

Building Community Together Grant

Criteria and Guidelines

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Vibrant neighbourhoods don't happen by accident - they grow from the everyday moments, shared spaces, and meaningful connections that bring people together. The **Building Community Together Grant (BCTG)** supports community-led placemaking initiatives that strengthen belonging, spark collaboration, and transform local spaces into welcoming hubs of activity. By empowering residents to shape the places they call home, we aim to foster neighbourhoods where people feel connected, included, and inspired to participate in community life.

Have questions or need help? Contact us at matchingfund@burlington.ca

and let's get started!

Purpose of the Fund

The grant is designed to empower Burlington residents to make meaningful change in their community by creating vibrant, connected, and welcoming spaces for people to connect—in collaboration with the City.

The goals of the BCTG are to support projects that:

- Strengthen connection between neighbours
- Create welcoming public spaces that focus on residents gathering together
- Encourage collaboration between residents, businesses, and community partners

Together, we're building stronger, more connected neighbourhoods—one project at a time.

Who Can Apply

Eligible applicants include:

- Neighbourhood-based groups of at least six residents (formal or informal) with at least 75% of people living/working in the neighbourhood

Not eligible:

- Individuals applying alone
- Social service agencies, for-profit companies, political groups, schools, or organizations outside Burlington
- Projects already funded through other City grants

Project Criteria

Applicants must demonstrate that the project:

- Occurs within Burlington city limits and is defined within a neighbourhood
- Contributes to neighbourhood by:
 - Beautifying or revitalizing public spaces
 - Fostering pride and belonging
 - Building relationships between neighbours
 - Empowering residents to take an active role in their community
- Show how the project will be supported by the community (in kind services, volunteer hours, donations, equipment, upkeep, etc.)
- Projects with demonstrated community support
 - Signatures of residents that live within 120m from project location
 - Endorsements from local organizations/groups/businesses

Funding Stream - Shared Places, Together Spaces

Create or improve elements in public spaces that promote health, happiness, and well-being while providing neighbours the opportunity to connect and engage in creative ways to address shared concerns.

- Examples:
 - Outdoor seating
 - Wayfinding
 - Little libraries
 - Murals
 - Vinyl wraps
 - Pavement games
- Location: Projects on non-City land need written permission from the landowner
 - City land (such as street or park)
 - Other public land (school boards, Region of Halton)
 - Private land that is publicly accessible
- Funding:
 - Can apply for up to \$10,000 per project. The grant can cover up to 100% of eligible project expenses
 - Show how the project will be supported by the community (in kind services, volunteer hours, donations, equipment, upkeep, etc.)
- Community Support Required:
 - Confirmation of six residents (one lead, five supporting) that support in any planning or maintaining required for project
 - Signatures of at least 10-20 residents that live within 120m from project location

Planning and Maintaining

Since the final product is in a public place, installations will begin to deteriorate as time passes and/or damages will occur. An on-going maintenance and renewal plan is required based on lifespan of project. If you are applying for funding, make sure to include these expenses in your budget. The City will not take responsibility of maintaining and reserves the right to remove any installations in public places if the condition is deemed unsafe and/or not maintained as agreed upon.

Before you Apply

Before applying, connect with matchingfund@burlington.ca to help:

- Provide direction or guidance on project
- Review budget and plan

- Assist with community support
- Identify permits/licensing requirements and review relevant City policies
- Provide tips to strengthen your idea

Review relevant City policies with City staff:

- Parks By-Law
- Planned Park Projects
- Ongoing Maintenance Standards
- Ontario Building Code (e.g., structure sizes)

Application Evaluation

All applications will be evaluated on the following four criteria:

1. **Completeness of the overall plan:** the proposed plan is sound, practical, and showcases why it is worth doing
2. **Neighbourhood Impact:** The degree the initiative or activity enhances the neighbour to neighbour connection and will benefit the neighbourhood
3. **Collaboration and Interaction:** The initiative or activity shows residents working together while being open, inclusive, and accessible to all community members
4. **Feasibility and Readiness:** The ability to successfully execute the initiative or activity and have the resources to complete the project.

If Your Project is Approved

- City staff will continue to support you through approvals, implementation, and follow-up.
- All funded projects require an agreement outlining:
 - Financial details
 - Community engagement
 - Insurance
 - Design and implementation
 - Maintenance
 - Communications
 - Recognition and sponsorship
- Projects will acknowledge City of Burlington and the Building Community Together grant on promotional materials and install recognition signage for long-term projects

- Complete a short evaluation form and provide a final financial report. Projects not completed as proposed, or with leftover funds, must return unused funds.

How are funds dispersed?

All projects will require a funding letter of agreement between the Applicant and the City of Burlington. The grant will be paid in two installments, with 50% paid upon the signing of this Letter of Agreement and providing proof that the required insurance is in place. The remaining 50% will be paid upon the successful completion (or substantial completion) of the project and submission of the final report and budget. The City will work with successful applicants on a case-by-case basis to determine the timing of the payment for their project.

Funds will be made payable to the applicant, as a community group, and/or project lead. A bank account in the name of the applicant, as a community group, should be established to hold all the funds for the project.

Thank You

The City of Burlington is truly grateful for residents like you who bring passion, creativity, and community spirit to life. Together, we're building stronger, more connected neighbourhoods—one project at a time.