



City of New Westminster

City Partnership Grant Program

Guidelines

Information provided by:

Finance and Information Technology Department
City of New Westminster

Website: www.newwestcity.ca
Email: tnielsen@newwestcity.ca
Phone: (604)527-4606

TABLE OF CONTENTS

Purpose3

Definitions.....3

Objectives.....3

Administration.....4

Evaluation Criteria.....4

Who May Apply.....4

Conditions.....5

Eligible Services.....5

Privacy Disclaimer.....6

Open Data Disclaimer.....6

Purpose

The City Partnership Grant Program is designed to assist not-for-profit incorporated organizations with delivery of major services to the community.

To provide organizations with funding certainty, the City Partnership Grant will be for a term of one to three years at Council's discretion. All recipients of City Partnership Grants will be required to submit a Statement of Accountability by December 31st of each year of the award. Applicants awarded multi-year grant terms are not required to submit applications in subsequent years provided the City has received and accepted their annual Statement of Accountability from the previous year in the prescribed format:

The services must assist the city to fulfill the City Partnership Grant objectives as listed below.

Definitions

City means the Corporation of the City of New Westminster.

Community Grant Review Panel refers to a committee of four to five staff member representing departments, which include but are not limited to; Finance, Heritage, Culture, Sports, and Recreation. This committee then recommends to Council eligible organizations to receive funding.

Objectives

Services proposed by organizations must be based on the following objectives to be eligible for funding from the City Partnership Grant Program:

- The service must help promote community livability and social equity.
- The service must help promote a city that is creative and vibrant.
- The service must help promote a city growing towards increased diversity and resiliency in all sectors including development of local employment.
- The service must help to improve and protect natural environment while accommodating the societal and economical need of the community.
- The service must be inclusive of all residents.
- 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 Westminster's grant programs.

Administration

Requests for funding under the City Partnership Grant Program for 2019 must be submitted to the attention of the Director of Finance and Information Technology by October 31, 2018, to be considered for funding.

Applications will be evaluated by the City Partnership Review Panel to determine eligibility as outlined in this document. All eligible applications will be forwarded to City Council for discussion and subsequent approval. Organizations whose applications are deemed ineligible will be notified by the Director of Finance and Information Technology without any further review by City Council.

Evaluation Criteria

When evaluating grant applications, the following criteria will be considered:

- How the service reflects or accomplishes the City Partnership Grant objectives.
- Demonstration that other community organizations are partnering in providing the service to avoid duplication of services.
- Evidence of need for the service.
- Level of community support through public attendance and donations levels including the number of local volunteers.
- Quality of management (established track record, is the proposal well thought out and clear, etc).
- Evidence of clear goals and expected outcomes.
- Uniqueness of the service i.e. does not duplicate but may complement an existing service.
- Evidence of financial need for a City Partnership Grant.
- Amount of funding requested related to the number of residents served.
- If you received a City Partnership Grant last year and should your organization be requesting a grant in excess of your last year's awarded grant, please provide rationale for the additional requested funds.

Who May Apply

The grant applicant (organization) must meet the following criteria in order to qualify for funding:

- Meet the guidelines of the Local Government Act;
- Be registered as a not-for-profit incorporated society in British Columbia;
- Should be located in the City of New Westminister;
- The general membership of the organization applying for a grant must consist of at least 50% of New Westminister residents; and
- Be able to demonstrate that they are able to match the City's contribution in either other donation dollars or in-kind services.

Conditions

- The following 6 documents are required as part of your City Partnership Grant Submission
 1. Mission Statement
 2. Copy of Organizations Constitution and/or Governing Bylaws
 3. Most recently files BC Ministry of Finance Form 11 (Annual Society Report)
 4. Minutes of Last Annual General Meeting
 5. List of Current Board of Directors
 6. Annual Financial Statements (as presented at your Last Annual General Meeting)
- *If any of the documents are missing, your application will be ineligible for adjudications.
- Provide a presentation to Council if requested.
- Demonstration that the services provide a significant benefit to the City and its residents through a qualitative and quantitative analysis.
- City funds must be matched by equivalent donation dollars and/or volunteer commitments.
- City's contribution must be acknowledged on all promotional materials relating to the funded service.
- It is understood that the City may request to review the organizations financial records and books to ensure grant funds are used in accordance with the organization's City Partnership Grant.
- It is understood that there is no guarantee that funding will be ongoing.

Eligible Services

- special programs
- special events

Not Eligible:

- Travel
- Direct grants to individuals
- Services that occur in another municipality
- Services that would have been previously supported through other government funding (including Education and Health Care sectors)
- Demonstrations, marches and rallies
- For-profit organizations
- Services which focuses primarily on fundraising
- Retroactive funding or operating deficits
- Capital projects on City owned property

Privacy Disclaimer

This information is collected by the City of New Westminster under Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used to administer your grant application*. Should you have any questions about the collection of this personnel information please contact the Records and Information Administrator, 511 Royal Avenue, New Westminster, V3L 1H, 604-515-3764.

Open Data Disclaimer

Please note that the City of New Westminster, to further open and transparent government, will publish all successful grant applications 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.