

RICHMOND COMMUNITY CELEBRATION 2025 GRANT PROGRAM

Apply
now!

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

richmond.ca/CelebrationGrant



APPLICATIONS TO BE SUBMITTED BY SUNDAY, FEBRUARY 9, 2025



For more information,
RichmondHasHeart@richmond.ca
richmond.ca/CelebrationGrant



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

OBJECTIVES:

The Richmond Community Celebration Grant Program is designed to provide funding support for not-for-profit organizations, not-for-profit faith-based groups, Parent Advisory Committees and Student Councils for hosting free public events that connect and build community in Richmond.

This year's program will:

- Support participatory activities reflective of the theme of connection;
- Encourage collaboration amongst not-for-profit organizations and school-based groups to animate neighbourhoods, local business districts, parks and open spaces; and
- Support free public events that facilitate intercultural interaction and promote intercultural understanding.

ELIGIBLE APPLICANTS:

- Richmond-based not-for-profit community organizations/groups
- Richmond-based not-for-profit faith-based groups
- Parent Advisory Committees
- Student Councils

INELIGIBLE APPLICANTS:

- Individual applicants
- Political parties or organizations
- Events that have funding from another City of Richmond grant program or fund
- For-profit organizations or businesses
- City of Richmond staff or Council members with a direct, indirect or perceived conflict of interest
- Events delivered in partnership with political parties or groups

One (1) application only per organization/group.

ELIGIBLE PROJECT EXPENSES:

- Supplies and materials (e.g., craft supplies, name tags, etc.)
- Rental of event infrastructure (e.g., tents, tables, chairs, etc.)
- Food
- Artist fees/honorariums
- Sustainability initiatives
- Marketing materials
- Event insurance
- Volunteer support (e.g., snacks, water, sun protection supplies, high-visibility safety vests, etc.)

INELIGIBLE PROJECT EXPENSES:

- Expenses that have already been incurred at the time of the application
- Purchase of event infrastructure (e.g., tents, tables, chairs, etc.)
- Purchase of games/activities that will not be made accessible to the community post-event (e.g., board games, sports equipment, etc.)
- Proposals that primarily fund or award other groups or individuals
- Political activities or events
- Travel costs (e.g., bus passes, gas, etc.)
- Ongoing operational expenses for organizations, including staffing costs/wages for regular operational purposes
- Capital projects, building construction and repairs
- Office administration
- Fundraisers
- Deficit reduction
- Event held outside of Richmond
- Bursaries or scholarships
- Giveaway prizes/"swag" items
- Alcohol
- Events that are restricted to or primarily service the organization or group

ASSESSMENT CRITERIA:

2024 Community Celebration Grant recipients who apply must submit their 2024 Final Report by **January 13, 2025 at 11:59pm** in order to be considered for funding this year

Event is required to:

- ✓ take place in Richmond
- ✓ take place between **June 1 and December 31, 2025**
- ✓ demonstrate alignment with program objectives including creating events that build community in Richmond
- ✓ be inclusive, accessible and demonstrate engagement of community members from diverse backgrounds
- ✓ be free and open to the public
- ✓ primarily benefit Richmond residents
- ✓ encourage the collaboration and/or participation of Richmond-based artists, makers and/or entertainers

Applications/Applicants must:

- ✓ show evidence of capacity to host event
- ✓ show a realistic estimate of resources needed and total budget required
- ✓ demonstrate commitment to incorporate sustainability initiatives
- ✓ commit to submitting an additional Online Event Application (if request made by the Grant Administration Team) and comply 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 with signed photo waivers
- ✓ Final Report within four weeks of event completion (expense report to be included)
- ✓ Refund cheque to the City of Richmond (for successful 2025 grant applicants that have more than \$50.00 of grant funding leftover)

APPLICATION TIMELINES:

- Opens: Monday, January 13, 2025
- Closes: Sunday, February 9, 2025 at 11:59pm
- **Note:** Event is required to take place between **June 1 and December 31, 2025**

WEB LINKS:

- Apply online: richmond.ca/CelebrationGrant
 - 2025 Richmond Community Celebration Grant recipients: Find instructions for submitting your 2025 Final Report at richmond.ca/CityGrants
 - Information about the Online Event Application: richmond.ca/EventApplication
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- If you are interested in hosting a block party in your Richmond neighbourhood, visit richmond.ca/BlockParty starting March 31, 2025 to check if you are eligible to apply for the 2025 Richmond Neighbourhood Block Party Fund. **Applications open on March 31, 2025.**

For additional information, contact event staff at RichmondHasHeart@richmond.ca

