

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

### To apply & find out more:

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

This is a co-funding partnership between:



Neighbourhood Smalls Grants Kootenay Boundary  
is delivered in partnership with:

