



NEW WESTMINSTER

Community Grant Program Guidelines

1. Objective 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 fundraising 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 funding is approved.
 - iv. The City of New Westminster's financial support must be acknowledged in the organization's literature, brochures, program and promotional material.
 - v. To be eligible for funding, events, projects or services proposed by organizations must support strong social and community values and not be offensive to others.

3. Types of Eligible Projects

- a. New or special programs, events and initiatives.
- b. Community workshops or seminars.
- c. Seed money for new initiatives.
- d. Specialized equipment.

4. Types of Projects NOT Eligible

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

5. Payment of Grants/Evaluation

- a. Funding will be forwarded upon completion of the project and 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 evaluations is December 31 of each year – receipts submitted after this date will not be reimbursed.

To submit a grant application:

Email to:

ldick@newwestcity.ca

Drop off or mail to:

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

For additional information contact:

Jay Young, Manager, Recreation Services
City of New Westminster
604.777.5122
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