

## HOW TO PROMOTE YOUR NEIGHBOURHOOD SMALL GRANT PROJECT

Congratulations on receiving a Neighbourhood Small Grant! We encourage you to spread the word and share updates on your project, here are a few ways you can get started.

### Neighbourhood Small Grants Website

#### Before your project or event

1. Visit [www.neighbourhoodsmallgrants.ca/share](http://www.neighbourhoodsmallgrants.ca/share) to promote your project, especially if you're looking for participants
2. Fill in the form including:
  - a. The title of your project or event
  - b. Your community
  - c. The date of your event. If it takes place on multiple dates, please enter a date range
  - d. Where your project or event is taking place (e.g. park, community centre, etc.)
  - e. Select the type of grant you received
  - f. Describe your project or event! You have 750 words, so make sure to include essential details such as time and place and any contact information
  - g. Add any photos to help promote your event such as a flyer or poster
  - h. Enter your name. This won't be published to the site but only seen by your Neighbourhood Small Grants coordinator to verify that you have received a grant
  - i. Enter your email. Again, this won't be published to the site but used by your coordinator to verify that you have received a grant. You will also receive a confirmation to your email that you have submitted your project to the website and be given a link to edit, if needed
  - j. Click 'Save' and complete the verification so we know you're human!

#### After your project or event

1. Visit [www.neighbourhoodsmallgrants.ca/share](http://www.neighbourhoodsmallgrants.ca/share) to share how your project went
2. Fill in the form as instructed above to describe the outcome of your project in 750 words – how many people participated? How did it impact your community? Do you have any photos or videos from your event or project? Share it all here!

### Social Media

Share your project story on social media using the hashtag **#VFNSG** and be sure to mention **@VancouverFdn** so we can help support your project!

**Questions?** Please contact your Neighbourhood Small Grants coordinator, find their info at [www.neighbourhoodsmallgrants.ca/contact](http://www.neighbourhoodsmallgrants.ca/contact)

