



Neighbourhood Small Grants

Project Leader Toolkit



**Neighbourhood
Small Grants
West Vancouver**



**WEST VANCOUVER
FOUNDATION**



What is NSG?

BACKGROUND

With the **Neighbourhood Small Grants** program, we give **grants up to \$500** to support **resident-led** projects that bring people together, share skills and knowledge, build a sense of belonging and responsibility, and respect and celebrate diversity.

DETAILS

You must live in West Vancouver. The project must be free to attend, accessible and welcoming to all. Registered organizations and businesses are not eligible – these grants are **specifically for individuals**. You may recruit donors and sponsors but you cannot fundraise.



Step 1

IDEA

Come up with your project idea.

- Talk to some neighbours
- Visit our website for [ideas](#)
- Look at past [projects](#)

We support projects of all kinds, and we continue to be particularly interested in encouraging applications in the following areas:

1. **Cross-Cultural:** Connect indigenous and non-indigenous community members to promote cross-cultural learning and understanding. Elder care packages, Powwow drumming, multi-cultural online cooking classes.
2. **Youth Led.** To foster youth leadership and community participation, we encourage projects that are by youth, for youth. Online music camps, care packages for vulnerable seniors, virtual writing groups.
3. **Environment Projects.** We encourage projects that have an environmental focuses. Beach clean-ups, composting workshops, ocean wellness talks.

IDEAS

If you're not sure what to do, check out these sites to see what others have done:

- West Vancouver projects [here](#)
- Vancouver Foundation projects [here](#)
- Projects have included:
 - **Online classes** such as art, music, writing and fitness.
 - **Emergency Preparedness** or **Block Watch** meetings.
 - Neighbourhood, beach, trail and more **cleanup parties**.
 - **Sharing of skills** such as canning, beeswax wrapper making, arts & crafts, dance, writing and gardening.
 - **Salons** (in person or online) featuring a variety of arts such as music, art, spoken word, theatre and more.
 - **Block parties:** potlucks, cultural celebrations, movie nights, inter-generational, seniors, and more.
- Our [Vital Signs Report](#) may also provide some inspiration by highlighting areas of need.



Youth-Led Projects

To foster youth leadership and community participation, we encourage projects that are led by youth and are for youth.

Environment Projects

We encourage projects that have the goal of reducing our carbon footprint, creating zero waste, improving access to nature, clean air and water, growing local food and other environmental focuses.





Step 2

APPLICATION

Other than collecting some basic information about you and your event, there are 3 main questions.

1. Describe your project

How will it build relationships with others.

2. How does it meet a project goal(s)

Connect and engage neighbours

Share neighbours' skills and knowledge

Increase Sense of Belonging and responsibility to your community

Respect and celebrate diversity

3. Budget

Think about what you will spend the money on. E.g. food, promotional material, insurance, permits, entertainment.

REVIEW PROCESS

The committee **meets once per month** to review applications. Typically the 2nd week of the month.

Please note that previously funded projects are encouraged to change or evolve in order to be considered for funding. Priority is given to new projects and after participating in the Neighbourhood Small Grant program for 3 years, it is expected that you can then continue your project on your own.

Tip – *think about how your project can evolve and continue on beyond the Neighbour Grant. Perhaps you can get others involved? Create a binder with all of the project information so you can easily pass it on to someone else to carry on or assist?*





Step 3

PLAN YOUR PROJECT

If your event is approved, start planning! Remember to work together with others, it's a great opportunity to get to know someone new.

Pick your:

Date(s)

Time

Location

✓ Remember that if it is on public property you may need a permit from the District.

✓ Check with your home insurance provider about event insurance.

✓ Try to make it a “green” event by reducing waste, minimizing single-use items, recycling and composting.

✓ Please post a West Vancouver Foundation sign at your event.

PROMOTION

Depending on the size of your event there are a variety of ways you can choose to promote your event. Here are some ideas.

Private/Smaller Events

- Make a poster/flyer/postcard and distribute in mail boxes, common areas, nearby businesses and community buildings (coffee shop, rec centre, library, schools).
- Email, phone or knock on doors
- Invite Facebook friends and groups, such as existing neighbourhood groups
- Join the “West Van Neighbourhood Small Grant Group” on [Facebook](#) to tell other project leaders about your project.

Larger/Public Events

- [North Shore News](#) – free [event listings](#) or [invite the press](#) to your event
- [The Beacon](#) (28th Street to Lions Bay) - lindypfeil@westvanbeacon.ca
- Post in relevant Facebook Groups (resident groups, parent groups)
- Ask West Vancouver Foundation to post on their social media info@westvanfoundation.ca
- Post on the West Vancouver Library’s [Community Bulletin Board](#)





Step 4

DAY OF YOUR EVENT – HAVE FUN!

Remember to take photos (*have guests sign the photo release form*). *Some photo tips:*

- *Designate a photographer – you will be busy doing other things*
- *Get a variety of photos including pictures of the details and special touches*
- *Get up close*

*Please be sure to **mention West Vancouver Foundation** and the Neighbourhood Small Grant program. A sign and script are included on the next pages.*

Maintain and nurture these new relationships. The main goal of this program is to build connected and engaged communities. Can you or another neighbour plan another, smaller event? Form a block watch? Build a lending library? Plan a holiday gathering?

After your event, send in your photos and stories to Denise, deniseh@westvanfoundation.ca

This Neighbourhood
Small Grant project was
thanks in part to:



WEST VANCOUVER
FOUNDATION

westvanfoundation.ca/nsg

Neighbourhood Small Grant Script

To read out at your event.

This project was thanks in part to a grant from the Neighbourhood Small Grant program at the **West Vancouver Foundation**.

The Neighbourhood Small Grant (NSG) program was started in 1999, by Vancouver Foundation, as a way to combat loneliness and social isolation, by helping make communities stronger, safer and more welcoming. By offering a small grant, project leaders can bring their project to life, often in a more impactful way or with people in the community they may not have previously been familiar with.

The **West Vancouver Foundation** is a community foundation that was founded in 1979 by a group of West Vancouver residents that wanted to inspire and steward local philanthropy for local benefit. The West Vancouver Foundation receives donations from local philanthropists & community members and is then able to provide funding to local charities, through various granting programs, to support programs that address community needs.

Find out more at westvanfoundation.ca



Thank you for giving back to
your neighbourhood and
helping build connections and
belonging in West Vancouver!



WEST VANCOUVER
FOUNDATION

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[WESTVANFOUNDATION.CA](https://www.westvanfoundation.ca)

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