

Clayoquot Sound Biosphere Region Neighbourhood Small Grants

Terms and Conditions

Who can apply?

- You must live in the Clayoquot Biosphere Region.
- You can apply for only one NSG project per cycle and you can apply within only one community.
- Registered charitable organizations and businesses are not eligible to apply. These grants are specifically for individuals and small volunteer-based neighbourhood/community groups.
- No previous connection to community organization is required.

What information do you need to know about Neighbourhood Small Grants?

- Your project must be free to attend, accessible, and welcoming to all. We encourage applications for projects that are accessible to people with disabilities and inclusive of all people.
- You may not fundraise for other projects and/or organizations during your event. However, we encourage you to seek donations or gifts in kind from local businesses to help support your project.
- Large capital projects such as building and maintenance of public assets such as playgrounds or purchasing equipment such as computers are not eligible.
- Projects involving psychotherapy and counseling support are not eligible.
- You must begin your project after the grant decision is made. Projects are not supported retroactively.

What do you need to think about when you are estimating your project costs?

- Grant requests for projects are expected to be under \$500. However, applications that offer unique and creative ways of meeting the NSG goals may be considered for additional funding.
- Grant money may be used to pay people for services (also called honorariums) to help with the project. An honorarium is a small fee paid to someone for their in-kind skills or knowledge contributions. Examples: opening/welcome from an Indigenous Elder, or an artist sharing skills. Total honorarium(s) may not be more than \$350 per project.
- You are responsible for keeping expense receipts to account for all project costs.

What do you need to know if you use a public space (for example, a neighbourhood street or park) for your NSG project?

- Projects taking place on neighbourhood streets or public spaces and/or parks must follow municipal by-laws and have proper permits.
- You must obtain liability insurance prior to your project start date.

- For more information please visit your local municipal webpages or call your municipal information line.

What do you need to think about when carrying out your project?

- Your project is expected to address one or more of the NSG program goals and objectives listed above. The primary focus should be on increasing relationships between neighbours and deepening neighbours' involvement within their community.
- Your project must take place within the neighbourhood or community where your application is processed.
- Festival-style events are expected to focus on a specific neighbourhood or community with a range of 300 attendees. Projects that are part of festivals must demonstrate an activity within the event that helps residents to develop or strengthen relationships.

What do you do after you receive the grant money?

- To help future applicants, please document your project with photos, videos or by writing a summary of your event. Share these with your local NSG Coordinator.
- Project leaders are expected to attend the NSG Celebration at the end of the grant year. Your local coordinator will invite you to the event, and you may be asked to share your project story with other attendees.
- Clayoquot Biosphere Trust should be acknowledged by displaying appropriate logos on event posters or other project promotional materials. Logos will be provided.
- After your project is complete, you must fill out an evaluation survey. Your NSG Coordinator will provide further instructions about the survey close to the project completion date.
- You must return any unused grant money to your NSG Coordinator.