The Community Enhancement Partnership Program (CEPP) is an initiative of Council to encourage neighbourhood projects and activities that beautify our streets and public spaces.

Through the Program, residents, groups and businesses can apply to the City for a **Neighbourhood Enhancement Grant** to plan, organize and implement small beautification projects, activities and celebrations. Successful applicants match their requested grant amount with contributions of volunteer labour and services, donated materials, and/or cash. The Program is a partnership in which the applicant and the City contribute equally towards a proposed project. For example, if you are applying for a $500 grant, you will need to contribute an *equal* value of volunteer labour, supplies etc. Within this application package space is provided for you to document your contribution.

This is an application package for a **Celebration & Activity Grant** under the Neighbourhood Enhancement Grant Program.

Neighbourhood Enhancement Grant

Small Project Grants

Celebration & Activity Grants
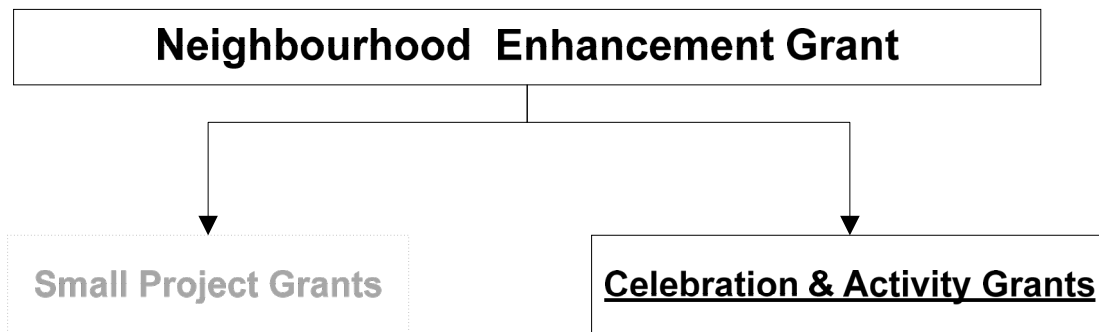
Celebration & Activity grants have a maximum amount of $1000 per project ($500 per block party). They are offered tosupport community activism and celebration. Projects should engage, educate and celebrate community members. As examples, a neighbourhood festival, block party or neighbourhood improvement campaign would fall under this category.

Who can apply? All Surrey residents, students, community groups, organizations or associations can apply. Informal groups, businesses and organizations also qualify.

For more information please visit www.surrey.ca/citybeautification

Application Checklist:

[ ] Complete and sign the attached application form

Submit your application:

By Canada Post:

Attn: Neighbourhood Team
Parks, Recreation & Culture
13450 104 Ave Surrey, BC
V3T 1V8

By Fax:

Attn: Neighbourhood Team
604.598.5781

By Email (as PDF only)

Attn: Neighbourhood
neighbourhoodteam@surrey.ca

PLEASE NOTE:

Grants will <u>NOT</u> be awarded to:

- Individuals, for the purpose of private gain.
- Government agencies, political or partisan groups, universities, exclusive clubs or associations, newspapers and non-Surrey-based organizations (based or originating).
- Applicants who have failed to document a community contribution.
- Applicants who have failed to successfully carry out a project for which a grant was previously awarded.

Grants must <u>NOT</u> be used to:

- Duplicate an existing public or private program.
- Support ongoing programs or services.
- Replace funding lost from other sources or provide gap funding.
- Pay for the applicants operating expenses that are not directly related to the project for which the grant is awarded.
- Purchase land or buildings.
- Pay for out of City travel expenses.
- Pay for expenditures or financial commitments made *before* the organization's grant application was submitted.

*Applicants may be required to purchase $2 million Commercial General Liability insurance if there is considered to be a risk, to limit the liability to the applicants as well as to the City of Surrey. The City will review the application and advise if insurance is required. If so, it will be the responsibility of the applicant to obtain the necessary insurance. It is anticipated that approval will not be granted for projects that have an inherent or significant risk for the participants or any potential risk or liability to the City.

*For events larger than 250 people, applicants will need to fill out a FEST committee application http://www.surrey.ca/culture-recreation/9145.aspx.
* A park permit is required for an event held in a City Park
* A Fraser Health Authority permit is also required for temporary food service for non-prepackaged food or items being sold

CITY OF **SURREY**
the future lives here.

Neighbourhood Enhancement Grant
Celebration & Activity Grant Category
Application Form

Internal Use Only

| Date Received: | |
| Project Number: | |

Applicant Information

Applicant Name/Group:	
Contact Person:	Phone:
Address:	
Postal Code:	Email Address:
Applicant Description Who is involved in the project?	

Project Information

Project Name	
Project Location Include an address if available	
Project Description Describe your proposed project.	
	Anticipated number of attendees
	Anticipated Start: dd/mm/yyyy Anticipated End: dd/mm/yyyy

Community Information

Community Beautification How will your project beautify or improve your neighbourhood?	
Community Benefit How will this project involve & benefit your neighbours?	
Project Sustainability Who will maintain and manage the project in the long term?	

Community Contribution

It is important to document the contributions of those involved (community contribution). This will help the City assess how much grant funding the project may be eligible to receive. The more contributions made by the community towards the project, the more grant funding the project will be eligible to receive. Contributions can be in the form of volunteer time or labour, donated supplies & materials, donated professional services and/or cash.

General Budget

A project budget will help clarify the anticipated cost of your proposed project. This will help the City assess your application. Estimate the costs and out-of-pocket expenses of your project. Details around donations can be provided in the following sections.

ITEMS - to be covered by grant	DESCRIPTION / DETAILS	PRICE/COST	SUBTOTAL
			Total:
Your contributions			
			Total:
Volunteer hours			Total:
		TOTAL PROJECT COST	$_____

What grant amount are you requesting?
(Maximum $1,000 for celebrations/ activities and $500 for block parties)

$_____

Where did you hear about the grant?

The signatory declares that s/he is the applicant, or elected chair, president or designated lead of a group applicant. The signatory confirms that there is general support from residents and/or neighbours that are involved or affected by the project, and that any funds received as a result of this application will be used only for the purposes set forth herein.

Signature: _____   Date: _____ dd/mm/yyyy

Name (print): _____   Phone: _____