



New Westminister Community Grants Policy

1. PURPOSE

- 1.1. Community Partners¹ play a crucial role in making New Westminister vibrant and livable. They deliver essential, creative and innovative programs, services, supports, facilities, and engagement opportunities for the people of New Westminister. Through this Community Grants Program, the City aims to recognize and support this important work, which is key to achieving the City’s vision of: A vibrant, compassionate, sustainable city that includes everyone.

2. SCOPE

- 2.1. The Community Grants Program Policy applies to all applications for funding and granting within the City of New Westminister’s Community Grants Program. It does not apply to grants by the New Westminister Public Library or the New Westminister Police Department.

Only Community Partners are eligible to apply for these civic grants—businesses and individuals are not eligible. Each community group may submit one application per grant intake, encompassing all the activities they wish to fund. Applications are submitted online and reviewed by one of three committees, each dedicated to one of the portfolios.

3. GUIDING PRINCIPLES

The City of New Westminister’s Community Grants Program is guided by a set of core principles that reflect the City’s commitment to building a vibrant, inclusive, and resilient community. These principles ensure that the grants we provide not only support the immediate needs of Community Partners but also contribute to long-term growth, engagement, and impact across the city.

- 3.1. Building Community Capacity – The City of New Westminister is strengthened by the unique expertise and essential activities provided by partners that respond to challenges and opportunities in the community. The City recognizes that funding from the Community Grants Program builds capacity, creates the potential for self-sufficiency, and provides leverage, resulting in increased impact in the community.

¹ Community Partners – All community organizations are the City’s partners in achieving the City’s vision and the City supports these partners to have impact. Community partners include: Community Groups, Non-Profit Societies, Registered Charities, Service Organizations, Local Sport Organizations or Teams



- 3.2. Community Engagement – The City values the ideas and perspectives of its diverse community and will create opportunities for input and feedback that may help the Community Grants Program evolve and respond to a changing community.
- 3.3. Community Partners – All community organizations are the City's partners in achieving the City's vision and the City supports these partners to have impact.
- 3.4. Supportive Process – The City is considerate of the diversity of skills and resources available within community partners. The City will provide a supportive application and reporting processes scaled to the size of grants provided, and that limits the administrative burden so that Community Partners can be successful.
- 3.5. Responsiveness – The Community Grants Program will ensure timeliness in order to be responsive to the community and enable effective delivery of their activities throughout New Westminster.
- 3.6. Stewardship – The City commits to being effective and prudent stewards of taxpayer dollars, City resources, and assets. The grants budget will be set annually within the context of the overall City budget.
- 3.7. Impact Evaluation and Reporting – The City will measure the success of its grant making based on the social impact and outcomes achieved, publicly celebrating that impact with the community.

4. BUDGET

- 4.1. Each year, Council will set and approve a budget for the Community Grants Program before any grant proposals are invited. This budget will be part of the overall City budget. Additionally, a separate budget will be set aside specifically for any City Services that might be needed to support the proposed activities funded through the grants program.

5. GRANT PORTFOLIOS

- 5.1. Community Partners are eligible to apply for Community Grants within one of three grant portfolios.
 - a. Portfolio 1: Community Livability and Social Equity: Grants for Living, aimed at community livability and social inclusion. Grants under this portfolio will fund proposed activities 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



- b. Portfolio 2: Social and Cultural Vibrancy: Grants for Involvement, aimed at social and cultural vibrancy. Grants in this portfolio will fund proposed activities in arts, culture, heritage, sport and recreation that:
 - Broaden participation
 - Enrich the vibrancy, expression, and creativity of the community
 - Honour our unique heritage
 - Create and recognize opportunities for achievement and innovation.

- c. Portfolio 3: Community Economic Activators: Grants for Growth. These are grants that support economic development. This Portfolio is only eligible for the following types of organizations to apply:
 - New Westminster-based Business Improvement Associations
 - New Westminster-based Chambers of Commerce
 - New Westminster-based associations that promote tourism within New Westminster

See the New Westminster [Community Grants – Application Guide](#) for full descriptions of these portfolios.

6. GRANT TYPES AND ELIGIBILITY

6.1. The following grants will be available in the Community Grants Program. For further criteria and requirements of each grant type, please refer to the New Westminster Community Grants Application Guide document.

6.1.1. Cash Grants

- a. All Community Partners are eligible to apply for cash grants. Individuals can not apply.
- b. Cash grants will be granted up to a maximum of \$20,000.
- c. Cash grants will be granted for a maximum of one year.
- d. Multi-Year funding will be granted up to a maximum of \$75,000 per year.
- e. Multi-Year grants are available for funding for up to five years.
- f. In order to be eligible to apply for Multi-Year Funding, applicants must have previously received a minimum of one-year of funding for their proposed activities and submitted a suitable annual report.
- g. New Westminster youth amateur sport teams and individuals may, under special circumstances, apply for travel assistance to national and international competitions. This is a special grant with its own grant form. This grant is not eligible for multi-year funding.



6.1.2. City Services

- a. The cost of City Services will be accounted for in each grant application that requires City Services for the delivery of your proposed activities.
- b. City Services must be approved by the City before a grant application will be reviewed by an Advisory Committee.
- c. City Services will be financed separately from the Community Grants Program, however the total value of a combined cash grant and City Services will not exceed \$75,000.

6.2. Applicants may not request more than one Portfolio type of grant for their proposed activities.

6.3. For full details of Community Partners eligibility, please refer to the New Westminister Community Grants Application Guide.

7. **INELIGIBILITY**

7.1. Individuals are ineligible to apply for Community Grants except for athlete travel assistance using the "Sports Travel Form".

7.2. The following types of organizations are ineligible to apply for Community Grants:

- a. For-profit businesses
- b. Organization's whose sole purpose is to raise funds for other organizations
- c. Organizations whose principles and activities are contrary to the B.C. Human Rights Code or contrary to the Canadian Charter of Rights and Freedoms

7.3. The following are ineligible uses of Community Grants funds:

- a. Activities that are intended to raise funds for a third party, except for activities by Service Organizations
- b. Awards
- c. Third-party event management fees.
- d. Travel costs, except for athlete travel grants
- e. Research
- f. Activities taking place in other municipalities
- g. Music and performance tariffs
- h. Deficit management
- i. Retroactive purchases
- j. School fairs
- k. Activities that are intended and/or promote definable political, religious, or spiritual viewpoints or that are exclusionary



- 7.4. To be eligible for funding, proposed activities must support strong social and community values that are not contrary to the B.C. Human Rights Code or contrary to the Canadian Charter of Rights and Freedoms.
- 7.5. Failure to adequately report that funds were spent on approved budget items may result in the Community Partner being ineligible for future grants.

8. RELEASE OF FUNDS

- 8.1. Applicants are eligible for partial payment upfront for recipients who have previously demonstrated the ability to carry out their proposal. Partial payment will be available in the following amounts:
 - a. 100% payment can be awarded for cash grants of \$500 or less
 - b. 50% payments can be awarded for cash grants of \$500 or more. The remaining 50% balance will be provided once the grant reporting form is completed.
 - c. If you are awarded Multi-Year funding for Operating funds, the Community Partner will receive 100% of the funding upfront.

9. CITY ACKNOWLEDGEMENT

- 9.1. Successful grant recipients must acknowledge the City of New Westminister's financial support on all marketing communication and promotional material. This includes posters, website, news releases, signage, etc. Failure to acknowledge the City may affect future grant consideration.
- 9.2. Versions of the City logo are available by emailing communications@newwestcity.ca. Use of the City of New Westminister logo must adhere to our graphic standards guide.

10. GRANT PROGRAM MANAGEMENT

- 10.1. The Community Grants Program will be managed by the Community Services department.
- 10.2. An Advisory Committee will be established for each of the three portfolios.
 - a. The Advisory Committees will include a minimum of three and up to ten community content experts representing various sectors within the portfolio. The number of Advisory Committee members would vary by the needs of the portfolio. Each Advisory Committee will have a minimum of one City staff voting member.
 - b. Advisory Committee members will be appointed by Council from the applications received.



- 10.3. Advisory Committees are responsible for vetting all grant applications and making recommendations to the Chief Administrative Officer for approval.
- 10.4. City staff members with relevant content expertise will be assigned to each of the three Community Grants portfolios and have the following responsibilities:
 - a. Staff will be responsible for supporting applicants in their applications to the Community Grants Program.
 - b. Staff will be responsible for supporting the Advisory Committees in their review and vetting of applications.
 - c. Staff will be responsible for ensuring a neutral and transparent process for review and recommendation of grant awards.

11. ACCOUNTABILITY

- 11.1. Grant recipients will be required to submit a grant reporting form annually or as determined by the terms of the grant.
- 11.2. City staff will present an annual grant impact report to Council highlighting the impact of the grant program in the community.
- 11.3. The City of New Westminster's financial support must be acknowledged on the Community Partner's literature, website, and promotional materials or other opportunities when appropriate.
- 11.4. Staff will work with Community Partners to invite and include members of Council where applicable.
- 11.5. Equipment purchased with Community Grants is the property of the grant recipient organization. Equipment is not to be re-sold. If the equipment is no longer required, it should be donated to another Community Partner.