

## City of New Westminster

# COMMUNITY GRANT COMMITTEE

## Terms of Reference

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### **Purpose**

The purpose of the Community Grant Committee is to encourage and make funding recommendations for smaller, one-time projects that enhance community benefits, pride and celebrations in the City of New Westminster.

### **Mandate**

The role of the Community Grant Committee is to:

1. Promote community vitality by financially supporting eligible groups that provide important community services, events or programs, within New Westminster, that benefit its citizens.
2. Receive community grants (See Attachment “A”) on or before September 30, annually, at City Hall (511 Royal Avenue) or the Parks and Recreation Administration Office (600 Eighth Street),
3. Review eligible grant applications, rank their community merit, and make funding recommendations to City Council before December 31<sup>st</sup>, current year, for remittance in the next calendar year,
4. Educate the public about grant opportunities and to communicate the application process.
5. Receive and verify the suitable completion of the City sponsored project by means of a report from the community organization that includes a budget analysis, event/program/initiative statistics and original receipts for remittance (See Attachment “B”), and
6. Upon committee satisfaction of the report, empower the staff advisor to remit the grant funds to the community organization.

### **Eligibility**

Eligible Groups – New Westminster based organizations or non-profit societies

Eligible Projects – successful Community Grant projects will be smaller, one-time grants that support:

- a) New or special programs, events or festivals

- b) Community workshops or seminars
- c) Seed money for new initiatives
- d) Specialized equipment or instruments

#### Non-Eligible Projects

- a) On-going operating expenses for organizations
- b) Travel
- c) Direct grants to individual residents
- d) For-profit organizations
- e) Projects based in other municipalities

#### Funding Eligibility

- a) Funding will be on a cost sharing basis, up to a maximum City contribution of 50% of the project budget. The eligible applicant must contribute the remaining necessary funds or secure same from other funding sources.
- b) The project must be completed within the funding year approved.
- c) Acknowledgement of the City of New Westminster's financial support must be prominently displayed in the organizations promotional literature and mediums (i.e. website, brochures, advertisements, etc.).

### **Voting Members**

The committee shall consist of three (3) voting members who are New Westminster residents who apply for this committee through the annual City committee recruitment process and appointed by City Council. All members shall serve without remuneration.

### **Staff Advisor**

The Assistant Director of Parks and Recreation, or Parks and Recreation designate, will provide staff support to the committee. The staff advisor must be present at all committee meetings.

### **Term**

The term for all voting members, as appointed by Council, will be for two-years from February 1 of the year appointed.

### **Chair**

Council shall appoint a Chair from one of the three voting members. Meeting frequency and scheduling will be determined upon need and scheduled by the Chair.

## **Attendance**

The staff advisor will arrange the meeting schedule with the Chair so that all members are available for scheduled meetings.

## **Quorum**

A quorum shall consist of all three voting members.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the chair shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

## **Rules of Procedure**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The “Rules of Conduct: Standing Committees and Advisory Bodies” provided, as revised from time to time.

**COMMUNITY GRANT PROGRAM  
APPLICATION FORM & GUIDELINES**

# **New Westminster Community Grant Program Guidelines**

## **1. Objectives of the Community Grant Program**

To encourage projects which contribute to the community life of the City.

## **2. Who May Apply**

- a. New Westminster based organizations or non-profit societies
- b. Community organizations whose projects meet the current conditions and criteria
  - i. Funding will be provided on a cost shared basis with the balance coming from partnerships and fund raising activities undertaken by the applicant
  - ii. The project must show specific benefit to the City and its residents
  - iii. The project must be completed within the year of funding is approved
  - iv. Acknowledgement of the City of New Westminister's financial support in the organization's literature/brochure/program/promotional material

## **3. Types of Eligible Projects**

- a. new or special programs, events or festivals
- b. community workshops or seminars
- c. seed money for new initiatives
- d. specialized equipment/instruments.

## **4. Types of Projects NOT Eligible**

- a. ongoing operating expenses for organizations
- b. travel
- c. direct grants to individual residents
- d. for-profit organizations
- e. projects based in other municipalities

## **5. Application Information**

- a. Application are available at the following locations:
  - i. City Hall Reception – 511 Royal Ave
  - ii. Parks & Recreation Administration Office – 600 8<sup>th</sup> Street
  - iii. New Westminster City Website – [www.newwestcity.ca](http://www.newwestcity.ca)

**6. Payment of Grants/Evaluation**

- a. Funding will be forwarded upon completion of the project upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation
- b. Grants are paid upon receipt of validation that expenditures have been made relating to the approved project (e.g. receipts, registration confirmation, cancelled cheques)
- c. Receipts can be submitted for reimbursement at any time throughout the year
- d. The final deadline for submission of receipts and evaluations is December 31 of each year – receipts submitted after this date will not be reimbursed

**Please use the following method to submit a grant application.**

Drop off or mail to:

City of New Westminster  
511 Royal Avenue  
New Westminster, BC V3L 1H9

**OR**

City of New Westminster  
Parks & Recreation Administration Office  
600 8<sup>th</sup> Street  
New Westminster, BC V3M 3S2

Email to:

nwparksrec@newwestcity.ca

**For Additional Information contact:**

City of New Westminster  
Parks & Recreation Administration Office  
604-527-4567