

## City of New Westminster

# ENVIRONMENTAL GRANT PROGRAM SUBCOMMITTEE

## Terms of Reference

### Purpose

The purpose of the Environmental Grant Program Subcommittee is to encourage and make funding recommendations to Council (through the Environmental Advisory Committee) for smaller, one-time projects that provide environmental benefits to the City and its residents.

### Mandate

The role of the Environmental Grant Program Subcommittee is to:

1. Promote community vitality by financially supporting eligible groups that provide important community services, events or programs within New Westminster that benefit the environment.
2. Receive environmental grants on or before September 30 annually at City Hall (511 Royal Avenue, New Westminster, BC).
3. Review eligible grant applications, rank their environmental merit, and make funding recommendations to City Council (through the Environment Advisory Committee) before December 31<sup>st</sup>, current year, for remittance in the next calendar year.
4. Educate the public about grant opportunities and to communicate the application process.
5. Receive and verify the suitable completion of the City sponsored project by means of a report from the community organization that includes a budget analysis, event/program/initiative statistics and original receipts for remittance (see Attachment "A").
6. Upon committee satisfaction of the report, empower the staff advisor to remit the grant funds to the community organization.

## **ELIGIBILITY**

Eligible Groups – New Westminster based organizations or non-profit societies.

Eligible Projects – successful Environmental Grant projects will be smaller, one-time grants that support:

- New or special programs, events or festivals;
- Community-based workshops or seminars;
- Seed money for new initiatives;
- Specialized equipment or instruments (as part of a larger program).

Non-Eligible Projects:

- On-going operating expenses for organizations;
- Research or studies;
- Travel;
- Direct grants to individual residents;
- For-profit organizations;
- Projects based in other municipalities.

Funding Eligibility:

- Funding will be on a cost sharing basis, up to a maximum City contribution of 50% of the project budget. The eligible applicant must contribute the remaining necessary funds or secure same from other funding sources.
- The project must be completed within the funding year approved.
- Acknowledgement of the City of New Westminster's financial support must be prominently displayed in the organizations promotional literature and mediums (i.e. website, brochures, advertisements, etc.).

## **Voting Members**

The committee shall consist of three (3) members of the Environment Advisory Committee. All members shall serve without remuneration.

## **Staff Advisor**

The Environmental Coordinator, or Engineering designate, will provide staff support to the subcommittee. The staff advisor must be present at all subcommittee meetings.

## **Term**

The term for all voting members will be for one year from February 1 of the year appointed.

## **Chair**

The Chair of the Environment Advisory Committee shall appoint a Chair from one of the three voting members. Meeting frequency and scheduling will be determined upon need and scheduled by the subcommittee Chair.

## **Attendance**

The staff advisor will arrange the meeting schedule with the Chair so that all members are available for scheduled meetings.

## **Quorum**

A quorum shall consist of all three voting members. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Chair shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

## **Rules of Procedure**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The "Rules of Conduct" Standing Committees and Advisory Bodies" provided, as revised from time to time.

ADOPTED: July 13, 2009 Regular Meeting of Council





### What grant are you applying to?

Arts & Culture Grant    Community Grant    Environmental Grant    Heritage Grant

### 1. Organization information

Organization Name	
Permanent mailing address:	
City:	Postal Code:
Contact Person:	
Name:	Home phone:
Email:	Cell phone:

### 2. Funding Request

Amount requested from the program \$ _____
In-Kind Services (services provided by City Departments) List the specific service request (e.g. road closures, barricades, tents, staging etc. )
Have you applied to more than one City Grant program this year? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate which grant(s): _____

### 3. Project/Event Description

Name of project, activity or event
Date, time and location of project, activity or event





**1. Purpose:** How is this project/event important to the community?

**2. Project / Event Results:** Anticipated results or benefits this project/event will bring to the community or anticipated positive impact this project/event that will have on the community.

**A.**

  
  
  
  
  
  
  
  
  
  

**B.**

  
  
  
  
  
  
  
  
  
  

**C.**

**3. Target Audience:** Who do you expect will attend or benefit from your project/event?



**4. Activities and Timelines:** Outline your action plan. What are the specific steps that you will take to achieve the listed results in question 2? What are the corresponding planning timelines?

Activities/Actions	Timelines

**5. Evaluation:** What methods will be used to determine if your project / event achieved the desired results listed in question 2?

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# NEW WESTMINSTER

I have read and understood the grant guidelines and acknowledge that the information provided within the application is true to my knowledge. I also agree to the following:

- To acknowledge the financial support of the City of New Westminster.
- To acknowledge that there is no commitment by the City of New Westminster to provide ongoing funding for the funded project.
- To complete the Post Project/Event Evaluation Form when the project/event is finished.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# New Westminster Environmental Grant Program Guidelines

## 1. Objectives of the Environmental Grant Program

To encourage projects which provide an environmental benefit or promote environmental awareness to the New Westminster community.

## 2. Who May Apply

- a. New Westminster based organizations or non-profit societies
- b. Community organizations whose projects meet the current conditions and criteria
  - i. Funding will be provided on a cost shared basis with the balance coming from partnerships and fund raising activities undertaken by the applicant
  - ii. The project must be based in New Westminster and show specific benefit to the City, its residents and the environment
  - iii. The project must be completed within the year of funding is approved
  - iv. Acknowledgement of the City of New Westminster's financial support in the organization's literature/brochure/program/promotional material

## 3. Types of Eligible Projects

- a. new or special programs, events or festivals
- b. community-based workshops or seminars
- c. seed money for new initiatives
- d. specialized equipment / instruments (as part of a larger program).

## 4. Types of Projects NOT Eligible

- a. ongoing operating expenses for organizations
- b. research or studies
- c. travel
- d. direct grants to individual residents
- e. for-profit organizations
- f. projects based in other municipalities

## 5. Application Information

- a. Application are available at the following locations:
  - i. City Hall Reception – 511 Royal Ave
  - ii. New Westminster City Website – [www.newwestcity.ca](http://www.newwestcity.ca)

## **6. Payment of Grants/Evaluation**

- a. Funding will be forwarded upon completion of the project upon receipt of acceptable verification of payment of expenses along with a brief report/evaluation
- b. Grants are paid upon receipt of validation that expenditures have been made relating to the approved project (e.g. receipts, registration confirmation, cancelled cheques)
- c. Receipts can be submitted for reimbursement at any time throughout the year
- d. The final deadline for submission of receipts and evaluations is December 31 of each year – receipts submitted after this date will not be reimbursed

**Please use the following method to submit a grant application.**

Drop off or mail to:

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

Email to:

[engpost@newwestcity.ca](mailto:engpost@newwestcity.ca)

**For Additional Information contact:**

City of New Westminster  
Engineering Services Department  
604-527-4592