

## 2015 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 Westminister-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 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, projects 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 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 organizations
- e. Projects based in other municipalities

### 5. Application Information

- a. Applications are available at the following locations:
  - i. City Hall Reception – 511 Royal Ave
  - ii. Parks, Culture & Recreation Administration Office – 600 8<sup>th</sup> St
  - iii. New Westminister City Website – [www.newwestcity.ca](http://www.newwestcity.ca)
- b. **Deadline for all applications is December 1, 2014**

## 6. 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

### **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 8<sup>th</sup> St  
New Westminster, BC V3M 3S2

Email to:

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

### **For Additional Information contact:**

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