



2025 Parkway Alive – Community Partner Program

1. About the Parkway Alive Community Partner Program

The City of Burnaby is developing a long-term plan to enhance the BC Parkway corridor from Boundary Road to the Royal Oak Skytrain Station, referred to as Parkway Alive!

From July 8 to August 31, the Metrotown and Patterson Skytrain station section of the BC Parkway corridor will come alive! We will be installing temporary furniture next to the two stations to create a vibrant space for the community to enjoy all summer long.

The Parkway Alive Community Partner Program is piloting a limited one-time funding opportunity in the range of \$1,000 to \$5,000, to support registered non-profit organizations who wish to partner with the City to host a small-scale community event at Metrotown and Patterson Skytrain Station on select dates between July to August to help transform and bring the parkway alive!

Available dates for Metrotown Skytrain Station will be every Tuesday and Thursday from 5 pm-8 pm and Patterson Skytrain Station will be available every Sunday from 1 pm-4 pm (except Sunday, July 13).

The goal of the Parkway Alive Community Events Program is to align with the City of Burnaby's long-term plan to transform the BC Parkway corridor into a vibrant linear park to advance health, wellness and social inclusion with needed public spaces and opportunities for recreation, art, commerce and other amenities that reflect the needs and aspirations of the community.



Figure 1. 2024 Parkway Alive event produced by the City of Burnaby – Metrotown Skytrain Station

2. Deadlines and Submissions

The Community Partner Program Proposal Applications will be open from Friday, March 7 to Sunday, May 31, 2025, on the Parkway Alive website: [Burnaby.ca/ParkwayAlive](https://burnaby.ca/ParkwayAlive). Applications must be received a minimum of three months prior to the requested event dates. For example, if you would like to request to host an event on August 2, you will be required to apply before May 2.

Only application forms that are completed in full will be reviewed. As late submissions will not be reviewed, applicants are encouraged to review the details in this document and reach out to celebrate@burnaby.ca to discuss eligibility for this program, obtain more information or ask any questions.

We are appreciative of your submission. Please note that the submission of an application form does not guarantee funding.

3. Eligibility

3.1) Eligible applicants:

- Must be a registered non-profit organization
- Must apply at least 3 months in advance of the requested event date for the application to be reviewed
- Applicants from organizations that have received grants from the City of Burnaby in the same calendar year must demonstrate that the proposed project differs from the project or activity for which the grant was received
- Applicants must be in good standing with the City of Burnaby (e.g. up to date in taxes, fees and report filing)
- Applicant must follow City bylaws, permits and policies

3.2) Programming:

- Will take place on available dates between July 8-August 31, 2025
 - Metrotown Skytrain Station: every Tuesday and Thursday from 5 pm-8 pm
 - Patterson Skytrain Station: every Sunday from 1 pm-4 pm (except July 13)
- Maximum of two partnership dates a month

- Must be free and open to the public
- Programming of activations should actively engage the community

3.3) Priorities for funding:

- Priority will be given to Burnaby-based organizations; however, non-Burnaby based regional/provincial organizations serving Burnaby are still eligible
- Organizations whose proposed activities pursue goals of equity, diversity, accessibility and inclusion

3.4) Exclusions

- Funds are **not** available to support activities that focus on political, religious or spiritual viewpoints, advocacy, education and/or seek to attract only a special interest audience or to recruit new members
- Organization's start-up costs or ongoing operating or administration expenses
- Activities whose main purpose is fundraising or any related fundraising activities
- Events that occurred in the past or deficit funding
- Demonstrations, marches and rallies
- Block parties, craft fairs, picnics, garden shows, street markets, farmers markets, carnival contests, competitions, juried exhibitions, organized runs and walks
- Activities included in the Licensed Charity Gaming Rules (i.e. – 50/50s, raffles, bingos).
- No sales

4. How to Apply

Applicants must submit a program proposal application including applicant and program details. The application form can be found on: Burnaby.ca/ParkwayAlive

5. Selection Process

Review Process

The application review and approval process include multiple steps and will take up to 2 weeks to review. Applications to this program are evaluated by City staff. All decisions are final. Applicants will be notified by email.

All eligible applications will be evaluated, and funds will be distributed according to the following criteria:

Criteria:	Weighting:
Burnaby based organization	15%
Have you not been a part of a City of Burnaby events before?	5%
Proposed activities pursue goals of equity, diversity, accessibility and inclusion	15%
Proposed programming pursues goals of advancing health, wellness and social inclusion with needed public spaces	10%
Creativity and originality of programming ideas	15%

Proposed programming serves an under-served community	10%
Alignment with the City's vision for festivals & events v: 1. Reflect community's cultural aspirations 2. Contribute to vibrant parks, streets and neighbourhoods 3. Create memorable experiences for residents and visitors	10%
Feasibility of plans (i.e. evidence of competent administration, demonstrated ability to undertake planning and implementation of activities, detailed outline of program activities)	20%