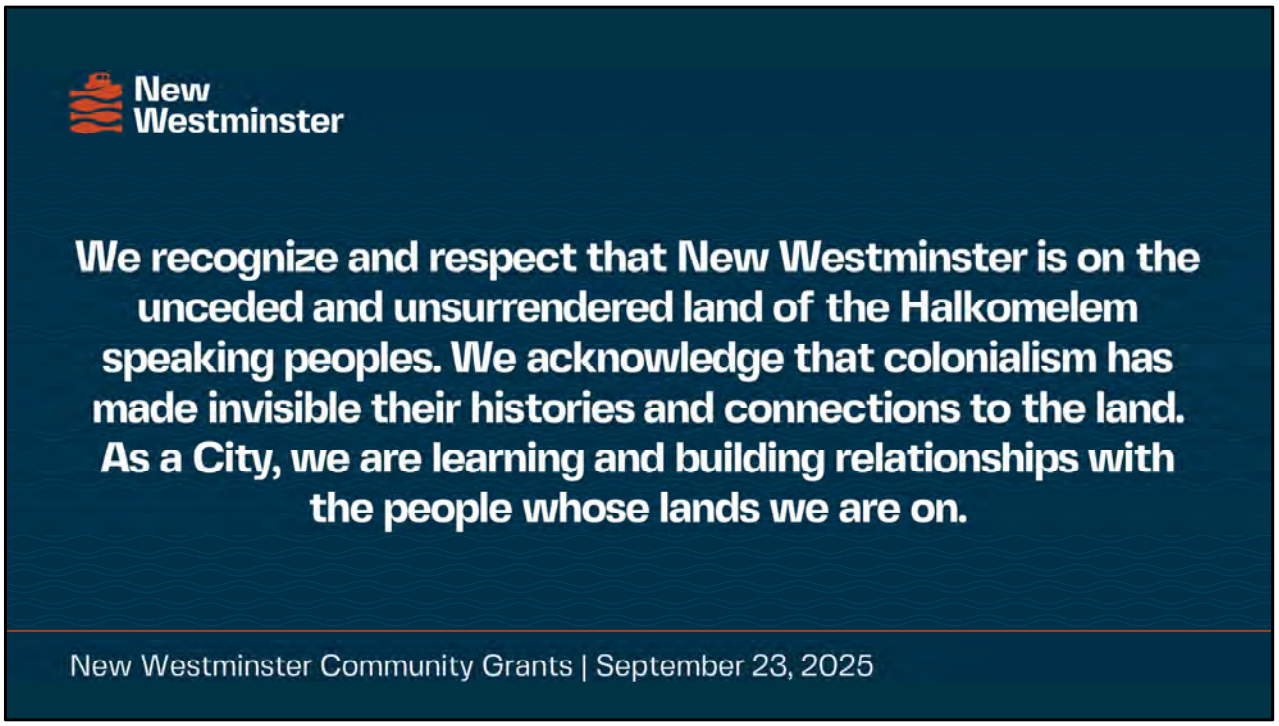


For more information about the New Westminster Community Grants Program, visit https://www.newwestcity.ca/grants

All important documents for applying and reporting can be found at: https://www.newwestcity.ca/grants#supporting-documents

Any questions about the New Westminster Community Grants Program can be sent to: grants@newwestcity.ca


New Westminster
We recognize and respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. We acknowledge that colonialism has made invisible their histories and connections to the land. As a City, we are learning and building relationships with the people whose lands we are on.
New Westminster Community Grants | September 23, 2025


New West
Agenda
1. Portfolios
2. Grant Types
3. Program Budget
4. Timeline
5. Application Form
6. Budget Tab
7. Application Review
8. Staff Advisors
9. FAQs and Questions
Stephen O'Shea
Community Grants Coordinator
grants@newwestcity.ca
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Portfolio 1 | Grants under this portfolio will fund proposed activities by Community Partners that:
- Decrease the 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.

Portfolio 2 | Grants in this portfolio will fund proposed activities by Community Partners in the arts, culture, heritage, sport and recreation that:
- Broaden participation,
- Enrich community vibrancy, expression, and creativity.
- Recognize and engage with the community's unique heritage.
- Foster opportunities for achievement and innovation.

Portfolio 3 | Grants in this portfolio are provided to organizations that play a significant role in enhancing tourism and the economic development of New Westminster. Only these types of organizations are eligible to apply:
(a) New Westminster based Business Improvement Associations.
(b) New Westminster based Chambers of Commerce.
(c) New Westminster based associations that promote tourism within New Westminster as their primary purpose.



Portfolio 1 | Grants under this portfolio will fund proposed activities by Community Partners that:
- Decrease the 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.

Child Care | Previously funded activities:
Replace cribs, mattresses, change tables, and sleeping mats
Updates to outdoor play space, including fence repairs, ground cover upgrades, and adding picnic table and benches

Environment | Previously funded activities:
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)

Community Wellness | Previously funded activities:
Meals on Wheels
Youth Counselor at New Westminster Youth Centre
Support for volunteer programs for Canadian Mental Health Society



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- Broaden participation,
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- Recognize and engage with the community's unique heritage.
- Foster opportunities for achievement and innovation.

Amateur Sport | previously funded activities:
Clinics: including safety and respect in sport
Free drop-in day event to recruit new players

Sport Travel Grant | previously funded activities:
North American Indigenous Games in Ontario
Royal Canadian Legion National Youth Track and Field Championship in Brandon, Manitoba

Arts | previously funded activities:
New West Film Society – New West Film Fest
Queensborough Special Projects Committee Mural Project

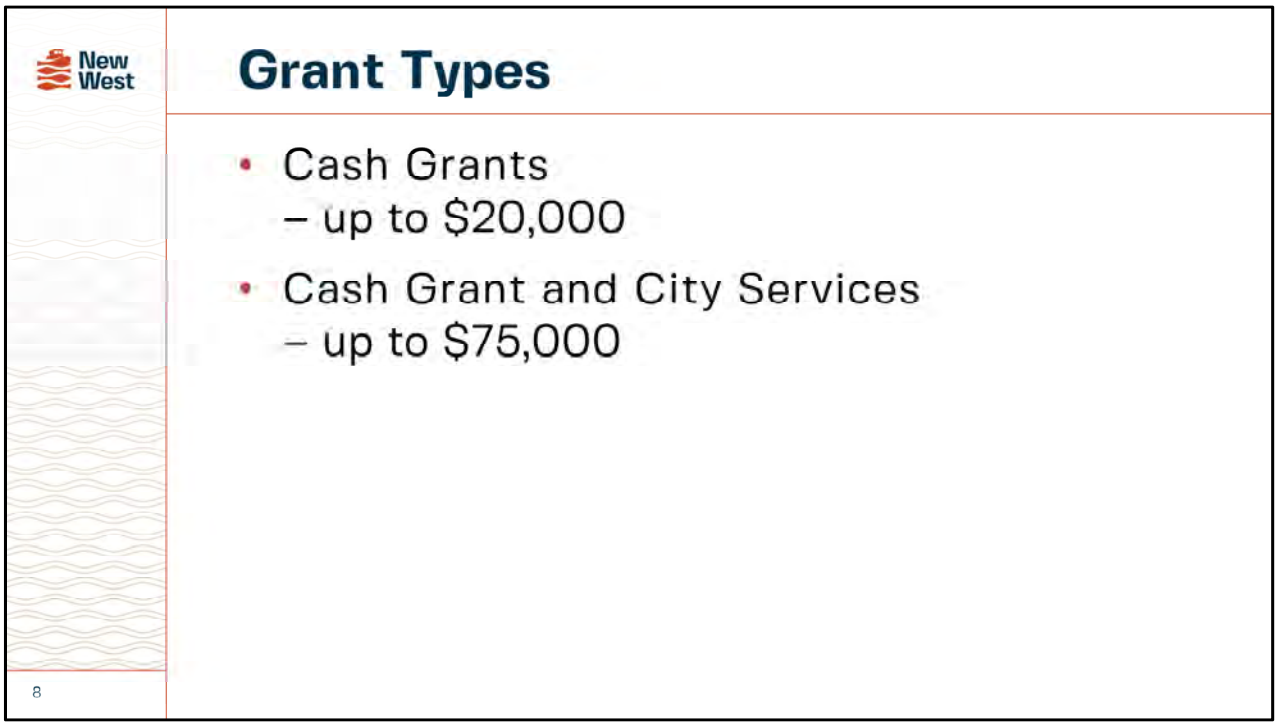
Community Festival and Event | previously funded activities:
RiverFest
Fridays on Front
Youth Leadership Program

Heritage | previously funded activities:
National Indigenous Peoples Day celebrations
Virtual Heritage tours



Portfolio 3 | Grants in this portfolio are provided to organizations that play a significant role in enhancing tourism and the economic development of New Westminster. Only these types of organizations are eligible to apply:
(a) New Westminster based Business Improvement Associations.
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Economic and Tourism Activities | Previously funded activities:
Uptown Live
Fridays on Front
New Westminster Farmers Market
Strategic planning for business organizations



Your proposed activities must be completed within the year that funding is approved. Funding will be provided after the completion of the proposed activities, unless you've been approved for these activities in the past. Previously approval will allow for 50% payment upfront and the balance upon completion.

The application form includes a section to attach supporting documents including:

a. Minutes of the organization's Annual General Meeting (AGM)
b. Recent financial statements as presented at the last AGM
c. Constitution and bylaws
d. Budget for the proposed activities
e. Documentation that verifies the request.

Applicants must attach the listed documentation if such documents (or similar) exist within the organization. In cases where the applicant organization does not have such documentation, they are not required to include the attachment.



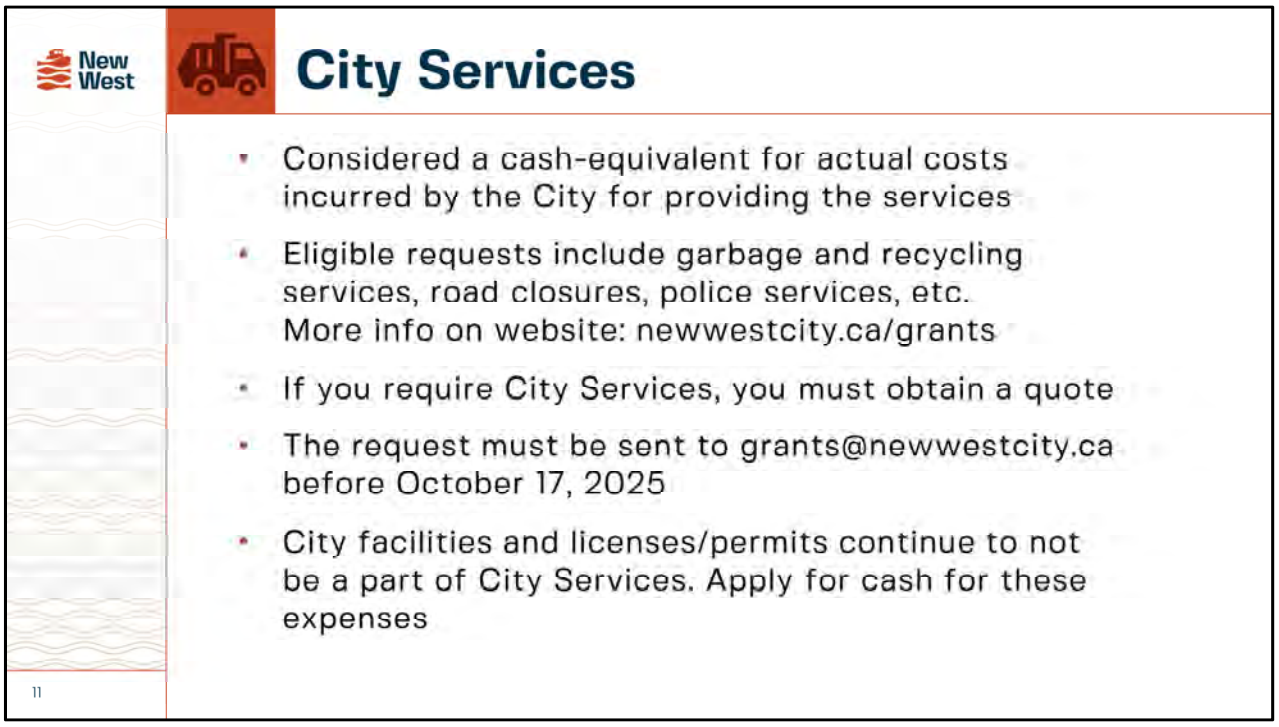
This grant type offers funding up to $20,000. In previous years they have mostly ranged from $500 - $7000.

The application form for this grant type is shorter than the City Services grant.

Grant Types

- Most applicants (and all new applicants) apply for Cash Grants up to $20,000
- Grants larger than $20,000 are for organizations already funded through the New Westminster Community Grants program
- Maximum grants will be $75,000 (Cash and City Services combined)

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Why are City Facilities and Licenses/Permits not a part of City Services? Rental fees for City facilities— such as community centres, theatres, and art galleries— are already made available to user groups at a subsidized rate for amateur sport, community, and art-based use. (City Services, Page 2; Application Guide, Page 19)



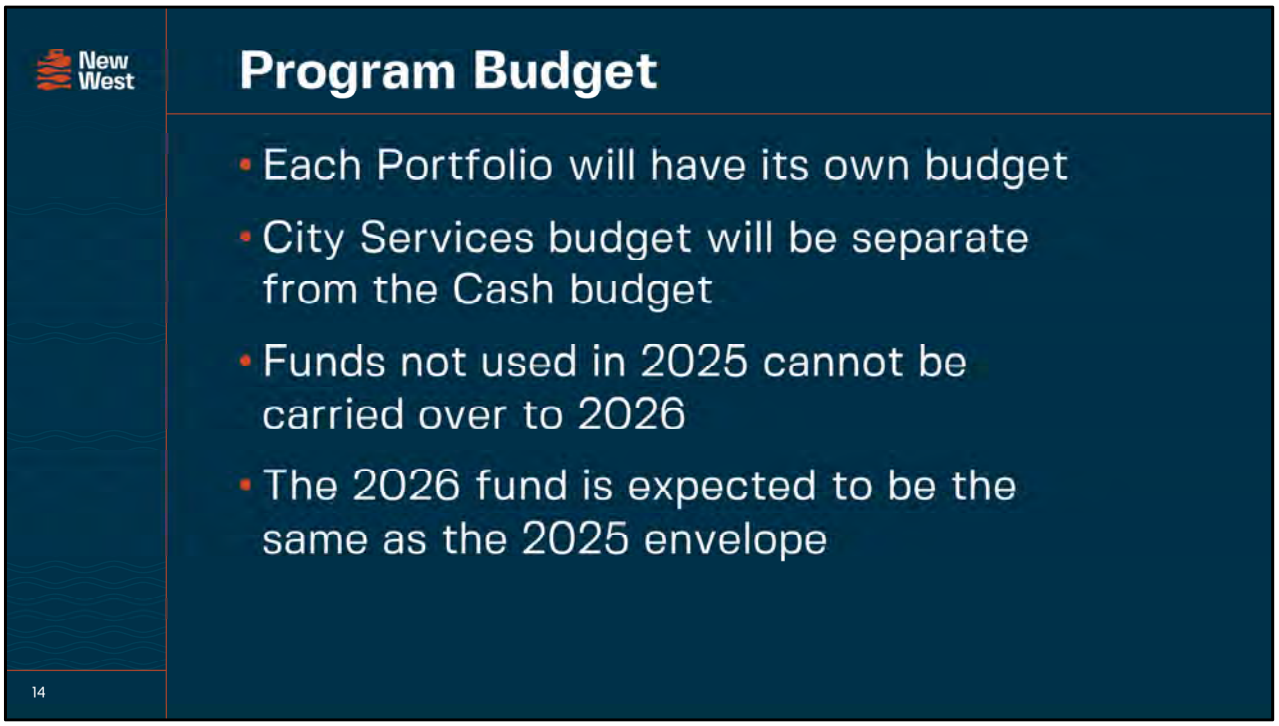
Multi-Year funding recipients will be provided payment of 100% of annual funding upfront in late January of each year (in each year you are approved) provided you have filed a Grant Report Form in the previous calendar year (Due December 1 each year).

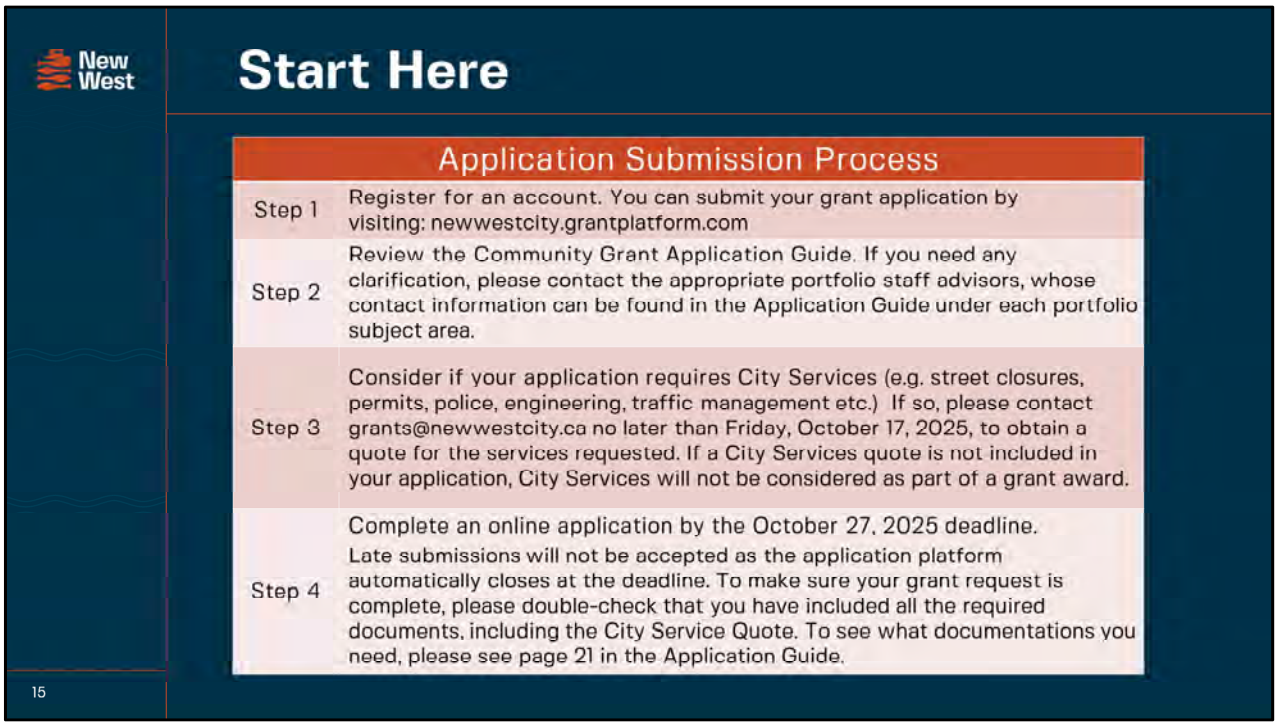
Clear Mandate: Your organization's mandate should clearly define the board's authority, responsibilities and accountabilities. It should define your board activities and be the basis of the board's work plan. Your mandate is demonstrated through your organization's bylaws.

Significant History: Your organization has successfully delivered activities within New Westminster for at least four years.

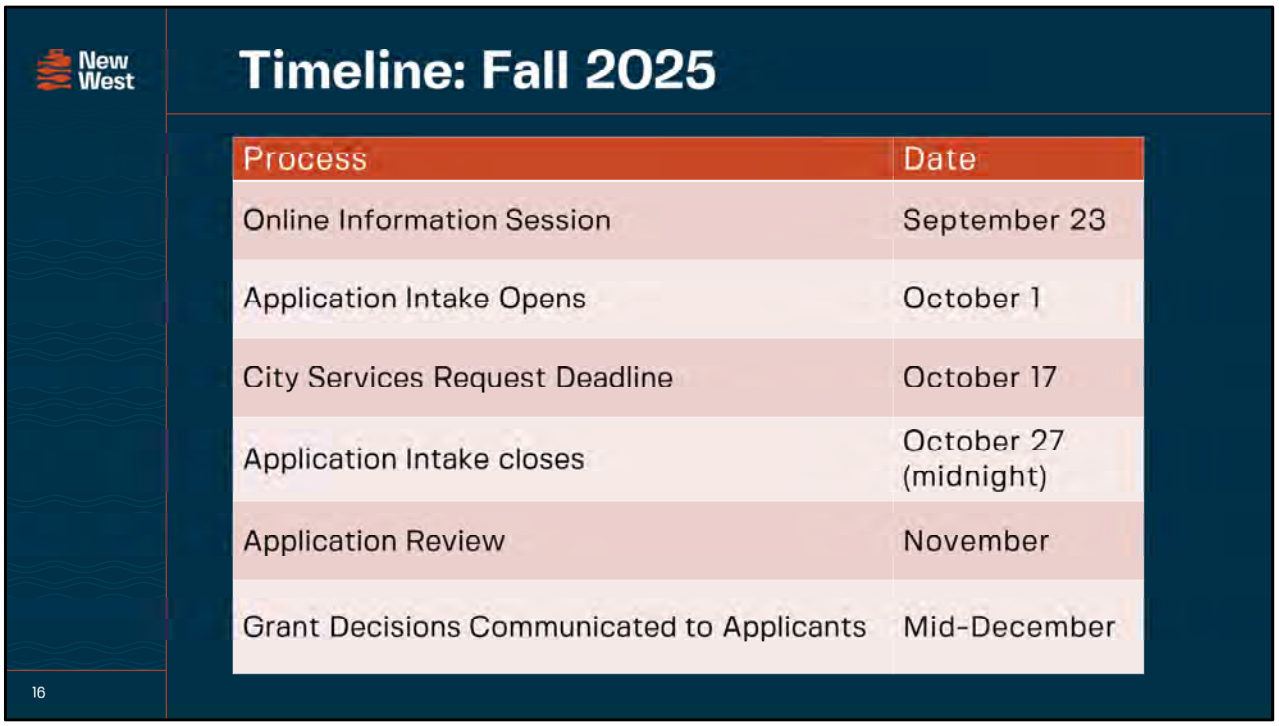
Matching Funds: Your organization generates revenue from a variety of sources (examples: ticket sales, registration fees, services, other granting funds, sponsorships, donations, etc.) and is not experiencing a significant accumulated deficit.


New West
Sports Travel Grant
Available for individuals and teams
Assistance to provincial, national, or international competitions
Provided after travel to the event
There are fixed amounts available
Separate application form
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New West
Program Budget
• Each Portfolio will have its own budget
• City Services budget will be separate from the Cash budget
• Funds not used in 2025 cannot be carried over to 2026
• The 2026 fund is expected to be the same as the 2025 envelope
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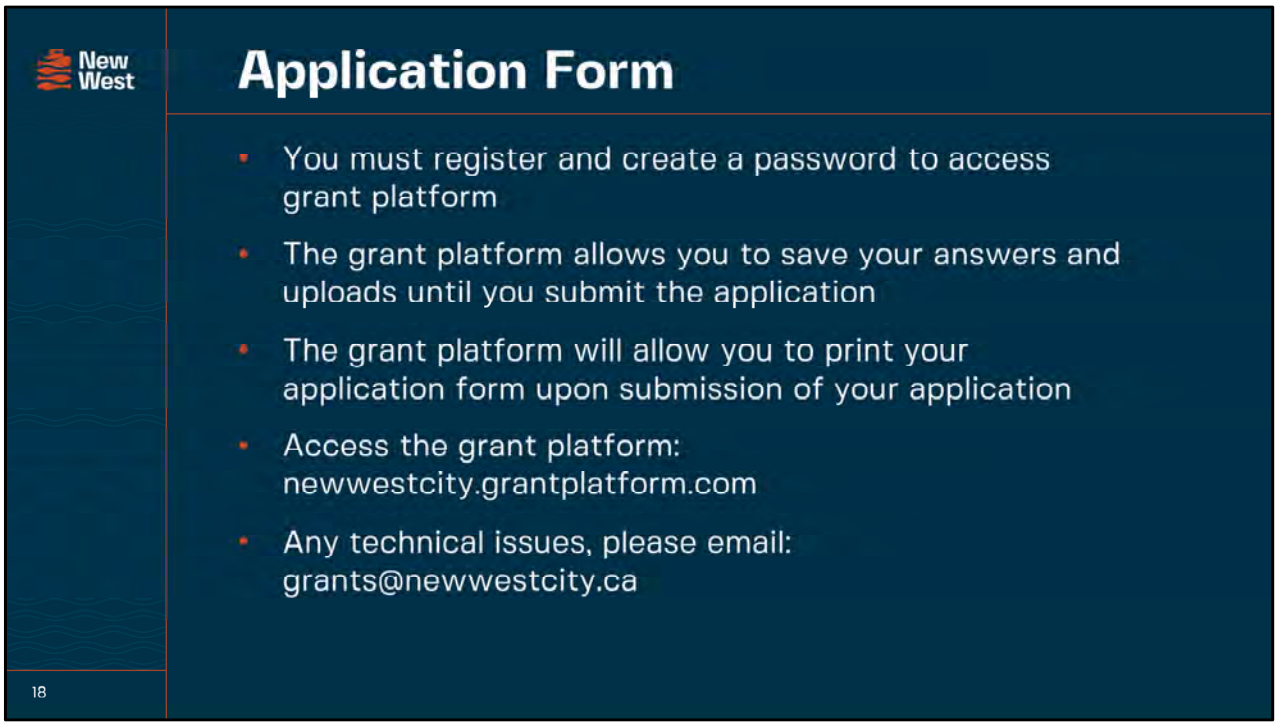


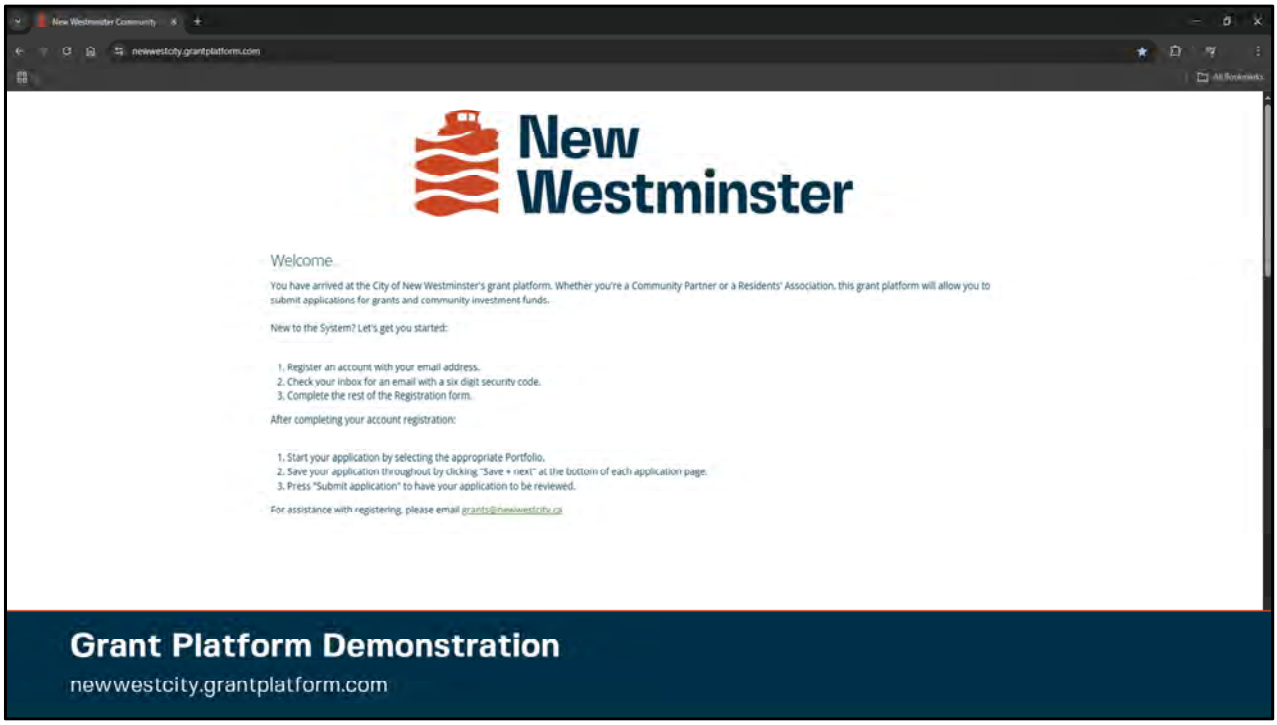
Document Name: Program Process (Simplified)
View this document in full at:
https://www.newwestcity.ca/grants#supporting-documents



Document Name: Program Process (Simplified)
View this document in full at:
https://www.newwestcity.ca/grants#supporting-documents


New West
Application Intake
Available OCTOBER 1, 2025
Links from the City's grant webpage
All applications use the same form (except Sport Travel)
Select the appropriate portfolio
Multi-year and City Services requests use a longer form
Hosted by Good Grants software
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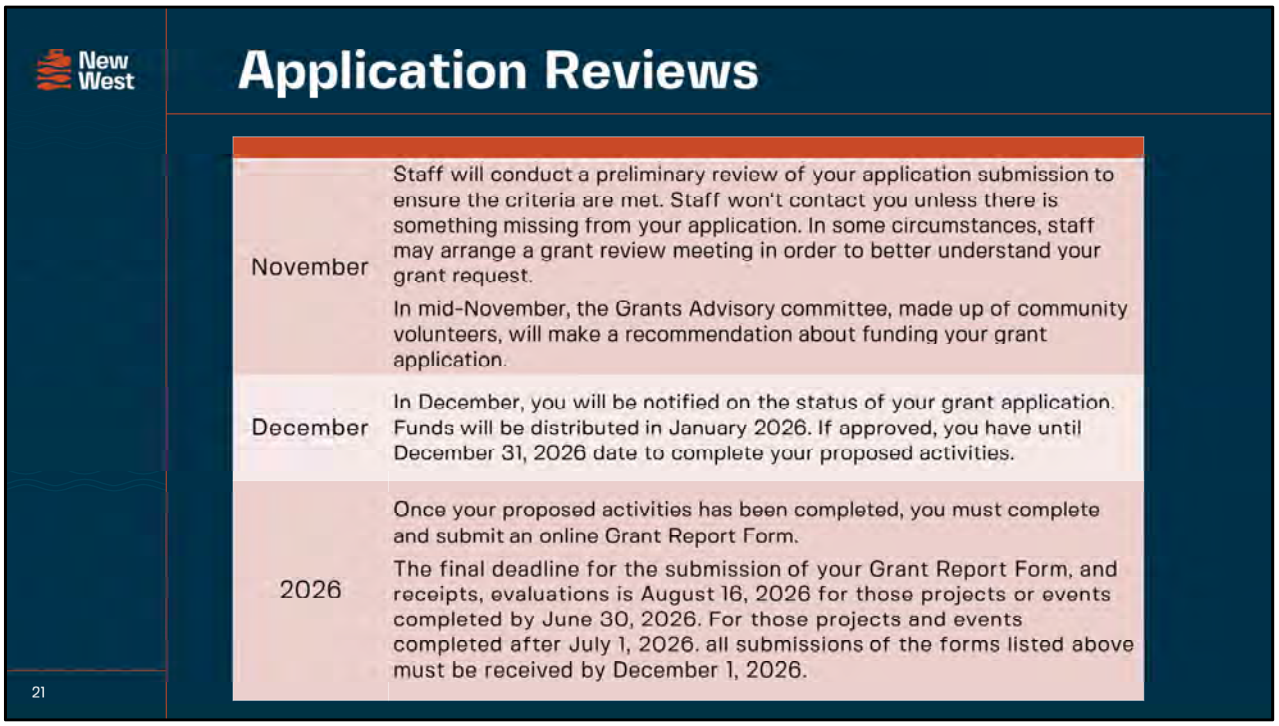

New West
Application Form
You must register and create a password to access grant platform
The grant platform allows you to save your answers and uploads until you submit the application
The grant platform will allow you to print your application form upon submission of your application
Access the grant platform: newwestcity.grantplatform.com
Any technical issues, please email: grants@newwestcity.ca
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During the Information Session, the grant platform will be demonstrated.

Register for your account at https://newwestcity.grantplatform.com/


New West
Budget Submissions
Simplified form this year: only the revenues and expenses for your proposed activities are required
Applicants must submit a balanced budget
Both revenues and expenses section must clearly identify City funding and City Services
Quantify and label any in-kind contributions (volunteers, donated goods, free use of equipment, facilities, services)
Staff are available to help: we can answer your questions and provide clarity, email: grants@newwestcity.ca
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Document Name: Program Process (Simplified)
View this document in full at:
https://www.newwestcity.ca/grants#supporting-documents


New West
Grant Requirements
The details are included in the grants award letter but include:
Land Acknowledgement of local First Nations
City Acknowledgement (including new City logo)
Environmental Impact of your activities
If you are a festival or event please work with the FEST team to ensure the success of your event
If you need to make changes to the use of grant funds or proposed activities, these need to be approved by the Grants staff team. Send an email to grants@newwestcity.ca
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New West
Staff Advisors
Program Administration
Stephen O'Shea
Community Grants Coordinator
grants@newwestcity.ca
778-789-7514
Child Care
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Social Planner
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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 and 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
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604-515-3829
Economic Activators
Carolyn Armanini
Manager, Economic Development
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604-527-4647
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New Westminster
Questions?
Stephen O'Shea, Community Grants Coordinator
grants@newwestcity.ca


New Westminster
How to Apply
newwestcity.ca/grants
Stephen O'Shea, Community Grants Coordinator
grants@newwestcity.ca