



The banner features the text "Community Grants" in large white letters on a dark blue background. Below it, the "NEW WESTMINSTER" logo is visible. The right side of the banner is decorated with a grid of colorful icons representing various community values: a green sunburst, a cluster of yellow and orange circles, a red flower, a yellow sun, a red and yellow diamond, a red heart, a yellow smiley face, a blue diamond, a white flower, a yellow branch with fruit, a yellow star, a green leaf, a blue sunburst, and a white and pink arc. Below the banner, the text "COMMUNITY GRANTS PROGRAM" is written in large blue letters, followed by "Information Session for 2025 Grants" in black. The "NEW WESTMINSTER" logo is centered at the bottom of the banner area.

# Community Grants

# Grants

NEW WESTMINSTER

## COMMUNITY GRANTS PROGRAM

Information Session for 2025 Grants

NEW WESTMINSTER

For more information about the New Westminster Community Grants Program, visit <https://www.newwestcity.ca/grants>

All important documents for applying and reporting can be found at: <https://www.newwestcity.ca/grants#important-documents>

Any questions about the New Westminster Community Grants Program can be sent to: [grants@newwestcity.ca](mailto:grants@newwestcity.ca)

## Agenda

1. Portfolios
2. Grant Types
3. Program Budget
4. Timeline
5. Application Form
6. Budget Tab
7. Application Review
8. Staff Advisors
9. FAQs and Questions

## Portfolios

- Portfolio 1: Community Livability and Social Equity Grants for 'Living'
- Portfolio 2: Social and Cultural Vibrancy Grants for 'Involvement'
- Portfolio 3: Community Economic Activators Grants for 'Growth'



**Portfolio 1** | Grants under this portfolio will fund proposed activities by Community Partners that:

- Decrease the vulnerability of people in our community.
- Enhance community safety and quality of life.
- Ensure children receive quality child care.
- Improve the urban and natural environment.

**Portfolio 2** | Grants in this portfolio will fund proposed activities by Community Partners in the arts, culture, heritage, sport and recreation that:

- Broaden participation,
- Enrich the vibrancy, expression, and creativity of our community.
- Honour the community's unique heritage.
- Create and recognize opportunities for achievement and innovation.

**Portfolio 3** | Enhancing the economic opportunities in our community increases the well-being of our residents. Grants in this portfolio are provided to organizations that play a significant role in enhancing tourism and the economic development of New Westminster. This Portfolio is only eligible for the following types of organizations are eligible to apply:

- (a) New Westminster based Business Improvement Associations.
- (b) New Westminster based Chambers of Commerce.
- (c) New Westminster based associations that promote tourism within New Westminster.



**Portfolio 1** | Grants under this portfolio will fund proposed activities by Community Partners that:

- Decrease the vulnerability of people in our community.
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**Child Care** | previously funded activities:

Replace cribs, mattresses, change tables, and sleeping mats  
Updates to outdoor play space including fence repairs, ground cover upgrades, and adding picnic table and benches

**Environment** | previously funded activities:

Invasive species removal or native species planting/ restoration events  
Workshops or events that support climate action  
Activities that contribute to biodiversity (e.g., pollinator projects)

**Community Wellness** | previously funded activities:

Meals on Wheels  
Youth Counselor at New Westminster Youth Centre  
Support for volunteer programs for Canadian Mental Health Society



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**Amateur Sport** | previously funded activities:

Clinics: including safety and respect in sport  
Free drop-in day event to recruit new players

**Sport Travel Grant** | previously funded activities:

North American Indigenous Games in Ontario  
National Youth Track & Field Championship in Brandon, Manitoba

**Arts** | previously funded activities:

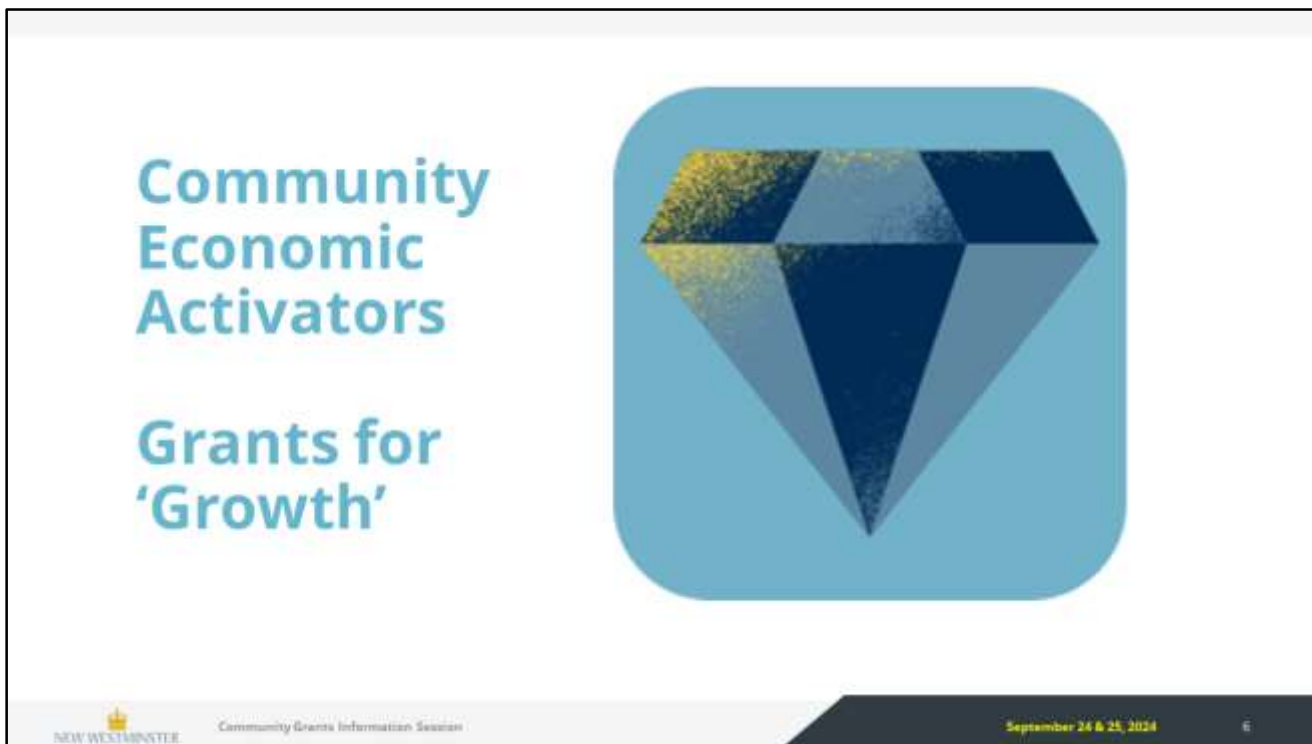
New West Film Society - New West Film Fest  
Savage Production Society - Indigenous Performing Arts in New Westminster

**Community Festival and Event** | previously funded activities:

Uptown Live  
Fridays on Front

**Heritage** | previously funded activities:

National Indigenous Peoples Day celebrations  
New Westminster Heritage Foundation home restoration grants



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**Economic and Tourism Activities** | previously funded activities:

New Westminster Farmers Market  
Strategic planning for business organizations

## Grant Types



Cash Grant  
Up to \$20,000

Cash Grant and City Services  
Up to \$75,000

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The proposed activities must be completed within the year that funding is approved. Funding will be provided after the completion of the proposed activities, unless you've been approved for these activities in the past. Previously approval will allow for 50% payment upfront and the balance upon completion.

The application includes a section to attach supporting documents including:

- a. Minutes of the organization's Annual General Meeting (AGM)
- b. Recent financial statements as presented at the last AGM
- c. Constitution and bylaws
- d. Budget for the proposed activities
- e. Documentation that verifies the request.

Applicants must attach the listed documentation if such documents (or similar) exist within the organization. In cases where the applicant organization does not have such documentation, they are not required to include the attachment.

## Cash Grants



- Funding up to \$20,000
- Eligible requests include annual program delivery costs, one-time projects, capital items essential to program delivery, seed money to develop and launch new programs or ideas, events, equipment, services, and staff professional development

This grant type offers funding up to \$20,000. In previous years they have mostly ranged from \$500 - \$7000.

The application form for this grant type is shorter than the City Services grant.



## City Services



- Maximum grants will be \$75,000 (Cash & City Services combined)
- Eligible requests include garbage and recycling services, road closures, police services, etc. More info on website
- If you require City Services, you must obtain a quote
- The request must be sent to [specialevents@newwestcity.ca](mailto:specialevents@newwestcity.ca) before October 22, 2024
- New this year: City facilities and licenses/permits are not awarded as part of City Services

This grant type offers funding up to \$75,000. In previous years they have mostly ranged from \$20,000 - \$75,000.

The application form for this grant type is longer than the Cash grant.

## Multi-Year Funding

- New this year: Available up to 5 years for previously funded organizations
- Organizations must have a clear mandate
- Significant history of programming and service
- Demonstrated financial stability (matching funds for the project)
- Organizational capacity and sustainability

Multi-Year funding recipients will be provided payment of 100% of annual funding upfront in late January of each year (in each year you are approved) provided you have filed a Grant Report Form in the previous calendar year (Due December 1 each year).

**Clear Mandate:** Your organization's mandate should clearly define the board's authority, responsibilities and accountabilities. It should define your board activities and be the basis of the board's work plan. Your mandate is demonstrated through your organization's bylaws.

**Significant History:** Your organization has successfully delivered activities within New Westminster for at least four years.

**Matching Funds:** Your organization generates revenue from a variety of sources (examples: ticket sales, registration fees, services, other granting funds, sponsorships, donations, etc.) and is not experiencing a significant accumulated deficit.

## Sports Travel Grant



- Available for individuals and teams
- Assistance to provincial, national or international competitions
- Provided *after* travel to the event
- There are fixed amounts available
- Separate application form

## Program Budget



- Each Portfolio will have its own budget
- City Services budget will be separate from the main budget
- Funds not used in 2024 cannot be carried over to 2025
- The 2025 fund is expected to be the same as the 2024 envelope

## Start here

### Application Submission

Step 1	Register an account so you can submit your grant application. Start by clicking <a href="#">here</a> .
Step 2	Review the Community Grant <a href="#">Application Guide</a> . If you need any clarification, please contact the appropriate portfolio staff advisors, whose contact information can be found in the Application Guide under each portfolio subject area.
Step 3 City Services inquiry deadline: October 22	Consider if your application requires City Services (e.g. street closures, permits, police, engineering, traffic management etc.) If so, please contact <a href="mailto:spedaevents@newwestcity.ca">spedaevents@newwestcity.ca</a> no later than Tuesday, October 22, 2024, to obtain a quote for the services requested. If a City Services quote is not included in your application, City Services will not be considered.
Step 4 Grant application deadline: October 28	Complete an online application by the <b>October 28, 2024</b> deadline, <a href="#">here</a> .  Late submissions will not be accepted as the application platform automatically closes after the deadline. To make sure your grant request is complete, please double-check that you have included all the required documents, including the City Service Quote. To see what documentations you need, please see page 15 in the <a href="#">Application Guide</a> .

Document Name: Program Process (Simplified)

View this document in full at: <https://www.newwestcity.ca/grants#important-documents>

## Timeline: Fall 2024

PROCESS	GRANT INTAKE
Grant Information Session	September 24/25
Application Intake Opens	October 1
City Services Request Deadline	October 22
Application Intake Closes (Deadline)	October 28 (Midnight)
Application Review	November 1 - 30
Grant Decisions Communicated to Applicants	December

## Application Form

- Available OCTOBER 1, 2024
- Links from the City's grant webpage
- All applications use the same form (except Sport Travel)
- Select the appropriate portfolio
- Multi-year and City Services requests use a longer form
- Hosted by Good Grants (previously Benevity)

## Application Form

- New requirement: you must register and create a password to access grant software
- New feature: allows you to save your answers and entered information until you submit the application
- New feature: ability to print the application form upon submission of your application
- Any technical issues, please email: [grants@newwestcity.ca](mailto:grants@newwestcity.ca)





During the Information Session, a demonstration of the application process will be shared.

Register for your account at <https://newwestcity.grantplatform.com/>

## Budget Submission

- All applications have an input field for the financial request to the City at the bottom of the Budget tab
- To determine the number to input to this field, applicants must enter all details of their last year's financial statements, current fiscal budget, and the budget for their proposed activities in 2025
- The template calculates all revenues and expenses that the applicant inputs for their proposed activities

## Budget Submission

- Applicants must submit a balanced budget
- Both revenues and expenses section must clearly identify City funding and City Services
- Quantify and label any in-kind contributions (volunteers, donated goods, free use of equipment, facilities, services)
- Application form has video instructions to view on the Budget tab.
- Staff are available to help: we can answer your questions and provide clarity, email: [grants@newwestcity.ca](mailto:grants@newwestcity.ca)

## Application Reviews

November

Staff will conduct a preliminary review of your application submission to ensure the criteria are met. Staff may contact you to arrange a grant review meeting in order to better understand your grant request.

In mid-November, the Grants Advisory committee, made up of community volunteers and City staff, will make a decision about your grant application funding.

December

In December, you will be notified on the status of your grant application. Funds will be distributed in January 2025. If approved, you have until December 31, 2025 date to complete your proposed activities.

2025

Once your proposed activities has been completed, you must complete and submit an online Grant Report Form.

The final deadline for the submission of your Grant Report Form, and receipts, evaluations is August 16, 2025 for those projects or events completed by June 30, 2025. For those projects and events completed after July 1, 2025, all submissions of the forms listed above must be received by December 1, 2025.

Document Name: Program Process (Simplified)

View this document in full at: <https://www.newwestcity.ca/grants#important-documents>

## Grant Requirements

- The details are included in the grants award letter but include:
  - Land Acknowledgement
  - City Acknowledgement
  - Environmental Impact
  - If you are a festival or event please work with the FEST team to ensure the success of your event
  - If you need to make changes to the grant, these need to be approved by the Grants staff team. Send an email to [grants@newwestcity.ca](mailto:grants@newwestcity.ca)

# Staff Advisors

Child Care	Anur Mehdic	<a href="mailto:amehdic@newwestcity.ca">amehdic@newwestcity.ca</a>	604-515-3792
Environment	Megan Jones	<a href="mailto:mjones@newwestcity.ca">mjones@newwestcity.ca</a>	604-515-3780
Community Wellness	Erica Mark	<a href="mailto:emarki@newwestcity.ca">emarki@newwestcity.ca</a>	604-519-1060
Sport	Sloane Elphinstone	<a href="mailto:selphinstone@newwestcity.ca">selphinstone@newwestcity.ca</a>	604-777-5123
Arts	Todd Ayotte	<a href="mailto:tayotte@newwestcity.ca">tayotte@newwestcity.ca</a>	604-515-3822
Festivals & Events	Special Events	<a href="mailto:specialevents@newwestcity.ca">specialevents@newwestcity.ca</a>	604-521-3711
Heritage	Robert McCullough	<a href="mailto:rjmccullough@newwestcity.ca">rjmccullough@newwestcity.ca</a>	604-527-4639
Other inquiries or questions about your staff advisor.		<a href="mailto:grants@newwestcity.ca">grants@newwestcity.ca</a>	604-521-3711





FAQ can be found on the grant webpage  
<https://www.newwestcity.ca/grants>

Questions for Staff?