

# Call for Community Proposals Downtown's Living Room

Cultural Services, Community Services

Updated: March 2026

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The City of New Westminster is inviting local community partners to propose activities in Downtown's Living Room.

This opportunity provides access to public space on Monday evenings on the main floor of Anvil Centre for community-led activities that bring people together, activates the space, and creates a lively and welcoming environment.

Selected proposals will receive support from the City through access to the space, basic equipment, marketing and staff coordination.

## Purpose of this guide

This guide explains:

- what this call can support
- who is eligible to apply
- how and when to apply
- how applications are reviewed
- what is required if your project is selected

Please read this guide carefully before applying.

## Application and Debriefing Timeline

Milestones for the Call for Community Proposals	
Online registration/onboarding	Ongoing
Application intake opens	March 15, 2026
Application information session (online)	March 28, 2026
Application review process	Ongoing
Proposal notifications and staff feedback	Within 30 days of your application
Post-event debrief	Within 30 days after your activity

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### Program overview

This opportunity supports community-led celebrations and activities during Downtown's Living Room on Monday evenings at Anvil Centre that:

- are free and open to the public
- reduce barriers to participation in the New Westminster community
- bring people together through sport, culture, arts, heritage, and community celebration

### About Downtown's Living Room

Downtown's Living Room takes place in the main public lobby at Anvil Centre in downtown New Westminster.

The space is open, bright, and easy to access from the street. It features large marble floors and an open layout that allows people to gather, move through the space, and/or pause and spend time there.

Throughout the day, residents, visitors, and people working nearby pass through the lobby. This makes it a natural place for activities that invite people to stop, watch, or take part.

The City is inviting community groups to propose activities that help make the space welcoming, active, and engaging for the public.



### Supported activities

We welcome ideas for activities that encourage people to gather, participate, and enjoy the space. We are looking for activities that:

- recognize and include the community
- foster connection and belonging
- celebrate diverse cultures in creative ways
- reflect New Westminster's community

Examples may include:

- small performances
- arts or cultural activities
- workshops or demonstrations
- community gatherings
- family-friendly activities
- recreation or wellness activities
- community and artisan markets

Other ideas are welcome if they help create a welcoming and active public space.

### Ineligible activities

The following activities should not be proposed:

- events by for-profit event managers
- activities by community partners based outside New Westminster
- fundraising for another organization
- paid entry fees or similar barriers
- research as the primary activity
- activities that promote political, religious, or spiritual viewpoints or exclude others



## What to include in your proposal

The proposal form will ask for:

- a short description of the activity
- the type of space or setup required
- preferred Monday dates (Downtown's Living Room takes place Mondays from 5:30-8:00 pm, except for statutory holidays)
- who the activity is intended for

The process is designed to be simple. Formal grant writing experience is not required.

## What support is provided

This opportunity provides in-kind support and does not provide cash funding.

Successful proposals will receive support from the City through:

- access to the Downtown's Living Room space (ground floor lobby area in Anvil Centre)
- basic equipment that may already be available on site (for example, tables and chairs)
- staff coordination to help schedule, support and set up activities

Staff will work with selected community partners to confirm what equipment and support can be provided.

## When can my activity take place?

Your proposal should take place on a Monday evening between 5:30-8:00 pm, excluding stat holidays.

You may choose a timeframe that best fits your activity:

- summer activities (July and August 2026) - Apply by May 1, 2026
- fall activities (September to December) - Apply by July 1
- winter activities (January to March) - Apply by October 1
- spring activities (April to June) - Apply by February 1, 2027



## Who can submit a proposal

Applications are accepted from New Westminster-based applicants. Applicants do not need to be a registered non-profit organization.

Eligible applicants are:

- **community groups** - informal groups operating for community benefit
- **non-profit societies** - Incorporated under BC or federal legislation (charitable status not required)
- **registered charities**
- **service organizations** - that:
  - Deliver their own programs
  - Donate to local community organizations
- **religious/spiritual organizations** – if activities:
  - Benefit the broader community
  - Do not involve religious teachings
  - Do not generate revenue

Organizations based outside of New Westminster are not eligible to submit proposals.



## Review process

City staff will review proposals based on:

- how well the activity fits the space
- whether it is welcoming and accessible to the public
- the variety of activities across the season

You will receive a response within 30 days of submitting your proposal.

## Acknowledging City support

If your proposal is selected, you must acknowledge the City of New Westminster as a partner in promotional materials. City logos and branding guidelines will be provided. Failure to acknowledge the City's support may affect eligibility for submissions.

## Transparency and privacy

### Proposals

The City shares information about supported activities to support public transparency.

Information that may be published on the City's Open Data website includes:

- the activity title
- a short description of the activity
- the name of the applicant or organization

Personal or sensitive information will not be made public.

### Photography

For photography during events when the City is providing a photographer, the photographer and/or a volunteer will be asking attendees to provide written consent. The City will display signs noting the presence of its photographer.

If you are bringing a photographer, they will be required to sign a City of New Westminster waiver. The photographer is responsible for sourcing written consent from attendees. You/your organization will be responsible for informing people of the photographer's presence at the event.



## After your activity

After your activity takes place, you will need to participate in a post-event debrief. Most debriefs will be a short online form, submitted through the grants platform. However, some debrief may be in-person. Completing a debrief helps the City understand how the space was used and what worked well.

## Debriefing deadline

A debrief must be completed within 30 days of your activity.

## What to include in your online debrief form

Your online debrief form will have questions for you to answer, including:

- a short summary of how the activity went
- photos from the activity (the City may use these in public communications)
- a simple summary of any costs related to the activity
- confirmation that City support was acknowledged

## If a debrief is not completed

Participating in a post-event debrief is a requirement of this opportunity. If the debrief is not completed within 30 days, any future proposals will not be considered.

If you are having difficulty completing the online debrief form, please contact City staff as soon as possible. Staff can help you complete the process.



## How to apply

Applications must be submitted through the City's online grant platform.

Access the grant platform: [newwestcity.grantplatform.com](http://newwestcity.grantplatform.com)

Steps:

- register with your email address
- enter the six-digit verification code sent to your email
- complete your profile

## Questions?

City staff are available to support applicants with:

- understanding eligibility
- developing an application
- completing debrief requirements

### Cultural Services Program Coordinators working in Anvil Centre

Heritage | Christina Anderson - [canderson@newwestcity.ca](mailto:canderson@newwestcity.ca) | 778-312-2129

Arts | Hannah Bennet - [hbennet@newwestcity.ca](mailto:hbennet@newwestcity.ca) | 604-515-3837

Arts | Karen Nguyen - [knguyen@newwestcity.ca](mailto:knguyen@newwestcity.ca) | 604-515-3837

Art & Technology | Christopher Jung - [cjung@newwestcity.ca](mailto:cjung@newwestcity.ca) | 604-515-3834

## Need Help?

If you have questions about this opportunity or using the grant platform, please contact the Community Grants Coordinator:

Stephen O'Shea – [grants@newwestcity.ca](mailto:grants@newwestcity.ca) | 778-789-7514

