



# City of New Westminster

## City Partnership Grant Program

### Guidelines

**Information provided by:**

Finance and Information Technology Department  
City of New Westminster

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**TABLE OF CONTENTS**

Purpose .....3

Definitions.....3

Principles.....3

Administration.....4

Evaluation Criteria.....4

Who May Apply.....5

Conditions.....5

Eligible Projects.....6

Appendices.....7

*Vision & Mission Statement*.....7

*Strategic Priorities*.....7

## **Purpose**

The City Partnership Grant Program is designed to assist not-for-profit incorporated organizations with delivery of major services to the community.

To provide organizations with funding certainty, the City Partnership Grant will be for a term of one to three years at Council's discretion. All recipients of City Partnership Grants will be required to submit a Statement of Accountability by December 31<sup>st</sup> of each year of the award. Applicants awarded multi-year grant terms are not required to submit applications in subsequent years provided the City has received and accepted their annual Statement of Accountability from the previous year in the prescribed format:

The services must assist the city to fulfill its vision statement and accomplish strategic priorities.

## **Definitions**

*City* means the Corporation of the City of New Westminster.

*Community Grant Review Panel* refers to a committee of four to five staff member representing departments, which include but are not limited to; Finance, Heritage, Culture, Sports, and Recreation. This committee then recommends to Council eligible organizations to receive funding.

## **Principles**

Services proposed by organizations must be based on the following principles to be eligible for funding from the City Partnership Grant Program:

- Provide a service which must be constant with the City's vision statement and accomplish one or more strategic priorities:
  1. Community Livability and Social Equity
  2. Vibrant Economy
  3. Arts and Culture
  4. Environmental Leadership
- The service must be inclusive of all residents.
- Services proposed by organizations must support strong social and community values and not be offensive to others, in order to be eligible for funding from the City of New Westminster's grant programs.

## **Administration**

Requests for funding under the City Partnership Grant Program for 2015 must be submitted to the attention of the Director of Finance and Information Technology by December 1, 2014, to be considered for funding.

Applications will be evaluated by the City Partnership Review Panel to determine eligibility as outlined in this document. All Eligible applications will be forwarded to City Council for discussion and subsequent approval. Organizations whose applications are deemed ineligible will be notified by the Director of Finance and Information Technology without any further review by City Council.

## **Evaluation Criteria**

In addition to meeting the principles as outlined in this document, the following criteria will be considered:

- How the service reflects or accomplishes the City's vision statement and strategic priorities.
- Demonstration that other community organizations are partnering in providing the service to avoid duplication of services.
- Evidence of need for the service.
- Level of community support through public attendance and donations levels including the number of local volunteers.
- Quality of management (established track record, is the proposal well through out and clear, etc).
- Evidence of clear goals and expected outcomes.
- Uniqueness of the service i.e. does not duplicate but may complement an existing service.
- Evidence of financial need for a City Partnership Grant.
- Amount of funding requested related to the number of residents served.
- If you received a City Partnership Grant last year and should your organization be requesting a grant in excess of your last year's awarded grant, please provide rationale for the additional requested funds.

## **Who May Apply**

The grant applicant (organization) must meet the following criteria in order to qualify for funding:

- Meet the guidelines of the Local Government Act;
- Be registered as a not-for-profit incorporated society in British Columbia;
- Should be located in the City of New Westminister;
- The general membership of the organization applying for a grant must consist of at least 50% of New Westminister residents; and

- Be able to demonstrate that they are able to match the City's contribution in either other donation dollars or in-kind services.

## **Conditions**

- Completion of the grant application form and inclusion of the following required attachments:
  1. Annual Financial Statements (minimum Review Level).
  2. Annual Report filed with the Registrar of Companies as required by the BC Societies Act.
  3. Minutes of the last Annual General Meeting held by the organization including a list of the Board of Directors.
  4. Copy of the organization's Constitution and/or Governing Bylaws.
- Provide a presentation to Council if requested.
- Demonstration that the services provide a significant benefit to the City and its residents through a qualitative and quantitative analysis.
- City funds must be matched by equivalent donation dollars and/or volunteer commitments.
- City's contribution must be acknowledged on all promotional materials relating to the funded service.
- It is understood that the City may request to review the organizations financial records and books to ensure grant funds are used in accordance with the organization's City Partnership Grant.
- It is understood that there is no guarantee that funding will be ongoing.

## **Eligible Services**

- special programs
- special events

## **Not Eligible:**

- Travel
- Direct grants to individuals
- Services that occur in another municipality
- Services that would have been previously supported through other government funding (including Education and Health Care sectors)
- Demonstrations, marches and rallies
- For-profit organizations
- Services which focuses primarily on fundraising
- Retroactive funding or operating deficits
- Capital projects on City owned property
- Special events

# Appendices

## Vision & Mission Statement

### Vision

Building a vibrant riverfront city of choice:

- Rich in history, arts and culture
- Highly livable, safe, healthy and balanced communities
- A sustainable economic hub within Metro Vancouver
- Committed to social equity and environmental values

### Mission

In partnership with the community, we strive to enhance quality of life, support sustainable development and protect the environment.

### Strategic Priorities

#### ***Community Livability and Social Equity***

A livable city of safe, healthy and balanced neighbourhoods with access to services and amenities, and an age friendly city with opportunities for quality of life as people age.

#### ***Vibrant Economy***

A vibrant and sustainable economic and cultural city growing towards increased diversity and resiliency in all sectors including development of local employment.

#### ***Arts and Culture***

A creative and vibrant city that is open to all artists and cultures, and to provide visitors with an exciting and distinct tourism experience that highlights the City's arts, culture and heritage.

#### ***Environmental Leadership***

To improve and protect natural environment while accommodating the societal and economical need of the community; and while providing a livable city to enjoy clean air, water and green spaces. To promote active and healthy lifestyles without adversely affecting the natural environment.