



Neighbourhood Matching Fund Guidelines & Application

The Neighbourhood Matching Fund supports neighbourhood-based groups that want to make creative projects in local communities. Projects must actively involve the community and build neighbourhood connections.

The Neighbourhood Matching Fund is not a grant; community groups receive funds for their project expenses based on a match of volunteer labour, in-kind donations and other cash support.

Questions? Please email nmf@vancouver.ca or call 604.318.5048

You must contact Park Board staff in advance to confirm project eligibility. If eligible, staff will send you a link to the official application form.

To be eligible for the NMF your project must:

- Involve the creation of an innovative legacy project that provides continued community use and enjoyment.
- Actively involved community in all levels of the project, including the planning and creation stages. The focus of this work is community engagement and collaboration
- Have a sponsoring non-profit organization (informal neighbourhood-based groups may apply in partnership with the sponsorship of a registered not-for-profit organization). Please contact Park Board staff if you would like to connect with an organization.
- Be located on land stewarded by the Park Board land or other public land trustee within Vancouver's city limits (i.e. City of Vancouver, Vancouver Public Library, or Vancouver School Board). If required, Park Board staff can assist with obtaining permits and other permissions.
- Demonstrate support for your project through a match of volunteer labour, in-kind donations and/or other cash support



- Demonstrate broad-based community support. Please note that the applicant may be required to lead a **community consultation process** (supported by Park Board staff) before proceeding with their proposed project which may include:
 - Public meetings to inform and consult with the community
 - Flyers distributed within a three block radius of the proposed site
 - Signage at the site informing the public about the proposed project with opportunities for online feedback.
 - Refine project concept to address public concerns at Park Board staff direction.
 - Complete consultation form for all community meetings (date, location, attendees) and engagement.

Examples of eligible projects include:

- Co-designing and creating a collaborative zine, poetry booklet, or collection of recipes to be made available and accessible in your neighbourhood at no cost
- Developing historical or cultural or nature-based self-guided neighbourhood walk with maps, digital resources, or identification guide
- Creation of a collaborative community artwork such as a mural or mosaic
- Upgrades to community gardens, green spaces (i.e. building organic or arts-based fences; structures that improve aesthetics while also providing function; creating a seed library)
- Restoring a wild space by removing invasive plants and planting native plants and trees

Notes:

- All eligible projects must involve the creation of an innovative, lasting legacy that expresses something unique about the neighbourhood and provides continued community use and enjoyment for at least two years.
- Proposals for a structure may require engineered stamped drawings depending on the location and scale of the project.
- If you face barriers in accessing this application format, please get in touch with us to discuss alternate formats (ie. Video, audio, Word doc)
- If your organization does not already have third party liability insurance, you will need to purchase coverage (minimum \$2 million per occurrence). This is an expense that can be included in your budget. The same applies to the required COV business license for not-for-profit organizations.



Projects NOT eligible for this fund:

- Celebrations, parades, performances festivals or exhibitions. These can be part of a larger lasting project, but cannot be the exclusive focus of the Neighbourhood Matching Funds.

- “Standard” items that are a regular part of the Vancouver Park Board’s operation such as playgrounds, park benches, other manufactured equipment.

Eligible Applicants:

Informal neighbourhood-based groups may apply in partnership with the sponsorship of a registered not-for-profit organization. Please contact Park Board staff if you would like help connecting with a non-profit organization.

- **Example:** A local Neighbourhood House may be acting as the official applicant, but the project is actually led by a group of local residents working in partnership with the Neighbourhood House. In this case, the Neighbourhood House as the Sponsor Organization with full contact information, including a contact person and a representative of the local resident (including email and phone number) should both be listed as the Project Contacts.

Questions? Please email nmf@vancouver.ca or phone 604.318.5048



Neighbourhood Matching Fund Application

Please provide all of the necessary information requested after carefully reviewing the guidelines included above.

CONTACT INFORMATION

- a. Project Name:
- b. Sponsoring Organization's name & neighbourhood:
- c. Sponsoring Organization not-for-profit number:
- d. Project location:
- e. Please provide a one sentence description of your project:
- f. Project Contact:

Email:

Phone:
- g. Contact at Sponsoring Organisation (if different from Project Contact).

Email:

Phone:

Sponsor Organization Mailing Address:



1. PROJECT DESCRIPTION (max 200 words)

- What activities will your group undertake?
- What do you hope to accomplish?
- What is the neighbourhood need this project addresses?
- What is the anticipated lifetime of the project?

Please note that projects must enhance public space or expand green space and result in a physical legacy. Celebrations, parades, performances, etc. are only eligible if they are part of a lasting legacy.

2. LOCATION: Where will the project take place?

Your project must be located on land stewarded by the Park Board land or other public land trustee within Vancouver's city limits (i.e. City of Vancouver, Vancouver Public Library, or Vancouver School Board).

Please include any specific details and attach a photo and map.

- **Acknowledging Host Nations (max 250 words)**

This project is taking place on unceded territories. What is your relationship to and in what ways are you acknowledging Host Nations, xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and səliłwətał (Tsleil-Waututh)?

3. PARTICIPATION (max 250 words)

- Who will lead the project?
- Who will participate in the project (Estimated number of participants)?
- How will you work with and involve community members in all stages of this project? *Projects must encourage community participation in the project process and allow new participants to join at any stage. Examples of stages include planning or design meetings, workshops, work parties, etc.*



- How will you reach out to involve a diverse range of community members including equity deserving individuals and groups?

Examples of outreach efforts to your community include flyers, posters, connecting with the Business Improvement Association or local schools.

- How will you determine accessibility needs of participants and work to make your project accessible? *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).*

4. PARTNERS (max 250 words)

- What partners (community groups, artists, environmental consultants, businesses, etc.) will you work with?

- How will the partners be involved with this project?

- Please give examples of the experience and knowledge your partners bring to the project that you feel will have a positive impact on this work. *If partnering with a professional artist or consultant, please attach a short Bio and/or CV*



- Does the proposed project involve working with Indigenous artists, cultural practitioners and communities? If yes, please discuss:
 - How will you respect the specific cultural protocols relevant to your collaborations and create an environment of [cultural safety](#)?

5. BENEFITS (max 150 words)

- How will this project build neighbourhood connections?
- How will this project creatively enhance public space in parks or in Community Centres and the neighbourhood?

6. LETTERS OF SUPPORT x 3

Please include at least:

- **ONE letter** that demonstrates local support for your proposed project from a registered not-for-profit organization in Vancouver (e.g. local community centre or neighbourhood house)
 - If the project application is hosted by a not-for-profit organization who is not leading the proposed project, please include **one letter** of support from that organization
- **TWO letters** from neighbourhood groups or residents living near the proposed site or local businesses.
 - Note: this can also be an informal email expressing a community member's support of the project
 - Letters of support do not need to be on a formal letterhead but ideally include a diversity of neighbours and community members

Please note that applications may be granted funding pending demonstrated community support through a consultation process before proceeding with their project (details of the community consultation process on page 2)

7. PROJECT SCHEDULE

Please note that projects should be completed within **two years of funding approval**. If you have not reached the stage of planning a schedule yet, then a proposed one is acceptable as these schedules are considered subject to change. *Your timeline should consider that you may not receive funds for up to 2 months after funding is approved.*

Community Outreach Activities (to inform public and build participation)	Month/Year
<i>Example: posters, information sessions etc.</i>	<i>March – September 2021</i>
Project Implementation Activities	
<i>Example: Work Party with volunteers</i>	<i>October 2021</i>



8. MAINTENANCE PLAN (max 100 words)

Please describe a plan to maintain the project created for future years.

Describe the long-term management plan of the site and complete the timeline below for the project maintenance throughout the seasons/years ahead.

MAINTENANCE TIMELINE

YEAR	STEWARDSHIP ACTIVITIES
Example	<ul style="list-style-type: none"> Weekly removal of debris and garbage from the garden by garden clean-up committee Host a fall work party to prepare the garden for the winter season
Year 1	
Year 2	
Year 3 and beyond	

9. NMF BUDGET INFORMATION & GUIDELINES

A. EXPENSES - your MATCH must be equal to or greater than your NMF request amount

- Include all items and services that you need in order to complete your project.
- Professional fees for consultants or practitioners (e.g. lead artist, botanist, educator, etc.) <https://www.carfac.ca/tools/fees/>
- Please note that a Project Coordinator/Administration fee cannot exceed 10% of the requested funds.
- With pre- approval, small honoraria can be budgeted in the project expenses to address barriers to participation e.g. transit, child care.
- If your organization does not already have third party liability insurance, you will need to purchase coverage (minimum \$2 million per occurrence). This is an expense that can be included in your budget. The same applies to the required COV business license for not-for-profit organizations.
- All original receipts for expenditures must be retained in case of audit and be made available to Park Board staff upon request.

B. MATCHING CONTRIBUTIONS – Your MATCH must be equal to or greater than your NMF request. The NMF will match community contributions of volunteer labour, in-kind supplies and services donated and/or other funds raised.

• VOLUNTEER LABOUR

- a. Volunteer labour can be counted for anyone who will be *actively* participating in organizing, creating, building and presenting the project without pay, including participating community members. Volunteer labour is valued at \$25.68/hour, the current living wage in Metro Vancouver. http://www.livingwageforfamilies.ca/what_is_living_wage
- b. Please list the estimated total hours of all volunteers and their value. Examples of volunteer labour include planning and/or design meetings, workshops and work parties or other meetings or sessions when neighbours and others involved formally come together to discuss or work on the project
- c. ***Please Note: Only volunteer hours completed after funding is awarded and a contract is signed are eligible.***

• IN-KIND DONATIONS

These may include materials, supplies and professional fees (i.e. donated landscape services by a professional, individual or firm). Please value any donated professional services or materials at a fair market value.

• CASH SUPPORT

Please list all sources of cash support, including all fundraising efforts, business sources, individual donations, grants or other funding. If the applicant has secured **other city funding**, the max amount of total city and Park Board funding is \$10,000.00.

C. NEIGHBOURHOOD MATCHING FUND REQUEST (Maximum 50% of overall project budget)

- a. Your request amount cannot exceed \$10,000 and you cannot request more than the total of Your Expenses
- b. Funds will not be granted for resources already purchased prior to confirmed funding



PROJECT BUDGET

A. PROJECT EXPENSES:

AMOUNT

Description of Project Expenses:	\$
Example: paint supplies or web design services	\$ 1,000.00
	\$
	\$
	\$
	\$
	\$
	\$
Project Coordinator/Administrator Fees: (Maximum 10% of NMF):	\$
	\$
TOTAL:	\$

B. MATCHING COMMUNITY CONTRIBUTIONS:

Description of community contributions:	I. Value of In-Kind Donations	II. Value of Volunteer Time	III. Value of Other Cash Support	Secured or Pending?
Staff support from non-profit organization sponsor	\$1,000.00			Secured
TOTAL:	\$	\$	\$	
TOTAL (SUM OF IN-KIND, VOLUNTEER TIME AND CASH SUPPORTS):				\$

C. NEIGHBOURHOOD MATCHING FUND REQUEST: (Maximum 50% of overall project budget)

\$ _____

10. CHECKLIST

- ☐ Complete application with budget form
- ☐ Partner CV and/or bios if applicable
- ☐ Photo and map (can be hand-drawn) of the proposed location
- ☐ 3 letters of Community Support

If you have any questions, please email nmf@vancouver.ca