

SMALL THINGS CAN HAVE A BIG IMPACT

Neighbourhood Small Grants (NSG's) are a collaboration between the Vancouver Foundation, Shuswap Community Foundation and the Canadian Mental Health Association to focus on communities coming together in healthy and active ways. Foundational to the NSG Program is an acknowledgement that community members are best positioned to know what is needed to enhance quality of life for their families, friends and neighbourhoods.

Shuswap Community Foundation and our partners will offer NSG funding up to \$500 to support locally led events, programs and activities in the Shuswap.

A key objective of the NSG program is to help eliminate some of the barriers in event hosting. NSG events can be as small or big as you like and, are available all year round.

How to Apply

Applications are accepted anytime but, funding is released three times a year.

- Funding for Summer events is released in March
- Funding for Fall events is released in June
- Funding for Winter events is released in November

Please note that there is a limited amount of funding available.

If you have questions, contact us at: info@shuswapfoundation.ca or 250-832-5428

What activities or events are eligible?

To be eligible for a Neighbourhood Small Grant, organizers must hold a gathering that brings people together. If an activity is led by a group such as a church, club or agency, it is eligible if the activity is open to all. *In all cases, the event must be free, inclusive, appropriate, community-driven and not contravene the BC Human Rights Code.*

Please consider whether your event meets some or all of the program granting criteria

- Is it Community-driven?
- Does it enhance community pride?
- Does it engage residents?
- Does it build upon existing strengths and relationships with people?
- Does it beautify or enhance the area?
- Does it increase safety?
- What is the activity?
- Is there a purpose in bringing people together?

Ideas for your NSG event

The list below provides some examples of community events you can host. These are not limited, and your ideas are welcome.

Description and Resources

Hacky sack, Bocce, Frisbee	Organize a friendly game Funding up to \$500 to cover event related expenses
Storytelling, book exchange	Organize a book reading or exchange Funding up to \$500 to cover event related expenses
Holiday celebration, Family Day, Easter Egg Hunt	Bring your friends and family together to celebrate Funding up to \$500 to cover event related expenses
Meet and Greet Social, picnic, games night	Gather your neighborhood community and host an afternoon social Funding up to \$500 to cover event related expenses
Nature Walk, Walk and Talk	Gather your friends together for a walk along the Nature Trail Funding up to \$500 to cover event related expenses
Art project, plein-air painting	Organize a group to create an art piece Funding up to \$500 to cover event related expenses
Park clean-up	Bring together a group to clean up the Park and Nature Trail Funding up to \$500 to cover event related expenses
Concert, live entertainment	Bring together a group to play music Funding up to \$500 to cover event related expenses

Planning Ideas and Resources, Getting Started

1. Define your community	A community is defined by a group or people who identify with and support one another
2. Create an organizing community	Include everyone in the decisions about the event. Start with a smaller event or activity for the first year. Things can always grow in future years. The more people who are involved, the more likely the event will attract a new leader each year to plan the event annually
3. Sign up as many community members as you can to help out	For example, one person can create the flyer, someone else can be the contact for RSVP's
4. Complete the online application	Prior to submitting your application, consider: <ul style="list-style-type: none"> • When will you have your event? • How many attendees will you have? • Will there be food? • Are there different activities for ranges of abilities and ages?
5. How to promote your NSG Event	Once the organizing team has reviewed the event plan, finalize the flyer with event name, date, time and what to bring Invite your friends/family/group personally Consider using social media or email to make your advertising 'green'

Think about inclusion – who is in your community – seniors, youth, who else?

Find ways to include youth

- Have fun acts and attractions
- Plan sports activities such as tug-of-war, frisbee, hacky sack
- Provide free food
- Have contests/prizes
- Spread the word using social networks like Instagram, Twitter and YouTube
- Offer community service hours to high school students who are involved in helping out Find ways to include people with a disability
- Remove obstacles for accessibility, like parked cars
- Is the information about the event being distributed in accessible formats for people with visual impairments or low-level reading skills?

Find ways to include Seniors

- Remove obstacles for accessibility
- Is the event scheduled during times of the day when temperatures are most moderate and/or shade is available?
- Is the event scheduled during times when the Park is quieter, i.e. mornings?

Other things to consider:

Insurance	Most communities require \$2 million liability insurance for NSG events and a copy of the certificate of insurance two weeks before the event. The certificate must name the City or Municipality as additional name insured, but only for the duration of the event. For those who do not have insurance, you may use the \$500 grant toward this. * In Salmon Arm, Hub International Insurance Brokers can process your event liability insurance for \$125, plus \$25 fee (this may vary depending upon event)
Road Closures	Any road closure requests must be approved by the City or Municipality. For more information on this, contact your local government offices.
Bookings	To be sure your chosen location is available for your event, the recommended time frame to apply and organize for the event should be 4 weeks in advance or more
Garbage, recycling and composting	Organizers are responsible for clean-up after the event. There are garbage and recycling receptacles on-site. If decorations are planned, Healthy Communities encourages items that are reusable, recyclable or compostable.
Alcohol	Alcohol is not permitted on public property, including roads
Food service	If the event involves serving food, a permit from Interior Health may be required.
Access to power	There is often a fee to access power. For more information, contact your local government of the CSRD.

Regular events occur at many community Parks through a variety of different organizations and private bookings. To ensure your event will not conflict with another event, please contact local government or the CSRD to book your venue well in advance.

July and August are the most heavily used months for most parks, so to avoid disappointment or potential conflict of events, consider booking your event in any of the other months.

Why plan a community event?

- Get to know who is in your community
- Encourage new relationships and strengthen existing relationships
- Increase opportunities for people to connect
- Exchange skills and knowledge
- Have fun

Other helpful resources and links

- District of Sicamous – <https://www.sicamous.ca/live-here/recreation/parks>
- City of Salmon Arm - <http://www.salmonarm.ca/>
- SA Recreation - <http://www.salmonarmrecreation.ca/wb/>
- Downtown Salmon Arm - <http://salmonarmdowntown.com/>
- Canadian Mental Health Association - <https://shuswap-revelstoke.cmha.bc.ca/>
- Shuswap Community Foundation <http://www.shuswapfoundation.ca/>
- MRDT Event Funding - <http://www.saeds.ca/aboutus/eventfundingsupport/>
- CSRD Parks and Facility Use - <https://www.csr.bc.ca/node/755>