Frequently Asked Questions

New Westminster Community Grants
Community Partnerships Division

Updated: July 2025

I was in the process of filling out the application and I could not complete it because I did not have all the information. Can I save and go back to it?

Yes. At the bottom of each page of the application form, there is a clickable “Save + next” button that ensures the granting software saves your application and allows you to close your web browser. You can go back any time to make changes to your application any time before the application deadline on October 27, 2025.

How do I apply for City Services as part of my grant application?

Proposed activities that require City Services must be approved by the City’s Special Events Department prior to applying for funding. As this may take up to three weeks, applicants must contact grants@newwestcity.ca in advance to allow for this process.

You can begin requesting a City Services quote on September 22, 2025. You can start your application any time after October 1, 2025. Quotes will be offered up to October 17, 2025. Please ensure you have received your quote and input the expenses into the budget tab of your application prior to submitting. The application form will also ask you to attach the quote.

Is food an eligible expense?

Food is an eligible expense when the sharing of a meal is an essential cultural element or pivotal to the success of a larger component of your proposed activities. Each request will be evaluated based on its unique circumstances, please discuss with City staff when developing your grant application. Food for volunteers may be eligible if the expense is a component of a larger project or program.

Are gift certificates, prizes or cash prizes and trophies an eligible expense?

No. Volunteer incentives, public prizes, promotional items, or t-shirts for volunteers do not qualify for grant funding. Your grant application might include them but the City will not fund them.

How are grants awarded during the selection process?

Three Grant Advisory committees, composed of community volunteers, are appointed by New Westminster City Council because of their special focus area. Members of these evaluate grant applications by reading, scoring, and commenting on all applications in their respective portfolio. The Committees gather in-person to reach consensus on their recommendations for funding. The final approval is given by the Chief Administrative Officer of the City of New Westminster.

What are the requirements to receive our grant money after the completion of our proposed activities?

We ask you to submit an Online Grant Report Form and scanned copies of receipts of all purchases and expenses related to your activities. The deadline to submit this report is December 1, 2026. Please ensure all documentation is submitted at one time in order for us to process the balance of your grant money.

Why is it necessary to complete an Online Grant Report Form?

We would like to celebrate your success by capturing images and highlights of your completed activities. This information will be used to report the impact of the New Westminster Community Grants program to the broader public, to share your organization's contributions to the community. Please ensure your submitted images have the proper consent of participants in order to be publicly shared.

When will we receive our grant money?

Funding distribution starts in early January and should arrive to you soon after.

If your application is approved and your organization has previously demonstrated the ability to carry out the proposed activities, you may be eligible for partial payment upfront. The three scenarios for funds disbursement are:

1. If you are awarded a Cash grant amount is under $500, you will receive 100% of your funds up front.
2. If you are awarded a Cash grant amount is above $500, you will receive 50% of your funds upfront and the remaining balance when the Grant Report Form has been received by the City
3. If you are awarded Multi-Year funding for Operating funds, you will receive 100% of the funding upfront in each calendar year you are approved.