

2015 Arts & Culture Grant Program Guidelines

1. Objective of the Arts & Culture Grant Program

To encourage projects which contribute to the artistic fabric of the City.

2. Who May Apply

- a. New Westminster-based organizations or non-profit societies.
An application from a non-New Westminster-based organization may be considered if it demonstrates significant and specific benefit to the city and its residents and does not conflict with a similar project provided by a New Westminster-based organization.
- b. Cultural 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 fundraising activities undertaken by the applicant
 - ii. The project must be completed within the year of funding is approved
 - iii. Acknowledgement of the City of New Westminister's financial support in the organization's literature, brochure, program and promotional material
 - iv. Events, project or services proposed by organizations must support strong social and community values and not be offensive to others, in order to be eligible for funding from the City of New Westminister's grant programs

3. Types of Eligible Projects

- a. New or special programs, events and initiatives
- b. Community arts and culture workshops or seminars
- c. Seed money for new arts and culture initiatives
- d. Specialized equipment (New Westminister-based organizations only)
- e. Costumes/uniforms (New Westminister-based organizations only)

4. Types of Projects NOT Eligible

- a. Ongoing operating expenses for the organization
- b. Music/performance rights
- c. Travel
- d. Direct grants to individual artists
- e. For-profit organizations
- f. Projects based in other municipalities

5. Application Information

- a. Applications are available at
 - i. City Hall Reception – 511 Royal Ave
 - ii. Parks, Culture & Recreation Administration Office – 600 8th St
 - iii. New Westminster City Website – www.newwestcity.ca
- b. **Deadline for all applications is December 1, 2014**

6. Payment of Grants/Evaluations

- a. Funding will be forwarded upon completion of the project and upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation – please use the Post Project/Event Form
- 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 evaluation is December 31 of each year – receipts submitted after this date will not be reimbursed

Please use one of the following methods to submit a grant application:

Drop off or mail to:

City of New Westminster
Parks, Culture & Recreation Administration Office
600 8th St
New Westminster, BC V3M 3S2

Email to:

nwparksrec@newwestcity.ca

For Additional Information contact:

City of New Westminster
Parks, Culture & Recreation Department
604-527-4567