



## ELIGIBILITY and FAQs

### HOW THE PROGRAM WORKS:

The Neighbourhood Small Grants Program is based on a simple but powerful idea – that everyone is a valuable member of our community and that we all have something to share.

The Bowen Island Community Foundation -- in partnership with the Vancouver Foundation -- gives grants from \$50 to \$500 to support projects that bring people together, share skills and knowledge, build a sense of belonging and responsibility, and respect and celebrate diversity. [Click here to view an introductory video](#) on how the Neighbourhood Small Grants Program works.

### ELIGIBILITY:

- **Projects must take place within the area (Bowen Island) that provided the funding.** All of Bowen Island is considered one “neighbourhood” so you’re encouraged to come up with project ideas that include as many islanders as possible!
- **Ensure that your project is free, accessible and inclusive to everyone** and that you don’t charge fees of any kind, request donations and/or fundraise for other projects and organizations. Project Leaders and any affiliated project participants may not profit financially. NSG funds may only be used to cover project costs.
- **There is no requirement to have a co-applicant.** While individuals can apply for NSG funding, you are encouraged to collaborate with others when organizing and carrying out your project.
- **Projects are expected to adhere to the principles of NSG and address one or more of the program goals.** The primary focus of all projects should be about increasing relationships amongst neighbours and deepening neighbours’ involvements within their community.
- **For projects taking place on neighbourhood streets or public spaces, you must ensure compliance with all municipal bylaws and permitting requirements, and any other regulations or permit requirements** (e.g. from strata or neighbourhood associations). Be sure to obtain appropriate permissions and/or liability insurance prior to submitting your application. For details on municipal bylaws/permits, please contact Bowen Island Municipality at [bim@bimbc.ca](mailto:bim@bimbc.ca) or 604-947-4255.
- **If and when local or provincial Public Health Orders (related to COVID-19) evolve,** you may be asked to provide detailed information on how you will ensure public health & safety measures during your project. Approval of such applications are at the discretion of the Neighbourhood Small Grants Committee.



## **HERE'S WHAT IS NOT ELIGIBLE:**

We hate to say 'no', but here are a few things that are NOT eligible for funding through Neighbourhood Small Grants:

- **Businesses and charity organizations are NOT ELIGIBLE to apply.** NSG's core principle is that these grants are specifically for individuals or small volunteer-based neighbourhood groups. You cannot apply grant funds to your business or not-for-profit organization, use or promote your business or charity-organization name in any way associated to your NSG project, and/or charge any fee for participation in your project. *Any project participants are similarly ineligible to promote their business or charge fees/profit from their affiliation with your NSG project.*
- **Projects that involve therapy or counselling support are NOT ELIGIBLE to apply.**
- **Except for community gardens, projects involving infrastructure building/upgrading or purchasing of equipment (including computers) are NOT ELIGIBLE to apply.** There are a few exceptions such as infrastructure that will benefit the entire community, but restrictions will apply so please check with your NSG Program Coordinator before you apply.
- If you want to use your grant money to purchase alcohol, child-minding where parents are not in the room/area, or set up a bouncy castle, limitations may apply so please check in with the NSG Program Coordinator first. Funding for such requests is at the sole discretion of the NSG Committee.

## **GENERAL INFORMATION & FREQUENTLY-ASKED QUESTIONS:**

- **Applications open in March and close on November 30 (or when funds run out, whichever comes first).** When you apply, all reasonable efforts will be made to report back to you on the status of your application within 2-3 weeks from the time you submit your NSG application.
- **You can apply for one NSG project at a time.** As soon as you complete your project and have submitted your project story to your NSG Program Coordinator, you are eligible to **apply for another grant**. Please note that preference is given to new projects or those that have received funding less than three (3) years in a row.
- **Grant requests must be no more than \$500.** When creating a project budget, research the actual cost of things you'll need and think about how you might be able to get what you need through borrowing, donations, or in-kind sponsorships.
- **You can only begin your project AFTER the grant decision is made.** We cannot support projects retroactively. Your grant money must also be spent by November 30. We understand that some projects may continue later in the year or year-round, but the grant itself must be spent on costs by that deadline.



- **If your project will take place in a public space or on municipal right-of-way, you must ensure compliance with all municipal bylaws and permit requirements.** Your project must follow all relevant municipal bylaws. Events such as street parties usually require a permit and liability insurance ahead of time, depending on the location and size. Be sure to provide these details in your application. *For information on bylaws and permit requirements, please contact Bowen Island Municipality at 604-947-4255 or [bim@bimbc.ca](mailto:bim@bimbc.ca).*

## **APPLYING FOR A GRANT:**

### ***When does the next Bowen Island Neighbourhood Small Grant cycle open?***

Applications open in the Spring every year and close in the Fall (or until funds run out, whichever comes first). Check with your NSG Program Coordinator for exact dates.

### ***Who can apply for a Neighbourhood Small Grant?***

Any individual can apply for a Neighbourhood Small Grant in the community that they live in. These grants are meant for people who live in the same community and the projects are meant to take place in the area where they live. We encourage applicants to invite many people involved in organizing their project. Neighbourhood Small Grants are about building community after all! *And remember: all of Bowen Island is considered one big "neighbourhood".*

### ***What if I am not a Canadian citizen?***

Applicants do not need to have Canadian citizenship or permanent residency in order to apply.

### ***How are the decisions made on who gets funding?***

A group of local volunteers who live on Bowen Island decide which applications will get funding and distributes the funds between those projects. They are called the Neighbourhood Small Grants (NSG) Committee.

### ***What if my project idea will take place on a municipal right-of-way or in a public space?***

Your project must be in compliance with all relevant municipal bylaws and any permit requirements. Events such as street parties usually require a permit and liability insurance ahead of time, depending on the location and size. Be sure to provide these details in your application. *For information on bylaws and permit requirements, please contact Bowen Island Municipality at 604-947-4255 or [bim@bimbc.ca](mailto:bim@bimbc.ca).*



***What if my project will take place in a common area of my strata or neighbourhood association?***

Please make sure you talk to and get permission from the person(s) in charge of your strata or neighbourhood association before you apply. Often, getting support from people in your neighbourhood will make this process smoother. Be sure to provide these details in your application.

***How do I submit my application?***

Visit the Neighbourhood Small Grants page on the Bowen Island Community Foundation website at <https://bowenfoundation.com/neighbourhood-small-grants/> and submit your application online through our partner, the Vancouver Foundation. If you can't complete the application online, please contact Martina Iring, NSG Program Coordinator at [nsg@bowenfoundation.com](mailto:nsg@bowenfoundation.com) or 778-233-9631.

***What is a Project Leader?***

A Project Leader is a person who has their grant application approved and is bringing their idea to life. Project Leaders are the lifeblood of the Neighbourhood Small Grants community! Even after their project is finished, Project Leaders are encouraged to spread the news about NSG and even mentor new applicants and projects.

***Can I apply for a project that's been previously funded for a Neighbourhood Small Grant?***

Yes, although funding preference is given to projects that been funded fewer than three times. A previously-funded project should also show some changes or evolution from the previous project to be considered a strong candidate for more funding.

***Can a business or organization apply for a Neighbourhood Small Grant?***

Sorry! We hate to say 'no' but the Neighbourhood Small Grant program cannot fund projects by businesses or organizations (even if you won't be profiting from it).

***Can my meet-up group apply for a Neighbourhood Small Grant?***

Yes, as long as your group is not incorporated, and does not generate a revenue. Examples of eligible groups would be informal entities such as a gardening club, knitting circle, environmental clean-up group, etc.

***If my application is approved, when is the deadline to finish my project?***

The deadline for projects to be completed is end of November of that calendar year. Occasionally, some projects may continue later in the year or year-round (and that's fine), but the grant itself must be spent on costs by that deadline, and you must submit your Project Story, photos and Media Release form on or before November 30.



## **AFTER YOU APPLY:**

### ***When will I know whether or not my grant application was approved?***

Usually between 2-3 weeks following submission of your application. Your application will be reviewed and decided upon by the NSG Committee. The NSG Program Coordinator will contact you thereafter to let you know if your application was approved.

### ***My application was denied. Can I still go ahead with my project idea on my own?***

We're sorry to hear that, and encourage you to apply again next year. Yes, we do encourage as many projects as possible to still happen, even if we cannot provide funding at the time. However, you will not be able to use any of the Neighbourhood Small Grants promotional materials or resources to support your project.

## **COMMON FUNDING QUESTIONS:**

### ***Can my grant funding be used to cover the costs of permits?***

Yes, you may use part of your grant to cover the cost of municipal permits.

### ***Can my grant funding be used to cover the costs of an honorarium?***

Grant money MAY be used for honoraria with a maximum allowable amount of \$200. An honorarium is a (usually small) one-time fee paid for a service, in which it is acknowledged that the fee does not cover what would formally be paid for such a service. This could be a face painter at your kids' party or an Indigenous elder to welcome attendees to the event. Honoraria can also be paid as a gesture of respect and acknowledgement of services that don't have a formal price attached to them.

Applicants themselves are eligible to receive an honorarium.

- While an honorarium may be granted, please note that the NSG program encourages people to freely offer their time and skills in order to improve their neighbourhood. *The decision for the amount granted for honoraria, IF ANY, is at the sole discretion of the NSG Committee.*

### ***Can my grant cover the cost of equipment?***

Sometimes. You can't use a Neighbourhood Small Grant to cover the cost of upgrading infrastructure, capital projects (such as building a new structure on a playground), maintenance projects or purchasing computers. Equipment purchased with a grant must remain permanently in a communal area where community members can access it. Because these types of purchases can be expensive, we encourage applicants to rent or find a way to borrow equipment or find additional sponsorship.



***Can my Neighbourhood Small Grants project raise funds to help sustain the project?***

You may accept a nominal donation from attendees who wish to support your NSG project, but donations cannot be a requirement for participation in your project. Ensure that your project is free, accessible and inclusive to everyone.

***Can my Neighbourhood Small Grants project raise funds for another cause?***

No. A Neighbourhood Small Grants project is not designed to be an opportunity to profit or raise funds for another organization or cause. It's a lovely gesture, but please host a separate fund-raising event.

***Do I need to pay back the NSG funds I spend on my project?***

Only unused funds will need to be returned. Otherwise, a grant means you don't need to pay back this funding — no matter the outcome. As a condition of your grant award, you will only be required to submit your Project Story/media and join us for the year-end Wrap-Up Celebration with other Project Leaders and community members.

**CARRYING OUT YOUR NSG PROJECT:**

Once you're notified that your application was successful, you will be provided the "NSG Project Leader's Manual" for an overview of the program terms and guidelines. It will also assist you in promoting and carrying out your project.

Once you've read the Manual, you will sign a Grant Acceptance Form that declares your commitment to abide by the program requirements. You'll receive your funds when you send your signed Acceptance Form back to the NSG Program Coordinator.

***How will I get my NSG funds?***

The NSG Program Coordinator will provide you a Grant Acceptance form for you to fill out. After you return this form along with your signed Grant Acceptance Form, you will receive your funds via secure Interac e-transfer to the email address you've provided.

***When can I start my project?***

You may start your project only AFTER you have returned your Grant Acceptance Form to the NSG Program Coordinator. As long as you've submitted your Acceptance Form, you can start your project right away, even if you haven't received your funds yet.



***How will the community learn about my project?***

You will need to promote/advertise your project. Of course, this can be by word-of-mouth, but you should also advertise by way of social media, newspaper ads, posters, flyers, etc. When promoting your project, you'll need to acknowledge the NSG Program and its partners, the Bowen Island Community Foundation and the Vancouver Foundation.

***Document your project with lots of photos or videos, and make sure your project participants sign a Media Release Form*** (provided to you by the NSG Program Coordinator). We want to share your story and photos with the community, to help inspire others to apply for their own Neighbourhood Small Grant!

**AFTER YOUR PROJECT IS FINISHED:**

***What happens when my project is finished?***

On or before the November 30th deadline date, you will be required to submit a short Project Story and (hopefully) lots of photos to the NSG Program Coordinator. We'll provide you with a Media Release form for your participants to fill out. We understand that some projects may continue later in the year or year-round, but the grant itself must be spent on costs by that deadline, and you must submit your Project Story and media by then as well.

You'll also be asked to take a few minutes to do an online evaluation survey at the end of the year, to provide your experience and feedback about the program.

***What is the Wrap-Up Celebration Event?***

You will be required to attend the Wrap-Up Celebration Event at the end of the year to share about your project. Community celebrations happen at the end of the grant cycle to showcase the projects funded, and provide opportunities for Project Leaders, participants and NSG members to connect and celebrate the year. We will keep you posted on when and where this will take place.

***What if I didn't used all my NSG funds?***

Return any unused funds to the NSG Program Coordinator, no later than November 30, along with your Project Story, photos and signed Media Release form.



***Spread the word!***

Many Bowen Islanders have not heard yet about the NSG Program. Tell your friends, family, co-workers and neighbours about your project and encourage them to learn more about the program and apply themselves in future years. The more projects and events happening, the more connections will be made and the stronger our neighbourhoods will become!

**OUR PARTNER:**

**What is the Vancouver Foundation, and how are they involved with the Bowen Island Neighbourhood Small Grants Program?**

Vancouver Foundation is a community foundation that started the Neighbourhood Small Grants program in 1999. Vancouver Foundation co-funds the grant program in each participating community, along with any local partner organizations. Vancouver Foundation takes the lead on expanding NSG into more communities across BC, but do not directly interface with grant applicants or project leaders.

**If you have any other questions, please contact Martina Iring, NSG Program Coordinator  
at [nsg@bowenfoundation.com](mailto:nsg@bowenfoundation.com) or 778-233-9631.**