



VANCOUVER PARK BOARD POLICIES AND PROCEDURES

TITLE: Neighbourhood Matching Fund - Policy	
CATEGORY: Park Board	POLICY NUMBER:

PURPOSE

The Neighbourhood Matching Fund (NMF) program supports community initiated projects that enhance parks and other public land and facilities, and reflect the unique character of the community. The objective of the NMF is to facilitate community cultural development in neighbourhoods and foster community stewardship of park land and other public spaces.

DEFINITIONS

Lasting Contribution: Projects must be available/ accessible to be shared by the community for a minimum of 2 years.

Not-for-Profit: the NMF definition aligns with the Canadian Revenue Agency as follows, and as modified from time to time:

A not-for-profit (NPO), as described in paragraph 149(1)(l) of the Income Tax Act, is a club, society, or association that is not a charity and that is organized and operated solely for:

- social welfare;
- civic improvement;
- pleasure or recreation; and
- any other purpose except profit.

To be considered an NPO, no part of the income of such an organization can be payable to or available for the personal benefit of any proprietor, member, or shareholder, unless the proprietor, member, or shareholder is a club, society, or association whose primary purpose and function is to promote amateur athletics in Canada.

An NPO is exempt from tax under Part I of the Act on all or part of its taxable income for a fiscal period if it meets all of the above requirements for that period.

POLICY STATEMENTS

The NMF program was established to:

- facilitate community development;
- create community connections;
- support community in the expression of the local character of their neighbourhoods; and
- encourage community stewardship of park land and public spaces.

NMF projects are to engage the community engagement and involve the creation of innovative, lasting contributions that provide continued community use, enjoyment, and that express something unique about that community. Projects will focus on arts & culture, local food, environmental stewardship, or a combination of all three.

The Neighbourhood Matching Fund is not a grant program. Applicants must demonstrate

support for the project through a match of volunteer labour, in-kind donations and/or other cash support, and include a maintenance plan and operating budget.

The NMF is overseen by the Neighbourhood Matching Fund Advisory Committee. The Advisory Committee, which is governed by a Terms of Reference approved by the Park Board, plays a critical role in fulfilling the mandate of the NMF. Park Board staff provide operational and technical support for the realization of projects recommended for funding by the Committee.

PROGRAM SCOPE

The NMF supports projects intended to provide a lasting contribution to a community through community development and connections. Priority consideration is given to projects that meet the following criteria:

- fulfills a neighbourhood need (physical, social, environmental, etc.);
- shows how the community is taking leadership to address neighbourhood interests and/or concerns;
- demonstrates broad community support and includes a detailed public communication and/or engagement plan;
- sponsor organization, project lead(s), partner(s), and/or artist(s) demonstrate experience and/or capacity to undertake the proposed project;
- encourages community participation in all areas (planning, designing, hands-on creation of physical elements, etc.);
- recognizes and includes diverse members of the community including those with barriers to participation;
- provides opportunities for meaningful dialogue and new understanding among neighbours;
- creatively enhances public space or expands green space;
- expresses something unique about the neighbourhood;
- incorporates a reasonable and well thought out delivery schedule; and
- includes ongoing capacity and a clear strategy for maintaining physical enhancements.

ELIGIBILITY

Projects eligible for consideration by the NMF for financial support, must meet the following requirements:

- be developed by community members who are actively involved in the planning and creation stages of the project;
- have a sponsoring not-for-profit organization (informal neighbourhood-based groups may apply in partnership with a registered not-for-profit organization);
- be located on land stewarded by the Park Board or another public land trustee within Vancouver's city limits (City of Vancouver Engineering, Vancouver Public Library, Vancouver School Board); Park Board staff can assist with obtaining permits and other permissions;

- comply with City of Vancouver, Vancouver Park Board, and Vancouver School Board policies;
- be completed within 2 years; and
- provide a Lasting contribution to the community.

Schools and parent committees must apply in partnership with a non-profit organization based outside of the school and are only eligible for greening projects that take place outside of school hours and engage neighbours who are not already involved with the school.

Projects not eligible for this fund are:

- equipment provided as part of the Vancouver Park Board's regular operations, such as playgrounds, park benches, and other manufactured items;
- new community gardens -- only creative garden projects will be eligible for funding, e.g. pollinator plantings and medicine wheel herb gardens; and
- celebrations, parades, performances and workshops; these activities may be elements of a larger, lasting project but cannot be the exclusive focus.

Eligible Project Examples

To provide examples of the types of projects eligible for funding, following is a list of projects previously supported by the NMF:

- community parklet built from reclaimed lumber and planted with local permaculture plantings at Mount Pleasant Neighbourhood House;
- community mural at Marpole Library with Joy Kogawa House Society;
- living, woven fence surrounding a community garden space at the West Point Grey Community Centre;
- Indigenous education garden in Strathcona Park with the Indigenous Food Sovereignty Group.

BUDGET & FUNDING CONSIDERATIONS

The NMF is funded through the Parks and Recreation Capital Plan. The amount of this funding may vary from plan to plan, however best efforts will be made to ensure funding levels remain consistent. A capital project budget is approved by the Park Board annually, which establishes the amount of funding available in each specific year to support NMF projects.

Any funds provided through the NMF must comply with following conditions:

- a maximum of \$10,000 may be provided to individual projects;
- if applicant has secured other City of Vancouver funding, the combined maximum amount of total City and Park Board funding is \$10,000;
- NMF matches community contributions of volunteer labour, in-kind supplies and services donated and/or other funds raised;
- volunteer labour hours are to be valued based on the effective living wage for Vancouver applicable at the time (source: www.livingwageforfamilies.ca);

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- matching funds will not be granted for resources already expended;
 - once the applicant has submitted a signed NMF agreement and supporting documents including proof of insurance and a valid business licence, funding will be provided in two payments of up to \$5000 each upon receipt of an invoice; and
 - approval of fund disbursements will follow PB expenditure approval authority.

REPORTING

Upon project completion, successful applicants are required to provide a comprehensive final report that includes budget reconciliation supported by receipts, and an accounting of volunteer, participant, and audience hours in support of the project.

On behalf of the Advisory Committee, Park Board staff will provide an annual update to the Board outlining the projects supported by the NMF in the most recently completed fiscal year.

RELATED POLICIES

[Park Board Arts Policy](#)

[Local Food Action Plan](#)

[Rewilding Vancouver](#)

[Biodiversity Strategy](#)

[VanPlay - Parks & Recreation Services Master Plan](#)

[Neighborhood Matching Fund - Advisory Committee Terms of Reference](#)

[Neighborhood Matching Fund - Procedures](#)

APPROVAL HISTORY

Version 1	APPROVED BY: Vancouver Park Board	DATE: Nov 1993
Version 2	APPROVED BY: Vancouver Park Board	DATE: Feb 24, 2020

Prepared by: Arts, Culture & Engagement, Parks and Recreation