grant impact report form for 2019 grants is available on the [grant page of the City's website](#). This form will change in 2020. The statement of accountability will be e-mailed to grant recipients annually.
 - d. Report Requirements:
 - ✓ Explanation of the Impact and outcomes of the initiative compared to the predicted impact and outcomes described in the application.
 - ✓ Photos of the funded initiative that can be publicly shared with Council and the community.
 - ✓ Financial accounting of how grant funds were spent relative to the budget provided in the application.
 - ✓ Receipts for expenses related to the grant, submitted for reimbursement.
 - ✓ Evidence showing that the City's funding has been publicized. This may be displayed in the organization's promotional literature and media (i.e. website, brochures, advertisements, etc).
 - e. City staff will consolidate a portion of the recipient's reports into an annual summary presentation for Council that will be presented in December each year. Recipients may be requested to attend the presentation to Council to share the story of their grant.
2. To further open and transparent government, all successful grant applications will be published on our Open Data website. To protect the confidentiality of your organization and volunteers the applicant information, the declaration and supporting documentation for each grant will not be included on the website.
3. City Accountability to Recipients
 - a. Where possible, the City will provide advance notice to multi-year grant recipients if they will not be funded in the future due to the grant recipient's inability to fulfill their grant obligations.
 - b. The City will provide advance notification of budget cuts and impact on recipients.