



New Westminister Community Grants Application Guide

The City of New Westminister [Grant Policy](#) reflects the values, vision and needs of the community. Community organizations are vital to the livability and vitality of New Westminister. Through the help of the Community Grants program, Community Partners can deliver essential, creative, and innovative programs, support, and services.

Purpose of the New Westminister Community Grants Application Guide

This Guide is designed to provide helpful information, criteria, timelines and application tips on the City of New Westminister’s Community Grants program.

Timeline

Grant Milestones for the 2025 Grant Cycle	
Registration/Onboarding opens	August 29, 2024
City services quotes available	September 24, 2024
Community Grants information session: In-person @ City Hall	September 24, 2024
Community Grants information session: Online	September 25, 2024
Application intake opens	October 1, 2024
City Services quotes deadline	October 22, 2024
Application intake closes	October 28, 2024
Selection Process	November 1 – 29, 2024
Funding notifications	December 2024

Grant Report Forms – due dates	
Activities completed between January 1 - June 30, 2025	August 18, 2025
Activities completed between July 1 – December 31, 2025	December 1, 2025
Year-long activities/Ongoing Operations funding	December 1, 2025



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Program Overview

New Westminster City Council approves an annual budget for Community Grants in the City’s operating budget. The Community Grants Program contains two distinct budgets: one for cash grants and one for city services. Both budgets are approved every year during the City’s annual budget process, which would include the funding for those Community Partners who have previously applied for and received Multi-Year funding.

Applicants must show matching funds, cost-sharing or other sources of funding, and/or support for their proposed activities. These matching funds can come from a variety of sources, including: generated revenue, funding from other granting organizations or levels of government, corporate sponsorship, private donations, etc. If these options are not available to your organization, the City will also accept contributions such as volunteer time or reduced rent from another organization.

Applicants must demonstrate how their proposed activities advance the [City’s Strategic Priorities](#) using the contexts, foundations, and lenses described in the document. You may choose one or more strategic priorities that align with your initiative.

Within the overall Community Grants Program budget, specific funding amounts are allocated to one of three portfolios:

- a. Portfolio 1: Community Livability and Social Equity: Grants for ‘Living’
- b. Portfolio 2: Social and Cultural Vibrancy: Grants for ‘Involvement’
- c. Portfolio 3: Community Economic Activators: Grants for ‘Growth’

You should choose the portfolio that best fits your proposed activities. It is possible that your proposed activities fit under more than one portfolio, and we recommend selecting the portfolio with the stated purposes you feel most closely aligns with the primary goals of your proposed activities. Applicants can only complete one application per intake, but your application can include multiple activities. Please note, the City reserves the right to prioritize certain activities within an application, and may choose to fund some, all, or none of them.

Portfolio Descriptions

Portfolio 1: Community Livability and Social Equity: Grants for ‘Living’

The City of New Westminster strives to create a livable community that:

- Is safe and secure; enhances personal independence and dignity
- Is environmentally sustainable
- Supports the ability to live a meaningful life
- Facilitates reconciliation with Indigenous Peoples
- Fosters engagement in civic, economic, and social life for all residents at any stage of life



Grants in this portfolio will fund organizations’ proposed activities that aim to:

- 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

Each portfolio has various subject areas that are meant to guide applicants as they develop their application. These subject areas include child care, environment, and community activities.

Child Care

The City is committed to being an active partner in the development and maintenance of a comprehensive child care system that includes the delivery of quality programs that are accessible and affordable. Grants for child care will assist licensed, non-profit child care operators to develop, expand, and/or enhance the delivery of child care services to families in New Westminster, promoting quality, accessibility and affordability of child care services.

INFORMATION FOR APPLICANTS	PREVIOUSLY FUNDED EXAMPLES
<p>Eligible activities are those that promote quality, accessible, and affordable child care for families.</p> <p>To apply, Community Partners must be non-profit, and licensed child care operators.</p> <p>If you have more than one child care centre located in New Westminster, you should apply for all locations in one application.</p> <p>Operators are eligible for a grant only if their monthly full-time child care fees are below the benchmark set for each care type, based on the annual survey by the Ministry of Education and Child Care. For 2024-2025, these benchmarks are:</p> <ul style="list-style-type: none"> • 0-18 Months = \$2,000/month • 18-36 Months = \$1,920/month • 3 Years to Kindergarten = \$1,395/month • Grade 1 to Age 12 = \$575/month <p>For more information please visit the Ministry's Child Care Fee Reduction Initiative (CCFRI) Funding Guidelines 2024-25.</p>	<ul style="list-style-type: none"> ✓ 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 ✓ The average grant in previous years has been \$5,000 per location.

Staff Advisor:	Anur Mehdic, Social Planner	amehdic@newwestcity.ca	604-515-3792
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Environment

The City of New Westminster is a responsible leader that takes bold action on climate change, protects and restores its natural areas, and minimizes the environmental footprint of its highly urbanized community. Grants will support proposed activities that support the City’s [Environmental Strategy & Action Plan](#), [Community Energy and Emissions Plan](#), and/or the City’s [declaration of a climate emergency](#).

INFORMATION FOR APPLICANTS

Grants will support Community Partners working on activities that provide an environmental benefit or promote environmental awareness in the New Westminster community. These can include initiatives related to climate action, energy conservation, recycling projects, and natural environment enhancements.

You can apply for a grant under this subject area even if your organization is located outside New Westminster as long as you aim to deliver environmental activities within New Westminster.

PREVIOUSLY FUNDED EXAMPLES

- ✓ 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)

Staff Advisor:	Megan Jones, Environmental Coordinator	mjones@newwestcity.ca	604-515-3780
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Community Wellness

INFORMATION FOR APPLICANTS

Applications in Portfolio 1 can also include initiatives not included in the above subject areas. Initiatives funded in this portfolio include initiatives for:

- Seniors
- Mental Health
- Indigenous Peoples
- Youth Counselling
- Animal Welfare

PREVIOUSLY FUNDED EXAMPLES

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

Staff Advisor:	Erika Mark, Recreation Services and Facilities Manager, Seniors and Youth	emark@newwestcity.ca	604-519-1060
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Portfolio 2: Social and Cultural Vibrancy: Grants for 'Involvement'

A socially and culturally vibrant community is one where culture is blended with our environment, our economic, and social lives. It also creates opportunities for fulfillment and expression through sports, recreation, arts, heritage, and community celebrations.

Grants in this portfolio will fund Community Partners' proposed activities in the arts, heritage, sport and recreation areas 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

Each portfolio has various subject areas that are meant to guide applicants as they develop their application. These subject areas can include amateur sport, arts, community festivals and events, and heritage activities.

Amateur Sport

<p>Grants support New Westminster youth sport organizations to:</p> <ul style="list-style-type: none"> • Increase youth participation • Offer a diverse range of activities • Encourage youth to try new activities • Focus on skill development and competition • Enhance volunteer participation and development 	
<p>INFORMATION FOR APPLICANTS</p> <p>Youth is defined as people aged 18 and under.</p> <p>Priority will be given to proposed activities that enhance or increase sporting opportunities, participation levels, or skill development, as well as new or additional services/projects within the sport organization.</p> <p>In order to be eligible, membership to the sport organization and programs must be open to any youth in New Westminster.</p> <p>The sports organization must be a non-profit and have an elected board of directors.</p> <p>Organizations must be able to fund at least 50% of their proposed activity costs independently, or through other funding</p> <p>Sport organizations must include anonymized data that demonstrates their rates of program participation, such as number of youth registered who reside in New Westminster.</p>	<p>PREVIOUSLY FUNDED EXAMPLES</p> <ul style="list-style-type: none"> ✓ Clinics: including safety and respect in sport ✓ Equipment - rental/moving for hosting tournament ✓ Referee, umpire or coaching certification ✓ Volunteer coaches training/development clinic



Eligible Requests:

- Uniforms are eligible only once every ten years.
- Expenses related to hosting tournaments or competitions in New Westminister could include costs like transporting equipment to the tournament site, or additional equipment rental costs.
- Professional development must support volunteers
- Food for volunteers may be eligible if the expense is a component of a larger project or program.

Ineligible Requests:

- Funding can not be used to hire paid coaches or professional player development coaches.
- Expenses related to the rental of City facilities where the fees charged are already subsidized for amateur sport
- Awards, including bursaries
- Food purchases for the public

- ✓ Leadership/ mentoring program
- ✓ Free drop-in day event to recruit new players
- ✓ Equipment replacement due to change in regulation (major/one-time change) by the governing body

Staff Advisor

Sloane Elphinstone,
Coordinator – Park Services

selphinstone@newwestcity.ca

604-777-5123

Sport Travel Grants

New Westminister youth amateur sport teams and individuals may apply for travel assistance to national and international competitions. This is the only grant type where an individual may apply.

INFORMATION FOR APPLICANTS

Assistance may be considered for travel to provincial competitions or to remote or difficult travel destinations. Applicants should use the Sport Travel Form.

Grant Amounts:

INDIVIDUALS

- Travel outside the province but within North America = \$200
- Travel outside North America = \$300

TEAMS (Minimum of 3 players and a coach)

- Travel outside the province but within North America = \$800
- Travel outside North America = \$1,000

PREVIOUSLY FUNDED EXAMPLES

- ✓ North American Indigenous Games in Ontario
- ✓ Royal Canadian Legion National Youth Track & Field Championship in Brandon, Manitoba

Staff Advisor:

Sloane Elphinstone,
Coordinator – Park Services

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604-777-5123



Arts

The arts portfolio encourages and welcomes proposed activities that contribute to the development of arts in the city and advance the vision for the arts as articulated in the City’s Arts Strategy and Theatre Strategy. This grant portfolio is open to innovative activities that:

- **Broaden participation**
- **Support artists**
- **Develop audiences**
- **Increase equity, inclusion, and accessibility in the arts**

The arts are reflective of the community’s creativity and identity and include:

- **Visual Arts** - all visual representations of the community’s creativity, such as painting, drawing, sculpture, crafts, print making, graphics, fabric arts
- **Literary Arts** - the written record of the community’s creativity, including creative writing, poetry, prose
- **Performing Arts** - the public performance of the community’s creativity, including music, drama, dance, theatre, opera.
- **Media Arts** - creative expression using all available forms of technology, including photography, publishing, TV, radio, film, video and audio recording, digital and computer graphic art.

INFORMATION FOR APPLICANTS

City of New Westminster [Art Strategy](#) Goals:

- **Communicate:** Increase public awareness of the arts
- **Nurture:** Cultivate support for artists and develop audiences
- **Include:** Increase inclusion and accessibility in the arts
- **Generate:** Create economic opportunities and increase contribution to the arts
- **Innovate:** Embrace and encourage innovative ideas

Eligible requests:

- Community art projects
- Workshops
- Programs
- Events

Ineligible requests:

- Music and performance rights
- Direct grants to individual artists
- Travel
- Projects based in other municipalities
- Costumes and uniforms are eligible for New Westminster based organizations only

PREVIOUSLY FUNDED EXAMPLES

- ✓ Queensborough Special Projects Committee Mural Project
- ✓ New West Film Society – New West Film Fest
- ✓ Savage Production Society – Indigenous Performing Arts in New Westminster



Staff Advisor:	Todd Ayotte, Manager, Community Arts & Theatre	tayotte@newwestcity.ca	604-515-3822
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Community Festivals and Events

Grants for Community Festivals and Events are designed to help applicants host festivals and events that benefit the community. These events should add value to neighbourhoods, build community pride, and encourage community interaction and spirit. The events must also align with the City's values for a healthy and vibrant community.

INFORMATION FOR APPLICANTS	PREVIOUSLY FUNDED EXAMPLES
<p>Community events are eligible to apply for up to 5 years of funding and may re-apply after each term. Funding can be requested in cash or as a City services as follows:</p> <p>CASH GRANT:</p> <ul style="list-style-type: none"> • Year 1 – up to 80% of the demonstrated financial need • Year 2 – up to 65% of the demonstrated financial need • Year 3 – up to 50% of the demonstrated financial need • Year 4 – up to 50% of the demonstrated financial need • Year 5 – up to 50% of the demonstrated financial need <p>CITY SERVICES:</p> <ul style="list-style-type: none"> • Up to 100% of estimated City Service expenses will be dependent of City Services available 	<ul style="list-style-type: none"> ✓ RiverFest ✓ Fridays on Front ✓ Youth Leadership Program

Staff Advisor:	Special Events Coordinator	specialevents@newwestcity.ca	604-521-3711
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Heritage

Heritage is part of what makes New Westminster unique. It includes the history, ideas, and memories of local people that are reflected, embraced and celebrated. Heritage is something each generation receives, reworks, and passes on. It encompasses intangible features such as storytelling, memories, dance, traditional knowledge, and the creation of traditional crafts. It also includes physical legacies like artifacts, artwork, buildings, historic places, landscapes, and monuments worthy of preservation for the future.

Grants under this portfolio support initiatives such as programs, workshops, tours, plaques and interpretive features, collection preservation, special events, and museum and archival programs.

INFORMATION FOR APPLICANTS	PREVIOUS FUNDED EXAMPLES
<p>Eligible activities include:</p> <ul style="list-style-type: none"> • Enhancing the current plaque program 	

Community

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- Applicant-led museum and archival programs
 - New heritage programs or community workshops
 - Heritage tours
 - Interpretive signage
 - Heritage preservation projects
 - Special Events to promote Heritage Week and other heritage events, celebrations, conferences, awards, or workshops
- ✓ National Indigenous Peoples Day celebrations
 - ✓ Virtual Heritage tours
 - ✓ Medicine Wheel Labyrinth
 - ✓ New Westminster Heritage Foundation home restoration grants
 - ✓ Conservation monitoring equipment

**Staff
Advisor**

Robert McCullough, Manager of
Museums and Heritage Services

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Community

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Grants



Portfolio 3: Community Economic Activators: Grants for 'Growth'

Enhancing economic opportunities in our community increases the wellbeing of our residents. Grants in this portfolio are provided to initiatives that play a significant role in enhancing tourism and the economic development of New Westminister. The following types of organizations are eligible to apply for Community Economic Activator grants:

- New Westminister-based Business Improvement Associations
- New Westminister-based Chambers of Commerce
- New Westminister-based associations that promote tourism within New Westminister

Economic and Tourism Activities

Grants for Economic and Tourism activities are intended to support the hosting of major tourism activities that generate significant economic benefit to New Westminister. Activities should positively impact economic growth, receive considerable media exposure, attract significant attendance relevant to the venue capacity, have a substantial number of sponsors, and / or be marketed to tourists.

INFORMATION FOR APPLICANTS

Economic and Tourism activities are eligible to apply for up to 5 years of funding. Funding for proposed activities can be requested in cash or as a City services as follows:

CASH GRANT:

- Year 1 – up to 80% of the demonstrated financial need
- Year 2 – up to 65% of the demonstrated financial need
- Year 3 – up to 50% of the demonstrated financial need
- Year 4 – up to 50% of the demonstrated financial need
- Year 5 – up to 50% of the demonstrated financial need

CITY SERVICES:

- Up to 100% of estimated City Service expenses (includes police, fire, engineering, road closure contracts, permits and partnered marketing) and dependent upon the amount of City Services available.

PREVIOUSLY FUNDED EXAMPLES

- ✓ Uptown Live
- ✓ Car Free Day
- ✓ Recovery Day BC
- ✓ New Westminister Farmers Market
- ✓ Strategic planning for business organizations

Staff Advisor:

For General Inquiry:

For City Services: Special Events Coordinator

grants@newwestcity.ca

specialevents@newwestcity.ca



Grant Types

Within each portfolio of funding, two different grant types are available: cash grant and City Services.

Cash Grants

- Eligible requests include annual program delivery costs, on-going operational costs, one-time projects, capital items essential to program delivery, seed money to develop and launch new programs or ideas, one-time events, specialized equipment, services, and staff professional development that achieve the goals of the portfolio.
- Food is an eligible expense when the sharing of a meal is an essential cultural element or pivotal to the success of your proposed activities, or when it is a complementary component to a larger activity. Each request will be evaluated based on its unique circumstances. Discuss with City staff when developing your grant application.
- For grant awards under \$20,000, staff wages and administrative costs are not an eligible expenses.
- Gift certificates, giveaways, prizes (including cash prizes), and trophies are not eligible expenses. The grant does not cover volunteer incentives, public prizes, promotional items or t-shirts for volunteers.
- Your proposed activities must be completed within the calendar year that funding is approved for.
- Funding may be available for up to five years. If you are awarded a multi-year grant, you are not eligible to submit a new application until the end of the granting term. For example, if an applicant received a 5-year multi-year grant in January 2025, the applicant is not able to re-apply until the fall of 2029.
- Multi-year grants are not adjusted for inflation.
- If awarded a grant, you will be required to submit a Grant Report Form. Please see below section for reporting requirements.

City Services

- If you are applying for City Services as part of your grant application, you must obtain a quote from City Special Events staff before you apply. Please include the provided quote with the application form.
- It may take up to three weeks to develop an estimate for large initiatives and festivals, so applicants must contact the Special Events department no later than October 22, 2024 to allow processing time.
- For new festivals or events, staff will meet with you to develop a quote that fulfills the needs of the event.

Community

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Grants



- You may choose to only apply for City Services. In this case the application will be approved directly by City staff and will not go to the advisory committee for approval.
- To obtain a quote, contact specialevents@newwestcity.ca.



Applicant Eligibility

The City of New Westminster accepts applications for the Community Grants Program from the following types of organizations:

Portfolio 1: Community Livability and **Portfolio 2:** Social Equity and Social and Cultural Vibrancy grants:

- New Westminster-based Community Groups
- New Westminster-based Non-Profit Societies
- New Westminster-based Registered Charities
- New Westminster-based Service Organizations
- Religious organizations with activities that benefit the broader community, do not involve religious teachings, and do not generating revenue for the organization.
- Non-Profit Societies and Registered Charities based outside of New Westminster who deliver activities within New Westminster that:
 - Provide significant and specific benefit to the city and its residents.
 - Provide significant services to marginalized or at-risk groups in New Westminster who wouldn't otherwise have access to this type of service.
 - Offer a service that isn't already available in New Westminster and isn't duplicated by another local organization.

Portfolio 3: Community Economic Activator grants:

- New Westminster-based Business Improvement Associations
- New Westminster-based Chambers of Commerce
- New Westminster-based associations that promote tourism within New Westminster

The following types of applicants are ineligible to apply for Community Grants.

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

* **Please note:** For sport travel grants, the City also accepts applications from individual athletes and teams. For more information, click [here](#).



How to apply

In 2024, the City of New Westminster implemented a new granting software to receive grant application forms from our Community Partners. The online application form is hosted on the Good Grants software system (access the New Westminster Community Grants application page [here](#)). All applicants are required to register and create an account within the software.

Here's how you can get started:

1. Click [here](#) to be brought to the grant software platform
2. Register an account with your email address.
3. Check your inbox for an email with a six digit security code.
4. Complete the rest of the Registration form.

After completing your account registration, follow the listed steps to begin your application. Once you have started your application, you will be required to complete an eligibility questionnaire. If you are eligible to apply for a Community Grant, the remainder of the application will become available.

The application form asks the same questions as it has in past years. Applicants will be required to provide:

- Contact information
- Application description
- Application details
- A balanced budget
- Supporting materials

Your application includes a section to attach supporting documents including:

- Minutes of the organization's Annual General Meeting
- Recent financial statements as presented at the last Annual General Meeting
- Constitution and bylaws
- Documentation that supports your request (studies, quotes)

If the structure of your organization doesn't require these documents, you're not required to include them. However, not including existing documentation may negatively affect how your application is assessed.

City staff are available to discuss and review applications before the application deadline. We encourage you to contact the appropriate City staff as early as possible or email grants@newwestcity.ca to have a staff member assigned to your application. See contact information listed above under "[Portfolios](#)" and find out who might be your staff advisor.



Selection Process

Once the City receives your application, the grants program team will review it. If staff think your proposed activities might be a better fit for a different portfolio, they will move it there and let you know. This won't affect your application, and you are welcome to reach out if they have any questions. Each portfolio has an advisory committee made up of community volunteers and City staff that will make decisions about the grant applications. The committee is there to help with the application process and make decisions about grant approvals.

The City of New Westminster reserves the right to request a meeting for any grant applicant to ensure we understand the full scope of the grant and to discuss your proposed activities more fully. Having a meeting requested is neither a positive nor a negative, it allows staff to have clarity on the grant application. You will be contacted to arrange the meeting within the month after the application intake deadline.

The following criteria is used to assess grant applications:

- a. Evidence of need for the activities proposed
- b. Demonstration that either other community organizations are partnering with you to avoid duplicating services, or that your organization is the only one providing these services
- c. Demonstration that the services provide a significant benefit to New Westminster and its residents
- d. The level of community support, including public attendance, donation amounts, and the number of local volunteers involved
- e. Evidence of clear goals and expected outcomes
- f. Existence of matching funds
- g. Rationale for requesting an increased grant amount over previous grants received

Please note, regardless of the request, the Grant Advisory Committee may approve only one year of funding or decline to fund the application entirely.



Release of Funds and Reporting

- Funding will be released beginning in January 2025.
- If your application is approved and your organization has previously demonstrated the ability to carry out the proposed activities, you may be eligible for partial payment upfront. The three scenarios for funds disbursement are:
 - a. If you are awarded Project and Event grant amount is under \$500, you will receive 100% of your funds up front.
 - b. If you are awarded Project and Event grant amount is above \$500, you will receive 50% of your funds upfront and the remaining balance when the Grant Report Form has been received by the City
 - c. If you are awarded Multi-Year funding for Operating funds, you will receive 100% of the funding upfront.
- The City of New Westminster must be acknowledged as a sponsor in all promotional materials and signage. Failure to do so could affect your chances of receiving future grants.
- If you receive a Project and Event grant, you will be required to submit a Grant Report Form and receipts to receive the balance payment of your grant funding.
- The Grant Report Form will be an online form and available through the New Westminster Community Grants software platform. A reminder email to fill out the Grant Report Form will be sent to the applicant's email address.
- **The final deadline for submission of Grant Report Form and supporting documentation is December 1st of each year.** Receipts submitted after this date will not be reimbursed. Organizations with events that take place on November 14th or later should discuss with staff an agreeable deadline for their documentation submissions.
- The Grant Report Form and supporting expense documentation should verify the expenses your organization is claiming and match those approved in the grant award. Your reporting may include any combination of:
 - a. Receipts for payment from vendors
 - b. Packing slips with pricing information
 - c. Registration confirmation with the price of the event
 - d. Explanation of the impact and outcomes of your initiative compared to the predicted impact and outcomes described in your application
 - e. Photos of your initiative that can be publicly shared with City Council and the residents of New Westminster
 - f. Financial accounting of how your grant funds were spent relative to the budget provided in your application
 - g. Receipts for expenses related to the grant for reimbursement
 - h. Proof that the City's funding has been acknowledged in your organization's promotional materials and media, such as on your website, in brochures, advertisements, etc.

- It is important for an applicant to complete their proposed activities as outlined in the application, and to demonstrate this in the Grant Report Form. The City reserves the right to withhold the balance of funds awarded if all requirements are not met.
- Multi-Year grants that include Operating funds are distributed in January of each year, after the City receives the prior year's Statement of Accountability.
- The City will allow early, periodic submissions of expense receipts throughout the year on a case-by-case basis, at the discretion of the grant administrator.
- If you are unable to provide detailed external receipts for your expenditures, the City will consider not paying the grant awarded.
- City staff will consolidate all the Grant Report Forms into an annual summary presentation for Council that will be presented each year. Recipients are welcome to attend the presentation to Council and may be asked by members of Council to share their stories of success.
- Successful grant applications will be made public. To support our commitment to open and transparent government, the City of New Westminster will publish all successful grant applications on the public Open Data website. However, applicant information, declarations, and supporting documentation for each grant will not be included on the website to protect your organization's and volunteers' confidentiality.
- Unused Funds:
 - a. If receipts are not submitted by December 1st of the year awarded, the grant will be forfeited.
 - b. If you forfeit a grant on more than two occasions, the City will no longer fund the organization, so that the City can distribute available fund to other applicants.
 - c. City staff are available to support you if your organization is having difficulty using funds, and you are expected to communicate these issues in advance to the City.
- Regardless of the reasons for a program being delayed, money cannot be carried over to the next year.

City Accountability to Recipients

- Where possible, the City will give advance notice to multi-year grant recipients if they will not be funded in the future due to not meeting their grant obligations.