Neighbourhood Matching Fund Program Guidelines

The Neighbourhood Matching Fund (NMF) supports projects by neighbourhood-based not-for-profit groups including community centre associations or neighbourhood houses who want to make creative improvements to local public lands. Eligible projects must actively involve the community and build neighbourhood connections.

The NMF is not a grant; community groups are awarded funds for their project expenses based on a match of: volunteer labour, in-kind donations and other cash support.

Supported projects actively involve people in building neighbourhood connections while improving parks or other public spaces.

To date, the focus of the Neighbourhood Matching Fund has been on projects with an emphasis on community arts and culture. The scope of the program has been expanded to include opportunities for projects focused more specifically on environment or local food, or a combination of these with artistic projects, based on criteria outlined below.

**Project requirements**

Projects must:

- Be on Park Board land or other public property within Vancouver’s city limits
  1. Before proceeding with your project, you need permission from the public land trustee (e.g., City of Vancouver Engineering, Vancouver Park Board, Vancouver Public Library, or Vancouver School Board).
  2. As soon as possible, contact the relevant Neighbourhood Matching Fund Programmer to determine the eligibility of your project location. For projects with emphasis on arts and culture, call 604-257-8446; for projects with emphasis on environment call 604-654-0981; for projects with emphasis on local food call 604-654-0982. If you prefer email, write NMF@vancouver.ca for all projects, regardless of their thematic emphasis.
- Result in the creation of a lasting physical legacy that expresses something unique about the neighbourhood. Celebrations, parades, performances, and so on are not eligible
- Create strong community connections between neighbours
- Recognize and include diverse members of the community
- Encourage community participation in the project process, such as through planning meetings, workshops, work parties, etc.
- Demonstrate broad-based community support
- Show how the community is taking leadership
- Enhance public space or expand green space
Examples of types of eligible projects include:

* Note – all projects must involve the creation of a lasting physical legacy that expresses something unique about the neighbourhood

- Garden or greening projects (e.g., murals, seating, creative infrastructure that facilitates participation of vulnerable populations, etc.)
  - Find out how to get approval for garden projects on the Resources tab.
- Building community fences (e.g., structures that improve aesthetic while providing function)
- Building creative benches with assistance from a ceramic artist
- Developing a natural or historical interpretation (e.g., a neighbourhood or park-specific tour or interpretive walk with associated maps or resources)
- Starting neighbourhood banner programs
- Building an information kiosk
- Creating a neighbourhood flower, bee, bird or other identification guide, booklet or map

Projects not eligible for this fund:

- Celebrations, parades, and performances that don’t have a lasting physical legacy
- “Standard” items that are a regular part of the Vancouver Park Board’s operation, such as playgrounds, park benches, other manufactured equipment, or street trees.

Schools are eligible for greening projects only. The projects must engage neighbours who are not involved with the school and must take place outside of school hours. Schools and parent committees must apply in partnership with a community group based outside the school.
All the following sections in this document correspond directly with the NMF application. While you are filling out the application please refer to these guidelines for more clarification. If you have further questions feel free to contact staff.

Questions?
Please email nmf@vancouver.ca for all projects; or Call 604-257-8446 for projects with emphasis on arts and culture, 604-654-0981 for projects with emphasis on environment, or 604-654-0982 for projects with emphasis on local food.

1. CONTACT INFORMATION
   c. Please include the Neighbourhood where your proposed project will be located. The formal names of each neighbourhood are shown in the map below.
f. Name of Sponsoring Organisation:
Informal neighbourhood-based groups may apply in partnership with the sponsorship of a registered not-for-profit organisation. Please contact Park Board staff if you would like to be connected with an organisation.

Example: A local Neighbourhood House may be acting as the official applicant, but the project is actually being led by a group of local residents working in partnership with the Neighbourhood House. In this case, the Neighbourhood House, with full contact information, including a contact person, should be listed as the Sponsor Organisation, and a representative of the local residents can be listed as the Project Contact. An email address and phone number should also be listed for the Project Contact.

2. PROJECT DESCRIPTION

a. Please limit this section to 200 words to give us a more detailed overview of your proposed project. A maximum of 2 pages of additional support materials may be submitted if necessary. Projects must:
   i. Enhance public space or expand green space
   ii. Result in a lasting physical legacy. Celebrations, parades, performances, etc. are not eligible.

b. Examples of neighbourhood need: the neighbourhood organisation needs fresh vegetables for their lunch program and a shared vegetable garden is needed; there is a lack of places to sit and connect in your neighbourhood and a gathering space is needed; the local park feels unsafe and a welcoming mural is needed. Needs will vary greatly from project to project and many more examples would be appropriate.

3. LOCATION

a. Projects must:

Be on Park Board land or other public property within Vancouver’s boundaries and groups must have permission from the public land trustee (e.g., City of Vancouver Engineering, Vancouver Public Library, Vancouver School Board) before proceeding with their project. The NMF programmer facilitates request for permission. Please contact the programmer ASAP to determine eligibility of project location: nmf@vancouver.ca or 604-257-8446 for projects with emphasis on arts and culture, 604-654-0981 for projects with emphasis on environment, or 604-654-0982 for projects with emphasis on local food.
4. **PARTICIPANTS**
   a. Examples of community taking leadership: community members are part of a planning group initiating the project; community members are going to volunteer time to lead workshops.
   
b. Projects must encourage community participation in the project process and allow new participants to join at any stage. Examples of stages include planning meetings, workshops, work parties, and so on. Examples of activities for community members to participate in include mural or garden design discussions and painting or planting parties.
   
c. Examples of outreach efforts to your community include flyers, posters, connecting with the Business Improvement Association or local schools.
   
d. Examples of eliminating barriers: your meeting space will be wheelchair accessible; the project committee will have members that can assist with translation (written and verbal).
   
f. If the sponsor organisation, partner(s), project lead(s), or artist(s) have experience with a similar project to the one proposed, please describe that project. Or if this is a new type of project for all those involved, please describe the ability or skills that will help the group undertake the project.
   
g. If applicable, please submit up to 10 images of your artist’s work that are representative of the materials and process that will be used in the proposed project. Please include an image list with title, date, size and materials used for each image. If you would like to work with an artist but are unsure as to how to find an artist for your project, please contact Park Board staff at nmf@vancouver.ca.

5. **BENEFITS**

   Projects must create strong community connections between neighbours.

6. **PROJECT SCHEDULE**

   Please note that projects should be completed within one year of funding approval. If you haven’t reached the stage of planning a schedule yet, then a proposed one is acceptable as schedules are considered subject to change.

7. **BUDGET SECTION** – includes: a. Your Expenses; and b. Your Match
a. **Your Expenses** – in this section, please list ALL items & services **which will need to be paid** for in order to complete the project. Do NOT include items & services that are to be donated.

*Note:* Projects with budgets larger than $10,000 must identify a specific project component to associate with the Neighbourhood Matching Fund.

Allowable expenses include:
- Materials/supplies
- Fees for professional services (e.g., artist fee)
- Coordinator fees (cannot exceed 10% of the total requested funds)

Please do not include items or in-kind services that are, or will, be donated in this section. All original receipts for expenditures must be retained in case of audit and be made available to Park Board staff upon request.

If your organization does not already have third party liability insurance, you will need to purchase coverage in the amount of $2 million. This is a reimbursable expense, and can be included in your budget. The same applies to the required COV business license for not-for-profit organizations.

Artist fees can vary from project to project and the amount is ultimately up to the artist you are working with. Artists with different levels of experience may have different rates for service and some may choose to waive their fee. We do however, encourage and support paying artists for their valuable service. See section C.1-C.3 of the CARCC for suggested artist fees: [http://carcc.ca/fee_schedule_2014_4_professional.html](http://carcc.ca/fee_schedule_2014_4_professional.html)


Please keep in mind that the NMF is not a grant; community groups are provided funds for project expenses based on equivalent contributions from volunteer labour, in-kind donations and other cash support. These three categories combined are considered **Your Match**.

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<th>Remember: the value of Your Match needs to be equal to or greater than the amount you request from the Neighbourhood Matching Fund.</th>
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i. **VOLUNTEER LABOUR**

Volunteer labour can be counted for anyone who will be *actively* participating in the project without pay, including participating community members.
Volunteer labour is valued at $15/hour. Please list the total hours and their value.

For example:
- 3 planning meetings x 2 hours (length of meeting) x 10 people (including the hosts and those who attended) = 60 total hours. 60 hours x $15/hour = $900 total value of hours.

Examples of volunteer labour include:
- planning and/or design meetings
- workshops and work parties
- other meetings or sessions when neighbours and others involved come together to discuss or work on the project in a formal setting

Please note that only volunteer hours completed after a successful grant is awarded and a contract is signed are eligible.

ii. IN-KIND DONATIONS

In-kind donations can include:
- materials or supplies
- professional and other fees (i.e. landscape or architectural services that a professional, individual or firm is donating)
- In the In-Kind Donations section of the application please list: What is being donated (materials, supplies, professional and other fees; Who is doing the donating; and the dollar value of the donation.

Donated professional services or materials should be valued at fair market value.

iii. CASH SUPPORT

In this section, please list all sources of cash support, including monies raised from fundraising efforts, business sources, individual donations, grants or other funding. Please note:

- Please indicate which funding is secured versus pending
- The amount requested from NMF cannot exceed either the resources from other sources or the total expenses that will be reimbursed.
- Projects are eligible for a maximum of $10,000. Projects that have other civic funding secured may only receive $10,000 in total funding from all civic sources.
On average, NMF projects are funded for approximately $3,000-$5,000; however, funding requests are needs-based and can be funded up to $10,000.

8. BUDGET SUMMARY

a. **Total of Your Match** equals the sum of Volunteer Labour, In-Kind donations and Cash Support. Your match MUST be at least equal to Your Expenses – Your Match MAY be greater than Your Expenses.
b. **Total of Your Expenses** – your match must be equal to or greater than this amount.
c. **Your Request from NMF** – Amount cannot exceed $10,000 and you cannot request more than the total of Your Expenses.

9. LEGACIES – MAINTENANCE PLAN

a. Ongoing maintenance of the completed project is the responsibility of the Applicant. Projects that become unsightly or dangerous will be removed without notice. (e.g., a mural which has been “grafted” – ongoing maintenance would be for a future work party to be scheduled for the community to clean or re-paint sections of the mural)

10. COMMUNITY SUPPORT

Please note: projects must demonstrate broad-based community support. Letters of support from the applicant, or from members of the applicant's organisation, are not acceptable. Some examples of acceptable letters are below:

Example 1: From a neighbour living near a school proposing a greening project.

To Whom It May Concern:
I am writing to support the community garden project that ABC Elementary School would like to make on the school grounds. I live across the street from the school but do not have any children who attend the school. I would be happy to help on their planting day as I believe it would add many benefits to the community.
Example 2: A local business in the community supports a mural proposed for the side of the building they are located in.

To Whom It May Concern:
Please accept this letter as my support for the proposed mural to be painted on the outside wall at 1234 Main Street. My corner store is located in the building and I have always thought the neighbourhood could use a bright colourful mural. I am happy to donate some snacks to the group when they get together for their painting party.

Please feel free to include any other information or attachments to supplement your application – maximum 2 pages.

Questions?
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