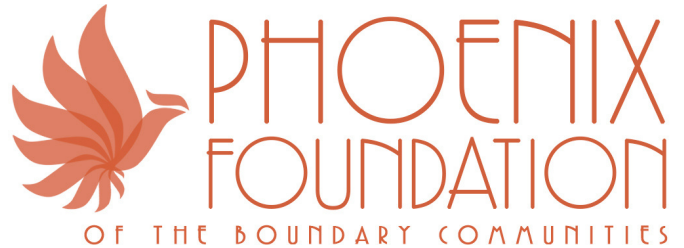




## Neighbourhood Small Grants



### Neighbourhood Small Grants is guided by the following principles:

**Everyone has gifts:** Anyone can offer their ideas, talents, skills, experiences and contacts to build a strong community.

**Small is powerful:** Small amounts of money have the potential to bring powerful changes in community in forms of new relationships, increased self-confidence, leadership development, stronger sense of place and creation of local traditions.

**Local decisions are best:** Community members from diverse backgrounds and experiences get an opportunity to make decisions on who should get the grants in their community.

**Where we live matters:** The grants enable anyone to team up with their neighbour and come up with a project that they can carry out within an area of where they live and based on what they think works best in their community.

**We learn together:** There is no single right way to build community so anyone involved in the program will have many opportunities to learn, share, reflect, exchange and capture knowledge, skills and information that they can use within and beyond the program.

**Everyone is invited:** The program is accessible and inclusive to anyone living in an NSG area no matter their age, ethnicity, income, cultural background, gender, ability and sexual orientation.

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### Timeline:

- Applications will be open on April 15th, 2023
- Deadline for applying is May 16th, 2023
- Projects can start once the applicants have been notified that their project has been approved for funding, which will happen 1-3 weeks after the deadline.
- Grants can take up to six weeks to process. Plan your event for July onwards.
- Projects must be completed by November 30, 2023..

## Eligibility

### Types of projects accepted by the Neighbourhood Small Grants Program:

- You may apply for any project that will bring your community together, build community strength and resilience, or tackle social isolation.
- Some common types of Neighbourhood Small Grant projects include care package deliveries or teaching people a new skill, but there are also many unique projects that don't fall into these categories.

### Grant money can be used for:

- You can ask for up to \$500 for any Neighbourhood Small Grant program.
- You can use the grant to offset any expenses that were needed for the project. This includes products, transportation, or services.
- You may ask for up to \$350 to provide honorariums to anyone who contributes skills or knowledge to your project—including yourself.
  - For example, if you plan to host an online cooking class and will be teaching it yourself, you may pay yourself an honorarium. If you are inviting a guest to teach it, you may pay them the honorarium instead. You can also use the grant to purchase the ingredients needed for the class as well as a premium subscription with a platform like Zoom to host many attendees in your class.
- You may not fundraise for other projects and/or organizations. However, we encourage you to seek donations or gifts in kind from local businesses to help support your project.

### Who can apply for a grant:

- Anyone who lives in the **Kootenay Boundary can apply**. If you do not live in this region find out which NSG community you belong to by visiting [the Communities page here](#).
- You may not apply on behalf of a business or registered organization, but you may apply on behalf of an informal group (for example, a meetup or shared interest group).

### Project Location:

- Your project can take place either online or in-person. All in-person events should follow your local public health guidelines.

### Permits & Insurance

- If your project requires any permits, such as a city or park board permit, they must be acquired and approved prior to applying for any Neighbourhood Small Grant.
- Most projects will not require liability insurance, but bigger projects or events may need them. If you do, you must purchase it ahead of applying for any Neighbourhood Small Grant.

## Granting Guidelines

The eligibility criteria of the NSG program are designed to ensure that communities are able to support a diverse range of projects that uphold the Principles of Grassroots Grantmaking.

- Grants of up to \$500 will be available to residents of communities in the **Kootenay Boundary region** to carry out small community-building projects.
- Applicants must live in the participating community they apply to and projects must take place within the neighbourhood or community where the application is processed.
- Any product, service, or event created with the support of a Neighbourhood Small Grant must be offered for free or by a small donation. The small donation should be optional and not a requirement for someone to participate in your project.
- Except for community gardens, projects involving infrastructure building or upgrading or purchasing of large equipment such as computers are not eligible.
- Projects involving therapy and counselling support are not eligible.
- Applicants may not profit financially from the project.
- Registered organizations and businesses are not eligible to apply. These grants are specifically for individuals and small volunteer-based neighbourhood/community groups.
- Preference will be given to new projects or those that have been funded for fewer than three years in a row.
- When creating a project budget, applicants should determine the actual cost of items to be used and think resourcefully in how to obtain materials through borrowing or donations.
- Applicants are responsible for keeping expense receipts to account for project costs.
- Festival-style events are expected to focus on a specific neighbourhood or community with a range of 100 to 300 attendees. Projects that are part of festivals must demonstrate an activity within the event that helps neighbours to develop or strengthen relationships.
- If a project is going to take place on neighbourhood streets, public spaces or parks, applicants will need to follow municipal by-laws and obtain appropriate permits and liability insurance prior to their project start date.
- You may apply for one Neighbourhood Small Grant program at a time. You may help another Project Leader plan their project, or participate in other Neighbourhood Small Grant projects.

**Citizens create satisfaction by recognizing their individual capacities and skills. We begin to see that the neighbourhood is a treasure chest. By opening the chest and putting the gifts together in many different ways we multiply the power of its riches.**

JOHN MCKNIGHT

## Budgets: Estimating Your Project Costs

Grant requests for projects are expected to be under \$500.

Identify and list your project expenses based on some of the following considerations:

- **Project activities:** once you know the purpose of your project, it's easier to plan out the activities. For instance, if your project's main purpose is to connect neighbours, you may plan to have a social gathering that includes food, games and arts and culture activities for children, youth and adults.
- **Project location:** the cost of your project may vary depending on where your project takes place. For instance, hosting an indoor event may require budgeting for room and furniture rental, while having projects on public spaces such as neighbourhood streets or parks may need to consider permit and liability insurance fees.
- **Number of attendees:** It's easier to cost out your project expenses such as food or workshop supplies, when you know or can estimate the number of people who will participate in the project.
- **Honorariums:** Grant money may be used to pay people for services to help with the project. An honorarium is a small fee paid to someone for their in-kind skills or knowledge contributions. Examples: an artist sharing skills and talent.
  - Total honorarium(s) may not be more than \$350 per project.
  - Applicants are eligible to receive an honorarium for sharing their skills and talents through online workshop formats.

Think resourcefully

- Borrowing or getting donations for your project is a great way to extend the value of your grant dollars.
- Connect with a local business, many are interested and willing to support community projects through material donations so you may want to approach them and let them know about your project.

## After you receive the grant money

- You will receive the Project Leaders package that includes ideas to help make your project even better, the expense form, and other resourceful links.
- To inspire other people to do similar projects, please document your project with photos, videos or by writing a short summary and share them with the NSG Coordinator as soon as you are done with your project.
- Share your story! Project leaders are encouraged to share their NSG story at <https://neighbourhoodsmallgrants.ca/>
- **Phoenix Foundation of the Boundary Communities** and the NSG logos should be acknowledged by displaying appropriate logos on your project promotional materials. These logos are located in the NSG Project Leader's Package.



**Neighbourhood  
Small Grants**

**Have a question?**

Connect with the Regional Coordinator

[NSG@phoenix-foundation.ca](mailto:NSG@phoenix-foundation.ca)

**To apply & find out more:**

[www.phoenix-foundation.ca](http://www.phoenix-foundation.ca)

[www.neighbourhoodsmallgrants.ca](http://www.neighbourhoodsmallgrants.ca)

This is a co-funding partnership between:

