

**City of New Westminster**  
**HERITAGE GRANT COMMITTEE**

**Terms of Reference**

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**Purpose**

The purpose of the Heritage Grant Committee is to identify heritage initiatives that benefit the City of New Westminster and to make funding recommendations to support these initiatives to City Council, on an annual basis.

**Mandate**

The role of the Heritage Grant Committee is to:

1. Educate the public about the City's heritage and cultural resources.
2. Educate the public about the Heritage Grant opportunities and to communicate the application process.
3. Communicate with applicants on the grant application process, needs, application status and remittance requirements.
4. Receive the heritage grant applications (See Attachment "A") on or before September 30, annually, at City Hall (511 Royal Avenue) or the Parks and Recreation Administration Office (600 Eighth Street).
5. Review eligible grant applications, rank their community merit, and make funding recommendations to City Council before December 31<sup>st</sup> for remittance in the next calendar year.
6. Ensure that City residents and visitors have the opportunity to experience a wide range of heritage activities in New Westminster and to promote and enhance heritage and culture in the City.
7. Facilitate the growth and development of heritage by ensuring that community projects support the City's heritage initiatives.
8. Give priority to grant applications that
  - a. improve New Westminster's conservation of heritage resources and unify planning and programming, including museums, and/or
  - b. Attract additional funding sources for New Westminster's heritage organizations, and/or

- c. demonstrate broad community benefits, interest and accessibility,
  - d. support the principles of the City's Official Community Plan and the recommendations of the Parks and Recreation Comprehensive Master Plan.
  - e. Have a unified approach to planning and programming with other heritage organizations.
9. 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 information and original receipts for remittance using the report format attached (Attachment "B").
10. Upon committee satisfaction of the report, remit the grant funds to the community organization.

## Eligibility

In order to be eligible for Heritage Grants, the project must:

- a) Be sponsored by community heritage organizations or registered heritage societies that are New Westminster based and primarily serve New Westminster residents.
- b) Benefit New Westminster's community and be easily accessed by residents,
- c) Show specific benefit to the City and its residents,
- d) Be completed within the year the funding is approved for,
- e) Be cost shared with the balance of funding coming from partnerships and fund raising activities undertaken by the applicant,
- f) Demonstrate that their initiative would benefit the New Westminster community at large and be easily accessed by residents,
- g) 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.).
- h) Members of City Council should be invited to formal ceremonies where applicable.

Examples of projects eligible for consideration include:

Heritage Programs that:

- provide core funding to the New Westminster Heritage Foundation\*
- enhance the current (INSERT THE NAME OF THE PROGRAM) plaque program
- museum and archival programs
- initiate new programs or community workshops

Heritage Projects that:

- print informational brochures

- coordinate heritage walking tours
- design and install interpretive signage
- improve heritage collections, acquisitions or preservation projects

Special Events that:

- promote Heritage Week
- organize the Royal City Builders' Awards: Heritage Shield
- encourage attendance or sponsor heritage related conferences and workshops
- promote museum community special events or celebrations

\*The provision of funding for the grant façade program for residential municipally designated heritage buildings could be in the order of \$5,000 to a maximum of \$10,000 per year, based on applications received. The New Westminster Heritage Preservation Society currently provides matching grants to the Foundation.

Examples of projects or expenses not eligible for consideration include:

- a) for-profit organizations
- b) ongoing operating expenses,
- c) travel,
- d) projects based in other municipalities
- e) City Committees or Commissions
- f) direct grants to individuals for the restoration of private dwellings (Such projects would go through the New Westminster Heritage foundation).

## **Voting Members**

The committee shall consist of three (3) voting members. Two members will be New Westminster residents who apply for this committee through the annual City committee recruitment process and appointed by City Council. One member will be a member of the New Westminster Community Heritage Commission. All members shall serve without remuneration.

## **Staff Advisor**

The Assistant Director of Parks and Recreation, or Parks and Recreation designate, will provide staff support to the committee. The staff advisor must be present at all committee meetings.

## **Term**

The term for all voting members, as appointed by Council, will be for two-years from February 1 of the year appointed.

## **Chair**

Council shall appoint a Chair from one of the three voting members.

## **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.

**HERITAGE GRANT PROGRAM  
GUIDELINES AND APPLICATION FORM**

**City of New Westminster  
Heritage Grant Program  
Application Form**

Application Deadline:  
**December 31<sup>st</sup>**  
Submit completed  
applications to City Hall  
Attn: Parks and  
Recreation

Please refer to the attached "Information for Applicants" when completing this form.  
Please print clearly - do not write.

<b>Organization Name</b>	
<b>Permanent mailing address</b>	
(street)	
(city)	
<b>Contact Person</b>	
(name)	(phone)
(email)	(fax)

**Funding Request**

1. Description of project or activity	
2. Proposed project budget (including all sources of revenue & expenditures)	
3. Amount requested from the Heritage Grant program  Cash Amount \$ _____	In-Kind Services Amount \$ _____ Contact Parks & Rec Admin Office at 604-527-4567 for costs of In-Kind Services.

**Project or Activity Details**

1. Description of benefit to the New Westminster community
2. Timeline (including expected project completion date)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# New Westminster Heritage Grant Program

## **New Westminster is going to be 150 years old!**

To help you prepare, plan and celebrate New Westminster's 150<sup>th</sup> Anniversary, all grants awarded in 2009 will require groups to promote the 150<sup>th</sup> Anniversary theme in their events, programs and initiatives. The 2009 grant application will provide information to assist groups achieve this goal.

### **1. Objectives of the Heritage Grant Program**

To encourage projects which contribute to the heritage of the City.

### **2. Who May Apply**

- a. New Westminster based organizations or non-profit societies
- b. Heritage 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 show specific benefit to the City and its residents
  - 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. Heritage Programs
  - i. Providing core funding to the New Westminster Heritage Foundation
  - ii. Enhancing the current plaque program
  - iii. Museum and archival programs
  - iv. New heritage programs or community workshops
- b. Heritage Projects
  - i. Heritage tours
  - ii. Interpretive signage
  - iii. Heritage collections acquisition or preservation projects
- c. Special Events
  - i. Promoting Heritage Week
  - ii. Heritage related conferences and workshops
  - iii. Heritage community special events or celebrations
  - iv. Organizing the Royal City Builders' Awards: Heritage Shield

### **4. Types of Projects NOT Eligible**

- a. ongoing operating expenses for organizations

- b. travel
- c. projects based in other municipalities

**5. Application Information**

- a. Applications are available at the following locations:
  - i. City Hall Reception – 511 Royal Ave
  - ii. Parks & Recreation Administration Office – 600 8<sup>th</sup> Street
  - iii. 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

**OR**

City of New Westminster  
Parks & Recreation Administration Office  
600 8<sup>th</sup> Street  
New Westminster, BC V3M 3S2

Email to:

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

**For Additional Information contact:**

City of New Westminster  
Parks & Recreation Administration Office  
604-527-4567



**ATTACHMENT "B"**  
**HERITAGE GRANT PROGRAM**  
**PLANNING, ORGANIZATION & EVALUATION FORM**

## Planning, Evaluation and Learning

***To be completed and submitted with the project / event grant application.***

### Planning

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?

## Activities and Timelines

**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

## Evaluation and Learning

**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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When the project is finished, complete the attached post project / event form about evaluation, what was learned and how this learning will be applied.

## Post Project / Event Form

***To be completed and submitted with the project / event receipts.***

6. **Evaluation:** Were the desired results listed in question 2 achieved?

7. **Learning:** Based on the desired results listed in question 2, what did you learn from the project or event?

8. **Learning:** How will you apply your learning to your organization's future project / event?

9. **Documentation:** Please attach a sample of your promotional material and photos of the project/event planning and actual project / event.