Program Policy

New Westminster Community Grants
Community Partnerships Division

Approved: May 26, 2025. Updated: July 2025

1. Purpose

1.1. 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 this 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.

2. Scope

2.1. The New Westminster Community Grants Policy applies to all applications for funding and grants within the City of New Westminster's Community Grants Program. It does not apply to grants by the New Westminster Public Library or the New Westminster Police Department.

3. Guiding Principles

3.1. The City of New Westminster's Community Grants Program is guided by a set of core principles and values that reflect the City's commitment to building a vibrant, inclusive, and resilient community. These principles ensure that the grants we provide not only support the immediate needs of Community Partners but also contribute to long-term growth, engagement, and impact across the city.

a. Building Community Capacity – The City of New Westminster is strengthened by the unique expertise and essential activities provided by partners that respond to challenges and opportunities in the community. The City recognizes that funding from the Community Grants Program builds capacity, creates the potential for self-sufficiency, and provides leverage, resulting in increased impact in the community.

[1] Community Partners – All community organizations are the City's partners in achieving the City's vision and the City supports these partners to have impact. Community partners include: Community Groups, Non-Profit Societies, Registered Charities, Service Organizations, Local Sport Organizations or Teams.

b. Community Partners – All community organizations are the City's partners in achieving its vision. The City supports these partners through both cash funding and in-kind City Services that help them make a meaningful impact.

c. Supportive Process – The City is considerate of the diversity of skills and resources available within Community Partners. The City will provide a supportive application and reporting processes scaled to the size of grants provided, and that limits the administrative burdens to ensure the success of Community Partners.

d. Responsiveness – The Community Grants Program ensures timeliness to respond effectively to the community, enabling the successful delivery of activities throughout New Westminster.

e. Stewardship – The City commits to being effective and prudent stewards of taxpayer dollars, City resources, and assets. The grants budget will be set annually within the context of the overall City budget.

f. Impact Evaluation and Reporting – The City will measure the success of its grant making based on the social impact and outcomes. It will publicly celebrate the achievement of these impacts with the community.

4. Eligibility

4.1. Only Community Partners are eligible to apply for Community grants. The City of New Westminster Community Grants Program accepts applications from the following types of Community Partners:

a. 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.

b. 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.

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

d. New Westminster-based Service Organizations - community organizations that deliver their own programs, donate to other organizations in their community, and/or provide scholarships and bursaries.

e. Religious organizations with activities that benefit the broader community, do not involve religious teachings, and do not generate revenue for the organization.

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

i. Provide significant and specific benefit to the City and its residents.

ii. Provide significant services to marginalized or at-risk groups in New Westminster who wouldn't otherwise have access to this type of service.

iii. Offer a service that is not already available in New Westminster and is not duplicated by another local organization.

4.2. The following types of organizations are ineligible to apply for Community Grants:

a. For-profit businesses.

b. Organization's whose sole purpose is to raise funds for other organizations.

c. Organizations whose principles and activities are contrary to the B.C. Human Rights Code or contrary to the Canadian Charter of Rights and Freedoms.

Individuals are ineligible to apply for Community Grants, except for athlete travel assistance using the "Sports Travel Form".

4.3. Each Community Partner may submit only one application per grant intake, encompassing all the proposed activities they wish to fund. Applicants may not request more than one Portfolio-type of grant for their proposed activities.

4.4. To be eligible for funding, proposed activities must support strong social and community values that are not contrary to the B.C. Human Rights Code or contrary to the Canadian Charter of Rights and Freedoms.

4.5. Applications must be submitted online through the City's grant platform. If applicants need assistance with completing the online application, City staff will provide support.

4.6. Failure to adequately report how funds were spent on approved budget items may result in the Community Partner being ineligible for future grants.

5. Budget

5.1. Each year, Council will set and approve a budget for the Community Grants Program before any grant proposals are invited. This budget will be part of the overall City budget. Additionally, a separate budget will be set aside specifically for any City Services that might be needed to support the proposed activities funded through the grants program.

5.2. Within the allocated budget for the Community Grants program, two grant types are available for applicants to apply for. These grant types are defined as:

a. Cash Grants

i. All Community Partners are eligible to apply for cash grants. Individuals can only apply for Sports Travel Grants.

ii. Applications must demonstrate matching funds, cost-sharing, other sources of funding, and/or support for the proposed activities.

b. City Services

i. The cost of City Services will be accounted for as a cash equivalent in each grant application that requires City Services for the delivery of the proposed activities.

ii. City Services must be approved by City staff before a grant application will be reviewed by a Grant Advisory Committee.

5.3. The total value of a combined Cash grant and City Services request will not exceed $75,000.

5.4. For further criteria and requirements for each grant type, please refer to the New Westminster Community Grants Application Guide, available on the City's website.

6. City Acknowledgement

6.1. Successful grant recipients must acknowledge the City of New Westminster's financial support on all marketing communication and promotional material. This includes posters, website, news releases, signage, etc. Failure to acknowledge the City may affect future grant consideration.

6.2. Versions of the City logo are available by emailing communications@newwestcity.ca. Use of the City of New Westminster logo must adhere to the City's graphic standards guide that will be provided along with the logo.

7. Grant Program Management

7.1. The Community Grants Program will be managed by the Community Services department. The Community Grants Coordinator will oversee the administration of the program.

7.2. A Grant Advisory Committee will be established for each of the three portfolios.

a. Each Grant Advisory Committee will include a minimum of three and up to ten community content experts representing various sectors within each portfolio. The number of members would vary depending on the needs of each portfolio.

b. Grant Advisory Committee members will be recommended by City staff from the applications received and appointed by Council.

7.3. The Grant Advisory Committees are responsible for reviewing all grant applications and making recommendations to the Chief Administrative Officer for approval.

7.4. City staff with relevant subject matter expertise will be assigned to each of the three Community Grants portfolios. Their responsibilities include:

a. Supporting applicants during the application period.

b. Assisting the Grant Advisory Committees in their review and evaluation of applications.

c. Ensuring a neutral, fair, and transparent process for reviewing and recommending grant awards.

d. Supporting the City's commitment to open and transparent governance by publishing all successful grant applications to the City's Open Data website.

8. Accountability

8.1. Grant recipients are required to submit a grant report annually or according to the specific terms of the grant.

8.2. City staff will present an annual grant impact report to Council, highlighting the program's outcomes and benefits to the community.