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## Living City Grant - Terms of Reference

The City of North Vancouver is committed to social, economic, and environmental sustainability. The Living City Grant Program (LCGP) provides funding opportunities for small-scale, community-based parks and environment initiatives managed by not-for-profit organizations.

### WHO CAN APPLY?

- Registered not-for-profit societies
- Unincorporated local community associations, groups and service clubs

### WHAT IS NOT ELIGIBLE?

The LCGP does not extend funding for projects which:

- are for-profit commercial ventures
- are organized by a private enterprise
- receive grants from other City sources for the same purpose
- duplicate specific work conducted by the City of North Vancouver
- attract participants exclusively outside the City of North Vancouver

Please note:

- Late applications will not be accepted;
- LCGP funding cannot be awarded retroactively;
- LCGP funding may support aspects of ongoing programs, but is not intended as core funding; and
- The City reserves the right to request evidence of liability insurance if deemed necessary.

### HOW ARE APPLICATIONS EVALUATED?

All applications will be reviewed and prioritized according to the following criteria:

- Innovative means to contribute to the social and environmental sustainability of the City
- Clear project goals and objectives
- Clear action plan which is realistic and attainable in terms of timing and resources
- Evidence of community support and inclusiveness
- Evidence of an evaluation plan to measure project effectiveness
- Evidence of financial need and fiscal responsibility
- Willingness to work in collaboration with other City-related sustainability initiatives
- Consistent with and supportive of the City's parks and environmental goals as presented in the Official Community Plan

## REPORTING REQUIREMENTS

Funding recipients will be required to submit the following reports, in this order:

- Interim report (submitted 6 months after receiving initial funding) listing any program events and deliverables to date
- Final report (submitted within 12 months of receiving funding)

## APPLICATION PROCEDURES

Application forms and deadline information are available at [www.cnv.org/LivingCityGrant](http://www.cnv.org/LivingCityGrant).

**Applicants are strongly encouraged to contact City staff well in advance of submitting an application package.** Please contact staff to indicate your interest in the LCGP and to discuss the suitability of your project.

**Completed application packages must be submitted no later than 11:59 pm on the second Sunday in February via:**

1. **Email:** [livingcitygrant@cnv.org](mailto:livingcitygrant@cnv.org)
2. **Delivered by mail or in person to City Hall:**

Living City Grant Program  
City of North Vancouver  
141 West 14th Street  
North Vancouver, BC V7M 1H9

All applications will be reviewed and prioritized, based on evaluation criteria, as outlined above, by the Advisory Planning Commission (APC). A report outlining the recommended projects for LCGP funding will be submitted to City Council for final approval.