



## New Westminster Community Grants: Program Process

### Application Submission

<p><b>Step 1</b></p>	<p><b>Register an account</b> so you can submit your grant application. Start by clicking <a href="#">here</a>.</p>
<p><b>Step 2</b></p>	<p><b>Review the Community Grant <a href="#">Application Guide</a></b>. 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.</p>
<p><b>Step 3</b> <b>City Services inquiry deadline: October 22</b></p>	<p><b>Consider if your application requires City Services</b> (e.g. street closures, permits, police, engineering, traffic management etc.) If so, please contact <a href="mailto:specialevents@newwestcity.ca">specialevents@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.</p>
<p><b>Step 4</b> <b>Grant application deadline: October 28</b></p>	<p><b>Complete an online application by the <b>October 28, 2024</b> deadline, <a href="#">here</a></b>. 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>.</p>

### Application Review

<p><b>November</b></p>	<p>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.</p> <p>In mid-November, the Grants Advisory committee, made up of community volunteers and City staff, will make a decision about your grant application funding.</p>
<p><b>December</b></p>	<p>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.</p>
<p><b>2025</b></p>	<p>Once your proposed activities has been completed, you must complete and submit an online Grant Report Form.</p> <p><b>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.</b></p>