

## 2014 Neighbourhood Small Grants Application Form

At Vancouver Foundation we know that small is beautiful. And that small things can have a big impact. Neighbourhood Small Grants is Vancouver Foundation's unique program that helps build community and strengthen connections right where people live - in their neighbourhoods.

Our program supports residents like you: residents who have small but powerful ideas to bring people together and make your neighbourhood vibrant. Our grants range from \$50 to \$500 (with some possibly up to \$1,000) and are designed to help make your project a reality.

The goals of the NSG program are:

1. Connect and engage neighbourhood residents
2. Build local capacity to carry out NSG projects
3. Share residents' skills and knowledge
4. Build sense of ownership and pride
5. Respect and celebrate diversity
6. Create lasting impact

The 2014 application deadline is April 7, 2014 by 5:00pm.

Please read the following information before you complete your application details.

### *Terms & Conditions of 2014 Neighbourhood Small Grants Program*

#### **Who can apply?**

- Applicants must be a resident of Vancouver, Burnaby, North Shore, New Westminister, or North Surrey.
- At least two applicants residing in the same community are required per project application and both applicants are equally responsible for managing the grant money.
- Registered organizations and businesses are not eligible to apply.
- Main applicants can only apply for **one** NSG project per year and can only apply within one community.
- Projects should begin after the grant decision is made.
- All projects must be completed by November 30, 2014.

#### **What to consider when estimating your project costs:**

- Most grant requests for projects are expected to be under \$500, however those applications that demonstrate unique and creative ways of meeting the NSG goals, and require additional budget, may qualify for up to \$1,000 grant.
- Applicants may not profit financially from the project.

- Grant money may be used for honorariums with a maximum allowable amount of **\$50 per person**, with **total honorarium(s) not exceeding \$100 or 50% of the project budget** (whichever is less).
- When creating a project budget, applicants should determine the actual cost of items to be used, and think resourcefully in how to obtain materials through borrowing or donations.
- Applicants are responsible for keeping expense receipts to account for project costs.

**If you plan to use a public space (e.g. neighbourhood street, park), then please understand:**

- Projects taking place on neighbourhood streets or public spaces/parks are required to comply with municipal by-laws, as such:
  - NSG applicants are required to know relevant information about permits they may require, liability insurance and account for the time needed to process these requests at the applicable municipal office;
  - Applicants should obtain appropriate permits and liability insurance prior to project start date.

**What to consider when carrying out your project:**

- Projects are expected to address one or more of the NSG program goals with a primary focus on increasing connections and engagements between community members.
- Projects should take place within the neighbourhood or community where the application is processed.
- Eligible community special events or festivals are expected to be focused on a specific neighbourhood or community with a maximum of 500 -1,000 attendees. The project will need to demonstrate an activity within the event that connects residents to develop or strengthen relationships.
- Preference will be given to new projects or those that have been funded for less than three consecutive years.
- Projects should be free, accessible and socially inclusive to all.
- Projects may not charge entrance fees, request donations, or fundraise for other projects/organizations.
- Projects involving therapy and counseling support are not eligible.

**What to do after grant money is received:**

- **Projects are expected to be completed by November 30, 2014.**
- To help future applicants, it is strongly encouraged to document your project with photos, videos or by writing a summary of your event, and share with your NSG Coordinator and submit to the program website at [www.vancouverfoundation.ca/nsg](http://www.vancouverfoundation.ca/nsg).
- Project leaders are expected to attend the NSG Celebration event (held in the fall), and may share your project story with other attendees.
- If you would like your project to be considered for promotions and program documentation and reporting, please have project participants sign a photo release form to use their photos. This form is available on the program website or through your NSG Coordinator.
- Vancouver Foundation and your community organization should be acknowledged by displaying/including appropriate logos on event posters or other project promotional materials.
- After your project is complete, a grant report/evaluation should be submitted to your NSG Coordinator.
- Please return any unused grant money to your NSG Coordinator.

**Yes, I have read the above terms and conditions before I apply for the 2014 Neighbourhood Small Grants program.**

Deadline: Monday, April 7, 2014 at 5:00pm (Please note that \* denotes mandatory questions)

## SECTION A. Main Applicant Information

### 1. Main Applicant

Prefix \* \_\_\_\_\_  
First Name \* \_\_\_\_\_  
Last Name \* \_\_\_\_\_  
Phone Number(s) \* \_\_\_\_\_  
Email \* \_\_\_\_\_

### 2. Legal name for cheque issue purposes, if different from above:

Prefix \_\_\_\_\_  
First Name \_\_\_\_\_  
Last Name \_\_\_\_\_

### 3. Main Applicant Address

Street Address \* \_\_\_\_\_  
City \* \_\_\_\_\_  
Province \* \_\_\_\_\_  
Postal Code \* \_\_\_\_\_

## SECTION B. Co-Applicant Information

### 4. Co-Applicant

Prefix \* \_\_\_\_\_  
First Name \* \_\_\_\_\_  
Last Name \* \_\_\_\_\_  
Phone Number(s) \* \_\_\_\_\_  
Email \* \_\_\_\_\_

### 5. Co-Applicant Address

Address \* \_\_\_\_\_  
City\* \_\_\_\_\_  
Province \* \_\_\_\_\_  
Postal Code \* \_\_\_\_\_

### 6. Name of partner organization staff, if cheque is to be issued on behalf of the applicant(s):

Organization Name \_\_\_\_\_  
Prefix \_\_\_\_\_  
First Name \_\_\_\_\_  
Last Name \_\_\_\_\_  
Phone number \_\_\_\_\_

## General Information

7. Have you applied to the NSG program before? \*

- Yes
- No

8. If yes, are you applying for a project funded in previous years?

- Yes
- No

9. If yes, please give description of what new elements you are adding to your project this year?

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## SECTION C. Project Information *(all fields are mandatory)*

10. Name of project or event: \*

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11. Please describe your project: \*

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12. When will the project happen (*please be as specific as possible*): \*

From: MM/DD/YYYY \_\_\_\_\_

To: MM/DD/YYYY \_\_\_\_\_

13. Where will your project take place? (*Please be as specific as possible*): \*

*Reminder: If your project is going to take place on neighbourhood streets or city and park spaces, please contact your municipality to get the information on permits, liability insurance and the time it takes to process your permit application before filling out the NSG application.*

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14. How will your project connect and engage neighbourhood residents in your community? \*

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15. How many people will help organize this project? (Select one only.)\*

- 2 people
- 3-5 people
- 6-10 people
- 11-15 people
- 16-20 people
- 20 or more people

16. Approximately how many people will participate or directly benefit from your project? (Select one only.) \*

- 5 people or less
- 6-10 people
- 11-20 people
- 21-50 people
- 51-100 people
- More than 100 people

17. Who will be the participants? (Check all that apply.) \*

- Families
- Youth
- Seniors
- Neighbourhood residents
- Other (please specify) \_\_\_\_\_

18. How will you promote the project and reach out to/include people in the community? \*

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19. What is the total budget for your project: \* \$ \_\_\_\_\_

20. Please provide an itemized list of your project expenses including permits and liability insurance if applicable: \*

Description	Amount
<b>Total Amount:</b> _____	

21. If you don't receive the full grant amount that you requested, how will you modify your project? \*

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

- My Neighbourhood House/Community Centre
- Poster /Brochure
- Website
- Social Media
- NSG Resident Advisory Committee Member
- Newspaper
- Other (please specify) \_\_\_\_\_

The following questions will help us determine how your project aligns with the Vancouver Foundation NSG program goals. Your project is expected to meet one or more of the following objectives.

On a scale of 1-3, please indicate how the following will apply to your project, where:

**1** It **applies** to my project. | **2** It **somewhat** applies to my project | **3** It **doesn't apply** to my project.

**My project will:**

- |  |    |    |    |
|--|----|----|----|
| a. Bring neighbourhood residents together for the first time. (e.g. First block party) *   | ○1 | ○2 | ○3 |
| b. Occur in two or more sessions. (e.g. Weekly neighbourhood clean up work parties) *  | ○1 | ○2 | ○3 |
| c. Involve local residents to share their skills and knowledge with other residents (e.g. Bee expert sharing a skill of building a bee hive to community) *        | ○1 | ○2 | ○3 |
| d. Provide local residents to learn from each other (e.g. Community kitchen where participants exchange their cooking skills and share a meal) *                   | ○1 | ○2 | ○3 |
| e. Celebrate and showcase unique local talents, public and private spaces, arts, culture and food (e.g. residents doing historical walking tour of a community) *  | ○1 | ○2 | ○3 |
| f. Engage residents to make meaningful contributions or give back to their community (e.g. community clean-up of a neighbourhood alley way) *                      | ○1 | ○2 | ○3 |
| g. Showcase the diversity within the community (e.g. bringing people from different ages, languages, income levels, sexual orientation, physical abilities etc.) * | ○1 | ○2 | ○3 |
| h. Bridge people from different groups (e.g. Seniors and youth) *  | ○1 | ○2 | ○3 |
| i. Be accessible and socially inclusive to all (e.g. Cost free event) *  | ○1 | ○2 | ○3 |
| j. Create visible physical change in the community (e.g. Community garden) *   | ○1 | ○2 | ○3 |
| k. Be a repeat from a previous year, and begin a local tradition in the community (e.g. Annual block party) *  | ○1 | ○2 | ○3 |
| l. Help to build trust amongst community members (e.g. story telling) *  | ○1 | ○2 | ○3 |

## SECTION D. Demographic Information – Main Applicant *(optional)*

The following optional background related questions will help us understand if we are reaching the diverse communities in our neighborhoods.

1. Gender

- Male
- Female
- Other

2. Age Range

- 11 to 17
- 18 to 24
- 25 to 34
- 35 to 44
- 45 to 54
- 55 to 64
- 65 to 74
- 75 or older

3a. Were you born in Canada?

- Yes
- No

b. How long have you lived in your current city and/or neighbourhood?

- Less than 1 year
- 1 to 2 years
- 3 to 5 years
- 6 to 10 years
- 11 to 15 years
- 16 or more years

4. What languages are spoken in your household? (Check all that apply.)

- English
- French
- Spanish
- Punjabi
- Chinese
- Vietnamese
- Tagalog
- Other (please specify) \_\_\_\_\_



### Personal Information Release:

Information provided on NSG applications will be accessed by the NSG Coordinator and Resident Advisory Committee members of your neighbourhood as well as Vancouver Foundation staff. Photos, texts and videos submitted from grant recipients and project participants might be used by Vancouver Foundation for promotional and reporting purposes. If you wish to learn more, please contact the NSG Coordinator in your area [www.neighbourhoodsmallgrants.ca/contact](http://www.neighbourhoodsmallgrants.ca/contact).

### Mailing List Consent:

- Yes, I would like to be contacted regarding information about Neighbourhood Small Grants by the partner organization in my area or Vancouver Foundation.
- Yes, I would like to be contacted regarding information about Vancouver Foundation supported projects.

Thank you for submitting your Neighbourhood Small Grants Application. Please print or make a copy of your application and associated information and keep it for your records. You will hear about the status of your application from the NSG Coordinator in your area within 6-8 weeks.