



## **Neighbourhood Decorating Grant Guidelines-2025**

Grants of up to \$400 will be awarded to Burnaby residents to assist in decorating their homes with Halloween decorations. All grant recipients are required to participate in the Neighbourhood Halloween Decorating Contest and adhere to all contest rules and regulations.

### **Grant Availability:**

- 2+ Houses on the same block: \$200 for each house (This may vary depending on submission)
- Residents may apply for grants starting September 1<sup>st</sup>, 2025, and the deadline to apply for grants is September 19<sup>th</sup>, 2025
- Successful applicants will be notified on or before **September 26<sup>th</sup>, 2025**. Grants will be awarded on a first-come, first-served basis for each quadrant: Brentwood, Lougheed, Metrotown, and Edmonds.
- Grants will be disbursed in November 2025, contingent upon adherence to all criteria and submission of the required documentation.

### **Objectives:**

This program aims to support residents at the neighbourhood level to:

- Inspire residents to connect with their neighbours.
- Encourage resident involvement in making their neighbourhoods more welcoming and vibrant.
- To encourage environmentally conscious creativity by recognizing and promoting decorations that minimize environmental impact through the use of sustainable, recycled, or energy-efficient materials.
- Create a community engagement piece that 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 the Burnaby Halloween Festival.
- Residents will actively engage in making their neighbourhoods better places to live.
- Residents' attachment to the community will be deepened and strengthened.

### **Applicant Profile:**

- Applicants must reside within the City of Burnaby and focus on connecting and engaging with neighbours to create a show-stopping Halloween display in their neighbourhood.
- Neighbourhood applicants must involve at least one other neighbour from a different household in the grant project (Neighbourhood refers to the immediate area that surrounds someone's residence, including gardens or laneways).
- A floor or entire apartment/condominium building is also considered a neighbourhood within the Neighbourhood Grant program. Groups of neighbours within these buildings are welcome to apply, but the display must be visible from the sidewalk or public street.

### **Eligibility:**

To participate in this program, applicants must:

- Live in the City of Burnaby.

# **BURNABY** **halloween** **FES/2025** **TIVAL**

- Plan to decorate their residence with Halloween décor.
- Participate in the **Neighbourhood Halloween Decorating Contest** and comply with all contest rules and regulations.
- Identify a working group that includes a minimum of one additional neighbour from a separate household.

## **Ineligible applications are:**

- Applications that do not align with the program objectives, guiding principles, and/or eligibility requirements.
- Applications where the mandate, operations, or activities are inconsistent with the grant's goals.

## **Eligible Activities and Expenses:**

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

## **Ineligible Activities and Expenses:**

- Retroactive projects and expenses.
- Travel expenses.
- Commercial/business activity.
- Volunteer honorariums.
- Any display in violation of the city bylaws.
- Block parties where funds are used exclusively for food and drink.

## **Application Process:**

Applications are to be completed on our official festival website.

## **The application must meet all eligibility requirements and include:**

- A brief explanation of how each house will use the Halloween decorating grant.
- Residential addresses of the applicant and participating neighbours to confirm that all participants reside in Burnaby.
- Describe briefly how the decorations will be sustainable if applying for grants under this category.

**Applications must be submitted by 19 September 2025, 11:59 PM PST.**

## **Additional Requirements:**

- Projects must comply with all City of Burnaby bylaws.
- If decorating within a Strata-managed property, written approval from the Strata Council must be obtained before applying.

## **Residents considering applying are encouraged to:**

- Review both grant and contest guidelines
- Contact Tourism Burnaby staff in case of any further queries to discuss program eligibility or 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 encounter difficulties accessing the form, please contact [apaul@tourismburnaby.com](mailto:apaul@tourismburnaby.com) for assistance or to request a paper copy of the application.

### **Evidence Report:**

Successful applicants must provide an Evidence Report, which will be sent out along with the grant acceptance letter. A completed report is required to fulfill the grant application process and receive funding. This report may also be used in the assessment of any future applications by the organization.

- Evidence Reports must be submitted within 15 days of the project's completion (no later than **November 15th, 2025**), unless alternative arrangements have been made with staff.
- As the project concludes:
  - Recipients must complete and submit a short project evaluation form detailing the project's impact on the neighbourhood.
  - As part of the evidence report, applicants must provide a final budget, including receipts and documentation of all monetary contributions.
  - Recipients must 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 forfeiture of the funding and may affect future eligibility.

### **IMPORTANT TIMELINES:**

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

- **Accepting Submissions for Grant:**
  - Monday, September 1<sup>st</sup>, 2025
- **Grant Submission Deadline:**
  - Friday, September 19<sup>th</sup>, 2025
- **Grant Announcement:**
  - Friday, September 26<sup>th</sup>, 2025
- **Contest Entry Starts:**
  - Wednesday, October 1<sup>st</sup>, 2025
- **Contest Entry Deadline:**
  - Friday, October 17<sup>th</sup>, 2025
  - Lawn signs Pick-Up: 20<sup>th</sup> -23<sup>rd</sup> Oct
- **Online Voting Opens:**
  - Friday, October 24<sup>th</sup> - Tuesday, October 28<sup>th</sup>, 2025
- **Winners Announcement**
  - Wednesday, October 29<sup>th</sup>, 2025
  - Winners will be announced on the Explore Burnaby and Burnaby Halloween Festival social media channels and via email.