



RICHMOND CANADA 150 COMMUNITY CELEBRATION GRANT PROGRAM

Application Guidelines



City of Richmond
Richmond Canada 150 Program Office
6911 No.3 Road
Richmond, BC V6Y 2C1

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THE VISION:

“Richmond’s Canada 150, a multi-faceted, year-long celebration, ignites the passions of the citizens of Richmond, honours Richmond’s distinct and vibrant cultural diversity, and leaves lasting legacies that foster civic pride and carry the spirit of 150 into the future.”

Guiding Principles:

- Tie the past with the future – commemorate the history of the community while celebrating the past and shaping the future
- Showcase Richmond – shed a positive light on all Richmond has to offer
- Create legacies – legacies include lasting memories, increased organization and community capacity, physical legacies and pride in the community and the country
- Inclusive – provide opportunities for input and participation for everyone
- Collaborative – partner with other groups and organizations
- Environmentally sustainable – follow the principles set out in the Richmond Sustainable Event Toolkit
- Coordinated – coordinate activities to effectively utilize resources

Goals:

- Create lasting memories of Canada’s 150th anniversary of confederation
- Celebrate Richmond’s distinct and vibrant cultural diversity

- Celebrate the past
- Expand understanding of the people, places and achievements of Canada and Canadians
- Build vibrant, healthy and connected communities

ELIGIBLE FUNDING APPLICANTS:

- Applicant must be Richmond based
- Projects must take place in Richmond between January 1st and December 31st, 2017
- Neighbourhood groups (application must come from two individuals living in the same neighbourhood but from different households. Both applicants are responsible for managing the grant money).
- Not-for-profit community groups
- Collectives representing a variety of different faith groups (application must come from at least two groups of different faiths. Both applicants are responsible for managing the grant money).
- Communities of interest that are not defined by a geographic base, such as a youth group, racial or ethnic group, LGBTQ group, disability community, etc.
- Individual religious organizations
- Parent Advisory Committees

INELIGIBLE FUNDING APPLICANTS:

- Individuals
- Political parties or events related to political activities or lobbying
- Specific events or projects that have funding from another City of Richmond grants program (note, if you already have funding for a project, you can still apply for a Richmond Canada 150 grant for a different project).
- For profit organizations or businesses
- Public and private schools, including post-secondary institutions



ELIGIBLE PROJECTS EXPENSES:

Funding for up to \$10,000 is available for expenses that are directly related to the delivery of the project, such as:

- Supplies and materials
- Artist fees
- Equipment rental (e.g., tents, audio equipment, toilets, etc.)
- Marketing materials and advertising
- Sustainability initiatives

INELIGIBLE PROJECT EXPENSES:

- Expenses related to ineligible projects
- Expenses that have already been incurred at the time of application
- Building construction and repairs
- Retroactive funding
- Proposals which primarily fund or award other groups or individuals
- Political activities including:
 - Promoting or serving a political party or organization.
 - Lobbying of a political party, or for a political cause.
- Travel costs
- Ongoing operational expenses for organizations
- Capital projects
- Office administration, facility rental
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Bursaries or scholarships

ASSESSMENT CRITERIA:

- Projects must demonstrate a clear Canada 150 theme
- Events must be open and inclusive and actively engage diverse community members
- Applicants must show evidence of capacity to put on the event

- Project approach must show proper estimate of resources needed and total budget required
- Commitment that your project will incorporate sustainability initiatives

DOCUMENTING YOUR PROJECT:

To keep a record of Richmond's Canada 150 events for future generations, please document your event through photos, videos, poems, essays, etc. Information on uploading your documentation will be sent upon notification of success of the application. A final report must be submitted 60 days after the project/event completion.

HOW TO APPLY:

1. Review the Guidelines for eligibility
2. Contact richmondcanada150@richmond.ca should you have questions on eligibility or other guidelines or if other city services (e.g., venue use, equipment, etc.) may be required
3. Applications are available at www.richmond.ca/discover/events/Canada150
4. Deadline for applications:
Intake #1: July 11, 2016, 5:00 p.m.
Intake #2: November 18, 2016, 5.00 p.m.
5. Applicants will be notified of the success of their application approximately 10 weeks from the deadline following ratification by Council

CONTACT US:

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