



City of Richmond

REVISED REPORT - ITEM NO. 5
GENERAL PURPOSES COMM.
Feb 16/2004

Report to Committee

To: General Purposes Committee
From: Anne Stevens
Manager, Customer Services
Re: 2004 Grant Program

Date: January 23, 2004

Staff Recommendation

That the grants:

- (1) For Health and Social Services applicants be awarded and the cheques disbursed for a total of \$ 197,000; and
- (2) For Cultural, Community Promotions and Summer Programs applicants be awarded the cheques disbursed for a total of \$80,200

Anne Stevens
Manager, Customer Services
(4273)

Att. 4

FOR ORIGINATING DIVISION USE ONLY		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets	Y <input type="checkbox"/> N <input type="checkbox"/>	

NB Report recommendations and Attachment 1 only have been revised. Attachment 2 remains the same.

Staff Report

Origin

City Council has the authority for providing financial assistance to community organizations under the Local Government Act. The City of Richmond Grants Policy (Policy 3705 – Attachment 4) outlines the principles and processes by which the grants are to be allocated.

A Staff Grants Review Committee (Mr. Kari Huhtala, Ms. Anne Stevens, and Mrs. Meena Tagger) has reviewed the applications and recommends the allocations before you.

Analysis

Advertisements were placed in the local newspapers advising the community of the grant process. Those who requested applications received them. The closing date for all applications was Friday October 10, 2003.

This year there were a total of thirty four (34) applicants. Of the 34 applicants, one came in after the October 10, 2003 deadline. The organization that was late in applying was the Richmond Alcohol & Drug Action Team. Staff has not recommended any funding for this year as it states in the application form “Late applications will be not be considered”.

The Policy states Category 1 applicants as “providing unique and essential services to the community of Richmond”. Applicants who are deemed to be Category 1 may apply for funding in subsequent years whereas Category 2 applicants are not eligible to apply or receive funding for two subsequent years.

Another 2 organizations that applied for 2004 Grants also applied in 2003 under Category 2. In the policy, Category 2 applicants who receive funding would not be eligible for funding for two subsequent years and staff have not recommended funding for 2004. The organizations that fall in this category are:

1. Community Arts Council.
2. The Canada Chinese Opera Association (previously Peking Opera Society/Canadian Opera Association).

In 2004 there were 6 new applicants. Those applicants are:

1. British Columbia Choral Foundation.
2. Richmond Association for Montessori (RAM).
3. Christian Communications Canada.
4. Multicultural Seniors Society
5. VIP Club of Richmond.
6. Enoch Youth Outreach Society.

There were a number of applicants that received funding in 2003 but did not apply for a 2004 grant. Those agencies are:

- Richmond Art Gallery.
- Richmond Marine Rescue Society.
- Big Brothers of Greater Vancouver.
- Canadian Red Cross Prevention Services.
- Richmond Hospice Association.
- Richmond Society for Community Living.
- Richmond Therapeutic Equestrian Society.

The attached summary sheets (Attachment 2) and the grants manual available in the Councillor's office, provide further details.

The Steveston Community Society requested \$40,000 for their Salmon Festival Float. Staff did not grant any money towards this float as Council recommended staff to consider the City of Richmond Festival Float in this year Grant Program. (General Purposes Committee Attachment 3). This year the budget for City Grants is \$316,500 and recommended amount allocated is \$277,200. The remaining \$39,300, which has been budgeted but not allocated, could be used for the 125th anniversary float or at Council's discretion.

Summary Review

	2004	2003
An overall review finds:		
Total number of grant applications	34	50
Grants Denied (including late applicants)	11	18
Maintained at prior year level	12	13
Reduced from prior year level	02	08
New applicants	06	13
Number of individuals impacted	325,000	300,000
Total Grant funds distributed	277,200	293,750

Financial Impact

The attached summary sheet (Attachment 1) shows that the total grant funding for 2004 is \$277,200. This is comprised of Health, Social Services and Other at \$197,000 and Cultural and Community/Summer Programs at \$80,200. The City also provides roughly 1.2 million in subsidies through permissive tax exemptions; lease reductions and contributions to committee expenses.

The 2004 budget has the appropriate funding level to meet grant recommendations. Staff were cognisant of budgetary restraints leaving \$39,300 for Council's discretion.

Conclusion

The City Grants program is a way for the City to provide funding and assistance to organizations that provide required services to various residents of Richmond and who also meet the policy criteria.

A handwritten signature in cursive script, appearing to read "Anne Stevens".

Anne Stevens
Manager, Customer Services
(4273)

HEALTH, SOCIAL SERVICES & OTHER

Cat. 2001/2002	Cat. 2003	Cat. 2004	Applicant	2002 Granted	2003 Requested	2003 Granted	2004 Requested	2004 Recommended
1	1	-	Big Brothers of Greater Vancouver		5,000	3,000	0	n/a
1	1	1	Big Sisters of BC Lower Mainland	3,600	5,000	3,000	5,000	3,000
1	1	1	Canadian Mental Health (Pathways)	17,500	24,000	15,000	15,000	14,000
-	-	-	Canadian Red Cross Prevention Serv.	0	5,003	3,000	0	n/a
-	-	-	Caring About Kids	0	75,060	1,000	0	n/a
1	1	1	CHIMO	42,000	54,000	40,000	42,000	40,000
-	-	-	Chinese Mental Wellness Association of Canada	0	-	5,000	51,860	5,000
-	-	-	Christian Communications Canada	0	0	0	10,000	0
-	-	-	Enoch Youth Outreach Society	0	0	0	18,400	0
1	1	1	Family Services of Greater Vancouver	65,000	65,000	60,000	80,000	60,000
1	1	1	Heart of Richmond Aids Society	2,500	6,600	2,000	5,800	2,000
1	1	-	Rmd. Alcohol Drug Action Team (RADAT)	7,500	64,255	7,000	90,000	LATE 0
1	1	1	Rmd Carefree Society	750	2,000	750	19,840	1,000
-	-	-	Rmd Chinese Mental Health Support	0	23,000	5,000	51,860	n/a
1	1	1	Rmd. Family Place Society	16,500	20,000	16,000	36,000	16,000
-	-	-	Rmd Fruit Tree Sharing Project	0	2,500	0	0	n/a
1	1	-	Rmd. Hospice Association	4,500	7,500	4,000	0	n/a
-	-	-	Rmd Poverty Response Committee	0	15,000	0	0	n/a
-	-	-	Rmd. Soc. for Community Living	0	50,000	2,000	0	n/a
1	-	-	Rmd. Therapeutic Equestrian Soc	2,000	30,585	1,500	0	n/a
-	-	-	Rmd. Women's Resource Centre	1,000	0	0	12,000	2,000
1	-	-	Rmd. Youth Service Agency	17,000	41,675	17,000	18,283	17,000
-	1	1	S.U.C.C.E.S.S.	1,000	14,660	1,000	18,053	1,000
-	-	-	VIP Club of Richmond	0	0	0	2,000	1,000
1	1	1	Volunteer Rmd Information (Rmd Connections)	37,000	57,000	35,000	62,000	35,000
			Total	217,850	567,038	221,250	439,562	197,000

CULTURAL AND COMMUNITY PROMOTIONS										
Cat. 2001	Cat. 2002	Cat. 2003	Cat. 2004	Applicant	2002 Granted	2003 Requested	2003 Granted	2004 Requested	2004 Recommended	2004 Recommended
-	-	-	2	Always There For You - Home Support Society	0	0	0	2,300	0	0
-	-	-	2	BC Choral Foundation	0	0	0	1,500	0	0
-	-	-	1	City Centre Community Association	0	0	0	55,000	50,000	50,000
2	-	2	2	Community Arts Council	0	30,000	0	15,000	Cat 2 - 2003	0
2	-	2	-	Peking Opera Soc/Cdn Opera Assoc.	0	600	1000	2,000	Cat 2 - 2003	0
1	1	-	1	East Richmond Community Assoc.	0	50,000	5,000	10,000	0	0
2	-	-	2	Fraserview Mennonite Brethren Church	n/a	10,200	0	0	n/a	n/a
-	-	1	1	Gateway Theatre	0	12,000	4,500	12,000	4,000	4,000
2	-	2	2	Hamilton Community Association	0	1,000	700	1,000/15,000	10,500	10,500
-	-	-	2	Multicultural Seniors Society	0	0	0	5,000	0	0
-	-	-	2	Rmd. Agricultural & Industrial Society	0	0	0	25,000	3,000	3,000
1	1	1	-	Rmd. Art Gallery	900	4,500	900	0	n/a	n/a
-	-	-	2	Rmd. Assoc. for Montessori (RAM)	0	0	0	15,000	0	0
1	1	1	1	Rmd. Community Orch & Chorus	1,500	9,000	700	3,000	700	700
1	1	1	-	Rmd. Marine Rescue Soc	700	1,500	1,200	0	n/a	n/a
1	1	1	1	Rmd. Multicultural Concerns Society	0	13,200	7,500	14,000	7,500	7,500
1	1	1	1	Richmond Nature Park	0	12,000	3,500	25,000	3,500	3,500
1	2	2	2	Rmd. Singers	0	10,000	0	1,000	500	500
-	-	-	-	Sea Island Community Association	0	0	0	2,000	500	500
2	2	2	2	Rmd. Youth Concert Band	0	14,000	0	0	n/a	n/a
1	1	1	1	Steveston Community Society	4,000	50,000	0	40,000	0	0
				Total	7,100	218,000	25,000	243,800	80,200	80,200
				GRAND TOTALS	224,950	785,038	221,275	683,362	277,200	277,200



1.	Applicant	Steveston Community Society	
2.	Grant Request	\$40,000	For: Event
3.	Summary of Request	Grant would be used to purchase a base unit to serve as a parade float to promote the City of Richmond. Float will be decorated to promote Richmond's 125 th Anniversary and Steveston Salmon Festival's 60 th Anniversary, as well as Tall Ships.	
4.	Category	1	
5.	No. of Richmond residents served by group	75,000	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 2,619	\$ 4,850
	Total Expenses	\$ 2,841	\$ 4,850
	Surplus or (Deficit)	\$ (222)	\$ 0
	Accumulated Surplus or (Deficit)	\$ <u>0</u>	\$ <u>0</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$ _____	\$ _____
	Total Grants	\$ _____	\$ _____
	Surplus:	\$ <u>0</u>	
	Justification for Surplus:	N/A	
		May be working with the City for the 125 th anniversary float	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



2004 Grant Application Summary Sheet

1.	Applicant	Always There For You – Home Support Society	
2.	Grant Request	\$2,300	For: Project
3.	Summary of Request	The grant will be used for the following: Salary for staff person, postage, gas mileage, office supplies, rental for apartment managers group meetings, refreshments for meetings. The purpose of the Society is to form an Apartment Managers/Caretakers Support Group which will meet in order to get information about services and programs in the community, refer tenants to appropriate services provided in Richmond, as well as to reach isolated seniors and senior newcomers. The Society also works with support groups and Richmond Health Authorities in order to inform residents and prevent isolation.	
4.	Category	2	
5.	No. of Richmond residents served by group	264 (90% of Richmond residents).	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$	\$ 7,600
	Total Expenses	\$	\$ 7,600
	Surplus or (Deficit)	\$	\$ 0
	Accumulated Surplus or (Deficit)	\$ _____	\$ _____
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$ 2,300
	Other Grants (Federal, Provincial, Municipal)	\$ _____	\$ 2,500
	Total Grants	\$ _____	\$ 4,800
	Surplus:	\$ _____	
	Justification for Surplus:	N/A	
		Note: Financial overview consisted only of the budget for current fiscal year 2003 - 2004	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	British Columbia Choral Federation	
2.	Grant Request	\$1,500	For: Event
3.	Summary of Request	To promote events across BC to attract registrants and to draw in the local concert audience. Grant will be used towards Corfiesta 2004 which is the main musical event in the BCCF calendar. Publicity from newsletters, press releases across BC, and a substantial printed program will focus attention on the City of Richmond and its facilities, both culturally and commercially.	
4.	Category	2	
5.	No. of Richmond residents served by group	N/A	
6.	Services received from City	None.	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 181,452	\$ 266,000
	Total Expenses	\$ 208,260	\$ 266,000
	Surplus or (Deficit)	\$ (26,808)	\$ 0
	Accumulated Surplus or (Deficit)	\$ <u>(5,201)</u>	\$ <u>(5,201)</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 0	\$ 1,500
	Other Grants (Federal, Provincial, Municipal)	\$ <u>1,795</u>	\$ <u>2,300</u>
	Total Grants	\$ <u>1,795</u>	\$ <u>3,800</u>
	Surplus:	\$50,661	
	Justification for Surplus:	Net assets have been built over the years by small surpluses. Assets also include several funds designated for specific purposes.	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Canada Chinese Opera Association	
2.	Grant Request	\$2,000	For: Operating Assistance
3.	Summary of Request	Grant will be used to hire a professional musician and instructor. Also for holding performances in Minoru Place, and/or participation in any forthcoming community cultural events in Richmond.	
4.	Category	2	
5.	No. of Richmond residents served by group	250	
6.	Services received from City	East Richmond Community Association – free use of facilities. West Richmond Community Association – free use of facilities.	
7.	Amount of Previous Year Grant and Spending Details	\$600 \$300 went to the Peking Opera Society for a multi-cultural Chinese opera performance and the other half was used by the Canada Chinese Opera Association.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 3,252	\$ 1,920
	Total Expenses	\$ 2,720	\$ 1,725
	Surplus or (Deficit)	\$ 532	\$ 195
	Accumulated Surplus or (Deficit)	<u>\$ 532</u>	<u>\$ 532</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 600	\$ 2,000
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 0</u>	<u>\$ 0</u>
	Total Grants	<u>\$ 600</u>	<u>\$ 2,000</u>
	Surplus:	<u>\$ 532</u>	
	Justification for Surplus:	N/A Note: Category 2 in 2003.	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	City Centre Community Association	
2.	Grant Request	\$55,000	For: Project
3.	Summary of Request	Grant will contribute towards salaries, training expenses, and general expenses for Parks, Recreation and Cultural Summer Programs and Services offered at various community facilities throughout Richmond.	
4.	Category	1	
5.	No. of Richmond residents served by group	50,000	
6.	Services received from City	Receive support services from Parks, Recreation and Cultural Services. Each organization operates within a city facility and utilizes city staff to supervise facility operations which includes summer programs & services.	
7.	Amount of Previous Year Grant and Spending Details	\$51,000 Grant contributed to the wages of summer student employees. Also covered general operating expenses, including volunteer/staff training, and supplies.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 131,405.90	\$
	Total Expenses	\$ 139,025.20	\$
	Surplus or (Deficit)	\$ (7,619.37)	\$
	Accumulated Surplus or (Deficit)	\$ _____	\$ _____
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$ _____	\$ _____
	Total Grants	\$ _____	\$ _____
	Surplus:	\$ _____	
	Justification for Surplus:	N/A	
		Note: Aside from what has been added, no other financial information has been provided in regards to a financial summary.	
10.	Grant Recommendation	\$50,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	The Community Arts Council of Richmond	
2.	Grant Request	\$15,000	For: Programs and Services
3.	Summary of Request	To design and produce a website that will become the resource of information for the arts in Richmond. The website will consist of education and resource services for the community, an extended art related calendar of events, a database of Richmond's artists and related organizations. The website will be used to promote Richmond artists, gift shop, as well as a variety of arts and crafts designed by local well-known artists.	
4.	Category	2	
5.	No. of Richmond residents served by group	Not specified	
6.	Services received from City	C.A.C.R office located at Richmond Cultural Centre Presents in the Park gift shop located at Richmond Cultural Centre Photocopying, faxing, and utilities, phone system	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$	\$ 15,000
	Total Expenses	\$ 2,400	\$ 12,600
	Surplus or (Deficit)	\$ (2,400)	\$ 2,400
	Accumulated Surplus or (Deficit)	\$ (2,400)	\$ 0
	Grants Included in Total Revenue		
	Richmond Grant	\$ 0	\$
	Other Grants (Federal, Provincial, Municipal)	\$ 12,596	\$ 0
	Total Grants	\$ 12,596	\$ 12,700
	Surplus:	\$ 0	
	Justification for Surplus:	N/A	
		Note: Budget outlines financial summary for the Website Project Only.	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	East Richmond Community Association	
2.	Grant Request	\$10,000	For: Project
3.	Summary of Request	Neighbourhood Identity Project ~ it's objective is to define a unique identity for the cluster of neighbourhoods in North-East Richmond. The objective of this project is to define a unique identity for the cluster of neighbourhoods of North-East Richmond. This project will involve a series of activities to engage citizens and local business owners in articulating a unique identity for the community. These activities include: picking a name for the community, creating a logo, mascot, song, official colours, as well as creating and distributing a community map.	
4.	Category	1	
5.	No. of Richmond residents served by group	4,500 individual program registrants and (129,000 visits)	
6.	Services received from City	Use of city facilities, support from city staff, etc	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 50,000	\$ 43,000
	Total Expenses	\$ 50,000	\$ 43,000
	Surplus or (Deficit)	\$ 0	\$ 0
	Accumulated Surplus or (Deficit)	\$ 0	\$ 0
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Surplus:	\$ 514,187	
	Justification for Surplus:	<p>ERCA has built up considerable surplus with the intention of using the funds for long-term investments in the community.</p> <p>Please refer to financial overview for additional information.</p> <p>Note: Difficult to justify due to surplus.</p>	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Gateway Theatre	
2.	Grant Request	\$12,000	For: Event
3.	Summary of Request	To support market increases in the following areas: fees for three international level adjudicators - \$2,000 technical crew fees for two recitals - \$2,000 prize awards for top four contestants - \$5,000 advertising and promotion for the winning recitals - \$ 1,000 accommodations for adjudicators - \$2,000 and management fee - \$ 1,000	
4.	Category	1	
5.	No. of Richmond residents served by group	1200	
6.	Services received from City	Gateway Theatre has an operating agreement with the City of Richmond.	
7.	Amount of Previous Year Grant and Spending Details	\$4,500 Fees for 3 international level piano adjudicators - \$ 2,000 Technical crew fees for two recitals - \$ 1,000 Advertising and promotion for the winning recitals - \$ 1,000 Management fee - \$500	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 30,415	\$ 33,500
	Total Expenses	\$ 32,164	\$ 33,500
	Surplus or (Deficit)	\$ (1,749)	\$ 0
	Accumulated Surplus or (Deficit)	<u>\$ (7,196)</u>	<u>\$ (7,196)</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 4,500	\$ 12,000
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 0</u>	<u>\$ 0</u>
	Total Grants	<u>\$ 4,500</u>	<u>\$ 12,000</u>
	Surplus:	<u>\$</u>	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$4,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Hamilton Community Association	
2.	Grant Request	\$1,000	For: Event
3.	Summary of Request	Grant will be used to support the annual Hamilton Festival (formerly the Hamilton Family Community Family Picnic). The festival has become a unique and essential date on the Hamilton Area Calendar, and many families look forward to this event as a means for members of the community to come together.	
4.	Category	1	
5.	No. of Richmond residents served by group	400 to 500 (100% Richmond residents)	
6.	Services received from City	The City provides Hamilton Association with office space, equipment, and staffing.	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 4,447.50	\$ 5,000
	Total Expenses	\$ 5,486.81	\$ 5,000
	Surplus or (Deficit)	\$ (1,039.31)	\$ 0
	Accumulated Surplus or (Deficit)	\$ 0	\$ 0
	Grants Included in Total Revenue		
	Richmond Grant	\$ 700	\$ 1,000
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 0
	Total Grants	\$ 700	\$ 1,000
	Surplus:	\$ 0	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$500	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Hamilton Community Association	
2.	Grant Request	\$15,000	For: Programs and Services
3.	Summary of Request	Grant will be used to provide programs and services for the youth in the Hamilton area. Programs and services will focus on providing opportunities that encourage youth involvement and participation. Will also be used towards rent for a portable designated space.	
4.	Category	1/2	
5.	No. of Richmond residents served by group	400 to 500	
6.	Services received from City	The City provides Hamilton Association with office space, equipment, and staffing	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 12,540	\$ 17,500
	Total Expenses	\$ 22,627	\$ 20,350
	Surplus or (Deficit)	\$ (10,087)	\$ (2,850)
	Accumulated Surplus or (Deficit)	\$ 0	\$ 0
	Grants Included in Total Revenue		
	Richmond Grant	\$ 10,000	\$ 15,000
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 0
	Total Grants	\$ 10,000	\$ 15,000
	Surplus:	\$ 0	
	Justification for Surplus:	N/A	
		Note: This will replace the \$10,00 Hamilton & Sea Island received from the City in 2002/2003.	
10.	Grant Recommendation	\$10,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Multicultural Seniors Society	
2.	Grant Request	\$5,000	For: Operating Assistance
3.	Summary of Request	The grant will be used to hire a part time coordinator to organize the multi-ethnic seniors activities. Grant money will also be used towards salaries and benefits.	
4.	Category	2	
5.	No. of Richmond residents served by group	250	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 189.64	\$
	Total Expenses	\$ 189.64	\$
	Surplus or (Deficit)	\$ 557.80	\$
	Accumulated Surplus or (Deficit)	\$ _____	\$ _____
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$ _____	\$ _____
	Total Grants	\$ _____	\$ _____
	Surplus:	\$ _____	
	Justification for Surplus:	N/A	
		Note: Did not supply an accurate financial summary.	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Agricultural and Industrial Society	
2.	Grant Request	\$25,000	For: Event
3.	Summary of Request	Grant will be used towards the following Steveston Salmon Festival expenses: Canada Day Parade, Flower and Garden Show, Entertainment, Japanese Cultural Display and Demonstrations, Teen Festival, Administration, Insurance.	
4.	Category	1	
5.	No. of Richmond residents served by group	75,000 (90%)	
6.	Services received from City	The City donates numerous services from the Parks and Recreation Department.	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 70,000	\$ 102,000
	Total Expenses	\$ 54,400	\$ 60,000
	Surplus or (Deficit)	\$ 15,600	\$ 42,000
	Accumulated Surplus or (Deficit)	<u>\$ 15,600</u>	<u>\$ 42,000</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$ 25,000
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 0</u>	<u>\$ 0</u>
	Total Grants	<u>\$ 0</u>	<u>\$ 25,000</u>
	Surplus:	<u>\$ 0</u>	
	Justification for Surplus:	All surplus funds are placed back into the Steveston Community Centre. (Ex: 2003 ~ \$108,000 in surplus went towards the Children's playground).	
10.	Grant Recommendation	\$3,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Association for Montessori (RAM)	
2.	Grant Request	\$15,000	For: Operating Assistance
3.	Summary of Request	Grant will be used to purchase Montessori educational materials.	
4.	Category	2	
5.	No. of Richmond residents served by group	300 (100%)	
6.	Services received from City	The Richmond School Board supplies Montessori trained teachers.	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year Total Revenue \$ 20,556.95 Total Expenses \$ 11,227.69 Surplus or (Deficit) \$ 9,329.26 Accumulated Surplus or (Deficit) \$ <u>13,059.07</u>	Budget for Current Fiscal Year \$ 41,230.69 \$ 50,780.00 \$ (9,549.37) \$ <u>3,509.76</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$ 15,000
	Other Grants (Federal, Provincial, Municipal)	\$ _____	\$ _____ 0
	Total Grants	\$ _____	\$ <u>15,000</u>
	Surplus:	\$ _____ 0	
	Justification for Surplus:	Orders outstanding for approximately \$10,000 in Montessori educational materials. Note: The Richmond Association for Montessori (RAM) is an educational organization.	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Community Orchestra & Chorus Association	
2.	Grant Request	\$3,000	For: Operating Assistance
3.	Summary of Request	Grant will be used towards the monthly salary of the General Manager who is empowered to promote and market the Richmond Community Orchestra & Chorus Association in the community. The General Manager is the only paid administrative staff for this organization and is responsible for the day-to-day running of the office.	
4.	Category	1	
5.	No. of Richmond residents served by group	3,000	
6.	Services received from City	Concerts and executive meetings are held at the Cultural Centre.	
7.	Amount of Previous Year Grant and Spending Details	\$700 Used to assist with the salary of a part time office manager.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 50,717	\$ 81,540
	Total Expenses	\$ 57,502	\$ 81,540
	Surplus or (Deficit)	\$ (6,785)	\$ 0
	Accumulated Surplus or (Deficit)	\$ <u>29,170</u>	\$ <u>29,170</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 3,000	\$
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$
	Total Grants	\$ <u>3,000</u>	\$
	Surplus:	\$ <u>29,170</u>	
	Justification for Surplus:	In the event of diminished revenue, surplus would enable the association to continue operations and purchase required equipment.	
10.	Grant Recommendation	\$700	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Multicultural Concerns Society	
2.	Grant Request	\$14,000	For: Operating Assistance
3.	Summary of Request	Salaries, benefits, facilities, telephone, photocopying, computer, materials and supplies, utilities, GST, insurance. Richmond Multicultural Concerns Society provides settlement and adaptation services to new immigrants and refugees who come from diverse backgrounds and choose Richmond as their home. Services provided include: interpretation, translation, as well as orientation and workshops for newcomers. The Multicultural Society works closely with the Greater Vancouver Family Services.	
4.	Category	1	
5.	No. of Richmond residents served by group	20,000 (97%)	
6.	Services received from City	Meeting rooms at Brighthouse Park and Community Centres free of charge (except East Richmond Community Centre)	
7.	Amount of Previous Year Grant and Spending Details	\$7,500 Salaries – \$5,348.59 Benefits – \$1,309.41 Insurance – \$842.00	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 439,544	\$ 391,725
	Total Expenses	\$ 446,415	\$ 408,562
	Surplus or (Deficit)	\$ (6,861)	\$ (16,837)
	Accumulated Surplus or (Deficit)	<u>\$ 88,051</u>	<u>\$ 71,214</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 7,500	\$ 7,500
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 354,194</u>	<u>\$ 337,075</u>
	Total Grants	<u>\$ 361,694</u>	<u>\$ 344,575</u>
	Surplus:	<u>\$ 88,051</u>	
	Justification for Surplus:	With recent funding cuts by BC government the present surplus is being used to balance the annual budget. \$21,800 has already been allocated to balance the 2004 fiscal year budget. Note: same as last year.	
10.	Grant Recommendation	\$7,500	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Nature Park Society	
2.	Grant Request	\$25,000	For: Project
3.	Summary of Request	Grant will be used to enhance visitor services at the Nature Park and provide a recognizable integration of the Park with the City of Richmond. Funds will be used to produce interpretive signs as part of a new information kiosk. Richmond Nature Park serves Richmond residents as a link to the environment. The Park offers residents educational programs, as well as environmental information for all levels of interest in the community.	
4.	Category	1	
5.	No. of Richmond residents served by group	172,500 (60%) ~ Nature House/Nature Park combined	
6.	Services received from City	Use of space in the Nature House. Clerical, office support, and programming support.	
7.	Amount of Previous Year Grant and Spending Details	\$3,500 Used to purchase a set of stacking chairs to be used for public programs and events at the park.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 71,060	\$ 90,350
	Total Expenses	\$ 77,051	\$ 89,200
	Surplus or (Deficit)	\$ (5,991)	\$ 1,150
	Accumulated Surplus or (Deficit)	<u>\$ 90,920.61</u>	<u>\$ 92,070.61</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 3,500	\$ 7,250
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 4,994</u>	<u>\$ 15,500</u>
	Total Grants	<u>\$ 8,494</u>	<u>\$ 22,750</u>
	Surplus:	\$ _____	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$3,500	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	The Richmond Singers	
2.	Grant Request	\$1,000	For: Operating Assistance
3.	Summary of Request	Grant will be used to offset ever increasing professional fees, facility rentals for practices, workshops, and concerts. Members contribute approximately half of the operating budget. The organization performs free concerts in the City of Richmond for senior homes, hospitals, service clubs, non-profit organizations, and City events.	
4.	Category	2	
5.	No. of Richmond residents served by group	60 involved members/thousands of audience members	
6.	Services received from City	Group rental rate at Richmond Cultural Centre. Also receive a token of the costs of Technician Time at the Gateway Theatre.	
7.	Amount of Previous Year Grant and Spending Details	No grant received for 2003.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 119,149.58	\$ 28,675.00
	Total Expenses	\$ 115,005.96	\$ 41,375.13
	Surplus or (Deficit)	\$ 4,143.62	\$ (12,700.13)
	Accumulated Surplus or (Deficit)	<u>\$ 22,900.00</u>	<u>\$ 10,201.87</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 0	\$ 1,000
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 1,600</u>	<u>\$ 2,000</u>
	Total Grants	<u>\$ 1,600</u>	<u>\$ 3,000</u>
	Surplus:	<u>\$ 0</u>	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$500	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Sea Island Community Association	
2.	Grant Request	\$2,000	For: Event
3.	Summary of Request	Grant will be used to enhance and continue the Sea Island Community Association's annual Burkeville Daze event. This event will also be tied into Richmond's 125 th Birthday. Sea Island Community Association provides short term volunteer opportunities for anyone wanting to volunteer, as well as safe/fun venues for children of all ages in social situations, etc	
4.	Category	1	
5.	No. of Richmond residents served by group	N/A	
6.	Services received from City	Use and maintenance of Sea Island Hall and a part time programmer to the Sea Island Community Association. Also, funding for a part time Youth and Preteen Program Coordinator.	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 2,619	\$ 4,850
	Total Expenses	\$ 2,841	\$ 4,850
	Surplus or (Deficit)	\$ (222)	\$ 0
	Accumulated Surplus or (Deficit)	\$ <u>0</u>	\$ <u>0</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$ 2,000
	Other Grants (Federal, Provincial, Municipal)	\$ _____	\$ <u>0</u>
	Total Grants	\$ _____	\$ <u>2,000</u>
	Surplus:	\$ <u>0</u>	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$500	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Steveston Community Society	
2.	Grant Request	\$40,000	For: Event
3.	Summary of Request	Grant would be used to purchase a base unit to serve as a parade float to promote the City of Richmond. Float will be decorated to promote Richmond's 125 th Anniversary and Steveston Salmon Festival's 60 th Anniversary, as well as Tall Ships.	
4.	Category	1	
5.	No. of Richmond residents served by group	75,000	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 2,619	\$ 4,850
	Total Expenses	\$ 2,841	\$ 4,850
	Surplus or (Deficit)	\$ (222)	\$ 0
	Accumulated Surplus or (Deficit)	\$ <u>0</u>	\$ <u>0</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$ _____	\$ _____
	Total Grants	\$ _____	\$ _____
	Surplus:	\$ <u>0</u>	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$4,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	BC Sisters of Lower Mainland	
2.	Grant Request	\$5,000	For: Operating Assistance
3.	Summary of Request	Grant will be used solely for the salary of Irene Leung (Richmond counsellor). This position handles all new matches between Big and Little Sisters in Richmond and is also responsible for outreach to the Chinese-Canadian community. As a counsellor, the position focuses primarily with children from low-income, and single parent families. Objectives include: (1) Amelioration of child/youth behavioural problems; (2) improvement of social, physical, intellectual functioning; (3) increased self-confidence; (4) easing of family tensions; (5) interactions of disabled children with non-disabled peers; (6) raising sights with respect to educational goals.	
4.	Category	1	
5.	No. of Richmond residents served by group	127 (19% of the total organization caseload)	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$3,000 Previous grant was used to fund Little Sister activities for Richmond residents (camp, snowshoeing, horse riding, newsletters, as well as training and orientation sessions for new Big Sisters from Richmond).	
8.	Reason for any increased grant request	Same funding request as in 2003.	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 551,140	\$ 522,921
	Total Expenses	\$ 550,514	\$ 520,683
	Surplus or (Deficit)	\$ 1,286	\$ 2,238
	Accumulated Surplus or (Deficit)	<u>\$ 137,834</u>	<u>\$ 138,072</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 3,000	\$ 5,000
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 125,550</u>	<u>\$ 125,107</u>
	Total Grants	<u>\$ 128,555</u>	<u>\$ 130,107</u>
	Surplus:	<u>\$ 138,072</u> Project 2003 surplus)	
	Justification for Surplus:	Non-operating capital expenses such as major house repairs, mortgage payments are paid out of surplus. As well as capital purchases of computer equipment.	
10.	Grant Recommendation	\$3,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Canadian Mental Health Association (Pathways Clubhouse)	
2.	Grant Request	\$15,000	For: Operating Assistance
3.	Summary of Request	Grant will be used to deliver direct services to the members of Pathways Clubhouse and in day-to-day operation of the clubhouse. Also to subsidize rent, and cost of meals for members. Pathways is a rehabilitation program for people recovering from a mental illness in Richmond. Pathways also runs an employment program which ensures members can return to paid work in the community with support from the Clubhouse.	
4.	Category	1	
5.	No. of Richmond residents served by group	270 (96% of the organization's caseload)	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$15,000 Food, phone, rent, utilities, janitorial, postage, maintenance to equipment, small equipment, advertising and promotion, dues and subscription.	
8.	Reason for any increased grant request	Similar to last year.	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 367,584	\$ 544,807
	Total Expenses	\$ 400,387	\$ 544,807
	Surplus or (Deficit)	\$ (32,803)	\$ 0
	Accumulated Surplus or (Deficit)	\$ _____	\$ _____
	Grants Included in Total Revenue		
	Richmond Grant	\$ 17,500	\$ 15,000
	Other Grants (Federal, Provincial, Municipal)	\$ 274,722	\$ 497,807
	Total Grants	\$ 292,222	\$ 512,807
	Surplus:	\$ 0	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$14,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	CHIMO Crisis Services	
2.	Grant Request	\$42,000	For: Programs and Services
3.	Summary of Request	Grant will support the delivery of crisis line services 365 days/year. Will also assist in professional crisis and suicide intervention counselling for youth, adults, and families in crisis. Assist with the delivery of suicide prevention workshops in Richmond high schools and the Stepping Out program designed to help build emotional resiliency among 11 and 12 year olds in preparation for their adolescent years. The crisis line service and all prevention programs in the schools are delivered by volunteers trained to do the work.	
4.	Category	1	
5.	No. of Richmond residents served by group	15,000. Crisis and suicide counselling 100% caseload serves Richmond residents.	
6.	Services received from City	City provides a 60 year lease at nominal rate for the land upon which the newly built transition house sits and has waived the City portion of property taxes for this site.	
7.	Amount of Previous Year Grant and Spending Details	\$42,000 Crisis Line – 16,800 Crisis and Suicide Intervention Counselling – 16,800 Community Education Workshops – 8,400	
8.	Reason for any increased grant request	Similar to last year's request.	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 1,235,555	\$ 1,357,720
	Total Expenses	\$ 1,239,275	\$ 1,402,155
	Surplus or (Deficit)	\$ (3,720)	\$ (44,435)
	Accumulated Surplus or (Deficit)	<u>\$ 67,183</u>	<u>\$ 22,748</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 42,000	\$ 40,000
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 975,845</u>	<u>\$ 940,975</u>
	Total Grants	<u>\$ 1,117,845</u>	<u>\$ 980,975</u>
	Surplus:	<u>\$ 67,183</u>	
	Justification for Surplus:	Unexpected one time cost savings. It is expected that this surplus will be significantly reduced in 2003 due to the anticipated deficit of 45,435 for 2003/2004.	
10.	Grant Recommendation	\$40,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Chinese Mental Wellness Association of Canada	
2.	Grant Request	\$51,860	For: Programs and Services
3.	Summary of Request	Grant will be used for the continuation of the Wellness Line Program, a telephone and counselling service providing direct no fee fast access to mental wellness ethnic-match professionals in Richmond.	
4.	Category	1	
5.	No. of Richmond residents served by group	1,320 with 1,200 calls and 480 hours of in-hose counselling.	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$5,000 Space – 2,500 Phone Lines/Phone – 1,000 PSW Supervision – 1,500	
8.	Reason for any increased grant request	The request this year is \$28,000 higher than last year's request. There is a note that there is a greater need for mental health and emotional support in all non-English speaking immigrants.	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 58,465	\$ 34,200
	Total Expenses	\$ 42,380	\$ 34,690
	Surplus or (Deficit)	\$ 16,085	\$ (490)
	Accumulated Surplus or (Deficit)	\$ _____	\$ _____
	Grants Included in Total Revenue		
	Richmond Grant	\$ 5,000	\$ 5,000
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 0
	Total Grants	\$ 5,000	\$ 5,000
	Surplus:	\$ 16,085	
	Justification for Surplus:	A one time unique donation of \$20,000 from an individual who received considerable help from the organization in regards to a family member.	
10.	Grant Recommendation	\$5,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Christian Communications Canada	
2.	Grant Request	\$10,000	For: Operating Assistance
3.	Summary of Request	Grant would be used to implement the following programs/services: training courses, family education, conferences, annual family carnival, bi-monthly newsletter, and counselling.	
4.	Category	2	
5.	No. of Richmond residents served by group	None.	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$0. This is a first time request.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 150,196	\$ 107,590
	Total Expenses	\$ 184,055	\$ 116,150
	Surplus or (Deficit)	\$ (33,859)	\$ (8,560)
	Accumulated Surplus or (Deficit)	\$ <u>0</u>	\$ <u>0</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$ <u>0</u>	\$ <u>0</u>
	Total Grants	\$ <u>0</u>	\$ <u>0</u>
	Surplus:	\$ <u>594,242.67</u>	
	Justification for Surplus:	The national organization covers the building reserve fund, China ministry, general reserve fund, literature ministry fund and publishing reserve fund. The national organization appears to have sufficient surplus to cover the needs of this grant request. In addition, there are other organizations in Richmond that provide a similar service to the community.	
		Comment: Policy states that exclusions from eligibility take place in which activities are restricted to people of specific religious or ethnic groups.	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Enoch Youth Outreach Society	
2.	Grant Request	\$18,400	For: Operating Assistance
3.	Summary of Request	<p>\$10,000 will be used towards operating assistance (replacing the David Lam Foundation Funds). Project \$8,400 for all expenses in the Drugs & Camps projects.</p> <p>Note: David Lam Foundation has ended their 5 year funding commitment to the Society. The City of Richmond is looked on as providing for assisting to provide some of this lost grant contribution.</p>	
4.	Category	2	
5.	No. of Richmond residents served by group	18,000 (6,500 teens – grade 10, 11, & 12; 13,000 parents; and 5,000 college youth and parents).	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 86,845.01	\$ 36,387.40
	Total Expenses	\$ 75,304.04	\$ 59,435.06
	Surplus or (Deficit)	\$ 11,540.97	\$ (23,047.66)
	Accumulated Surplus or (Deficit)	\$ <u>11,540.97</u>	\$ <u>(23,047.66)</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$ 8,400
	Other Grants (Federal, Provincial, Municipal)	\$ <u>0</u>	\$ <u>0</u>
	Total Grants	\$ <u>0</u>	\$ <u>8,400</u>
	Surplus:	\$ <u>7,245.03</u>	
	Justification for Surplus:	N/A	
		Note: presently the City provides assistance to Youth Services, RADAT, and Outreach workers.	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Family Services of Greater Vancouver	
2.	Grant Request	\$80,000	For: Operating Assistance
3.	Summary of Request	The grant will be used to fund the agency's Counselling Program to serve Richmond's multicultural community, particularly families, couples, individuals, and children who primarily live well below the poverty line. The Program aids to help people develop their abilities and self-confidence. This is the only service in Richmond offering an accessible counselling and support service for those residents on low income.	
4.	Category	1	
5.	No. of Richmond residents served by group	1,784 (98% of caseload serves Richmond residents).	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$60,000 Used to provide counselling services to families in Richmond through the Family Therapy Program. A small amount of the funds went toward rent costs for sexual abuse counselling program (VISAC).	
8.	Reason for any increased grant request	To apply funds to the Counselling Program, which is most in financial jeopardy, particularly service to the Chinese community.	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 182,695	\$ 158,653
	Total Expenses	\$ 186,524	\$ 175,157
	Surplus or (Deficit)	\$ (3,829)	\$ (16,504)
	Accumulated Surplus or (Deficit)	\$ (645)	\$ (645)
	Grants Included in Total Revenue		
	Richmond Grant	\$ 63,000	\$ 60,000
	Other Grants (Federal, Provincial, Municipal)	\$ 19,856	\$ 9,928
	Total Grants	\$ 82,856	\$ 69,928
	Surplus:	\$ 0	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$60,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Alcohol & Drug Action Team	
2.	Grant Request	\$90,000	For: Programs and Services
3.	Summary of Request	The grant will be used to support the continuation and expansion of the school based outreach and prevention initiative to which the City of Richmond contributed funding in 2002/2003. RADAT is the primary alcohol and drug treatment and prevention agency serving Richmond. There are no other projects of a similar nature occurring in the City of Richmond.	
4.	Category	1	
5.	No. of Richmond residents served by group	5825	
6.	Services received from City	None.	
7.	Amount of Previous Year Grant and Spending Details	\$7,000 These funds were used conduct a needs and issues assessment of alcohol and drug problems among the seniors population of Richmond and to develop a strategy for working with seniors to address misuse issues.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 1,249,079	\$ 1,259,163
	Total Expenses	\$ 1,118,711	\$ 1,508,727
	Surplus or (Deficit)	\$ 130,368	\$ (249, 564)
	Accumulated Surplus or (Deficit)	<u>\$ 345,313</u>	<u>\$ 95,749</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 7,000	\$ 90,000
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 1,169,164</u>	<u>\$ 1,129,163</u>
	Total Grants	<u>\$ 1,176,164</u>	<u>\$ 1,219,163</u>
	Surplus:	<u>\$ 130,368</u>	
	Justification for Surplus:	The surplus occurred due to being unable to fill a nursing position during the year and a delay in hiring an adult counsellor and a Prevention Specialist. Note: Late Application.	
10.	Grant Recommendation	\$0	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Carefree Society	
2.	Grant Request	\$19,840	For: Operating Assistance
3.	Summary of Request	The grant will be used to pay the salary of a part time coordinator, to cover increased insurance and transportation costs. A small portion (\$2,000) will be used to increase the number of days for music therapy (from 1/week to 2/week).	
4.	Category	1	
5.	No. of Richmond residents served by group	22 which represents full capacity of the provided program.	
6.	Services received from City	Use of Hall – East Richmond Community Centre	
7.	Amount of Previous Year Grant and Spending Details	\$750 Bus rental and gasoline. Portion towards music therapy.	
8.	Reason for any increased grant request	The increases grant request (\$17,840 increased grant request from 2003) is to cover the cost of a part6 time program coordinator to maintain the program, increased insurance cost, and increased cost to provide music therapy program.	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 2,997.84	\$ 22,040.00
	Total Expenses	\$ 3,854.50	\$ 21,390.00
	Surplus or (Deficit)	\$ (856.66)	\$ 650
	Accumulated Surplus or (Deficit)	\$ <u>0</u>	\$ <u>0</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 750	\$ 19,840
	Other Grants (Federal, Provincial, Municipal)	\$ <u>0</u>	\$ <u>0</u>
	Total Grants	\$ <u>750</u>	\$ <u>0</u>
	Surplus:	\$ <u>0</u>	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	1,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Family Place Society	
2.	Grant Request	\$36,000	For: Operating Assistance
3.	Summary of Request	\$12,000 towards operating assistance East Richmond Family Place Phase 2 : Satellite Program \$12,000 towards Healthy Start Drop-in \$12,000 Operating Assistance	
4.	Category	1	
5.	No. of Richmond residents served by group	15,000 visits/1100 families	
6.	Services received from City	Property lease @ no cost Lawn maintenance Free Parking	
7.	Amount of Previous Year Grant and Spending Details	\$16,000 33.3% towards Healthy Start Program 66.7% Operating Costs	
8.	Reason for any increased grant request	80% grant was request increase is due to the added operating cost for two new locations in Richmond.	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 349,385	\$ 326,745
	Total Expenses	\$ 372,404	\$ 340,973
	Surplus or (Deficit)	\$ (23,019)	\$ (14,228)
	Accumulated Surplus or (Deficit)	\$ <u>0</u>	\$ <u>0</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 16,500	\$ 36,000
	Other Grants (Federal, Provincial, Municipal)	\$ <u>146,861</u>	\$ <u>122,681</u>
	Total Grants	\$ <u>163,361</u>	\$ <u>158,681</u>
	Surplus:	\$ <u>0</u>	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$16,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Women's Resource Centre	
2.	Grant Request	\$12,000	For: Operating Assistance
3.	Summary of Request	Grant will be used towards the centre's operating expenses in order to continue to provide programs, services, and a place where women can come to get support and information which enables them to be active, healthy citizens and contribute positively to their families and community. The majority of the women who use the Centre's service are low income. There is no other agency in Richmond whose mandate is to provide a supportive environment in which all women are encouraged and enabled to achieve full potential.	
4.	Category	1	
5.	No. of Richmond residents served by group	3,600 (98%)	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	Did not apply last year.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 153,108	\$ 111,084
	Total Expenses	\$ 134,137	\$ 112,641
	Surplus or (Deficit)	\$ 18,971	\$ (1,557)
	Accumulated Surplus or (Deficit)	\$ <u>0</u>	\$ <u>0</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 0	\$ 12,000
	Other Grants (Federal, Provincial, Municipal)	\$ <u>126,598</u>	\$ <u>72,184</u>
	Total Grants	\$ <u>126,598</u>	\$ <u>84,184</u>
	Surplus:	\$ <u>0</u>	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$2,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Richmond Youth Service Agency Society	
2.	Grant Request	\$18,283	For: Operating Assistance
3.	Summary of Request	Grant will be used to directly assist in the operation, staffing, and management of the newly created Richmond Youth Centre. Prevention and early intervention programs and services will be provided. May also be used towards hiring of a Program Coordinator, as well as to increase programs and services.	
4.	Category	1	
5.	No. of Richmond residents served by group	120 (100% Richmond residents)	
6.	Services received from City	Use of building (8111 Granville Ave) which has been donated from a period of October 01, 2003 to March 31, 2003	
7.	Amount of Previous Year Grant and Spending Details	\$17,000 Used for wages and benefits for an Asian Youth Worker, who provided a number of programs and services for newly immigrated youth, including the Buddy Program.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 1,590,334	\$ 547,668
	Total Expenses	\$ 1,519,278	\$ 810,104
	Surplus or (Deficit)	\$ 71,056	\$ (213,849)
	Accumulated Surplus or (Deficit)	\$ <u>1,435,463</u>	\$ <u>1,221,614</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 17,000	\$ 18,283
	Other Grants (Federal, Provincial, Municipal)	\$ <u>1,322,469</u>	\$ <u>314,788</u>
	Total Grants	\$ <u>1,339,469</u>	\$ <u>333,071</u>
	Surplus:	\$ <u>1,221,614</u>	
	Justification for Surplus:	The surplus are earmarked for the development of a future permanent building for the Agency. Currently the Agency is renting office space. Note: Same as 2003.	
10.	Grant Recommendation	17,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	S.U.C.C.E.S.S	
2.	Grant Request	\$18,053	For: Operating Assistance
3.	Summary of Request	Used to cover 70% of the salary of a full time clerk/receptionist. The main duties of this position are to provide information, resources, referral, and interpretation services to non-English speaking Chinese Richmond residents. The position also entails clerical and general support to staff in the delivery of SUCCESS projects and programs.	
4.	Category	1	
5.	No. of Richmond residents served by group	12,387 (93% of Richmond caseload)	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$1,000 the grant was used towards clerical support (operating assistance).	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 293,202	\$ 286,312
	Total Expenses	\$ 336,434	\$ 356,398
	Surplus or (Deficit)	\$ (43,232)	\$ (70,086)
	Accumulated Surplus or (Deficit)	\$ (43,232)	\$ (70,086)
	Grants Included in Total Revenue		
	Richmond Grant	\$ 1,000	\$ 1,000
	Other Grants (Federal, Provincial, Municipal)	\$ 113,536	\$ 103,030
	Total Grants	\$ 114,536	\$ 104,030
	Surplus:	\$ 0	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$1,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Heart of Richmond AIDS Society	
2.	Grant Request	\$5,800	For: Operating Assistance
3.	Summary of Request	Grant will be used to cover the cost of rent, telephone, and insurance for the office. The office serves also as a meeting place for support groups and the Society Board. The Society is the only non-profit organization in Richmond providing services to people with HIV/AIDS. These services include weekly support group, monthly dinner, counselling, outreach, and transportation.	
4.	Category	1	
5.	No. of Richmond residents served by group	580 (80 direct services/500 indirect services such as education).	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$2,000 Used to cover part of the office rent.	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 58,346	\$ 56,100
	Total Expenses	\$ 59,333	\$ 55,800
	Surplus or (Deficit)	\$ (987)	\$ 300
	Accumulated Surplus or (Deficit)	\$ <u>82</u>	\$ <u>382</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 2,000	\$ 5,800
	Other Grants (Federal, Provincial, Municipal)	\$ <u>39,479</u>	\$ <u>18,000</u>
	Total Grants	\$ <u>41,479</u>	\$ <u>23,800</u>
	Surplus:	\$ <u>0</u>	
	Justification for Surplus:	N/A	
		Note: Rewarded \$90,000 from the City of Richmond to offset expenses in 2003.	
10.	Grant Recommendation	\$2,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	VIP Club of Richmond	
2.	Grant Request	\$2,000	For: Operating Assistance
3.	Summary of Request	The grant will be used to pay for all or part of rent, telephone, and insurance costs associated with the Club's tenancy at Caring Place.	
4.	Category	1	
5.	No. of Richmond residents served by group	75 (75% of Richmond residents).	
6.	Services received from City	Use of Minoru Track and Stadium at no cost.	
7.	Amount of Previous Year Grant and Spending Details	\$0 N/A	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 2,512.38	\$
	Total Expenses	\$ 4,771.92	\$
	Surplus or (Deficit)	\$ (2,259.54)	\$
	Accumulated Surplus or (Deficit)	\$ _____	\$ _____
	Grants Included in Total Revenue		
	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$ _____	\$ _____
	Total Grants	\$ _____	\$ _____
	Surplus:	\$2,948.13	
	Justification for Surplus:	N/A	
10.	Grant Recommendation	\$1,000	
11.	Assessor	Anne Stevens Manager, Customer Services	



1.	Applicant	Volunteer Richmond Information Services Society	
2.	Grant Request	\$62,000	For: Operating Assistance
3.	Summary of Request	Grant would be used to support operating expenses for the Society as well as costs involved with running the Volunteer Centre and Information Services (supplies, telephone, rent, photocopying, postage, and program/administrative support salaries). Will also be used towards development and implementation of volunteer leadership training as well as the Richmond Senior Peer Counselling Program.	
4.	Category	1	
5.	No. of Richmond residents served by group	41,000	
6.	Services received from City	Free use of Brighthouse Park Pavilion for the Christmas Fund Toy Room. Free use of three 2-way radios from Emergency Social Services. Free parking at Brighthouse Parking Lot.	
7.	Amount of Previous Year Grant and Spending Details	\$35,000 Operations - \$40,000 Programs/Services - \$12,000 Programs/Services - \$10,000	
8.	Reason for any increased grant request	N/A	
9.	BUDGET AND FINANCIAL SUMMARIES by Area Specified	Most Recent Completed Fiscal Year	Budget for Current Fiscal Year
	Total Revenue	\$ 681,006	\$ 642,269
	Total Expenses	\$ 649,592	\$ 615,251
	Surplus or (Deficit)	\$ 31,414	\$ 27,018
	Accumulated Surplus or (Deficit)	<u>\$ 0</u>	<u>\$ 0</u>
	Grants Included in Total Revenue		
	Richmond Grant	\$ 37,736	\$ 37,470
	Other Grants (Federal, Provincial, Municipal)	<u>\$ 297,113</u>	<u>\$ 233,803</u>
	Total Grants	<u>\$ 334,849</u>	<u>\$ 271,273</u>
	Surplus:	<u>\$27,018</u>	
	Justification for Surplus:	Total agency year-end cash and term deposits are in combination of fund balances designated for specific programs.	
10.	Grant Recommendation	\$35,000	
11.	Assessor	Anne Stevens Manager, Customer Services	

General Purposes Committee

Monday, December 15th and Tuesday, December 16th, 2003

- a suggestion that the celebration be contained to a logo and a birthday party event to which seniors and pioneers would be invited; and
- a suggestion that 125 Redwood Trees be planted in the NW quadrant.

At this point the Chair suggested that the items contained in Attachment 1 of the report be reviewed, as a result of which:

It was moved and seconded

(1) *That staff address the expanded celebration opportunities for Richmond's 125th Anniversary as follows:*

- i) Develop information package – proceed as indicated;***
- ii) Creation of a Richmond 125 Logo – more information to be provided;***
- iii) Provide community instructions on how to be recognized as a 125th event – proceed as indicated;***
- iv) Develop poster – delete;***
- v) City of Richmond Festival Float – refer to the Grants Committee;***
- vi) Class A Sailing Ship Visit – a special report to be provided;***
- vii) Dedication and Opening of Community Garden on South Dyke – proceed as indicated;***
- viii) Re-enactment of the first Council meeting from November 10, 1879 and pioneer tea ceremony – proceed as indicated;***
- ix) Historic Re-enactment – delete;***
- x) Gateway Theatre 20th Anniversary Event – proceed as indicated;***
- xi) Waterfront Festival Celebration – a report is to be provided;***
- xii) Richmond Orchestra – a report is to be provided;***
- xiii) Opening of new Garden City Community Park – proceed as indicated;***
- xiv) The dedication of one public art initiative – proceed as indicated;***
- xv) The sponsorship of 125 trees – identify if there is community group interest;***
- xvi) Volunteer Recognition – proceed as indicated; and***



nor is any increase in funds. Grant approvals in a particular year, do not guarantee that grant requests in subsequent years will be successful.

- Only one application per year will be accepted per organization.

B. DEFINITIONS OF ELIGIBLE GRANT CATEGORIES:

1. **Category 1 and Category 2 Applicants – Applicable category for any application to be determined by Council.**

Applicants may apply for Category 1 or Category 2 designation as follows:

Category 1 applicants must be deemed to be providing unique and essential services to the community of Richmond. Applicants must demonstrate how their services fit under this designation. Applicants who are deemed to be Category 1 may apply for funding in subsequent years; and

Category 2 applicants who receive funding would not be eligible to apply or receive funding for two subsequent years.

2. **Operating Assistance**

Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent, and administrative support salaries.

3. **Projects**

One-time-only projects which respond to health, social and cultural needs within Richmond, must have a specific set of goals and objectives, and have a defined start and finish date.

4. **Programs and Services**

Ongoing programs and services which contribute to the health and social well-being of Richmond residents, or which contribute to the general interest and advantage of the City.

5. **Events (Community Promotion)**

Events which enhance and contribute to the cultural life of Richmond, which promote community involvement and spirit, and which have a defined start and finishing date (but may also be held annually), and which promote Richmond outside the City.



City of Richmond

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Adopted by Council: June 12, 2000

POLICY 3705

File Ref: 1085-00

GRANTS PROGRAM

6. Council Discretion

Council may, at its discretion, award grants to groups which offer a service deemed by Council to be of value to the City, or to community committees whose mandate is to function for the good of the City and its residents.

C. EXCLUSIONS FROM ELIGIBILITY FOR CITY GRANT:

- Applications from individuals
- Activities which are restricted to people of specific religious or ethnic groups
- Annual fund-raising campaigns, form letter requests or telephone campaigns
- Building funds or capital construction campaigns
- Debt retirement
- Expenses related to attendance at seminars, workshops, symposiums, or conferences
- Agencies which primarily fund other organizations

D. GRANTS REVIEW CONSIDERATIONS

Not all organizations meeting the criteria will automatically receive a grant. Grant allocations are dependent on the Grants budget established by City Council.

In reviewing grant applications and preparing recommendations for grant allocations, Council may give primary consideration to the following factors:

- Basic eligibility and demonstrates organizational efficiency, effectiveness and stability.
- numbers of Richmond residents served
- quality of service
- financial need of the organization
- community interaction
- role and number of volunteers
- use of existing community services and facilities
- local input into governance



City of Richmond

Page 1 of 3

Adopted by Council: June 12, 2000

POLICY 3705

File Ref: 1085-00

GRANTS PROGRAM

POLICY 3705:

It is Council policy that:

The principles on which grant funding will be approved are as follows:

A. GENERAL PRINCIPLES:

The City of Richmond supports the enhancement of a positive quality of life for all its residents, and the Council recognizes that one method of helping to achieve this goal is through an annual grants program.

Applications from non-profit or registered charitable organizations and/or groups are eligible for a City grant on the basis that they:

- offer projects, programs, services or events which have a demonstrated need in the community;
- provide the greatest benefits to the largest number of Richmond residents;
- exercise co-ordination and co-operation with other groups to prevent duplication of projects, programs, services or events;
- provide evidence of having sought funding from a variety of sources;
- promote volunteer participation and citizen involvement;
- apply a "user pay" philosophy, where applicable;
- use innovative approaches and techniques in addressing community issues;
- provide documentation supporting the financial need for funding, including, but not limited, to the current financial statements of the applicant;
- show real and financial need, and demonstrate the impact that would occur following non-funding from the City;

and on the understanding, that:

- Not all organizations meeting these general principles will automatically receive a grant or grant increase.
- Approval of a grant by the City in any particular year should not be viewed as an automatic ongoing source of annual funding. Grant renewals are not automatic.