



# Tips & Resources

east vancouver  
neighbourhood small grants

2012

## GENERAL TIPS

- Be sure your community project abides by all Vancouver City bylaws and that you have all of the necessary City of Vancouver Permits to hold your event. If you need further information in this regard, please dial 311 to speak to City staff.
- During your project, please make an effort to let people know that it was funded by a grant from the Vancouver Foundation (as well as the City of Vancouver if you received a Greenest City Grant). This could be included in advertising about the event, banners or announcements at the event, a plaque on a community bench, etc.
- Be sure you have the necessary permissions to complete your project and consult with all those affected before going ahead with making changes in the neighbourhood.
- Please take photographs of your project as it occurs, so that you can share them with others at the community celebration. Please obtain permission to take photos of participants, especially children. Your photos may be used by the Neighbourhood Small Grants Project for promotional purposes and/or by the Vancouver Foundation to ensure continued funding.
- Please consider the environmental impact of your projects. For example, ask people to bring their own plates, cutlery, cups etc. or use environmentally friendly supplies.

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## BLOCK PARTIES

Neighbourhood Small Grants cannot always fund bouncy castles or prizes for block parties, especially with an increasing number of applicants. We encourage you to look at alternatives for creating great entertainment for kids and attendees. For example: book a fire truck with your local fire hall, invite Neighbourhood Policing volunteers to attend with interactive games and displays, include nametags to encourage mingling, use the talents of local neighbours, organize a bike parade, have scavenger hunts, dancing, street hockey, chalk murals, historical lectures about your block, a potluck lunch, informal issue discussions or garage sales. Also, you can look to local business to make donations of food and supplies to supplement your budget.

### PERMITS, INSURANCE, AND HELPFUL INFORMATION FROM THE CITY

Permits from the City are required for Block parties, but they are usually free. Sometimes there can be a small charge if you require barricades and so on (see below). You can apply online or call 311 to speak to City staff. This link also includes the necessary insurance forms, a sample invitation, a letter about block parties that you can pass out to neighbours in 11 languages, an evaluation form to hand out afterwards, and several lists of helpful ideas and suggestions!  
<http://vancouver.ca/engsvcs/filmandevents/events/blockparty/>

### BARRICADES

Tentatively book your barricades by calling or visiting one of four designated Community Centres: <http://vancouver.ca/engsvcs/filmandevents/events/blockparty/knowNeighbours.htm>

## ENVIRONMENTALLY FRIENDLY PARTY SUPPLIES

As always, we recommend having participants bring their own cutlery and plates to minimize waste. We realize that this is not always realistic and there needs to be some available from the organizers handy. If you have a composter, we highly recommend trying these compostable products out: <http://aspenware.ca> or <http://greencentury.ca>

FOOD SAFETY TIPS <http://www.inspection.gc.ca/english/fssa/concen/tipcone.shtml>

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## NEIGHBOURHOOD CLEAN UPS

KEEP VANCOUVER SPECTACULAR [www.vancouver.ca/engsvcs/solidwaste/kvs](http://www.vancouver.ca/engsvcs/solidwaste/kvs)

The City will supply you with garbage bags, gloves and all the clean-up tools you will need through your Block Captain. 'Keep Vancouver Spectacular' will supply you with all the necessary cleanup materials. The pickup service outside the month of May does vary a little so it is best to call the KVS Hotline at 604-871-6544 first to make the necessary arrangements.

GRAFFITI MANAGEMENT [www.vancouver.ca/engsvcs/streets/graffiti](http://www.vancouver.ca/engsvcs/streets/graffiti)

## REPORT ILLEGAL DUMPING

*Public property* - Call the garbage & recycling line: 604-326-4600 or 604-871-6544

*Private property or vacant lots* - Call the Property Use Branch at 604-873-7398.

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## GARDENING

BOULEVARD GARDENING <http://vancouver.ca/engsvcs/streets/greenways/guidelines.htm>

Boulevard Gardens do not require a permit, but do entail following certain guidelines. Please see this link or call 311 to learn more.

GREEN STREETS PROGRAM [www.vancouver.ca/greenstreets](http://www.vancouver.ca/greenstreets)

The City of Vancouver's Green Streets Program encourages street gardens in traffic circles and corner bulges. As a Green Streets gardener, you will receive the opportunity to obtain free compost in spring and fall and notification of any plants or bulbs they have to give away. Also, gardeners can advertise plants they have to donate, plants they are looking for or information they want to share.

VANCOUVER LANDFILL COMPOST SALES <http://vancouver.ca/engsvcs/solidwaste/landfill/sales.htm>

## FREE COMPOST

- For Community & School gardens: Contact 604 257 8631 or [green.streets@vancouver.ca](mailto:green.streets@vancouver.ca)
- For households: Free compost during the last weekend in May at composting facility's open house: 604 940 3211

## FREE WOODCHIPS FROM THE PARKS BOARD

North Side: Drew Gilcrest {604 257 8573} South Side: Dieter {604 257 8631}

FREE MULCH FROM CITY ARBORICULTURE Call {604 257 8631}

## LOCAL GARDENING ORGANIZATIONS

- *City Farmer* <http://www.cityfarmer.info>
- *Village Vancouver* <http://www.villagevancouver.ca>
- *Environmental Youth Alliance* <http://www.eya.ca>

- *Farm Folk City Folk* <http://www.ffcf.bc.ca>
- *Evergreen* <http://www.evergreen.ca/en/programs/evergreen-west/more.sn>
- *Trout Lake Cedar Cottage Food Security Network* <http://tlccfoodsecurity.blogspot.com>
- *Sustainable Living Arts School* <http://www.ediblelandscapes.ca/services/sustainable-living-arts-school>
- *Sustainable City Living Magazine* <http://www.granvilleonline.ca>
- *Vancouver Permaculture Meet Up* <http://www.meetup.com/The-Vancouver-Permaculture-Meetup-Group/>

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## **OTHER FUNDING SOURCES**

**PARKS BOARD MATCHING FUNDS** {[www.vancouver.ca/parks/arts/nmf/index.htm](http://www.vancouver.ca/parks/arts/nmf/index.htm)}

The Matching Fund supports projects by neighbourhood-based groups to make creative improvements to public land. The Vancouver Park Board will supply funds up to \$10,000 to match a contribution the community makes through other funds raised, supplies donated or volunteer labour.

**COMMUNITY SERVICES GRANTS:** [www.vancouver.ca/commsvcs/socialplanning/grants/commgrants.htm](http://www.vancouver.ca/commsvcs/socialplanning/grants/commgrants.htm)

**NEIGHBOURHOOD GREENWAYS:** <http://vancouver.ca/engsvcs/streets/greenways/neighbourhood>

**GREENEST CITY GRANTS:** <http://www.vancouverfoundation.ca/greenestcityfund/>

**OTHER VANCOUVER FOUNDATION GRANTS:** <http://www.vancouverfoundation.ca/grants/index.htm>

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## **VENUES**

Projects funded through Neighbourhood Small Grants are meant to take place within the boundaries of the neighbourhood. Local Neighbourhood Houses, Community Centres and Libraries can be good indoor options, as well as common rooms in coops and housing complexes. Parks can make very good outdoor venues. Please make sure you ask permission before advertising an event at a specific venue as availability of space varies, and although most of these will be free there may be a small charge.

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## **CITIZEN'S HANDBOOK**

Practical assistance for those who want to make a difference: tips on community organizing, community building activities, festivals, street reclaiming, community kitchens, crime prevention, etc: <http://www.vcn.bc.ca/citizens-handbook/>

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## **THE VANCOUVER TOOL LIBRARY**

The Vancouver Tool Library (VTL) is a cooperative tool lending library located at 3448 Commercial Street. They carry a wide variety of tools for home repair, gardening, and bicycle maintenance, which are loaned to members free of charge. They also offer affordable workshops on tool related skills and projects. <http://vancouvertoolibrary.com/>

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## **WORKSHOPS AND ART PROJECTS**

### **PEERNET BC**

For resources on workshop facilitation, group development, peer learning and a variety of other tools check out PeerNet BC's website at: <http://www.peernetbc.com/resources.html>

## THE PURPLE THISTLE CENTRE

If your project has both an art and youth component, check out the Purple Thistle, a youth-run community centre in East Vancouver for arts and activism. They have many art supplies and resources available for free and are a great way to connect with other like-minded folks. <http://www.purplethistle.ca/>

## AVENUE FOR/DES ARTS (AVA)

Avenue for/des Arts (AVA) is a non-profit arts group in the Grandview-Woodlands area. AVA members meet monthly to share information and techniques, discuss local art issues and organize events such as free public art workshops, writing and art contests, children's programs, and group art exhibitions. <http://ava-artists.org/>

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# PROMOTING YOUR EVENT

## CREATE FLYERS & POSTERS

- Make written materials eye-catching, and fairly simple. Use only 1 or 2 fonts, add graphics/pictures, and use colour when possible.
- Include good, concise information: date, time, location, some fun details to make people want to come, registration info, and who to contact for more information or if they'd like to help. Keep it short - people won't read it if there's too much information.
- Flyers can be given directly to the people who you'd like to attend. Drop them in people's mailboxes if your event is in a specific neighbourhood. Give some to people who have lots of contacts to hand out. Hand them out at Community Centres, Neighbourhood Houses, etc
- Posters can go up in locations where people gather: Community Centres, Neighbourhood Houses, local businesses, the library, coffee shops, schools, and around your neighbourhood on bulletin boards, poles, etc (especially for a block party). Many of these are also good places to leave a few flyers.
- Don't forget to ask permission! It often helps to spread the word if you talk to a contact who works at each place you put up a poster.
- Remember to re-post often. Posters often get taken down, covered up, etc. You will need to put them up at least 2-3 times before an event.

## WORD OF MOUTH

- Talk to community leaders: These people will be key in helping you spread the word, whether they're the people that run programs, or just the people who seem to know everybody.
- Knock on doors: For a first time event, it may help people feel more welcome if they meet you first. This approach is useful for something like a block party. You can start with the line: "Hi there - I'm your neighbour!"

## EMAIL AND SOCIAL MEDIA

- Email is another great way to get the word out. Not computer savvy? Ask a local youth to help!
- If you want to reach a lot of people, send out an email with "Please forward widely. Sorry for cross-postings" at the top. Each person who receives it can then forward it to their networks and so forth. Remember to put people's emails in the "bcc" field in order to respect their privacy. Many organizations, programs, networks or local MLAs also have email lists and can send an announcement of your event out to a large number of people all at once.

- Facebook, Twitter and other social networking sites can also be great ways of reaching out to your neighbours. Try creating an event page for your project on Facebook for example – you’d be surprised how many people this can reach in a short time!

## REACHING OUT TO PEOPLE WHO DON’T SPEAK YOUR LANGUAGE

- Whenever possible, make sure your posters and flyers are translated or have at least one sentence in your neighbourhood’s main languages. The City of Vancouver has a letter about block parties in 11 languages that can be downloaded here: <http://vancouver.ca/engsvcs/filmandevents/events/blockparty/>
- If you know someone who speaks another language, ask them if you can include their name and phone number or email address on posters/flyers for people who would like more information. And if you do knock on doors, try to bring friends with you who can help to translate if needed.

## ON THE DAY OF THE EVENT

- Put up lots of posters and big signs, so people will find you and so that those walking by will feel welcome to join you (if that’s OK).
- Use sidewalk chalk or enlist local children to make creative day-of posters to draw people in.
- If you are repeating the event (ie a weekly outdoor exercise class), leave flyers near where you are gathered, so people passing by can pick one up, even if they feel too shy to ask questions.

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## INVOLVING OTHERS

- Host a planning meeting: have a group of neighbours over for a pot of tea or a potluck and brainstorm ideas together. At the end of the meeting, make a “to-do list” and figure out who is going to take on each aspect of the event. It can sometimes help to have a central person who will check in with people to make sure tasks get completed and offer help if needed.
- Ask for Help: The best way to help a community event grow is to ask others to help out. Some people worry that our neighbours will run the other way if we ask them to do something – the opposite is usually true! And even though it can sometimes feel like asking someone to help will take more time than just doing it yourself, the extra effort you make to include others will always be worth it in the end. And this is what community building is all about!
- Build on strengths: You can draw on people’s skills by asking them to do something they know a lot about already, or something they enjoy. This could include inviting a special presenter/guest, making cookies for an event, designing a poster, contributing ideas, supervising the BBQ at a block party, doing dishes behind the scenes, bringing flowers to decorate a table, watering the garden regularly etc. If there are people you’d like to involve who are too busy to play an active/organizing role, ask them to contribute their ideas or feedback.
- Each year, consider bringing more people onto your organizing team as the project expands. Not only will this make the event easier and more successful, but the more people who feel like it is “their event” the more people they will invite or involve and the bigger impact you’ll have!

**Have suggestions or requests for what you'd like to see included in this resource next year? Let us know at [nsg.east@gmail.com](mailto:nsg.east@gmail.com). Thanks!**