



ATTACHMENT C

City of Nanaimo Neighbourhood Association Grant Program 2024 Guidelines & Criteria

2024 Deadline:

Tuesday, November 14, 2023 at 12 pm

For more information, please contact Community Planning
at 250-755-4464 or communityplanning@nanaimo.ca

Purpose

The purpose of the Neighbourhood Association Grant Program is to assist recognized neighbourhood associations with costs for operational needs and community events. Recognized neighbourhood associations are those that maintain the required organizational criteria as specified in the City's Neighbourhood Association Supports Policy.

Eligibility Criteria

In order to be eligible for funds, an applicant must be a recognized neighbourhood association and located within the boundaries of the City of Nanaimo. Neighbourhood associations may not be eligible for Neighbourhood Grant funding if they have received other funding assistance through the City of Nanaimo within the same grant year period.

Annual Program Funding

The total amount of program funding available for 2024 is \$10,000.

Maximum Grant Amounts

Eligible neighbourhood associations may apply for grants up to a maximum of \$1,000 per year.

City Plan

The policies in City Plan encourage supporting existing and new neighbourhood associations. The Neighbourhood Association Grant Program is intended to:

- Strengthen the organizational capacity of existing and newly created neighbourhood associations.
- Increase the frequency of community events in neighbourhoods to help build community identity and cohesion.

Eligible Expenses

Grant funding may be used to cover costs related to a neighbourhood association's operational needs (such as liability insurance, printing, online meeting platforms, organizational software, website development), and/or community events (such as space rental, equipment rental, food, supplies and entertainment).

Grant Review Process

Applications outlining how grant funding will be used by a neighbourhood association will be received and reviewed by the City's Community Planning Section and Finance Department, and recommendations will be forwarded to the Finance and Audit Committee and then to Nanaimo City Council for approval.

Once disbursed, funding must be spent prior to the end of the year and a brief, itemized report provided outlining how the money was spent (with copies of associated receipts/invoices). Applications for new funding will not be considered without receipt of a report outlining how previous funding was spent.