

2019 City Festivals/Event Grant Program Guidelines

1. Objectives of the City Festivals/Event Grant Program

- a. The Festival Grant program provides funding to eligible organizations in New Westminster to support existing and new festivals in the community. Events must align with the city's values for a healthy and vibrant community enhancing the quality of life, tourism, culture, recreation and providing economic benefits to the local economy.
- b. While encouraging the sustaining of existing events and the development of new ones, this program will not support the following: sports/athletic tournaments; commercial events/enterprises, events occurring outside of New Westminster; school fairs / events; retroactive projects and individuals or political/ religious activities.
- c. Applicants are encouraged to develop a diverse funding/income base and seek self-sufficiency as evidence of a sustainable activity. The program is intended to encourage the development of event capacity, organization efficiency and best practices.

2. Who May Apply

Organizations applying for a New Westminster Festivals Grants program must meet the following eligibility criteria:

- a. New Westminster-based organizations or non-profit societies.
(An application from a non-New Westminster-based organization may be considered if it demonstrates significant and specific benefit to the city and its residents and does not conflict with a similar project provided by a New Westminster-based organization.)
- b. Projects must occur within the City of New Westminster municipal boundaries and directly benefit residents and businesses of the City.

3. Types of Eligible Projects

- a. Festivals/Events that are open to all residents of New Westminster
- b. Festivals that support strong social and community values and are not offensive to others.
- c. The project must show specific benefit to the City and its residents.

4. Types of projects and expenses that are NOT Eligible

- a. Event management fees
- b. Ongoing operating expenses for the organization
- c. Music/performance rights
- d. Travel
- e. Projects based in other municipalities
- f. Organizational operating costs or deficit management;
- g. Capital improvements or expenditures (e.g. structural costs or renovations, and equipment);
- h. Programs that support definable political, religious or spiritual viewpoints and/or seek to attract;
- i. Only a special interest audience or to recruit new members;
- j. Strictly sports and athletic tournaments and school fairs/events;
- k. Events whose main purpose is fundraising;
- l. Purposes of assisting an industrial, commercial or business undertaking;
- m. Retroactive projects or events and
- n. Society/association base operating expenses

5. Other Grant Requirements

- a. Funding will be provided on a cost shared basis with the balance coming from partnerships and fundraising activities undertaken by the applicant.
- b. Acknowledgement of the City of New Westminster's financial support must be shown in the organization's literature, brochures, programs, websites and other promotional material or opportunities when possible and appropriate.

6. Payment of Grants/Evaluations

- a. Funding will be forwarded upon completion of the project and upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation – please use the Post Project/Event Form
- b. Receipts can be submitted for reimbursement at any time throughout the year
- c. The final deadline for submission of receipts and evaluation is December 31 of each year – receipts submitted after this date will not be reimbursed

7. Application Information

- a. Applications are available on the New Westminster City Website – www.newwestcity.ca
- b. **Deadline for all applications is October 31st, 2018**

Completed applications can be submitted to the attention of Michelle Dean via email mdean@newwestcity.ca or delivered to either of the below facilities:

Queensborough Community Centre
920 Ewen Avenue
New Westminster, BC
V3M 5C8

City Hall
511 Royal Avenue
New Westminster, BC
V3L 1H9

For Additional Information contact:

Michelle Dean
Special Events Coordinator
604-515-3827