

RICHMOND NEIGHBOURHOOD CELEBRATION GRANT PROGRAM

Apply
now!

Receive up to \$2,000 in funding
to create an event that connects
residents and builds community.

www.richmond.ca/celebrationgrant



APPLICATIONS MUST BE SUBMITTED BY FEBRUARY 26, 2023.

For more information,
RichmondHasHeart@richmond.ca
www.richmond.ca/celebrationgrant

City of Richmond | 6911 No.3 Road, Richmond, BC V6Y 2C1



OBJECTIVES:

The Neighbourhood Celebration Grant Program is designed to provide funding support for groups of neighbours, not-for-profit organizations, school-based groups, and local artists to create events that connect residents of diverse backgrounds and build community in Richmond.

This year's program will:

- Support participatory activities reflective of the theme of connection.
- Encourage collaboration with residents, community organizations and Richmond-based artists to animate neighbourhoods, local business districts, parks and open spaces and encourage community members to make new neighbourhood connections.
- Support free events that facilitate intercultural interaction and promote intercultural understanding.

ELIGIBLE APPLICANTS:

- Richmond-based Neighbourhood Groups (**Two individuals** living in Richmond but residing in different households. Both applicants are responsible for managing the grant money).
- Not-for-profit community organizations
- Not-for-profit faith-based groups
- Local artists who connect with a local neighbourhood group or organization
- Parent Advisory Committees
- Community Associations
- Student Councils

INELIGIBLE APPLICANTS:

- Individuals applying without a co-applicant or individuals from the same household
- Political parties or events related to political activities or lobbying

- Events or projects that have funding from another City of Richmond grant program
- For-profit organizations or businesses

ELIGIBLE PROJECT EXPENSES:

- Supplies and materials
- The rental of event infrastructure (e.g. tents, bouncy castles, tables, chairs, etc.)
- Food
- Artist fees
- Sustainability initiatives
- Marketing materials
- Insurance

INELIGIBLE PROJECT EXPENSES:

- Expenses that have already been incurred at the time of the application
- The purchase of event infrastructure (e.g. tents, tables, chairs, etc.)
- The purchase of games/activities that will not be made accessible to the community post-event (e.g. board games, sports equipment, etc.)
- Building construction and repairs
- Proposals which primarily fund or award other groups or individuals
- Political activities
- Travel costs (e.g. bus passes, etc.)
- Ongoing operational expenses for organizations
- Capital projects
- Office administration
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Bursaries or scholarships
- Giveaway prizes/"swag" items

ELIGIBILITY & ASSESSMENT CRITERIA:

- 2022 Neighbourhood Celebration Grant recipients who apply must submit their 2022 Final Report by **February 26, 2023 at 11:59PM PST** in order to be considered for funding this year.
- Event takes place in Richmond.
- Event takes place between **June 1 – December 31, 2023.**
- Event demonstrates alignment with the program objectives.
- Event is inclusive, accessible, and demonstrates engagement of community members from diverse backgrounds.
- Event is offered free-of-charge to attendees.
- Event primarily benefits Richmond residents.
- Applicants must show evidence of capacity to host event.
- Project approach shows a realistic estimate of resources needed and total budget required.
- Project demonstrates commitment to incorporate sustainability initiatives.
- Applicants must commit to submitting an additional Online Event Application (if the Grant Administration Team requests that they do so) and complying with any relevant requirements through the Online Event Application process that may be in place at the time of event delivery. Further information regarding the Online Event Application can be found in the "Web Links" section below.

POST-EVENT DELIVERABLES:

- Two photos of the event
- Post-event summary report within four weeks of event completion (includes an expense report)
- Refund cheque to the City of Richmond (for successful 2023 grant applicants who do not spend all their grant funding)

APPLICATION DEADLINE:

- February 26, 2023 at 11:59PM PST

WEB LINKS:

- **Apply online at:** www.richmond.ca/celebrationgrant
- **2022 Neighbourhood Celebration Grant recipients – please submit your 2022 Final Report at:** www.richmond.ca/celebrationgrant
- **Information about the Online Event Application:** <https://www.richmond.ca/parksrec/services/eventapp.htm>

