

Attachment # B

Proposed Grants Application

Guidelines



New Westminster Community Grants Application Guide

The City of New Westminister Community Grants reflects the values, vision and needs of the community. Community organizations are vital to the livability and vitality of New Westminister. With support from the Community Grants program, Community Partners are able to deliver essential, creative, and innovative programs, support, and services.

Purpose of the New Westminister Community Grants Application Guide

This Guide provides important information, eligibility criteria, timelines and application tips on the City of New Westminister's Community Grants program.

Timeline

Grant Milestones for the 2026 Grant Cycle	
Online registration/onboarding	Ongoing
City Services Quote request opens (first come, first served)	September 22, 2025
Community Grants information session (Online)	September 23, 2025
Application intake opens	October 1, 2025
City Services Quote request deadline	October 17, 2025
Application intake closes	October 27, 2025
Grant Advisory Committees: Review Process	November 3 – 28, 2025
Funding notifications	December 2025

Online Grant Report Forms – due dates	
Activities completed between January 1 - June 30, 2026	August 17, 2026
Activities completed between July 1 – December 31, 2026	December 1, 2026
Year-long activities/Ongoing Operations funding	December 1, 2026



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Program Overview

Community Partners¹ 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.

As an eligible Community Partner, you are invited to apply for grant funding to support the activities your organization will undertake during the 2026 calendar year. Your application demonstrate matching funds, cost-sharing or other sources of funding, and/or support for your proposed activities. These matching funds can come from a variety of sources, including generated revenue, funding from other granting organizations or levels of government, corporate sponsorship, or private donations. If these funding sources are not available, the City will also accept in-kind contributions—such as volunteer time or reduced rent from another organization—as quantified support for your proposed activities.

Your application must also demonstrate how your proposed activities advance the [City's Strategic Priorities](#) using the *contexts, foundations, and lenses* described in the supporting document. You may choose one or more strategic priorities that align with your initiative.

Within the overall Community Grants Program budget, specific funding amounts are allocated to one of three portfolios:

- Portfolio 1: Community Livability and Social Equity: Grants for 'Living'
- Portfolio 2: Social and Cultural Vibrancy: Grants for 'Involvement'
- Portfolio 3: Community Economic Activators: Grants for 'Growth'

You should select the portfolio that best fits your proposed activities. If your proposed activities align with more than one portfolio, we recommend choosing the one with the stated purposes most closely aligns with the primary goals of your initiative.

Applicants may submit only one application per intake. However, your application can include multiple activities. Please note that the City reserves the right to prioritize specific activities within an application and may choose to fund some, all, or none of them.

¹ Community Partners – All community organizations are considered partners in helping the City's achieve its vision. The City supports these partners to make a meaningful impact. Community partners include: community groups, non-profit societies, registered charities, service organizations, local sport organizations or teams

All proposed activities must be completed within the calendar year for which funding is approved.

Portfolio 1: Community Livability and Social Equity and **Portfolio 2:** Social and Cultural Vibrancy grants:

- New Westminster-based community groups
- New Westminster-based non-profit societies
- New Westminster-based registered charities
- New Westminster-based service organizations
- Religious organizations, provided the proposed activities:
 - Benefit the broader community.
 - Do not involve religious teachings, and
 - Do not generate revenue for the organization.
- Non-profit societies and registered charities based outside of New Westminster that deliver activities *within* New Westminster, if they:
 - Provide a significant and specific benefit to the city and its residents.
 - Offer services to marginalized or at-risk groups in New Westminster who would not otherwise access them, or
 - Deliver a service not currently available in New Westminster and not duplicated by another local organization.

Portfolio 3: 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

The following types of applicants are ineligible to apply for Community Grants.

- Individuals*
- For-profit businesses
- Organizations whose sole purpose is to raise funds for other organizations
- Organizations whose principles and activities are contrary to the B.C. Human Rights Code or contrary to the Canadian Charter of Rights and Freedoms

| Note: For **Sport Travel Grants**, the City accepts applications from both individual athletes and teams.

Portfolio Descriptions

Portfolio 1: Community Livability and Social Equity: Grants for ‘Living’

A livable community rooted in social equity is one that is safe, inclusive, and environmentally sustainable. It enhances personal independence and dignity, fosters reconciliation with Indigenous Peoples, and encourages engagement in civic, economic, and social life for all residents at any stage of life. It also supports individuals in living meaningful full lives.

Grants in this portfolio will fund organizations’ proposed activities that aim to:

- Decrease 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.

Each portfolio has various subject areas that are meant to guide your application. For Portfolio 1, relevant subject areas include child care, community wellness, and environmental initiative.

Child Care

<p>The City of New Westminster is committed to being an active partner in developing and maintaining a comprehensive child care system that includes the delivery of quality programs that are accessible and affordable. Grants help licensed, non-profit child care operators in New Westminster develop, expand, or improve child care services to families,</p>			
<p>INFORMATION FOR APPLICANTS</p> <p>Child Care grants support equipment upgrades. Capital Items must be valued at \$500 or more. Applicants may request up to \$5000 per location annually and must include quotes.</p> <p>Eligible applicants are non-profit, licensed child care operators. Submit one application that includes each of your New Westminster locations.</p> <p>To qualify, full-time monthly fees must be below the benchmark set by the Ministry of Education and Child Care. For 2025-2026, these benchmarks are:</p> <ul style="list-style-type: none"> • 0-18 Months = \$2,062/month • 18-36 Months = \$2,019/month • 3 Years to Kindergarten = \$1,510/month • Grade 1 to Age 12 = \$630/month <p>For more information please visit the Ministry’s Child Care Fee Reduction Initiative (CCFRI) Funding Guidelines 2025-26.</p>		<p>PREVIOUSLY FUNDED EXAMPLES</p> <ul style="list-style-type: none"> ✓ Replace cribs, mattresses, change tables, and sleeping mats ✓ Update outdoor play space, including fence repairs, ground cover upgrades, and adding picnic table and benches ✓ The average grant in previous years has been \$5,000 per location. 	
Staff Advisor:	Anur Mehdic, Social Planner	amehdic@newwestcity.ca	604-515-3792



Community Wellness

The City of New Westminster supports initiatives that enhance the well-being of underserved groups, including seniors, individuals facing mental health challenges, Indigenous Peoples, youth counseling, and animal welfare. Grants helps organizations provide essential services, fostering inclusive and supportive communities for those in need.

INFORMATION FOR APPLICANTS

Eligible activities include initiatives for underserved groups, such as:

- Seniors
- Mental Health
- Indigenous Peoples
- Youth Counselling
- Animal Welfare

Organization located outside New Westminster may apply if their proposed activities take place within New Westminster.

PREVIOUSLY FUNDED EXAMPLES

- ✓ Meals on Wheels
- ✓ Youth Councillor at New Westminster Youth Centre
- ✓ Support for volunteer programs for Canadian Mental Health Society

Staff

Advisor:

Erika Mark, Recreation Services and Facilities Manager, Seniors and Youth

emark@newwestcity.ca

604-519-1060

Environment

The City of New Westminster is a responsible leader in climate action, committed to protecting and restoring natural areas, and minimizing the environmental footprint of its highly urbanized community. Grants will support activities aligned with 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

Grants will support Community Partners undertaking activities that provide environmental benefits or promote environmental awareness in the New Westminster community. Eligible initiatives may include climate action, energy conservation, recycling projects, and enhancements to the natural environment.

Organization located outside New Westminster may apply if their proposed activities take place within New Westminster.

PREVIOUSLY FUNDED EXAMPLES

- ✓ 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)

Staff

Advisor:

Megan Jones, Environmental Coordinator

mjones@newwestcity.ca

604-515-3780



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

A socially and culturally vibrant community integrates culture with environmental, economic, and social life. It also offers opportunities for persona fulfillment and expression through sports, recreation, arts, heritage, and community celebrations.

Grants in this portfolio will fund Community Partners' proposed activities in the arts, heritage, sport, and recreation areas that:

- Broaden participation
- Enrich community vibrancy, expression, and creativity
- Honour the community's unique heritage
- Fosters opportunities for achievement and innovation

Each portfolio has subject areas to help guide your application. For Portfolio 2, relevant subject areas include amateur sport, arts, community festivals and events, and heritage activities.

Amateur Sport

The City of New Westminster supports New Westminster-based youth sport organizations to increase youth participation, offer diverse activities, encourage trying a new sport, focus on skills development and competition, and enhance volunteer involvement and training.

INFORMATION FOR APPLICANTS

For this grant, youth are defined as people aged 18 and under. Priority is given to proposals expand sporting opportunities, increase participation, build skills, or introduce new services or programs.

Eligibility:

- Must be a non-profit sport organization with an elected board
- Programs must be open to all youth in New Westminster
- At least 50% of costs must be from other sources
- Applicants must include anonymized data showing youth participation, noting how many live in New Westminster.

Eligible Requests:

- Tournament/competitions hosting costs (e.g. equipment transport or rentals).
- Volunteer training and professional development.
- Food for volunteers (only as part of a larger project or program)

PREVIOUSLY FUNDED EXAMPLES

- ✓ Clinics: including safety and respect in sport
- ✓ Equipment - rental/moving for hosting tournament
- ✓ Volunteer coaches training/development clinic
- ✓ Leadership/ mentoring program
- ✓ Free drop-in day event to recruit new players

Staff Advisor

Sloane Elphinstone,
Coordinator – Park Services

selphinstone@newwestcity.ca

604-777-5123

Arts

The City of New Westminster supports activities that contribute to the development of arts in the city and align with the City’s [Arts Strategy](#) and [Theatre Strategy](#). This grant portfolio is open to innovative activities that:

- Broaden participation
- Support artists
- Develop audiences
- Increase equity, inclusion, and accessibility in the arts.

The arts are reflective of the community’s creativity and identity, including:

- 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 art.

INFORMATION FOR APPLICANTS

Applicants should connect their proposed activities to the goals of the City of New Westminster [Art Strategy](#):

- **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

PREVIOUSLY FUNDED EXAMPLES

- ✓ Queensborough Special Projects Committee Mural Project
- ✓ New West Film Society – New West Film Fest

Staff
Advisor:

Todd Ayotte, Manager, Community Arts
& Theatre

tayotte@newwestcity.ca

604-515-3822



Community Festivals and Events

Grants for Community Festivals and Events are designed to help applicants host festivals and events that benefit the community. These events should add value to neighbourhoods, build community pride, and encourage community interaction and spirit. The events must also align with the City’s values for a healthy and vibrant community.

INFORMATION FOR APPLICANTS

Community events are eligible to apply for up to 5 years of funding and may re-apply after each term. Funding can be requested in cash or as a City Services as follows:

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
- Year 4 – up to 50% of the demonstrated financial need
- Year 5 – up to 50% of the demonstrated financial need

EXAMPLE:

If your event has a demonstrated financial need of \$10,000 each year:

- Year 1: You could receive up to \$8,000
- Year 2: Up to \$6,500
- Year 3: Up to \$5,000
- Year 4: Up to \$5,000
- Year 5: Up to \$5,000

CITY SERVICES:

- Up to 100% of estimated City Service (includes police, fire, engineering, road closure contracts, permits) costs may be covered, depending on availability and approval by City staff. Please see details about requesting a City Services quote.

PREVIOUSLY FUNDED EXAMPLES

- ✓ RiverFest
- ✓ Fridays on Front
- ✓ Youth Leadership Program

Staff Advisor:	Community Events Office	specialevents@newwestcity.ca	604-636-4488
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Heritage

Heritage is part of what makes New Westminster unique. It includes the history, ideas, and memories of local people that are shared and celebrated. Heritage is something each generation receives, reworks, and passes on. It encompasses intangible elements—such as storytelling, memories, dance, traditional knowledge, and crafts—and physical ones such as artifacts, artwork, buildings, historic places, landscapes, and monuments worthy of preservation for the future.

INFORMATION FOR APPLICANTS

Grants in this portfolio support initiatives such as programs, workshops, tours, plaques and interpretive features, collection preservation, special events, and museum and archival programs.

Eligible activities include:

- Enhancing the current plaque program
- Applicant-led museum and archival programs/workshops
- Heritage tours and preservation projects
- Interpretive signage
- Events promoting Heritage Week and other heritage celebrations, conferences, awards, or workshops

PREVIOUS FUNDED EXAMPLES

- ✓ National Indigenous Peoples Day celebrations
- ✓ Virtual Heritage tours
- ✓ Medicine Wheel Labyrinth

Staff Advisor

Robert McCullough, Manager of Museums and Heritage Services

rjmccullough@newwestcity.ca

604-527-4639

Sport Travel Grants

New Westminster youth amateur sport teams and individuals may, under special circumstances, apply for travel assistance to provincial, national and international competitions. This is the only grant type where an individual may apply.

INFORMATION FOR APPLICANTS

Applicants should contact staff to receive a special invitation to use the Sport Travel application form. This grant is not eligible for multi-year funding.

Grant Amounts:

INDIVIDUALS

- Travel outside the province but within North America = \$200
- Travel outside North America = \$300

TEAMS (Minimum of 3 players and a coach)

- Travel outside the province but within North America = \$800
- Travel outside North America = \$1,000

PREVIOUSLY FUNDED EXAMPLES

- ✓ North American Indigenous Games in Ontario
- ✓ Royal Canadian Legion National Youth Track & Field Championship in Brandon, Manitoba

Staff Advisor:

Sloane Elphinstone,
Coordinator – Park Services

selphinstone@newwestcity.ca

604-777-5123



Portfolio 3: Community Economic Activators: Grants for 'Growth'

Enhancing economic opportunities in the community increases the wellbeing of 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

Economic and Tourism Activities

Grants in this portfolio are intended to support the hosting of major tourism activities that generate significant economic benefit to New Westminster. Activities should positively impact economic growth, receive considerable media exposure, attract significant attendance relevant to the venue capacity, have a substantial number of sponsors, and be marketed to tourists.

INFORMATION FOR APPLICANTS

Economic and Tourism activities are eligible to apply for up to 5 years of funding. Funding for proposed activities can be requested in cash or as a City Services as follows:

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
- Year 4 – up to 50% of the demonstrated financial need
- Year 5 – up to 50% of the demonstrated financial need

EXAMPLE:

If your event has a demonstrated financial need of \$10,000 each year:

- Year 1: You could receive up to \$8,000
- Year 2: Up to \$6,500
- Year 3: Up to \$5,000
- Year 4: Up to \$5,000
- Year 5: Up to \$5,000

CITY SERVICES:

- Up to **100%** of estimated City Service (includes police, fire, engineering, road closure contracts, permits) costs may be covered, depending on availability and approval by City staff. Please see details about requesting a City Services quote.

PREVIOUSLY FUNDED EXAMPLES

- ✓ Uptown Live
- ✓ Fridays on Front
- ✓ New Westminster Farmers Market
- ✓ Strategic planning for business organizations

Staff Advisor:

For General Inquiry:
For City Services: Special Events Coordinator

grants@newwestcity.ca
specialevents@newwestcity.ca



Grant Types

New Westminster City Council approves an annual budget for Community Grants as part of the City's operating budget. The Community Grants Program contains two distinct budgets: one for Cash Grants and one for City Services. Both are approved every year during the City's annual budget process. These budgets also include the funding for Community Partners previously awarded multi-year funding.

Most applicants request Cash Grants, but some may also require City Services to deliver their proposed activities. In such cases, an applicant will apply for both. Regardless of the funding mix, the total value of a combined Cash Grant and City Services must not exceed \$75,000.

Cash Grants

New applicants to the New Westminster Community Grants program may apply for one year of funding.

Organizations that have previously received a grant may apply for multi-year funding under the following conditions:

- Multi-year funding is available for up to 5 years. Applicants can request 2, 3, 4 or 5 years, though the Grant Advisory Committees may recommend fewer years than requested.
- To be eligible, applicants must have previously received at least one year of prior funding for the proposed activities and submitted a satisfactory report.
- If awarded multi-year funding, you cannot reapply until your term ends. For example, a 5-year grant awarded in January 2026 would make you ineligible to reapply until fall of 2030.
- Multi-year grants are not adjusted for inflation.
- The City will provide advance notice if future funding will not be renewed due to unmet obligations.

Eligible expenses

All eligible expenses must be listed in your application. These may include:

- Annual program delivery costs
- Ongoing operational costs
- One-time projects, workshops, events
- Capital items essential for program delivery
- Seed funding to develop and launch new programs or ideas
- Specialized equipment, services, and professional development
- Food, where it is a cultural or program-related element essential to your activity's success. Contact City staff to confirm eligibility.

| Note: For grant requests under \$20,000, staff wages and administrative costs are not eligible.

Equipment purchased with Community Grants funds becomes the property of the Community Partner that received funding. It must not be re-sold. If the equipment is no longer needed, it should be donated to another Community Partner.

City Services

The City of New Westminster offers a variety of City Services to support grant recipients, including Police, Fire and Rescue, Engineering Operations and Transportation. Common requests include traffic control, barricades, waste management, road closures, and other related Services.

Rental fees for City facilities— such as community centres, theatres, and art galleries— are already subsidized for amateur sport, community, and art-based use. These fees should be included in your Cash Grant request, not as City Services.

If you are applying for City Services as part of your grant application:

- You must obtain a quote from City staff before you submit your application. Upload the quote with the application on the grant platform.
- For large festivals and events, it may take up to three weeks to prepare a quote. Contact the grants@newwestcity.ca later than October 17, 2025.
- For new festivals or events, the Community Events staff will meet with you to develop a quote that meets your needs. Please contact specialevents@newwestcity.ca.
- You may apply for only City Services. These applications are approved directly by City staff and do not go to the Grant Advisory Committees.



Ineligible Expenses

The New Westminster Community Grants program supports costs directly related to the delivery of proposed activities. However, certain expenses are not eligible for funding.

The following expenses are ineligible:

- Fees paid to third-party event managers
- Activities taking place outside New Westminster
- Activities that fundraise for a third party
- Awards and bursaries.
- Direct grants to individuals (e.g. artists, athletes, students)
- Gift certificates, prizes (including cash prizes), giveaways, and trophies
- Volunteer incentives, prizes, or branded items (e.g. t-shirts)
- School fairs
- Travel or touring costs (except for Sport Travel Grants)
- Performance tariffs or music rights
- Paid coaches or professional athlete development
- Research projects
- Food for the public
- Deficit funding
- Purchases made before January 1, 2026
- Activities that promote political, religious, or spiritual viewpoints or exclude others

| **Note:** for grant awards under \$20,000, staff wages and administrative costs are not eligible.



How to Apply

In 2024, the City of New Westminster launched a new online grant application system using the Good Grants [platform](#). All eligible Community Partners must submitted their applications through this system.

Here's how you can get started:

1. Click [here](#) to access the Community Grants application portal.
2. Register with your email address.
3. Check your email for a six-digit verification code.
4. Enter the code and complete your registration.

Once registered, follow the prompts to start your application. You will first complete an eligibility questionnaire. If eligible, the rest of the application will become available.

You'll be asked to provide:

- Contact information.
- A description of your proposed activities
- Project details
- A balanced budget (including an itemized list of City funds requested)
- Relevant documentation and marketing materials.

Your application will also require supporting documents, including:

- Minutes of the organization's Annual General Meeting.
- Financial statements from your last Annual General Meeting.
- Constitution and bylaws.
- Documentation that supports your request (studies, quotes).

If your organization does not have these documents, you are not required to submit them. However, not including existing documentation may negatively your application evaluation.

City staff are available to discuss and review applications before the application deadline.

Contact: grants@newwestcity.ca



Review Process

After your application is submitted, it will first be reviewed by the Community Grants Coordinator. If your proposal is better suited for a different portfolio, you will be contacted about moving it—this will not affect your application. You are welcome to reach out with questions any time.

Each portfolio has a Grant Advisory Committee, made up of community volunteers and one non-voting City staff member. These Committees review all applications and make funding recommendations to the Chief Administrative Officer. Council does not award grant funds.

In some cases, the City may request a meeting to better understand your proposal. This is neither a positive nor negative—just a way to ensure clarity. If a meeting is needed, you will be contacted within a month after the application deadline to schedule it.

Applications are evaluated based on:

- A demonstrated need for the proposed activities
- Collaboration with other organizations, or unique services provided
- Inclusion of Indigenous-led projects, or efforts that advance truth and reconciliation
- Benefit to the New Westminster community
- Level of community support (e.g. attendance, donations, volunteers)
- Clear goals and measurable outcomes
- Availability of matching funds
- Justification for any increase in request funding compared to previous years

Please note: Regardless of your request, the Grant Advisory Committees may recommend only one year of funding, partial funding, or no funding at all.



Release of Funds

New applicants will receive funding as a reimbursement after their proposed activities are completed and the Grant Report Form has been submitted.

If your organization has previously demonstrated the ability to deliver your proposed activities, you may be eligible for partial payment in advance. There are three disbursement scenarios:

- Grants of \$500 or less: 100% of funds will be provided upfront.
- Grants over \$500: 50% provided upfront; up to the remaining 50% when the Grant Report Form has been submitted.
- Multi-year grants: 100% of the funding will be provided upfront.

Funds will begin being released in January 2026. Prior to receiving funds, you must register for Electronic Fund Transfers (EFT) with the City—instructions will be provided.

All promotional materials and signage must acknowledge the City of New Westminster as a funder. Failure to do so may impact your eligibility for future grants.



Reporting

After completing your proposed activities, you must submit a Grant Report Form to be eligible for reimbursement of any unpaid grant funds. This includes providing receipts for all approved expenses.

The Grant Report Form is available online through the New Westminster Community Grants platform. A reminder will be emailed to the applicant's email address on file. If your contact information changes, please notify the Community Grants Coordinator.

The final deadline to submit your Grant Report Form and all supporting documents is December 1st of grant year. Receipts submitted after this date will not be reimbursed.

If your event is taking place on November 14th, contact staff to arrange an alternative deadline.

Early or periodic receipt submissions may be allowed on a case-by-case basis with prior approval from the Community Grants Coordinator.

Your report must clearly verify and support the expenses claimed and should match those approved in your grant award. You may include:

- Receipts or invoices from vendors
- Packing slips with pricing
- Event registration confirmation
- A summary of actual outcomes versus proposed outcomes
- Photos that may be shared publicly
- A financial summary comparing your actual expense to the proposed budget
- Proof of City funding acknowledgement (e.g. website, brochures, ads)

It is important to complete as proposed and reflect this in your Grant Report. The City may withhold unpaid funds if reporting requirements are not met. **Funds cannot be carried forward to the next year under any circumstance.**

If you fail to provide detailed receipts, you may not receive your grant funds.

Unused Funds:

- If receipts are not submitted by December 1st, the grant is forfeited.
- If your organization forfeits two or more grants, you may no longer be eligible for future funding.
- If you have trouble spending or reporting funds, contact City staff right away—we are here to help.

To promote transparency, successful applications will be published on the City's [Open Data](#) website. Personal and sensitive information (e.g. declarations, supporting documents) will not be made public to protect your privacy.



Contact

The New Westminister Community Grants program is supported by City staff who are available to assist you with developing your application, complete reporting requirements, and answering any other questions you may have. Please refer to the directory below for the appropriate contact for your portfolio and subject area.

Staff Directory

Program Administration	Stephen O'Shea Community Grants Coordinator	soshea@newwestcity.ca	778-789-7514
Child Care	Anur Mehdic, Social Planner	amehdic@newwestcity.ca	604-515-3792
Community Wellness	Erika Mark, Recreation Services and Facilities Manager, Seniors and Youth	emark@newwestcity.ca	604-519-1060
Environmental	Megan Jones, Environmental Coordinator	mjones@newwestcity.ca	604-515-3780
Amateur Sport Sport 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	Community Events Coordinator	specialevents@newwestcity.ca	604-636-4488
Heritage	Robert McCullough, Manager of Museums and Heritage Services	rjmccullough@newwestcity.ca	604-527-4639
Economic Activators	For General Inquiry: For City Services: Community Events Coordinator	grants@newwestcity.ca specialevents@newwestcity.ca	778-789-7514 604-636-4488

For more information about the New Westminister Community Grants program, visit newwestcity.ca/grants

To onboard into the grant software and submit your application, visit newwestcity.grantplatform.com

For any questions regarding the New Westminister Community Grant program, please email grants@newwestcity.ca