

## Environmental Grant Program Guidelines

### 1. Objective of the Environmental Grant Program

To encourage projects which provide an environmental benefit or promote environmental awareness to the New Westminster community.

### 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. 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 fundraising activities undertaken by the applicant;
  - ii. The project must be based in New Westminster and show specific benefit to the City, its residents and the environment;
  - iii. The project must be completed within the year of funding is approved;
  - iv. Acknowledgement of the City of New Westminster's financial support in the organization's literature, brochure, program, and promotional material (e.g., including the City's logo on promotional material).

### 3. Types of Eligible Projects

- a. New or special programs, events and initiatives
- b. Community-based workshops or seminars
- c. Seed money for new initiatives
- d. Specialized equipment as part of a larger program (for New Westminster-based organizations only)

### 4. Types of Projects NOT Eligible

- a. Ongoing operating expenses for organizations
- b. Research or studies
- c. Travel
- d. Direct grants to individual residents
- e. For-profit organizations
- f. Projects based in other municipalities

### 5. Application Information

- a. Applications are available online at New Westminster City Website: [www.newwestcity.ca/grants](http://www.newwestcity.ca/grants)
- b. *Deadline for all applications is October 31, 2018*

### 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 – please use the Post Project/Event Form (on the City’s website)
- 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 one of the following methods to submit a grant application:**

**Drop off or mail to:**

Lori Dick  
Office of the CAO  
City Hall, 511 Royal Avenue  
New Westminster, BC V3L 1H9

Email to:

[ldick@newwestcity.ca](mailto:ldick@newwestcity.ca)

**For Additional Information contact:**

City of New Westminster  
Jennifer Lukianchuk, Environmental Coordinator  
604-515-3780

[jlukianchuk@newwestcity.ca](mailto:jlukianchuk@newwestcity.ca)