

Attachment # 2

Grants Criteria



NEW WESTMINSTER

Community Grant Program Criteria



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Purpose

The purpose of this document is to provide information and clarification on the [Community Grant Policy](#) and program for the City of New Westminster. This is a public document.

Grant Milestones for 2023

The following provides a general timeline for the community grants program.

Grant Stream One Opening – Projects and Event for 2023

Grant Information Session	March 28
Grant Open	March 27
Grant Closed	April 24 (12:00pm)
Award notification	End of May

Grant Stream Two Opening – All grants for 2024

Grant Open	August 28
Grant Information Session	September 7
City Services Quote Request	September 20
Grant Closed	October 4 midnight
Award notification	Week of December 11

Post Project and Event Evaluation

<i>Year long project or event completed by August 19th</i>	<i>September 16</i>
<i>Projects / Events completed in Fall</i>	<i>December 1</i>

* The City of New Westminster reserves the right to interview any grant applicant to ensure we understand the full scope of the grant and to discuss the project more fully with them. This is neither a positive nor a negative, it allows staff to have clarity on the grant application.

Community Grants Program Budget – 2024

1. Council approves an annual grant amount in the operating budget.
2. Applicants need to be aware that previous funding levels or awards do not predict future awards.
3. The Community Grants Program Budget will have two distinct budgets: one for cash grants and one for city services. Both will be approved during the annual budget process.
4. Within the overall Community Grants Program Budget, there are envelopes designated for each portfolio:
 - a. Portfolio 1: Community Livability and Social Equity: Grants for 'Living'
 - b. Portfolio 2: Social and Cultural Vibrancy: Grants for 'Involvement'
 - c. Portfolio 3: Community Economic Activators

*Festivals that fall under Portfolio 3 will use funding allocated under Portfolio 2
5. A separate budget envelope will be allocated to small one-time grants to allow for granting outside the primary intake period in the fall.
6. If the full budget within a portfolio is not granted to applicants within that portfolio, funds may be re-allocated to other portfolios or to small one-time grants in subsequent intake periods. This will not change the budget allocations year-over-year but rather will allow flexibility within a granting cycle.
7. The designated budget envelopes within each portfolio are subject to change from year-to-year. Recipients should not expect status quo funding from year-to-year.
8. Funds not used within the fiscal year will not carry over to subsequent fiscal years.

Applicants

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

Community Organization	Organizations that are not incorporated but operate solely for the benefit of the community and not their own members. For example, a previous community organization that received grants include: <ul style="list-style-type: none"> • New Westminster Secondary School Dry Grad Committee
Non-Profit Society	Organizations that are provincially incorporated under the Societies Act in British Columbia or federally incorporated under the Canada Not-for-profit Corporations Act. They may or may not be a registered charity. For example, previous non-profit societies that have received grants include: <ul style="list-style-type: none"> • New Westminster Chamber of Commerce • New Westminster Farmers Market Society
Registered Charity	Organizations that have been approved by the Canada Revenue Agency as a Registered Charity in Canada. For example, previous registered charities that have received grants include: <ul style="list-style-type: none"> • Big Sisters of BC Lower Mainland • Family Services of Greater Vancouver • The Elizabeth Fry Society
Service Organization	Community organizations that deliver their own programs, donate to other organizations in their community, and/or provide scholarships and bursaries. For example, previous service organizations that have received grants include: <ul style="list-style-type: none"> • New Westminster Firefighters Charitable Society • Rotary Club • Kiwanis

For sport travel grants, the City also accepts applications from individual athletes and teams. [For more information, click here.](#)

Grant Portfolios

About the Portfolios

1. Within the Community Grants Program, there are three portfolios under which funds are granted. Applicants should choose the portfolio to which they are applying.
2. It is possible that the project or program may seem to fit under more than one portfolio. Applicants should choose the one where they believe it has the greatest alignment between the primary purposes of the project or event and the purposes of the portfolio.
3. Upon receipt, if the grants program staff believe that the application is a better fit in another portfolio, it will be moved to that portfolio. The organization will be advised that this has occurred, and further questions may be asked by the applicant for clarification. This does not affect the application in any way.
4. Each portfolio has an advisory committee made up of community volunteers and City staff that will support the application process and make decisions about the grant applications.

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

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. 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 quality child care; increase economic wellbeing; and, improve the urban and natural environment.

Staff Advisors

Each portfolio is staffed by staff advisors who are available to assist applicants. Staff advisors for this portfolio are:

Child Care	Anur Mehdic, Social Planner	amehdic@newwestcity.ca	604-515-3792
Environment	Meghan Doyle, Environmental Coordinator	mduoye@newwestcity.ca	604-515-3780
All Others		grants@newwestcity.ca	604-527-4523

Child Care

The City is committed to be an active partner in the development and maintenance of a comprehensive child care system that includes the delivery of quality programs that are accessible and affordable. Grants for child care will assist licensed, non-profit child care operators to develop, expand, and/or enhance the delivery of child care services to families in New Westminster, promoting quality, accessibility and affordability of highly needed child care services.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Eligible projects are ones that promote quality, accessible, and affordable child care for families.</p> <p>Eligible organizations must be non-profit, licensed child care operators.</p> <p>Applicants can apply for a second grant in a year if they have more than one centre located in New Westminster. Separate applications are required for each project.</p> <p>The majority of the grants given to child care operators will be \$5,000/year, exceptions may be made at the discretion of the committee.</p> <p>Operators are only eligible if their monthly full-time child care fees are lower than the upper benchmark set for each care type, based on the annual survey by the Ministry of Education and Child Care. For 2023-2024 these benchmarks are:</p> <ul style="list-style-type: none"> Infant (under 1) = \$1,550 Toddler (1-3) = \$1,495 Preschool (3-5) = \$1,100 School-age (5-12) = \$575 <p>For more information please visit the Ministry's Child Care Fee Reduction Initiative (CCFRI) Funding Guidelines 2023-24.</p>	<ul style="list-style-type: none"> ✓ 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

The City of New Westminster is a responsible leader that takes bold action on climate change, protects and restores its natural areas, and minimizes the environmental footprint of its highly urbanized community. Grants will support projects or events that support the City's Environmental Strategy & Action Plan, Community Energy and Emissions Plan, and/or the City's declaration of a climate emergency.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Grants support locally based organizations or non-profit societies in undertaking projects which provide an environmental benefit or promote environmental awareness to the New Westminster community. These may include initiatives related to climate action, energy conservation, recycling projects and natural environment enhancements.</p> <p>Organizations or non-profit societies that are not based in the City of New Westminster but wish to deliver an environmental project</p>	<ul style="list-style-type: none"> ✓ Invasive species removal or native species planting/restoration events ✓ Workshops or events that support climate action ✓ Projects that contribute to biodiversity (e.g., pollinator projects)

or event that serves the New Westminster community may be considered.	
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Other Program Areas

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Initiatives funded in this portfolio, also include initiatives for:</p> <ul style="list-style-type: none"> ✓ Seniors ✓ Mental Health ✓ Indigenous Peoples ✓ Youth Counselling ✓ Animal Welfare 	<ul style="list-style-type: none"> ✓ Meals on Wheels ✓ Youth Councillor at New Westminster Youth Centre ✓ Support for volunteer programs for Canadian Mental Health Society

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

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. 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.

Staff Advisors

Each portfolio is staffed by staff advisors who are available to assist applicants. Staff advisors for this portfolio are:

Arts	Todd Ayotte, Manager, Community Arts & Theatre	tayotte@newwestcity.ca	604-515-3822
Festivals & Events	Lisa Kemp, Program Coordinator, Special Events	lkemp@newwestcity.ca	604-515-3827
Heritage	Robert McCullough, Manager of Museums and Heritage Services	rjmccullough@newwestcity.ca	604-527-4639
Youth Amateur Sport & Sport Travel	Sloane Elphinstone, Coordinator – Park Services	selphinstone@newwestcity.ca	604-777-5123
All Others		grants@newwestcity.ca	604-527-4523

Sport Travel Grants

In addition to the other grant types, New Westminster youth amateur sport teams and individuals may apply for travel assistance to national and international competitions. This is a special form of a one time small grant with its own grant form.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Under special circumstances, assistance may be considered for travel to provincial competitions or to remote or difficult travel destinations.</p> <p>Grant Amounts:</p> <p>INDIVIDUALS</p> <ul style="list-style-type: none"> ✓ Travel outside the province but within N. America = \$200 ✓ Travel outside N. America = \$300 <p>TEAMS (Team size – minimum of 3 players and a coach)</p> <ul style="list-style-type: none"> ✓ Travel outside the province but within N. America = \$800 ✓ Travel outside N. America = \$1,000 	<ul style="list-style-type: none"> ✓ NAIG (North American Indigenous Games) in ON ✓ Royal Canadian Legion National Youth Track & Field Championship in Brandon, MN ✓ Canadian National Championship in Edmonton, AB

Amateur Sport

Grants support New Westminster youth sport organizations to: increase participation; ensure a wide variety of activities are available for youth; encourage youth to become involved and exposed to new activities; focus on skill development and competition; and, to enhance volunteer participation and development.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Youth is defined as children and youth aged 18 and under.</p> <p>Priority will be given to projects that improve and/or increase the number of sporting opportunities, participation levels, or skill development as well as new or additional services or projects within the organization.</p> <p>In order to be eligible, Sport Organizations must open their membership and programs to any youth in New Westminster wishing to participate. In addition, organizations must be able to fund at least 50% of the costs required for the project and have a board of directors.</p> <p>Sport Organizations must include a copy of their most current registration list submitted to the organization's governing body (e.g. BC Minor Hockey, BC Athletics, and BC Lacrosse Association) completed with names, addresses and birth dates in order to show the participation level of New Westminster residents.</p>	<ul style="list-style-type: none"> ✓ Clinics: including safety and respect in sport ✓ Equipment - rental/moving for hosting tournament ✓ Referee, Umpire or Coaching Certification ✓ Volunteer Coaches Training/Development Clinic ✓ Leadership/Mentoring Program ✓ Free drop-in day event - come try the sport ✓ Equipment replacement due to change in regulation (major/one-time change) by the governing body

<p>Eligible Requests:</p> <ul style="list-style-type: none"> ✓ Uniforms will be considered an eligible use of funds, when uniforms form part of the heritage aspect of an organization. Successful grant recipients will only receive uniform funding once every 10 years ✓ Expenses related to hosting tournaments or competitions in New Westminster. e.g. transportation of equipment to tournament site, additional equipment rental costs, etc. ✓ Professional development is eligible as long as it includes a component targeted to the development of volunteer coaches and not be used solely for hiring of paid coaches and/or professional player development coaches <p>Ineligible Requests:</p> <ul style="list-style-type: none"> ✓ Expenses related to the rental of City facilities where the fees charged are already subsidized for amateur sport ✓ Awards, including bursaries ✓ Food purchases for the public, athletes, or members of the organization 	
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Arts

The arts portfolio encourages and welcomes projects that contribute to the development of the arts in the City and advance the vision for the arts as articulated in the City's Arts Strategy and Theatre Strategy. The grant program considers innovative projects and programs that broaden participation and engagement, support artists, develop audiences, and increase equity, inclusion and accessibility to the arts.

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

- ✓ Visual Arts - all visual representations of the community's creativity, such as painting, drawing, sculpture, crafts, print making, graphics, fabric arts
- ✓ Literary Arts - the written record of the community's creativity, including creative writing, poetry, prose
- ✓ Performing Arts - the public performance of the community's creativity, including music, drama, dance, theatre, opera
- ✓ Media Arts - creative expression using all available forms of technology, including photography, publishing, TV, radio, film, video and audio recording, digital and computer graphic arts

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>City of New Westminster Arts Strategy Goals:</p> <ul style="list-style-type: none"> ✓ 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 <p>Click here for the full Arts Strategy</p> <p>Eligible requests include, but are not limited to, community art projects, workshops, programs, and events</p> <p>Ineligible Requests and restrictions:</p> <ul style="list-style-type: none"> ✓ Music and performance rights ✓ Direct grants to individual artists ✓ Travel ✓ Projects based in other municipalities ✓ Costumes and uniforms are eligible for New Westminster based organizations only 	<ul style="list-style-type: none"> ✓ Queensborough Special Projects Committee Mural Project ✓ New West Film Society – New West Film Fest ✓ Savage Production Society – Indigenous Performing Arts in New Westminster

Community Festivals and Events

Grants for Community Festivals and Events are intended to assist New Westminster not-for-profit organizations with the delivery of festivals and events in the community. Events must benefit the community, add value to a neighbourhood, contribute to building community pride, and encourage community interaction and spirit. The events must align with the City's values for a healthy and vibrant community.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Community Events are eligible to apply for 1, 2, or 3 years of funding and may re-apply after each term. Funding will be awarded as follows:</p> <p>CASH GRANT:</p> <ul style="list-style-type: none"> ✓ 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 <p>CITY SERVICES:</p> <ul style="list-style-type: none"> ✓ Up to 100% of estimated City Service expenses will be dependent of city services available 	<ul style="list-style-type: none"> ✓ RiverFest ✓ Fridays on Front

Heritage

Heritage is a component of what makes New Westminster unique. It includes, the history, ideas and memories of local people that are reflected, embraced and celebrated. Heritage is the endowment that each generation receives, reworks, and passes on. It comprises intangible features such as storytelling, memories, dance, traditional knowledge, and the production of traditional crafts. It is also the legacy of physical artefacts and artworks, buildings, historic places, landscapes, and monuments worthy of preservation for the future.

Grants assist New Westminster based organizations with the delivery of heritage programs, projects, and events. Grants will support initiatives such as programs, workshops, tours, plaques and interpretive features, collection preservation, special events, and museum and archival programs.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
<p>Eligible Projects and Programs include:</p> <ul style="list-style-type: none"> ✓ Enhancing the current plaque program ✓ Museum and archival programs (external) ✓ New heritage programs or community workshops ✓ Heritage tours ✓ Interpretive signage ✓ Heritage preservation projects ✓ Special Events to promote Heritage Week and other heritage events, celebrations, conferences, or workshops ✓ Organizing the Royal City Builders' Awards: Heritage Shield 	<ul style="list-style-type: none"> ✓ National Indigenous Peoples Day celebrations ✓ Virtual Heritage tours ✓ Medicine Wheel Labyrinth ✓ Interpretive signage and ✓ Museum gallery equity review and updates ✓ New Westminster Heritage Foundation home restoration grants ✓ Conservation monitoring equipment

Other Program Areas

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
Initiatives funded in this portfolio, also include initiatives such as: <ul style="list-style-type: none"> ✓ Adult and Seniors Recreation and Sport ✓ Dry Grad Event 	<ul style="list-style-type: none"> ✓ Leadership programs

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 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 Community Economic Activator grants:

- ✓ New Westminster-based Business Improvement Associations
- ✓ New Westminster-based Chambers of Commerce
- ✓ New Westminster-based associations that promote tourism within New Westminster

Staff Advisors

Each portfolio is staffed by staff advisors who are available to assist applicants. Staff advisors for this portfolio are:

Festivals & Events	Lisa Kemp, Program Coordinator, Special Events	lkemp@newwestcity.ca	604-515-3827
All Others		grants@newwestcity.ca	604-527-4523

Emerging Economic and Tourism Events

Grants for Emerging Economic and Tourism Festivals and Events are intended to assist New Westminster not-for-profit organizations with the delivery of festivals and events in the community. These grants are for major tourism events with an economic return. The events must demonstrate a positive impact on economic growth, attract media exposure, and be marketed to tourists.

INFORMATION FOR APPLICANTS	PREVIOUS PROJECT EXAMPLES
Emerging Economic and Tourism Events are eligible to apply for 1, 2 or 3 years of funding. After 3 years of successful growth and demonstrated sustainability, the event may be eligible for Signature Economic and Tourism status. CASH GRANT: <ul style="list-style-type: none"> ✓ 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 CITY SERVICES: <ul style="list-style-type: none"> ✓ Up to 100% of estimated City Service expenses and dependent of city services available. 	<ul style="list-style-type: none"> ✓ Uptown Live ✓ New West Pride Festival ✓ Car Free Day

Signature Economic and Tourism Events

Grants for Signature Economic and Tourism Events are intended to assist New Westminster not-for-profit organizations with the delivery of major tourism events that see a significant economic return (only festivals and events that have demonstrated 3 years of successful growth and demonstrated sustainability are eligible to apply). Events must have a positive impact on economic growth, earn considerable media exposure, attract significant attendance relevant to the site capacity, and have a substantial number of sponsors.

INFORMATION FOR APPLICANTS

Signature Economic and Tourism Events are eligible to apply for up to 3 years of funding and may re-apply following the 3-year term.

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

CITY SERVICES:

Up to 100% of estimated City Service expenses (includes police, fire, engineering, road closure contracts, permits and partnered marketing) and dependent of city services available.

PREVIOUS PROJECT EXAMPLES

- ✓ Recovery Day BC
- ✓ New Westminster Farmers Market

Applications

General Information

1. The City encourages organizations to apply for one grant (this may contain multiple projects) per intake, but if different grants types are being applied for, multiple applications will be accepted. However, the City reserves the right to prioritize the applications received from the same applicant and fund some, none, or all the applications.
2. Funding of all projects needs to be on a matching funds basis. This is to show the City that the project has community support. The matching funds may be in the form of cost-sharing which is indicated by sponsorship, donations, volunteers, or subsidies from organizations e.g. lower rents for smaller organizations.
3. Applicants not based in the City of New Westminster, but wishing to deliver a program that serves the New Westminster community:
 - a. Must provide significant services to marginalized or at-risk groups in New Westminster who otherwise would not receive this type of service; or,
 - b. Where there is no comparable organization based in New Westminster and the service does not duplicate that which is provided by another organization already offered in New Westminster.
4. Food is an eligible expense when the serving of the food is an essential cultural element or pivotal to the success of the event or project. Each request will be evaluated on its unique circumstances, please discuss with City staff when developing your grant application. Providing snacks for volunteers and participants would not be considered eligible.
5. Staff wages and administrative costs are not an eligible expense outside of the multi-year grants.
6. Gift certificates, swag, prizes or cash prizes, and trophies are not an eligible expense. The grant does not provide funding for volunteer incentives for involvement or prizes for the public and swag, such as promotional items or t-shirts for volunteers. Grant applications might include them but the City will not fund them.
7. Successful grant applications will be made public. To further our goal of open and transparent government, the City of New Westminster will publish all successful grant applications on our public Open Data website. To protect the confidentiality of your organization and volunteers, the applicant information, the declaration, and supporting documentation for each grant will not be included on the website.
8. The City of New Westminster must be acknowledged as a sponsor for a projects, activities and events in all promotional material and signage. Failure to acknowledge the City may impact future grant consideration.

EXAMPLE

Immigrant Services Society of BC is based in Vancouver but provides settlement services and language training in New Westminster for refugees and immigrants to Canada who reside in the city.

Alignment with the City's Strategic Plan

Applicants are requested to show how their project advances the [City's Strategic Priorities](#) and [7 Bold Steps on Climate Action](#). Applicants may choose one or more strategic priorities that align with their initiative.

Application Process

1. The online application is hosted in the Benevity software system. Please note that any personal information that you disclose to Benevity is stored on servers located in the United States and, as such, is subjected to US Law.
2. City staff are available to discuss and review applications prior to the deadline. Applicants are encouraged to contact the appropriate City staff as early as possible about their applications or contact grants@newwestcity.ca and a staff member will be assigned to your application. See contact information listed above under "Portfolios."
3. Festivals and Events and Projects must have had their estimated quote for City Services by the City's Special Events Department prior to applying for a grant in support of the festival or event and projects. This may take up to three weeks, so applicants must contact specialevents@newwestcity.ca by September 18th to allow for this process. If a quote has not been received by this date, City Services will not be considered in the grant application. City Services are not available for small one time grants, however civic facility rentals are eligible through a cash request.
4. Applicants must show matching funds, cost-sharing or other sources of funding and/or support for the project. Ideally this is the support of other granting organizations such as United Way, federal or provincial government, fees, private donations, etc. If these are not accessible to your organization, the City will accept volunteer time contributions or reduced rent from an organization.

Grant Types

One-Time Small Grants

This has two grant streams within it. The One-Time small grants and the athlete travel grant.

1. One-Time Small grants are available to applicants applying in the Community Livability and Social Equity portfolio and the Social and Cultural Vibrancy Portfolio. They are not available in the Community Economic Activators Portfolio.
2. One-Time Small grants are available to organizations that are incorporated as a non-profit society and/or a registered charity as well as service organizations and community organizations.
3. Applicants can apply for amounts up to \$3,500. City services will not be available however facility rentals can be requested as part of a cash request.
4. There is one (1) one-time small grant intake annually in the spring.
5. Eligible requests include small community projects, events, equipment, services, staff professional development, City facilities rentals, and athlete travel.

6. Applications must be for current year emergent needs. Emergent needs are items, projects, or activities that arise and it is not optimal to wait for funding until the City's fall granting cycle. This does not mean it is an emergency situation. It may mean an opportunity has arisen that was unexpected. This includes athlete/sports team travel grants where the team or athlete has earned or been selected to attend a national or international sporting event.
7. Loss of funding from another funder does not constitute an emergent need. Replacing this lost funding is not an eligible request.
8. Deficit financing is not an eligible request.
9. Funds granted must be used in the year granted and receipts, an evaluation report and a Snapshot for Success must be submitted to the City by December 1st.
10. Individuals are eligible to apply for sport travel grants and applications must be submitted after travel has occurred. This is the only circumstance in which an individual may apply for a grant.
11. Applicants may only be awarded a one-time small grant once every two years.
12. Projects 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.

Project and Event Grants

1. Project and Event Grants are available to organizations that are incorporated as a non-profit society and/or a registered charity as well as service organizations and community organizations.
2. Applicants can apply for amounts up to \$20,000. However, most grants will be significantly less than \$20,000. In previous years, most grants have ranged from \$500 to \$7,000.
3. 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.
4. Applicants are eligible to apply for Project and Event Grants annually.
5. The project must be completed within the year that funding is approved. Funding will be provided after the completion of the project, activity or event.
6. All Events must occur after the 30 day processing period ends on July 15th.
7. Recipients of project and event grants are required to submit a Project or Event Evaluation Report, a Snapshot of Success report and receipts to receive payment of the grant.
8. The application 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 project and event
- 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. Failure to include existing documentation with the application will be considered unfavourably in the adjudication of the application.

Multi-Year Funding

Multi year funding is to support and sustain the work of mature, registered not-for-profits that deliver consistent, meaningful, and original local programming and services, demonstrate sustainable administrative practices and organizational structures, and play a leadership role in enriching and enlivening New Westminster.

1. Multi-Year funding is meant to assist non-profit societies and/or registered charities with delivery of major services to the community. Service organizations and community organizations are not eligible to apply.
2. In the past, “Partnership Grants” were established to fund long-term, deeply enmeshed organizations in New Westminster that required funding for operational costs for rent, personnel, etc. The finance department at the City will maintain a list of eligible organizations. These grants are now handled under the individual portfolios with the expectation that most will be multi-year grants.
3. Multi-year funding is only available for pre-qualified applicants. This means that applicants must discuss their programs and services with a staff member in advance of submitting the application (see above under the applicable Portfolio for staff contact information). To determine if the applicant qualifies to apply for multi-year funding, the staff member will review the organization against the following criterion:
 - a. Does the organization have a clear and relevant mandate?
 - b. Does the organization demonstrate a significant history of programming and service in the City of New Westminster with proven community impact?
 - i. Be based in New Westminster and/or deliver meaningful programs or services to the New Westminster community
 - ii. Have received at least five (5) project grants from the City of New Westminster and satisfactorily submitted all final reports
 - iii. Provide programs and services that are open and accessible to all New Westminster residents
 - c. Does the organization demonstrate financial stability?
 - iv. Provide evidence of diversified cash revenue including earned revenue, fundraising, donations, and other grants
 - v. Provide financial statements as presented at the last AGM
 - vi. Are able to provide matching funds for the initiative.
 - d. Does the organization demonstrate organizational capacity and sustainability?

- vii. Have been operating for 10 (ten) years as a registered not-for-profit society in good standing
 - viii. Be supported by an active volunteer Board of Directors
 - ix. Have experienced and capable leadership and administrators, and maintain effective organizational structures
 - e. Does the organization have community support?
 - x. Demonstrated public use of the project or event
 - xi. Public donations
 - xii. Significant volunteer levels.
- 4. Applicants may apply for up to \$75,000 per year for up to 3 years. Most grants will be significantly less than \$75,000 per year.
- 5. Eligible requests include program delivery, events, or operational costs for organizations delivering long-term programs in the City and/or for New Westminster residents.
- 6. An application for multi-year funding does not guarantee that multi-year funding will be granted. The Advisory Committee may approve only one year of funding or decline to fund the application.
- 7. Funding is available for up to three years. New applications are not required to be submitted until the end of the granting term. For example, if an applicant received a 3-year multi-year grant in January 2021, the applicant does not need to re-apply until the fall of 2023.
- 8. Recipients of multi-year grants are required to submit an annual Statement of Accountability and a Snapshot of Success report.
- 9. The following criteria is used to assess multi-year grant applications:
 - a. Demonstration that other community organizations are partnering in providing the service to avoid duplication of services or that this is the sole organization providing the services.
 - b. Evidence of need for the service.
 - c. Demonstration that the services provide a significant benefit to the City and its residents through a qualitative and quantitative analysis.
 - d. Level of community support through public attendance and donation levels including the number of local volunteers.
 - e. Evidence of clear goals and expected outcomes.
 - f. Uniqueness i.e. does not duplicate but may complement an existing service.
 - g. The organization is providing matching funds.
 - h. Amount of funding requested related to the number of residents served.
 - i. Rationale for requesting an increased grant amount over previous grants received.
- 10. Festival and event funding is determined based on a formula, based on the scope of the event, with declining amounts each year. Please see the previous portfolios sections for a chart of grant sizes for festivals and events.

Applying for City Services

1. Applicants that are applying for City Services as part of their applications must obtain an estimated quote from our City special events department for the planned City Services prior to applying for a grant and submit it with the application form.
2. The process of obtaining an estimated quote must be initiated well in advance of the grant application deadline as it may take up to three weeks to develop an estimate for large initiatives and festivals, so applicants must contact the special events department by September 22, 2023 to allow for this process.
3. FESTIVALS AND EVENTS:
 - a. For repeat festivals and events, when your event is over you will receive a letter with the actual city service costs from your event. This aids in guiding you when estimating the City Services for the following year.
 - b. For new festivals or events, a staff member will meet with the applicant to develop an estimate that fulfills the needs of the event. For large scale events, a full estimate will be created.
4. To obtain an estimated quote, contact specialevents@newwestcity.ca
5. Facility requests will be subject to staff review as City of New Westminster facilities are already made available to user groups at a discounted rate. Facilities are defined as any designated or passive bookable space(s) within indoor City recreation facilities and bookable outdoor spaces and structures. Dates of use should be provided on the application form.
6. Applicants may choose to only apply for City Services. In this case the application will be approved by City staff and will not go to the advisory committee for approval.

Release of Funds

1. The procedures for release of funds are governed by Financial Services.
2. It is critical that an organisation complete the grant as outlined in the grant application, and demonstrate this through the post event/project evaluation form. The City reserves the right to not pay the moneys awarded if all the requirements are not met.
3. Multi-Year grants that include operating funds are distributed in January of each year, after receipt of the prior year's Statement of Accountability.
4. For all other grants, funds are distributed upon receipt of a Snapshot of Success and Grant Post event/project evaluation form and supporting expense documentation. This documentation must verify the money the organization is claiming and must correspond to the expenses approved in the grant award. Documentation may include any combination of:
 - a. Receipts for payment from vendors
 - b. Packing slips with pricing information included
 - c. Registration confirmation with the price of the event included in the documentation

- d. Invoices from vendors with corresponding payment cheque or e-transfer acceptance email.
5. The City will allow early, periodic submissions of expense receipts throughout the year on a case- by-case basis, at the discretion of the grant administrator.
6. Moneys must be claimed in the calendar year that the grant was awarded.
7. **The final deadline for submission of receipts, evaluations and snapshot for success is December 1st of each year.** Receipts submitted after this date will not be reimbursed. Clarity will be provided in the grants award letter. This date is to allow staff to process the claim before the close of the City's fiscal year. Organizations with events that take place November 14th or later should discuss with staff a deadline for their documentation submissions.
8. If an organization is unable to provide detailed external receipts for their expenditures the City will consider not paying the grant awarded.
9. Unused Funds:
 - a. If receipts are not submitted by December 1st of the year awarded, the grant will be forfeited. Discuss with staff if this is problematic.
 - b. If an organization forfeits a grant on several occasions, the City will no longer fund the organization, as this practice prevents funds from being available to fund other applicants.
 - c. City staff are available to provide support to an organization that is having difficulty using funds and that communicate these issues in advance to the City.
 - d. Regardless of the reasons for a program being delayed, money cannot be carried over to the next year.

Accountability

1. Project or Event Evaluation Report /Statement of Accountability/Snapshot of Success/Receipts
 - a. Applicants are required to submit a report in order to be eligible for future grants.
 - b. The Evaluation Report and Snapshot of Success is available by contacting the staff advisor for the portfolio and subject area. It will be sent to all grant awardees periodically throughout the year.
 - c. For multiyear grants the Statement of Accountability, although available on our website and will also be e-mailed to grant recipients annually.
 - d. Report Requirements:
 - ✓ Explanation of the Impact and outcomes of the initiative compared to the predicted impact and outcomes described in the application.
 - ✓ Photos of the funded initiative that can be publicly shared with Council and the community.
 - ✓ Financial accounting of how grant funds were spent relative to the budget provided in the application.
 - ✓ Receipts for expenses related to the grant, should be submitted for reimbursement.
 - ✓ Evidence showing that the City's funding has been publicized. This may be displayed in the organization's promotional literature and media (i.e. website, brochures, advertisements, etc.)
 - e. City staff will consolidate all the Snapshots of Success into an annual summary presentation for Council that will be presented in October each year. Recipients may be requested to attend the presentation to Council to share the story of their grant.
2. To further open and transparent government, all successful grant applications will be published on the City's Open Data website. To protect the confidentiality of your organization and volunteers the applicant information, the declaration and supporting documentation for each grant will not be included on the website.
3. City Accountability to Recipients
 - a. Where possible, the City will provide advance notice to multi-year grant recipients if they will not be funded in the future due to the grant recipient's inability to fulfill their grant obligations.
 - b. The City will provide advance notification of budget cuts and impact on recipients.

FOR INTERNAL USE

Grant Program Management

Community Grants Team

The Community Grant Program will be managed by the Community Grants Team appointed from City staff, which will include:

1. Chief Administrative Officer – Responsible for making recommendations to Council for committee appointees and final approval of all recommended grants.
2. Acting Records and Information Administrator – Responsible for program oversight; policy and procedure development; internal communication; systems management; Advisory Committee recruitment and appointment; and, reporting to Council.
3. Manager, Special Events and Community Partnerships – Responsible for program oversight, public engagement, timeline implementation, and staff support.
4. Project Assistant – Provides administrative support, coordinating online systems for applications, reporting, and administration; managing and triaging communication through the grants@newwestcity.ca email address; and, internal triage of grants to appropriate staff.

Advisory Committees

An Advisory Committee will be established for each of the three grant portfolios to adjudicate and recommend applications to be funded. Advisory Committees will include:

1. Community Voting Members - three to ten community content experts representing various sectors within the portfolio. The number of committee members will vary by the needs of the portfolio from year to year.
 - a. Application Process:
 - i. Community Content experts will apply to sit on the Advisory Committee.
 - ii. Applications will open in March each year; deadline for applications will be in May.
 - b. Appointments:
 - i. Based on the applications received, the CAO will recommend committee members to Council for approval.
 - ii. Community Livability and Social Equity Advisory Committee:
 1. The City's Environment and Climate Action Committee will appoint one member to this committee.
 2. The New Westminster Early Childhood Development Committee will appoint one member to this committee.
 3. Additional appointments may include those with the following expertise: senior services, social services, mental health, homelessness and housing, indigenous peoples, youth services, or other as determined.

- iii. Social and Cultural Vibrancy Advisory Committee:
 - 1. The Community Heritage Commission will appoint one member to this committee.
 - 2. The Arts Commission will appoint one member to this committee.
 - 3. Additional appointments may include those with the following expertise: amateur sport, community development, recreation, social planning, or others as determined.
- iv. Community Economic Activators Advisory Committee:
 - 1. Appointments may include those with the following expertise: economics, community development, or others as determined.
- c. The term for each Community Voting Member is two years, with a limit of two consecutive terms.
- d. Advisory Committee members can only be appointed if they are not a member of any organization that is applying for a grant from the City during their term.
- e. Appointments and Terms:
 - i. The terms for half of these current appointees will expire each year. These committee members may re-apply upon the expiry of their term.
 - ii. As the current committee members terms expire over the next two years, new and smaller advisory committees for each portfolio will be formed as per section 1.b above.
- 2. Staff Voting Members - Each Advisory Committee will have a minimum of one City staff voting member. Staff Voting Members will be senior City staff.
 - a. 2023 Appointees are:
 - i. Portfolio 1: Grants for Living – Claudia Freire, Housing/ Social Planner
 - ii. Portfolio 2: Grants for Involvement – this position is currently vacant
 - iii. Portfolio 3: Community Economic Activators - Jen Arbo, Economic Development Coordinator
 - b. Recommendations for future appointments of Staff Voting Members will be made to Council by the Chief Administrative Officer, as recommended by the Corporate Officer and the Manager, Special Programs and Community Partnerships.
 - c. The term of Staff Voting Members is two years, with no limit on the number of terms.

Staff Advisors

City staff members with relevant content expertise will be assigned to support each of the three Community Grant portfolios.

1. APPOINTEES

a. Portfolio 1: Grants for Living

- i. Environment – Environmental Coordinator
- ii. Child Care – Social Planner
- iii. Manager, Recreation Services
- iv. Finance Department Representative

b. Portfolio 2: Grants for Involvement

- i. Festivals and Events – Program Coordinator, Special Events
- ii. Arts – Manager of Arts and Theatre Services or Designate
- iii. Heritage – Manager of Museums and Heritage Services
- iv. Sport – Coordinator – Park Services
- v. Manager, Recreation Services
- vi. Finance Department Representative

c. Portfolio 3: Community Economic Activators

- i. Festivals and Events – Program Coordinator, Special Events
- ii. Finance Department Representative
- iii. Economic Development Representative

2. RESPONSIBILITIES

- a. To support applicants with their applications to the Community Grant program.
- b. To support the Advisory Committees in their review and vetting of applications.
- c. For ensuring an impartial and transparent process for review and recommendation of grant awards.
- d. Attending meetings of their respective Advisory Committees.