

NSG/YNSG Applicant Guideline

Use the below information to strengthen your application!



**Neighbourhood
Small Grants**

Applications

- Spelling and Grammar are not being marked – you just need to make your point clear
- Do not use AI to write you applications – we want your thoughts and ideas!
- Activities must be hosted by individuals, not by or on behalf of organizations
- Your activities should bring the community together in some way and create an opportunity for interactions
- Be aware of the city of [Richmond Park Use Guidelines](#), which includes no amplified sound and no pop-up tents

Budget

- Look up venue rental rates and insurance prices before you create your budget
- Purchased supplies, such as crafts, should go home with the participants, not the organizer
- For larger items, such as board games, consider raffling them off at the end of the event
- Items that are received well on a budget include: drinks, snacks, decorations, craft or activity supplies, room or equipment rental and insurance
- Funding cannot go towards:
 - Purchase or rental of bouncy castles/houses
 - Purchase of technology or equipment (rentals are okay)
 - Purchase of alcohol or recreational substances

Honourariums

- NSG is about connecting community, not financially benefiting from an activity
- If needed, honourariums should be small
- Places where an honourarium is appropriate include:
 - Indigenous knowledge-keepers or elders sharing cultural information
 - Externally recruited specialists (not the organizer or friend) who will be engaged in a teaching role
 - Be sure to provide details about their qualifications in your application

General

- All projects must take place in the city of Richmond
- Projects must be free to attend and participate in
- Keep it simple, less is more – projects don't need to be complex or multifaceted
- If the project is using a guest instructor/presenter/artists provide detailed information about that person