

Attachment 1

Grants Policy

City of New Westminster

Community Grant Program Policy

1. PURPOSE

- 1.1. Community organizations are vital to the livability and vitality of our community. They deliver essential, creative and innovative programs, services, supports, facilities, and engagement opportunities to and for the people of New Westminster. Through this Community Grant Program, the City will recognize and facilitate this valuable work as an essential component of achieving the City's vision of: A vibrant, compassionate, sustainable city that includes everyone.

2. SCOPE

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

3. DEFINITIONS

- 3.1. Service Organizations - community organizations that deliver their own programs, donate to other organizations in their community, and/or provide scholarships and bursaries.
- 3.2. Non-Profit Societies – organizations that are provincially incorporated under the Societies Act in British Columbia or federally incorporated under the Canada Not-for-profit Corporations Act.
- 3.3. Community Organizations – organizations that are not incorporated but operate solely for the benefit of the community and not their own members.
- 3.4. Individuals – Residents of New Westminster.
- 3.5. City Services and Assets – direct costs of services and assets provided by City departments that are essential to the delivery of an event or program. City services are the costs related to service delivery including staffing, vehicle costs, etc. City Assets are City-owned physical items such as facilities, garbage containers, bleachers, etc. Use of City services and assets have a cost to the City and the City must account for all costs associated with the Community Grant Program.
- 3.6. City – the Corporation of the City of New Westminster

4. GUIDING PRINCIPLES

- 4.1. Building Community Capacity – The City of New Westminster is strengthened by the unique expertise and essential programs provided by community organizations that respond to challenges and opportunities in our community. The City recognizes that funding from City grants builds capacity, creates the potential for self-sufficiency, and provides leverage, resulting in increased impact in our community.
- 4.2. Community Engagement – The City values the ideas and perspectives of its diverse community and will create opportunities for input and feedback that may help the Community Grant Program evolve and respond to a changing community.
- 4.3. 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.
- 4.4. Supportive Process – The City is considerate of the diversity of skills and resources available within community organizations. The City will provide a supportive application and reporting processes that are commensurate with the size of grants provided, limits the administrative burden, and aids organizations to be successful.
- 4.5. Responsiveness – The City recognizes the variety of opportunities within community organizations; therefore, the City’s Community Grant Program will provide options, flexibility, and ensure timeliness in order to be responsive to the community and enable effective delivery of projects, programs, and services.
- 4.6. Stewardship – In its Community Grant Program, the City is mindful of its role in 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.
- 4.7. Impact Evaluation and Reporting – The City will measure the success of its grant making based on the social impact and outcomes achieved, publicly celebrating that impact with the community.

5. BUDGET

- 5.1. An annual budget for the Community Grant Program will be established and approved by Council in advance of calls for proposals within the scope of the overall City budget. A separate budget will be established for City Services that may be required to support the programs and events funded through the Community Grant Program.

6. GRANT PORTFOLIOS

- 6.1. Organizations are eligible to apply for Community Grants within one of three grant portfolios.

6.2. Portfolio 1: Community Livability and Social Equity: Grants for 'Living'

- 6.2.1. The City of New Westminster strives to create a livable community that: is safe and secure; enhances personal independence and dignity; is environmentally sustainable; supports the ability to live a meaningful life; facilitates reconciliation with Indigenous Peoples; and, fosters engagement in civic, economic, and social life for all residents at any stage of life.



- 6.2.2. Grants in this portfolio will fund organizations, projects, programs, or services that: decrease the vulnerability of people in our community; enhance community safety and quality of life; ensure children receive childcare; increase economic wellbeing; and, improve the urban and natural environment.

6.3. Portfolio 2: Social and Cultural Vibrancy: Grants for 'Involvement'

- 6.3.1. A socially and culturally vibrant community is one where culture is integrated with our environment, our economic and our social lives, offering the opportunity for fulfillment and expression through access to sports, recreation, arts, culture, heritage, and community celebrations.



- 6.3.2. Grants in this portfolio will fund organizations, projects, programs, services, events, or opportunities in the arts, culture, heritage, sport and recreation that: enable participation and increase access; enrich the vibrancy, expression, and creativity of our community; honour our unique heritage; and, create and recognize opportunities for achievement and innovation.

6.4. Portfolio 3: Community Economic Activators

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



7. **GRANT TYPES AND ELIGIBILITY**

7.1. The following grants will be available in the Community Grant Program.

7.1.1. Project and Event Grants

a. Eligible grant portfolios:

- Community Livability and Social Equity
- Social and Cultural Vibrancy
- Community Economic Activators

b. Applications are accepted one-time annually as per the established grant schedule as established by City staff.

c. Project and Event grants will be granted up to a maximum of \$20,000. Most grants will be significantly less than \$20,000.

d. Eligible requests include annual program delivery costs, one-time projects, capital items essential to program delivery, seed money to develop and launch new programs or ideas, events, equipment, services, and staff professional development that achieve the goals of the portfolio.

e. Applicants must show other sources of funding and/ or support for the project or event.

f. Individuals are not eligible to apply for Project or Event Grants.

g. Applicants are eligible to apply for Project or Event Grants annually.

7.1.2. Multi-Year Funding

a. Eligible grant portfolios:

- Community Livability and Social Equity

- Social and Cultural Vibrancy
 - Community Economic Activators
- b. Applications are accepted one-time annually as per the established grant schedule as established by staff.
 - c. Multi-Year funding will be granted up to a maximum of \$75,000 per year. Most grants will be less than \$75,000.
 - d. Multi-Year grants are available for multi-year funding for up to three years.
 - e. Eligible requests include program delivery or operations for organizations delivering long-term programs in and for New Westminster residents.
 - f. In order to be eligible to apply for Multi-Year Funding, applicants must have received a minimum of one-year of funding through a program grant and submitted a suitable annual report.
 - g. Applicants must show other sources of funding and / or support for the project or program.
 - h. Applicants that are awarded multi-year funding are not required to re-apply within the funding period but are required to file an annual report.
 - i. Individuals and Service Organizations are not eligible to apply for Multi-Year Funding.

7.1.3. One-Time Small Grants

- a. Eligible grant portfolios:
 - Community Livability and Social Equity
 - Social and Cultural Vibrancy
- b. One-time small grants will be granted up to a maximum of \$3,500.
- c. Eligible requests include small community projects, events, equipment, services, staff professional development.
- d. Applications are accepted throughout the year with funds to be used within 12 months from the date approved.
- e. Projects must be for current year emergent needs that are identified after the close of the City's annual grant application period.
- f. Applicants must show other sources of funding and/or support for the project.
- g. One-time small grants are not eligible for City services and assets.

- h. Individuals are eligible to apply for athlete travel grants.
- i. Applicants may only be awarded a one-time small grant once every two years.
- j. Applications that have been declined for another type of City grant are not eligible to apply for one-time small grants for components of the declined application.

7.2. Summary of Grant Types by Stream:

Portfolio	Project & Event Grants	Multi-Year Funding	One-Time Small Grants
Community Livability & Social Equity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social & Cultural Vibrancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Community Economic Activators	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

7.3. Applicants may not request more than one type of grant for their project, or program.

8. ELIGIBILITY

8.1. The following types of organizations are eligible to apply for Community Livability and Social Equity and Social and Cultural Vibrancy grants.

- a. New Westminster based Non-Profit societies.
- b. New Westminster based Community Organizations.
- c. New Westminster based Service Organizations.
- d. Religious organizations if the program/activity/event benefits the broader community, does not involve religious teachings, and is not generating revenue for the organization.
- e. Non-Profit Societies based outside of New Westminster who deliver a program, service or event within New Westminster that provides significant and specific benefit to the city and its residents.
- f. Individuals for athlete travel support only.

8.2. The following types of organizations are eligible to apply for Community Economic Activator grants.

- 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.

9. INELIGIBILITY

- 9.1. 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
- 9.2. The following are ineligible uses of Community Grant funds.
- a. Activities that are intended to raise funds for a third party, except for activities by Service Organizations.
 - b. Awards.
 - c. Third-Party Event Management Fees.
 - d. Travel costs except for athlete travel grants.
 - e. Research.
 - f. Activities taking place in other municipalities.
 - g. Music and performance tariffs.
 - h. Deficit management.
 - i. Retroactive purchases.
 - j. School fairs.
 - k. Activities that are intended promote definable political, religious, or spiritual viewpoints or that are exclusionary.
- 9.3. To Be eligible for funding, events, projects, programs, or services proposed by organizations 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.
- 9.4. Mismanagement of of grant funds will result in the organization being ineligible for future grants.

10. RELEASE OF FUNDS

- 10.1. Funds will be released as per procedures established through the Finance policies of the City of New Westminster.

11. CITY SERVICES

- 11.1. The cost of City Services will be accounted for in each grant application that requires City Services for the delivery of the program or event.
- 11.2. City Services must be approved by the City before a grant application will be reviewed by an Advisory Committee.
- 11.3. City Services will be financed separately from the Community Grant Program.

12. GRANT PROGRAM MANAGEMENT

- 12.1. The Community Grant Program will be managed by the Community Grants Team appointed from City staff.
- 12.2. An Advisory Committee will be established for each of the three portfolios.
 - a. The Advisory Committees will include a minimum of three and up to ten community content experts representing various sectors within the portfolio. The number of Advisory Committee members would vary by the needs of the portfolio. Each Advisory Committee will have a minimum of one City staff voting member.
 - b. Advisory Committee members will be appointed by Council from the applications received.
- 12.3. Advisory Committees are responsible for vetting all grant applications and making recommendations to CAO for approval.
- 12.4. City staff members with relevant content expertise will be assigned to each of the three Community Grant portfolios and have the following responsibilities.
 - a. Staff will be responsible for supporting applicants in their applications to the Community Grant program.
 - b. Staff will be responsible for supporting the Advisory Committees in their review and vetting of applications.
 - c. Staff will be responsible for ensuring an impartial and transparent process for review and recommendation of grant awards.

13. ACCOUNTABILITY

- 13.1. Grant recipients will be required to submit a grant impact report annually or as determined by the terms of the grant.
- 13.2. City staff will present an annual grant impact report to Council highlighting the impact of the grant program in the community.

- 13.3. Acknowledgement of the City of New Westminster's financial support must be acknowledged on the organization's literature, website, and promotional materials or other opportunities when appropriate. Members of City Council may be invited to presentations where applicable.
- 13.4. Equipment purchased with a Community Grant is the property of the grant recipient organization. Equipment is not to be re-sold. If the equipment is no longer required, it should be donated to an organization with similar needs wherever possible.