Application Guide

New Westminster Community Grants
Community Partnerships Division

Updated: July 2025

The City of New Westminster Community Grants reflects the values, vision and needs of the community. Community organizations are vital to the livability and vitality of New Westminster. With support from the Community Grants program, Community Partners are able to deliver essential, creative, and innovative programs, support, and services.

Purpose of this Guide

This Guide provides important information, eligibility criteria, timelines and application tips on the City of New Westminster's Community Grants program.

Timeline

Grant Milestones for the 2026 Grant Cycle	
Online registration/onboarding	Ongoing
City Services Quote request opens (first come, first served)	September 22, 2025
Community Grants information session (online)	September 23, 2025
Application intake opens	October 1, 2025
City Services Quote request deadline	October 17, 2025
Application intake closes	October 27, 2025
Grant Advisory Committees: Review process	November 3 – 28, 2025
Funding notifications	December 2025

Online Grant Report Forms – due dates	
Activities completed between January 1 - June 30, 2026	August 17, 2026
Activities completed between July 1 – December 31, 2026	December 1, 2026
Year-long activities/Ongoing Operations funding	December 1, 2026

New Westminster

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Program Overview

Community Partners[1] play a crucial role in making New Westminster vibrant and livable. They deliver essential, creative and innovative programs, services, supports, facilities, and engagement opportunities for the people of New Westminster. Through the Community Grants Program, the City aims to recognize and support this important work, which is key to achieving the City's vision of: A vibrant, compassionate, sustainable city that includes everyone.

As an eligible Community Partner, you are invited to apply for funding to support activities your organization will deliver in the 2026 calendar year. All funded activities must be completed within this calendar year.

Your application must show that the proposed activities are supported by 50% matching funds, cost-sharing, or other confirmed sources of funding. These can include earned income, grants from other sources, donations from community members, contributions from local organizations, or funding from other levels of government. If these are not available, the City will accept in-kind contributions—such as volunteer time or subsidized rent—as measurable support.

Your application must also demonstrate how your proposed activities advance the City's Strategic Priorities using the *contexts, foundations, and lenses* described in the supporting document. You may choose one or more strategic priorities that align with your initiative.

Within the overall Community Grants Program budget, specific funding amounts are allocated to one of three portfolios:

- Portfolio 1: Grants for Living: Community Livability and Social Equity
- Portfolio 2: Grants for Involvement: Social and Cultural Vibrancy
- Portfolio 3: Grants for Growth: Community Economic Activators

You should select the portfolio that best fits your proposed activities. If your proposed activities align with more than one portfolio, we recommend choosing the one with the stated purposes most closely aligns with the primary goals of your initiative.

[1] Community Partners – All community organizations are considered partners in helping the City's achieve its vision. The City supports these partners to make a meaningful impact. Community partners include: community groups, non-profit societies, registered charities, service organizations, local sport organizations or teams

Applicant Eligibility

The City of New Westminster Community Grants Program accepts applications from the following types of Community Partners:

New Westminster-based Community Groups - organizations that are not incorporated but operate solely for the benefit of the community, rather than for their own members.

New Westminster-based Non-Profit Societies - organizations that are incorporated under the Societies Act in British Columbia, provincially or under the Canada Not-for-profit Corporations Act, federally. They may or may not be a registered charity.

New Westminster-based Registered Charities - organizations that have been approved by the Canada Revenue Agency as a Registered Charity in Canada.

New Westminster-based Service Organizations - community organizations that:

- Deliver their own programs
- Donate to other organizations in their community
- Provide scholarships and bursaries

Religious Organizations with activities that:

- Benefit the broader community
- Do not involve religious teachings
- Do not generate revenue for the organization.

Non-Profit Societies and Registered Charities based outside of New Westminster who deliver activities within New Westminster that:

- Provide significant and specific benefit to the City and its residents.
- Provide significant services to marginalized or at-risk groups in New Westminster who wouldn't otherwise have access to this type of service.
- Offer a service that is not already available in New Westminster and is not duplicated by another local organization.

Applicants to the *Portfolio 3: Grants for Growth - Community Economic Activator* are limited to:

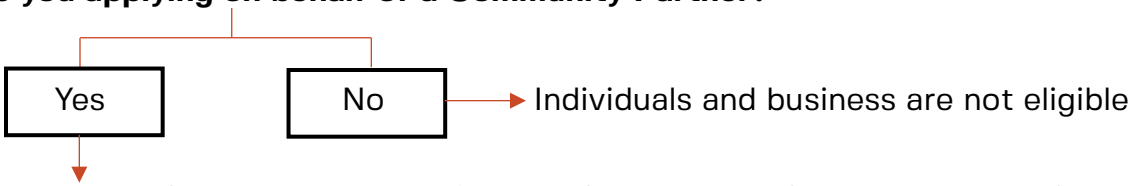
- New Westminster-based Business Improvement Associations
- New Westminster-based Chambers of Commerce
- New Westminster-based associations that promote tourism within New Westminster as their primary purpose

The following types of applicants are ineligible to apply for Community Grants:

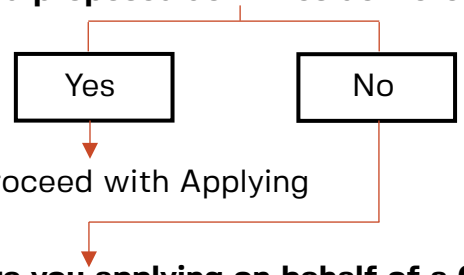
- Individuals* (exception for ***Sports Travel Grants*** for individual athletes)
- For-profit businesses
- Organizations whose sole purpose is to raise funds for other organizations
- Organizations whose principles and activities are contrary to the B.C. Human Rights Code or contrary to the Canadian Charter of Rights and Freedoms

Eligibility Decision Tree

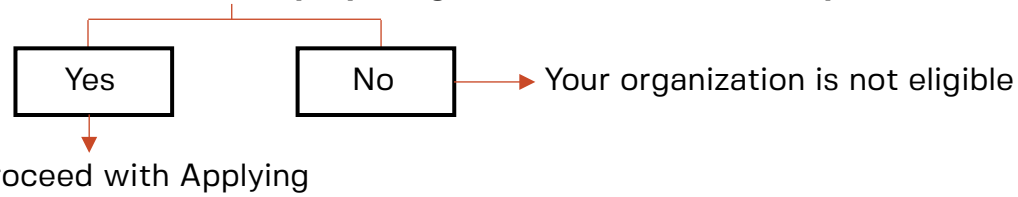
Are you applying on behalf of a Community Partner?



Are you applying on behalf of a Community Partner with a New Westminster address and proposed activities delivered in New Westminster?



Are you applying on behalf of a Community Partner that is NOT located in New Westminster but are proposing activities that will take place in New Westminster?



Portfolio Descriptions

Portfolio 1: Grants for Living: Community Livability and Social Equity

A livable community rooted in social equity is one that is safe, inclusive, and environmentally sustainable. It enhances personal independence and dignity, fosters reconciliation with Indigenous Peoples, and encourages engagement in civic, economic, and social life for all residents at any stage of life. It also supports individuals in living meaningful full lives.

Grants in this portfolio will fund Community Partners' proposed activities that aim to:

- Decrease vulnerability among community members
- Enhance community safety and overall quality of life
- Ensure access to high-quality child care for children
- Improve the urban and natural environment, while supporting climate action.

Each portfolio has various subject areas that are meant to guide your application. For Portfolio 1, relevant subject areas include child care, community wellness, and environmental/climate crisis response.

Child Care

The City of New Westminster is committed to being an active partner in developing and maintaining a comprehensive child care system that includes the delivery of quality programs that are accessible and affordable. Grants help licensed, non-profit child care operators in New Westminster develop, expand, or improve child care services to families.

Information for Applicants

Child Care grants support equipment upgrades. Eligible applicants are non-profit, licensed child care operators. Applicants can submit one application, inclusive of all your New Westminster locations.

Requested capital items must be valued at $500 or more. Applicants may request up to a maximum of $5000 per application and must include quotes.

To qualify, full-time monthly fees must be below the benchmark set by the Ministry of Education and Child Care.

For 2025-2026, these benchmarks are:

0-18 Months	= $2,062/month
18-36 Months	= $2,019/month
3 Years to Kindergarten	= $1,510/month
Grade 1 to Age 12	= $630/month

For more information, please visit the Ministry's Child Care Fee Reduction Initiative (CCFRI) Funding Guidelines.

Previously Funded Examples

- ✓ Replace cribs, mattresses, change tables, and sleeping mats
- ✓ Update outdoor play space, including fence repairs, ground cover upgrades, and adding picnic table and benches

Staff Advisor	Anur Mehdic Social Planner	amehdic@newwestcity.ca	604-515-3792

Community Wellness

The City of New Westminster supports initiatives that enhance the well-being of underserved groups, including seniors, individuals facing mental health challenges, Indigenous Peoples, youth counseling, and animal welfare. Grants helps organizations provide essential services, fostering inclusive and supportive communities for those in need.

Information for Applicants

Eligible activities include initiatives for underserved groups, such as:

- Seniors
- Mental Health
- Indigenous Peoples
- Youth Counselling
- Animal Welfare

Organizations located outside New Westminster may apply if their proposed activities take place within New Westminster.

Previously Funded Examples

- ✓ Meals on Wheels
- ✓ Youth Counselor at New Westminster Youth Centre
- ✓ Support for volunteer programs for Canadian Mental Health Society

Staff Advisor	Silisha Ali Acting Recreation Services and Facilities Manager, Seniors and Youth	sali@newwestcity.ca	604-519-1060

Environmental/Climate Crisis Response

The City of New Westminster is a responsible leader in climate action, committed to protecting and restoring natural areas, and minimizing the environmental footprint of its highly urbanized community. Grants will support activities alighted with the City's Environmental Strategy and Action Plan, Community Energy and Emissions Plan, and/or the City's declaration of a climate emergency.

Information for Applicants

Grants will support Community Partners undertaking activities that provide environmental benefits or promote environmental awareness in the New Westminster community. Eligible initiatives may include climate action, energy conservation, recycling projects, and enhancements to the natural environment.

Organizations located outside New Westminster may apply if their proposed activities take place within New Westminster.

Previously Funded Examples

- ✓ Invasive species removal or native species planting/ restoration events
- ✓ Workshops or events that support climate action
- ✓ Activities that contribute to biodiversity (e.g., pollinator projects)

Staff Advisor	Megan Jones Environmental Coordinator	mjones@newwestcity.ca	604-515-3780

Portfolio 2: Grants for Involvement: Social and Cultural Vibrancy

A socially and culturally vibrant community integrates culture with environmental, economic, and social life. It also offers opportunities for personal fulfillment and expression through sports, recreation, arts, heritage, and community celebrations.

Grants in this portfolio will fund Community Partners' proposed activities in the arts, heritage, sport, and recreation areas that:

- Broaden participation
- Enrich community vibrancy, expression, and creativity
- Recognize and engage with the community's unique heritage
- Fosters opportunities for achievement and innovation

Each portfolio has subject areas to help guide your application. For Portfolio 2, relevant subject areas include amateur sport, arts, community festivals and events, and heritage activities.

Amateur Sport

The City of New Westminster supports New Westminster-based youth sport organizations to increase youth participation, offer diverse activities, encourage trying a new sport, focus on skills development and competition, and enhance volunteer involvement and training.

Information for Applicants

For this grant, youth are defined as people aged 18 and under. Priority is given to proposals expand sporting opportunities, increase participation, build skills, or introduce new services or programs.

Eligibility:

- Must be a non-profit sport organization with an elected board
- Programs must be open to all youth in New Westminster
- At least 50% of costs must be from other sources
- Applicants must include anonymized data showing youth participation, noting how many live in New Westminster

Eligible Requests:

- Tournament/competitions hosting costs (e.g. equipment transport or rentals).
- Volunteer training and professional development.
- Food for volunteers (only as part of a larger project or program)

Previously Funded Examples

- ✓ Clinics: including safety and respect in sport
- ✓ Equipment - rental/moving for hosting tournament
- ✓ Volunteer coaches training and development clinic
- ✓ Leadership/ mentoring program
- ✓ Free drop-in day event to recruit new players

Staff Advisor	Sloane Elphinstone Coordinator, Park Services	selphinstone@newwestcity.ca	604-777-5123

Arts

The City of New Westminster supports activities that contribute to the development of arts in the city and align with the City's Arts Strategy and Theatre Strategy. This grant portfolio is open to innovative activities that broaden participation, support artists, develop audiences, or increase equity, inclusion, and accessibility in the arts.

Information for Applicants

The arts are reflective of the community's creativity and identity, including:

- Visual Arts - painting, drawing, sculpture, crafts, print making, graphics, fabric arts
- Literary Arts - creative writing, poetry, prose
- Performing Arts - music, drama, dance, theatre, opera.
- Media Arts - including photography, publishing, TV, radio, film, video and audio recording, digital and computer graphic art.

Applicants should connect their proposed activities to the goals of the City of New Westminster **Art Strategy**:

- Communicate: Increase public awareness of the arts
- Nurture: Cultivate support for artists and develop audiences
- Include: Increase inclusion and accessibility in the arts
- Generate: Create economic opportunities and increase contribution to the arts
- Innovate: Embrace and encourage innovative ideas

Previously Funded Examples

- ✓ Queensborough Special Projects Committee Mural Project
- ✓ New West Film Society – New West Film Fest

Staff Advisor:	Todd Ayotte Manager, Community Arts & Theatre	tayotte@newwestcity.ca	604-515-3822

Community Festivals and Events

Grants for Community Festivals and Events are designed to help applicants host festivals and events that benefit the community. These events should add value to neighbourhoods, build community pride, and encourage community interaction and spirit. The events must also align with the City's values for a healthy and vibrant community.

Information for Applicants

Community events are eligible to apply for up to five years of funding and may re-apply after each term. Funding can be requested in cash or as a City Services as follows:

Cash Grant:
Year 1 – up to 80% of the demonstrated financial need
Year 2 – up to 65% of the demonstrated financial need
Year 3 – up to 50% of the demonstrated financial need
Year 4 – up to 50% of the demonstrated financial need
Year 5 – up to 50% of the demonstrated financial need

Example: *If your event has a demonstrated financial need of $10,000 each year:*

Year 1: You could receive up to $8,000
Year 2: Up to $6,500
Year 3: Up to $5,000
Year 4: Up to $5,000
Year 5: Up to $5,000

City Services:
Up to 100% of estimated City Service (includes police, fire, engineering, road closure contracts, permits) costs may be covered, depending on availability and approval by City staff. Please see details about requesting a City Services quote.

Previously Funded Examples

- ✓ RiverFest
- ✓ Fridays on Front
- ✓ Youth Leadership Program

Staff Advisor:	Jen Bolcsfoldi Assistant Program Coordinator, Special Events	jbolcsfoldi@newwestcity.ca	604-636-4488

Heritage

Heritage stems from the activities and experiences of all residents and is part of what makes New Westminster unique. It includes the histories, cultural practices, ideas, and memories of local peoples that are shared, celebrated, and learned from. Heritage is something each generation receives, reworks, and passes on (OCP. p.51). It encompasses intangible elements—such as storytelling, language, dance, and traditional knowledge and skill —and physical ones such as artifacts, belongings, artwork, handcraft, buildings, and sites worthy of discussion, reflection, or preservation for the future (Heritage BC).

Heritage plays a key role in local life as it is "crucial to our understanding and appreciation of the identity and character of our communities" (Province of BC). According to the First Peoples' Cultural Council, Indigenous heritage is intangible and tangible, but also holistic, "holding intrinsic value to the well-being of Indigenous peoples and affect[s] all generations."

Across perspectives, heritage fosters connection and belonging.

Information for Applicants

Grants in this portfolio support initiatives that enrich, expand, or fill gaps in what is understood about New Westminster's diverse histories, identities, and cultural landscape.

Eligible activities include:

- Applicant-led programs or workshops
- Heritage tours and preservation projects
- Cultural practice, including artwork and handcraft
- Interpretive signage
- Archival or museum projects and programs
- Enhancing the current plaque program
- Events promoting Heritage Week and other heritage celebrations, conferences, awards, or workshops

Previously Funded Examples

- ✓ National Indigenous Peoples Day celebrations
- ✓ Virtual Heritage tours
- ✓ Medicine Wheel Labyrinth

Staff Advisor	Rebeca Salas Cultural Heritage Supervisor	rsalas@newwestcity.ca	604-515-3829

Sport Travel Grants

New Westminster youth amateur sport teams and individuals may, under special circumstances, apply for travel assistance to provincial, national and international competitions. This is the only grant type where an individual may apply.

Information for Applicants

Applicants should contact staff to receive a special invitation to use the Sport Travel application form. This grant is not eligible for multi-year funding.

Grant Amounts:

Individuals

- Travel outside the province but within North America = $200
- Travel outside North America = $300

Teams (Minimum of 3 players and a coach)

- Travel outside the province but within North America = $800
- Travel outside North America = $1,000

Previously Funded Examples

- ✓ North American Indigenous Games in Ontario
- ✓ Royal Canadian Legion National Youth Track and Field Championship in Brandon, Manitoba

Staff Advisor:	Sloane Elphinstone, Coordinator, Park Services	selphinstone@newwestcity.ca	604-777-5123

Portfolio 3: Grants for Growth: Community Economic Activators

Enhancing economic opportunities in the community increases the wellbeing of residents. Grants in this portfolio are provided to initiatives that play a significant role in enhancing tourism and the economic development of New Westminster.

The following types of organizations are eligible to apply for this portfolio:

- New Westminster-based Business Improvement Associations
- New Westminster-based Chambers of Commerce
- New Westminster-based associations that promote tourism within New Westminster as their primary purpose

Economic and Tourism Activities

Grants in this portfolio are intended to support the hosting of major tourism activities that generate significant economic benefit to New Westminster. Activities should positively impact economic growth, receive considerable media exposure, attract significant attendance relevant to the venue capacity, have a substantial number of sponsors, and be marketed to tourists.

Information for Applicants

Economic and Tourism activities are eligible to apply for up to five years of funding. Funding for proposed activities can be requested in cash or as a City Services as follows:

Cash Grant:
Year 1 – up to 80% of the demonstrated financial need
Year 2 – up to 65% of the demonstrated financial need
Year 3 – up to 50% of the demonstrated financial need
Year 4 – up to 50% of the demonstrated financial need
Year 5 – up to 50% of the demonstrated financial need

Example: *If your event has a demonstrated financial need of $10,000 each year:*

Year 1: You could receive up to $8,000
Year 2: Up to $6,500
Year 3: Up to $5,000
Year 4: Up to $5,000
Year 5: Up to $5,000

City Services:
Up to 100% of estimated City Service (includes police, fire, engineering, road closure contracts, permits) costs may be covered, depending on availability and approval by City staff. Please see details about requesting a City Services quote.

Previously Funded Examples

- ✓ Uptown Live
- ✓ Fridays on Front
- ✓ New Westminster Farmers Market
- ✓ Strategic planning for business organizations

Staff Advisor:	Carolyn Armanini Manager, Economic Development	carmanini@newwestcity.ca	604-527-4647

Grant Types

New Westminster City Council approves an annual budget for Community Grants as part of the City's overall operating budget. The Community Grants Program contains two distinct budgets: one for Cash Grants and one for City Services. Both are approved every year during the City's annual budget process. These budgets also include the funding for Community Partners previously awarded multi-year funding.

Most applicants request Cash Grants, but some may also require City Services to deliver their proposed activities. In such cases, an applicant will apply for both. Regardless of the funding mix, the total value of a combined Cash Grant and City Services must not exceed $75,000.

Cash Grants

Applications must demonstrate 50% matching funds, cost-sharing or other sources of funding, and/or support for the proposed activities equal to 50% of your expenses. These matching funds can come from a variety of sources, including earned income, support from other grant programs, donations from residents or community members, contributions from local organizations, or funding from other levels of government.

If these funding sources are not available, the City will also accept in-kind contributions—such as volunteer time or reduced rent from another organization—as quantified support for your proposed activities. Please provide details in your budget.

All eligible expenses must be listed in your application. These may include:

- Annual program delivery costs
- Ongoing operational costs
- One-time projects, workshops, events
- Capital items essential for program delivery
- Seed funding to develop and launch new programs or ideas
- Specialized equipment, services, and professional development
- Food, where it is a cultural or program-related element essential to your activity's success. Contact City staff to confirm eligibility.

Note: *for grant awards under $20,000, staff wages and administrative costs are not eligible.*

City Services

The City of New Westminster offers a variety of City Services to support grant recipients, including Police, Fire and Rescue, Engineering Operations and Transportation. Common requests include traffic control, barricades, waste management, road closures, and other related Services.

Rental fees for City facilities— such as community centres, theatres, and art galleries— are already subsidized for amateur sport, community, and art-based use. These fees should included in your Cash Grant request, not as City Services.

If you are applying for City Services as part of your grant application:

- You must obtain a quote from City staff before you submit your application and upload the quote with your application on the grant platform.
- For large festivals and events, it may take up to three weeks to prepare a quote.
- For new festivals or events, the Community Events staff will meet with you to develop a quote that meets your needs.
- You may apply for only City Services. These applications are approved directly by City staff and do not go to the Grant Advisory Committees.

Multi-Year Grants

New applicants to the New Westminster Community Grants program may apply for one year of funding.

Previous applicants to the New Westminster Community Grants program can apply for multi-year funding. To be eligible, applicants must have previously received at least one year of prior funding for their proposed activities and submitted a satisfactory report. Applicants can request 2, 3, 4 or 5 years, though the Grant Advisory Committees may recommend few years than requested. Multi-year funding is available for up to 5 years but is not adjusted for inflation.

If awarded multi-year funding, successful applicants cannot reapply until the multi-year term ends. For example, a 5-year grant awarded in January 2026 would make you ineligible to reapply until fall of 2030, for 2031 grants.

The City will provide advance notice if future funding will not be renewed due to unmet obligations (i.e. not submitting an annual Online Grant Report form, misspending funds).

Ineligible Expenses

The New Westminster Community Grants program supports costs directly related to the delivery of proposed activities. However, certain expenses are not eligible for funding.

The following expenses are ineligible:

- Fees paid to third-party event managers
- Activities taking place outside New Westminster
- Activities that fundraise for a third party
- Awards and bursaries.
- Direct grants to individuals (e.g. artists, athletes, students)
- Gift certificates, prizes (including cash prizes), giveaways, and trophies
- Volunteer incentives, prizes, or branded items (e.g. t-shirts)
- School fairs
- Travel or touring costs (except for Sport Travel Grants)
- Performance tariffs or music rights
- Paid coaches or professional athlete development
- Research projects
- Food for the public
- Deficit funding
- Purchases made before January 1, 2026
- Activities that promote political, religious, or spiritual viewpoints or exclude others

Note: *for grant awards under $20,000, staff wages and administrative costs are not eligible.*

How to Apply

In 2024, the City of New Westminster launched a new online grant application system using the Good Grants platform. All eligible Community Partners must submit their applications through this system.

Here's how you can get started:

1. Click here to access the grant platform.
2. Register with your email address.
3. Check your email for a six-digit verification code.
4. Enter the code and complete your registration.

Once registered, follow the prompts to start your application. You will first complete an eligibility questionnaire. If eligible, the rest of the application will become available.

You'll be asked to provide:

- Contact information
- A description of your proposed activities
- Project details
- A balanced budget (including an itemized list of City funds requested)
- Relevant documentation and marketing materials

Your application will also require supporting documents, including:

- Minutes of the organization's Annual General Meeting
- Financial statements from your last Annual General Meeting
- Constitution and bylaws
- Documentation that supports your request (studies, quotes)

If your organization does not have these documents, you are not required to submit them. However, not including existing documentation may negatively your application evaluation.

Applicants may submit only one application per intake. However, your application can include multiple activities. Please note that the City reserves the right to prioritize specific activities within an application and may choose to fund some, all, or none of them.

Review Process

After your application is submitted, it will first be reviewed by the Community Grants Coordinator. If your proposal is better suited for a different portfolio, you will be contacted about moving it—this will not affect your application. You are welcome to reach out with questions any time.

Each portfolio has a Grant Advisory Committee, made up of community volunteers and one non-voting City staff member. These Committees review all applications and make funding recommendations to the Chief Administrative Officer. New Westminster City Council does not award grant funds.

In some cases, the City may request a meeting to better understand your proposal. This is neither a positive nor negative—just a way to ensure clarity. If a meeting is needed, you will be contacted within a month after the application deadline to schedule it.

Applications are evaluated based on:

- A demonstrated community need for the proposed activities
- Collaboration with other organizations, or unique services provided
- Inclusion of Indigenous-led projects, or efforts that advance Truth and Reconciliation
- Benefit to the New Westminster community
- Level of community support (e.g. attendance, donations, volunteers)
- Clear goals and measurable outcomes
- Availability of matching funds
- Justification for any increase in requested funding compared to previous years

Note: *Regardless of your request, the Grant Advisory Committees may recommend only one year of funding, partial funding, or no funding at all.*

Release of Funds

Funds will begin being released in January 2026. Prior to receiving funds, you must register for Electronic Fund Transfers (EFT) with the City—instructions will be provided.

Newly funded organizations will receive funding as a reimbursement after their proposed activities are completed and the Grant Report Form for has been submitted.

If your organization has previously demonstrated the ability to deliver your proposed activities, you may be eligible for partial payment in advance. There are three disbursement scenarios:

- Grants of $500 or less: 100% of funds will be provided upfront.
- Grants over $500: 50% provided upfront; up to the remaining 50% when the Online Grant Report Form has been submitted.
- Multi-year grants: 100% of the funding will be provided upfront.

Along with your funds, you will be provided with the City's logo and style guide. All of your promotional materials and signage must acknowledge the City of New Westminster as a funder. Failure to do so may impact your eligibility for future grants.

Reporting

After completing your proposed activities, you must submit a Grant Report Form to be eligible for reimbursement of any unpaid grant funds. This includes providing receipts for all approved expenses.

The Grant Report Form is available online through the New Westminster Community Grants platform. A reminder will be emailed to the applicant's email address on file. If your contact information changes, please notify the Community Grants Coordinator.

The final deadline to submit your Grant Report Form and all supporting documents is December 1st of grant year. Receipts submitted after this date will not be reimbursed. If your proposed activities is taking place after November 14th, please contact staff to arrange an alternative deadline.

Early or periodic receipt submissions may be allowed on a case-by-case basis with prior approval from the Community Grants Coordinator.

Requirements

Your report must clearly verify and support the expenses claimed and should match those approve in your grant award. You may include:

- Receipts or invoices from vendors
- Packing slips with pricing
- Event registration confirmation
- A summary of actual outcomes versus proposed outcomes
- Photos that may be shared publicly
- A financial summary comparing your actual expense to the proposed budget
- Proof of City funding acknowledgement (e.g. website, brochures, ads)

It is important to complete as proposed and reflect this in your Grant Report. The City may withhold unpaid funds if reporting requirements are not met. If you fail to provide detailed receipts, you may not receive your grant funds.

Funds cannot be carried forward to the next year under any circumstance.

Capital Items

Equipment purchased with Community Grants funds becomes the property of the Community Partner that received funding. It must not be re-sold. If the equipment is no longer needed, it should be donated to another Community Partner.

Failure to Report

- If the Online Grant Report form and required receipts are not submitted by December 1st, the grant is forfeited.
- If your organization forfeits two or more grants, you may no longer be eligible for future funding.
- If you have trouble spending or reporting funds, contact City staff right away—we are here to help.

Transparency

To promote transparency, successful applications will be published on the City's Open Data website. Personal and sensitive information (e.g. declarations, supporting documents) will not be made public to project your privacy.

Contact

The New Westminster Community Grants program is supported by City staff who are available to assist you with developing your application, complete reporting requirements, and answering any other questions you may have. Please refer to the directory below for the appropriate contact for your portfolio and subject area.

Program Administration	**Stephen O'Shea** **Community Grants Coordinator**	grants@newwestcity.ca	**778-789-7514**
Child Care	Anur Mehdic, Social Planner	amehdic@newwestcity.ca	604-515-3792
Community Wellness	Silisha Ali, Acting Recreation Services and Facilities Manager, Seniors and Youth Services	sali@newwestcity.ca	604-515- 3775
Environmental/ Climate Crisis Response	Megan Jones, Environmental Coordinator	mjones@newwestcity.ca	604-515-3780
Amateur Sport & Sports Travel	Sloane Elphinstone Coordinator – Park Services	selphinstone@newwestcity.ca	604-777-5123
Arts	Todd Ayotte Manager, Community Arts & Theatre	tayotte@newwestcity.ca	604-515-3822
Community Festivals and Events	Jen Bolcsfoldi Assistant Program Coordinator, Special Events	jbolcsfoldi@newwestcity.ca	604-636-4488
Heritage	Rebeca Salas Cultural Heritage Supervisor	rsalas@newwestcity.ca	604-515-3829
Economic Activators	Carolyn Armanini Manager, Economic Development	carmanini@newwestcity.ca	604-527-4647

For more information, visit newwestcity.ca/grants
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