

## Frequently Asked Questions

- 1. I was in the process of filling out the application and I couldn't complete it because I didn't have all the information. Can I save and go back to it?**

Yes, you can simply close your application which automatically saves it. You or anyone else from our organization can go back any time to make changes to your application.
- 2. Why is it necessary to do a Snapshot of Success?**

We would like to celebrate your success by capturing images and highlights of your project or event. This information will be used to report and present to Mayor and Council to let the community know of the great contributions your organization has made to the community.
- 3. What is the requirement in order to receive our grant money after the completion of our project or event?**

We ask you to submit a Snapshot of Success, Post Evaluation and Receipts of Proof of all Purchases by the required deadline. Please ensure all documentation is submitted at one time in order for us to process your grant money.
- 4. Are gift certificates, swag, prizes or cash prizes and trophies an eligible expense?**

No, as the grant does not provide volunteer incentives for involvement or prizes for the public. Swag such as promotional items or t-shirts for volunteers are also not eligible. Grant applications might include them but the city will not fund them.
- 5. How do I apply for City services as part of my grant application?**

Festivals and Events and Projects must have had their City Services approved by the City's Special Events Department prior to applying for a grant in support of the festival or event and projects. This may take up to four weeks, so applicants must contact Lisa Kemp at [lkemp@newwestcity.ca](mailto:lkemp@newwestcity.ca) in advance to allow for this process. The quote must be received prior to applying. The application form will ask you to attach a quote.
- 6. Is food an eligible expense?**

Food is an eligible expense when the serving of the food is an essential cultural element or pivotal to the success of the event or project. Each request will be evaluated on its unique circumstances, please discuss with City staff when developing your grant application. Providing snacks for volunteers and participants would not be considered eligible.
- 7. Can I apply for City Service in the Small One Time Grants?**

No, the rental of city facility can be accounted for in a cash request. City Services such as Fire, Police and Engineering Support will not be considered. You will need to get a quote from the facility you wish to rent and include this quote with your application.