



## 2019 Neighbourhood Small Grants Application

The Neighbourhood Small Grants (NSG) program supports people who want to make their communities better places to live. Our grants range from \$50 to \$500. A grant is money we give you to bring your project to life. You must apply for the grant, but you do not need to pay the money back. **If you have access to a computer and e-mail, we encourage you to apply online at <http://neighbourhoodsmallgrants.ca>.**

**The deadline to apply is April 9, 2019.**

### **The goals of the Neighbourhood Small Grants program are to:**

- Connect and engage neighbours (e.g. social gatherings such as a clothing swap and potluck)
- Share residents' skills and knowledge (e.g. collaborative art making or storytelling sessions)
- Increase Sense of Belonging and responsibility to your community (e.g. neighbourhood walking tour or removal of invasive plant species)
- Respect and celebrate diversity (e.g. multicultural community kitchen or project that connects newcomers with Indigenous communities to share cultures)

### **Who can apply?**

- Projects must occur in one of the NSG program communities.
- Each NSG project must have two applicants. The two applicants must belong to the same community but live at different addresses.
- The project must take place within your own neighbourhood.
- You can apply for only **one** NSG project per year and you can apply within only one community.
- Registered organizations and businesses are not eligible to apply.
- No previous connection to a neighbourhood house or community organization is required.

### **What information do you need to know about NSG?**

- Your project must be free to attend and participate in. We encourage applications for projects that are accessible to people with disabilities and inclusive of all people.
- You may not fundraise for other projects and/or organizations during your event. However, we encourage you to seek donations or gifts in kind from local businesses to help support your project.
- Large capital projects including building and maintenance of public assets such as playgrounds or purchasing equipment such as computers are not eligible.
- Projects involving psychotherapy and counseling support are not eligible.
- You must begin your project after the grant decision is made. Projects are not supported retroactively.
- While some projects may continue year-round, it is expected that your NSG grant money is spent by November 30, 2019.

### **What do you need to think about when you are estimating your project costs?**

- Grant requests for projects are expected to be under \$500. However, applications that offer unique and creative ways of meeting the NSG goals may be considered for additional funding.
- You may not profit financially from your project. Grant money may be used to pay people for services (also called honorariums) to help with the project. An example may be a carpenter or



face painter. Total honorarium(s) may not be more than \$100 per project. You are responsible for keeping expense receipts to account for all project costs.

**What do you need to know if you use a public space (for example, a neighbourhood street or park) for your project?**

- Projects taking place on neighbourhood streets or public spaces and/or parks must follow municipal by-laws and have proper permits.
- You must obtain liability insurance prior to your project start date.
- For more information please visit your local municipal webpages or call your municipal information line.

**What do you need to think about when carrying out your project?**

- Your project is expected to address one or more of the NSG program goals and objectives. The primary focus should be about building relationships between neighbours and increasing residents' involvement within their community.
- Your project must take place within the community where your application is processed.
- Festival-style events are expected to focus on a specific neighbourhood or community with a range of 100 to 300 people. Projects that are part of festivals must demonstrate an activity within the event that helps neighbours to develop or strengthen relationships.

**What do you do after you receive the grant money?**

- To help future applicants, please document your project with photos, videos or by writing a summary of your event. Share these with your NSG Coordinator and submit them to the program website at [neighbourhoodsmallgrants.ca](http://neighbourhoodsmallgrants.ca)
- Project leaders are expected to attend the NSG Celebration event held in the fall. You may be asked to share your project story with other attendees.
- Vancouver Foundation and your community organization should be acknowledged by displaying appropriate logos on event posters or other project promotional materials.
- After your project is complete, you must submit an evaluation report to your NSG Coordinator. Your NSG Coordinator will provide further instructions close to project completion date. You must return any unused grant money to your NSG Coordinator.



### Part 1: Applicant information

At least two applicants living in the same community are required for each project application. The person who fills out the application form is referred to as the 'main' applicant. The other person is the 'co-applicant'.

Main applicant information goes below		Co-applicant information goes below	
Legal Name:		Legal Name:	
Address:		Address:	
City:	Postal code:	City:	Postal code:
Phone:	Email:	Phone:	Email:
<b>Partner organization if cheque will be issued on behalf of the applicant(s):</b> In some instances, grant payments are issued to organizations that support applicants. If this doesn't apply to you, please skip this question.			
Organization:			
Staff contact:		Phone number:	

1. Have you applied to the Neighbourhood Small Grants program before? <input type="radio"/> Yes <input type="radio"/> No	2. If yes, how many years have you received funding? <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years or more
3. Are you applying for a project funded in previous years? Or is this a new idea? <input type="radio"/> Funded in previous year <input type="radio"/> New Idea	
4. If your project was funded in the past, please describe why this project is needed again. How will this year's project expand, change, add to or be different from previous years?	

### Part 2: Details about your project

5. What is the name of your project? Please use a simple description that you will remember.
6. Please describe your project with as much detail as possible. In this section tell us about your idea and vision. How will your project build relationships between neighbours and involve people who live in your neighbourhood?



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<p>7. When will your project and/or event take place? Be as specific as possible:</p>	<p>8. Where will your project/or event take place?</p>
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<p>9. How does your project meet one or more goals of the NSG program? Please refer to page 1 for a list of the goals.</p>
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<p>10. How will you promote the project and reach out to and/or include people in the community? Give as many details as possible.</p>
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<p>For 2019 we have set aside a small portion of granting money towards two priority areas shown below. Please indicate if your project focuses on any of the priority areas below. <b>Note:</b> If your project doesn't focus on the priority areas below, please skip this question.</p> <ul style="list-style-type: none"> <li><input type="radio"/> Indigenous and non-Indigenous cross-cultural learning and understanding (The term "indigenous" refers to First Nations, Inuit and Métis people collectively)</li> <li><input type="radio"/> Youth-led and focused projects (aged 18-24)</li> </ul>
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**Part 3: Budget:** Please provide an itemized list of your project expenses. The goal of the grant is to contribute to fees and expenses associated with your project such as space rental, food, permit fees, liability insurance, materials and honorarium. An honorarium is a small fee paid to someone for their in-kind skills or knowledge contributions. Examples: opening/welcome from an Indigenous Elder, or an artist sharing skills Total honorarium(s) may not be more than **\$100 per project**.

Description	Amount



Total expenses of your project (Please add the amounts above)	
How much are you asking from the NSG Program? (may not exceed \$500)	

### Part 4: Program Promotion

How did you hear about the Neighbourhood Small Grants program? (Check all that apply)

- My Neighbourhood House/Community Centre
- Poster/Brochure
- Website
- Social Media
- Neighbourhood Grants Committee Member
- Other \_\_\_\_\_

### Part 5: Information about grant applicants

The following questions are optional and voluntary. This means that **you are not required to answer them**. However, your answers are important to us and can help us determine if we are reaching the diversity of the communities we serve. The information is for our use only and is confidential.

<b>Age Range (please circle)</b> <input type="radio"/> 13-18 <input type="radio"/> 35-44 <input type="radio"/> 65-74 <input type="radio"/> 18-24 <input type="radio"/> 45-54 <input type="radio"/> 75 and older <input type="radio"/> 25-34 <input type="radio"/> 55-64		
<b>Gender</b> <input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other		
<b>Were you born in Canada?</b> <input type="radio"/> Yes <input type="radio"/> No	<b>Do you identify as Indigenous?</b> <input type="radio"/> Yes <input type="radio"/> No  <b>If yes, please share your heritage:</b> <input type="radio"/> First Nations <input type="radio"/> Métis <input type="radio"/> Inuit <input type="radio"/> Other:	
<b>How long have you lived in your current community?</b>	<b>What language do you feel most comfortable using?</b> <input type="radio"/> English	



<ul style="list-style-type: none"><li><input type="radio"/> Less than one year</li><li><input type="radio"/> 1-2 years</li><li><input type="radio"/> 3-4 years</li><li><input type="radio"/> 5-10 years</li><li><input type="radio"/> 10 years or more</li></ul>	<ul style="list-style-type: none"><li><input type="radio"/> French</li><li><input type="radio"/> Spanish</li><li><input type="radio"/> Punjabi</li><li><input type="radio"/> Chinese (Mandarin or Cantonese)</li><li><input type="radio"/> Vietnamese</li><li><input type="radio"/> Tagalog</li><li><input type="radio"/> Indigenous Language</li><li><input type="radio"/> Other:</li></ul>
<p><b>Please select all that apply</b></p> <ul style="list-style-type: none"><li><input type="radio"/> Homeowner</li><li><input type="radio"/> Renter</li><li><input type="radio"/> Living in supportive housing</li><li><input type="radio"/> Living in co-op housing</li><li><input type="radio"/> Living in temporary shelter</li><li><input type="radio"/> If you do not see your housing situation listed, please enter your preferred term here:</li></ul>	<p><b>What type of home do you live in?</b></p> <ul style="list-style-type: none"><li><input type="radio"/> Single family house</li><li><input type="radio"/> Town house</li><li><input type="radio"/> Duplex</li><li><input type="radio"/> Low/Mid-rise (2-6 floors)</li><li><input type="radio"/> High-rise</li><li><input type="radio"/> Basement suite</li><li><input type="radio"/> Other:</li></ul>

Thank you for applying for a Neighbourhood Small Grant. Please make a copy of your application and keep it for your records. You will hear about the status of your application from the NSG Coordinator in your area within 6 to 8 weeks.