

2015 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

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 at the following locations:
 - i. City Hall Reception – 511 Royal Ave
 - ii. New Westminster City Website – 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 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:

City of New Westminster
Engineering Services
511 Royal Ave
New Westminster, BC V3L 1H9

Email to:

engpost@newwestcity.ca

For Additional Information contact:

City of New Westminster
Engineering Services Department
604-527-4592