



NEW WESTMINSTER

Heritage Grant Program Guidelines

1. Objectives of the Heritage Grant Program

To encourage projects which contribute to the heritage of the City.

2. Who May Apply

- a. New Westminister-based organizations or non-profit societies
- b. Heritage 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 and promotional material
 - v. 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. Heritage Programs
 - i. Providing core funding to the New Westminister Heritage Foundation
 - ii. Enhancing the current plaque program
 - iii. Museum and archival programs
 - iv. New heritage programs or community workshops
- b. Heritage Projects
 - i. Heritage tours
 - ii. Interpretive signage
 - iii. Heritage collections acquisition or preservation projects
- c. Special Events
 - i. Promoting Heritage Week
 - ii. Heritage related conferences and workshops
 - iii. Heritage community special events or celebrations
 - iv. Organizing the Royal City Builders' Awards: Heritage Shield

4. Types of Projects NOT Eligible

- a. Ongoing operating expenses for organizations
- b. Travel
- c. Projects based in other municipalities

5. Application Information

- a. Applications are available online at New Westminster City Website:
<https://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
- 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

For Additional Information contact:

Rob McCullough
Manager of Museums and Heritage Services
604-527-4639