

Neighbourhood Grant Guidelines

Grants of up to \$350 will be awarded to Burnaby residents to help deck their houses out with Halloween decorations.

There will be a limited number of Halloween decorating grants available:

- 2+ Houses on the same block - \$350 for each house.
- Residents will be able to apply for grants from as early as August 30th.
- Successful applicants will be notified on or before September 22nd, and they will be granted on a first-come, first-serve basis for each quadrant, Brentwood, Lougheed, Metrotown and Edmonds.
- Grants will be paid out in November 2023, providing the applicant has adhered to all criteria and provided the correct documentation.

Objectives:

This program aims to provide assistance to residents at the neighbourhood level for the purpose of:

- Inspiring residents to connect with their neighbours.
- Encourage resident involvement in making their neighbourhoods even better welcoming places to live.
- Create a community engagement piece which is part of the Burnaby Halloween Festival.

The desired outcomes of the Neighbourhood Grant are as follows:

- Residents will contribute their time and expertise to support Burnaby Halloween festival.
- Residents will be actively involved in making their neighbourhoods even better places to live
- Residents' attachment to the community will be deepened and strengthened.

Applicant Profile:

Applicants must live within the City of Burnaby boundaries with the focus of connecting and engaging with neighbours to create a showstopping Halloween Display in the neighbourhood in which they live.

Applicants must have at least one other neighbour from a different household involved with the grant project. For the purposes of the Neighbourhood Grant, Neighbourhood refers to the immediate area that surrounds someone's residence, as defined by each individual's garden or laneway.

A floor or entire apartment/condominium building are also considered neighbourhoods within the Neighbourhood Grant program, and groups of neighbours within these buildings are welcome to apply, but the display must be visible from the sidewalk.

Eligibility:

We will be accepting single-house applications, but preference will be given to any group of two or more neighbours with an idea to create a Halloween Display in their neighbourhood (Neighbourhood refers to the immediate area that surrounds someone's residence, as defined by each individual's garden or laneway).

To participate in this program, the applicants must:

- Live in the City of Burnaby,
- Aim to decorate their residence with Halloween décor.
- Identify a working group including a minimum of one additional neighbours from separate households.



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Ineligible applications are:

- Applications whose mandates, operations and activities are not consistent with the program objectives, guiding principles and/or eligibility requirements.

Eligible activities and expenses:

- Equipment, materials and other items that contribute to building an awesome Halloween display.
- Equipment rental

Ineligible activities and expenses are:

- Retroactive projects and expenses
- Travel expenses
- Commercial/business activity
- Volunteer Honorariums
- Any display in contravention of City bylaws
- Block parties where funds are used exclusively for food and drink

Application Process:

Applications are to be completed on this form – [here](#).

The application must meet the above requirements and;

- Explain briefly how the Halloween decorating grant will be used by each house.
- Enter residential address along with neighbouring address/addresses to confirm that the recipients reside in Burnaby

Applications must be submitted by 18th September 11:59 PM

Additionally:

- Projects must comply with City of Burnaby bylaws.
- If decorating is taking place within a Strata, it must be approved by Strata prior to application

Residents considering submission of an application are encouraged to do the following:

- Review these guidelines
- Contact staff to discuss eligibility for this program or to obtain more information.

Submission of an application does not guarantee funding. Obtaining a grant is a competitive process and demand often exceeds available resources. If you are having difficulties accessing the Google Form, please contact info@tourismburnaby.com and we may be able to provide a paper copy of the application.

Evidence Report:

Successful applicants must provide an Evidence Report, which will be sent out in early November. A completed report is needed to fulfill the grant application and receive the funding; this may also be considered part of the assessment of any future applications by the organization.

Evidence Reports for this Neighbourhood Grant project must be submitted within 15 days of completion of the Project (November 15 2023), unless other arrangements are made with staff.

As the project concludes:

- Recipients will be required to complete and submit a short project evaluation form to provide details such as the project's impact on the neighbourhood
- As part of the evidence report, applicants are expected to provide a final budget, including receipts and monetary contributions.
- Recipients will be required to provide a summary paragraph and a minimum of three photographs of the project, with signed photo release forms.
- Failure to submit an Evidence Report will result in you not receiving the funding check and may affect future eligibility.

TIMELINE:

A typical timeline appears in the table below. The timeline is subject to change.

Contest Timeline:

- Accepting Submissions for Grant:
 - Wednesday, August 30th, 2023
- Grant Submission Deadline:
 - Monday, September 18th, 2023
- Grant Announcement:
 - Friday, September 22nd, 2023
- Contest Starts:
 - Sunday, October 1st, 2023
- Contest Entry Deadline:
 - Tuesday, October 17th
- Judging to take place:
 - Tuesday, October 24th
 - People's Choice October 21 – 23th
- Winners Announced
 - Wednesday, October 25, 2023
 - Winners will be announced on the Explore Burnaby social media channels and via email.