



Neighbourhood Small Grants

TERMS & CONDITIONS OF THE NEIGHBOURHOOD SMALL GRANT PROGRAM

Who can apply?

- You can apply for **only one** NSG project per cycle and you can apply within only **one community**.
- Registered charity organizations, societies and businesses are not eligible to apply. These grants are specifically for individuals and small volunteer-based neighbourhood/community groups.
- No previous connection to a neighbourhood house or community organization is required.
- For Victoria, applications from people who live, work or volunteer in Hillside-Quadra, Burnside, Oaklands, or North Park neighbourhoods will be prioritized.

What information do you need to know about Neighbourhood Small Grants?

- Your project must be free to attend, accessible and welcoming to all. You may not charge entrance fees or request donations from participants. We encourage applications for projects that are accessible to people with disabilities and inclusive of all people.
- Projects that can ease social isolation of vulnerable people with physical distancing in mind are eligible. Example: Dropping off care packages of dry goods to elderly or other vulnerable people from safe distance.
- Projects that use, share and exchange local assets/gifts using online platforms such as (**ZOOM, FaceTime, Skype**) are eligible. Example: Arts and culture workshops, cooking demonstrations, storytelling or yoga and meditation sessions.
- Projects about health and wellness information are eligible.
- Community garden projects or projects that take place in public parks are eligible.
- You may not fundraise for other projects and/or organizations during your event. However, we encourage you to seek donations or gifts in kind from local businesses to help support your project.
- Large capital projects such as building and maintenance of public assets such as playgrounds or purchasing equipment such as computers are not eligible.
- Projects involving psychotherapy and counseling support are not eligible.
- You must begin your project after the grant decision is made. Projects are not supported retroactively.
- While some projects may continue year-round, it is expected that your NSG grant money is spent by **March 31, 2027**.

- You may not profit financially from your project.

What do you need to think about when you are estimating your project costs?

- Grant requests for projects are expected to be \$500 or less.
- Grant money may be used to pay people for services (also called honorariums) to help with the project. An honorarium is a small fee paid to someone for their in-kind skills or knowledge contributions. Examples: opening/welcome from an Indigenous Elder, or an artist sharing skills. Total honorarium(s) may not be more than **\$350 per project**. Final honorarium amounts for the project are at the discretion of the Neighbourhood Grants Committee.
- Applicants are eligible to receive an honorarium for sharing their skills and talents through workshops. Final honorarium amounts for the project are at the discretion of the Neighbourhood Grants Committee.
- You are responsible for keeping expense receipts to account for all project costs.

What do you need to know if you use a public space (for example, a neighbourhood street or park) for your NSG project?

- Projects taking place on neighbourhood streets or public spaces and/or parks must follow municipal by-laws and have proper permits.
- You must obtain liability insurance prior to your project start date. (This is often available through your usual insurance company at little or no cost or through the venue you are using.)
- For more information, please contact your City of Victoria neighbourhood coordinator. Contact information is available here: <http://www.victoria.ca/EN/main/residents/neighbourhoods.html>

What do you need to think about when carrying out your project?

- Your project is expected to address one or more of the NSG program goals and objectives listed above. The primary focus should be on increasing relationships between neighbours and deepening neighbours' involvement within your community.
- Projects that take place within the Hillside-Quadra, Burnside, Oaklands or North Park neighbourhoods will be prioritized.

What do you do after you receive the grant money?

- Please document your project with photos, videos or by writing a summary of your event. Share these with your local NSG Coordinator.
- Project leaders are expected to attend the NSG Celebration at the end of the grant year. Your local NSG Coordinator will invite you to the event, and you may be asked to share your project story with other attendees.
- Victoria Foundation and your community organization should be acknowledged by displaying appropriate logos on event posters or other project promotional materials.

- After your project is complete, you may be asked to complete an evaluation survey. Your NSG Coordinator will provide further instructions about the survey close to project completion date.
- You must return any unused grant money to your NSG Coordinator.



APPLICATION QUESTIONS NEIGHBOURHOOD SMALL GRANT PROGRAM

NOTE: Applications should be completed in the online portal. This document is meant to help you prepare your responses only. (If you need assistance or cannot submit an application online, please contact your local coordinator to arrange for an alternate application method.)

PART 1: TELL US ABOUT YOU

Legal First & Last Name (For issuing cheques & direct deposit):

Preferred Name (If different from Legal Name above):

Email: Phone:

Pronouns (optional):

Your Age Range (optional):

Mailing Address:

What is your preferred way for us to connect with you? (email, phone call, text)

What language do you feel most comfortable using?

Have you applied to Neighbourhood Small Grants before?

If your project was funded in the past, please describe why this project is needed again. How will this year's project expand, change, add to or be different from previous years?

PART2: DETAILS ABOUT YOUR PROJECT

What is the name of your project?

My project type is: (indicate all that apply):

- Community event (block party, etc.)
- Skills sharing (workshop, event, etc.)
- Resource sharing (Care packages, tool/book library, etc.)
- Gardening & greening (community garden, etc.)
- Art installation (murals, yarnbombing, etc.)
- Other: (you will be asked to describe)

Describe your project idea (and vision). How will it connect the community? (Your idea can be preliminary and not very detailed – contact your coordinator if you need help.)

When will your project take place? Include the month, day, and year. (This can be a guesstimate and we understand it may change. Just make sure it is prior to the project completion deadline.)

Where will you hold your project?

Who will help you plan and do your project?

How will people learn about your project?

If you have a website or social media account connected to your project, add link here:

Approximately how many people will participate or directly benefit from your project?

PART 3: BUDGET

(This will be a table to fill out. Not all expenses may be relevant to your project and you may have to add some that are.)

Expenses	Amount
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Food Items	
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Supplies or materials	
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Rental or virtual hosting fees	
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Promotion	
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Honourariums (max \$350 for entire project)	
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Permits or insurance	
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Other: _____	
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Total Budget	
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How much are you asking from the NSG Program?

Do you have other funding or support? Please add the total amount from any other funding or the dollar amount of resources available to you (i.e. in-kind donations from businesses)

If you don't receive the full grant amount, how will you change your project? Choose your answer from a checklist:

- reduce participant numbers

- reduce materials
- find less expensive rental space
- other

How did you hear about the Neighbourhood Small Grants?