



VANCOUVER PARK BOARD POLICIES AND PROCEDURES

TITLE: Neighbourhood Matching Fund – Procedures	
CATEGORY: Administrative	PROCEDURE NUMBER:

OVERVIEW

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.

The NMF 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.

PROJECT INTAKE & APPROVAL PROCESS

Application Intake Process

There are two project intake periods each year that occur in the spring and fall. Potential applicants are required to submit a pre-application to Park Board staff to determine project and location feasibility and provide comments to applicants that need to be addressed in their full application. If approved to proceed to the next step, applicants must then submit a full application, following the [application guidelines](#) posted on the program webpage, for review by the NMF Advisory Committee.

Review & Approval Process

Park Board staff review full applications for eligibility and technical concerns prior to submitting to the NMF Advisory Committee for consideration. Projects are reviewed by the Committee using the following criteria:

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

- project schedule is reasonable and well thought out; and
- there is ongoing capacity and a clear strategy to maintain any resulting physical legacies.

The Committee adjudicates applications and approves project funding twice per year. Park Board staff and the Park Board Commissioner liaison may attend meetings, but do not participate in the voting process. Applicants will be notified as to the success of their applications typically within 8 weeks of the application deadline.

The Committee reserves the right to award conditional approvals for proposals that require additional information, permissions and/or documented community support. The applicant may be required to lead a community consultation process (supported by Park Board staff) before proceeding with their proposed project.

Budget & Funding

The total number of projects supported through the NMF is limited by the funding approved as part of the Parks and Recreation Capital Plan. As outlined in the NMF Policy, \$10,000 is the maximum amount of funding for any individual project, which includes any other City of Vancouver funding the applicant may have received. The NMF matches community contributions of volunteer labour, in-kind supplies and services donated and/or other funds raised, but will not cover resources already expended. Applicants must submit a signed agreement with the required supporting documents before any funding can be provided.

Accountability & Reporting

Projects are monitored by staff through to completion with bi-annual check-ins and problem-solving support on an as-needed basis. 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.

RELATED POLICIES

[Park Board Arts Policy](#) (2003)

[Local Food Action Plan](#) (2013)

[Rewilding Vancouver](#) (2014)

[Biodiversity Strategy](#) (2016)

[VanPlay - Parks & Recreation Services Master Plan](#) (2018 & 2019)

[Neighborhood Matching Fund Policy](#) (2020)

[Neighborhood Matching Fund Advisory Committee Terms of Reference](#) (2020)

APPROVAL HISTORY

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

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