



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 6, 2022

From: Elizabeth Ayers
Director, Recreation and Sport Services

File: 03-1085-01/2022-Vol 01

Todd Gross
Director, Parks Services

Re: 2022 Parks, Recreation and Community Events Grants

Staff Recommendation

1. That the 2022 Parks, Recreation and Community Events Grants be awarded for the total recommended amount of \$115,423, as identified in Attachment 1 of the staff report titled "2022 Parks, Recreation and Community Events Grants," dated January 6, 2022, from the Director, Recreation and Sport Services and the Director, Parks Services; and
2. That the grant funds be disbursed accordingly.

Elizabeth Ayers
Director, Recreation and Sport Services
(604-247-4669)

Todd Gross
Director, Parks Services
(604-247-4942)

Att. 4

REPORT CONCURRENCE		
ROUTED TO: Finance Department	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The City Grant Program was established to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents. Richmond City Council has the authority to provide financial assistance to community organizations under the *Local Government Act*.

This report outlines the 2022 Parks, Recreation and Community Events Grant Program process, and provides grant recommendations.

This report supports Council Strategic Plan 2018-2022 Strategic Focus Area #2: A Sustainable and Environmentally Conscious City:

Environmentally conscious decision-making that demonstrates leadership in implementing innovative, sustainable practices and supports the City's unique biodiversity and island ecology.

2.3 *Increase emphasis on local food systems, urban agriculture and organic farming.*

2.4 *Increase opportunities that encourage daily access to nature and open spaces and that allow the community to make more sustainable choices.*

This report supports Council Strategic Plan 2018-2022 Strategic Focus Area #4: An Active and Thriving Richmond:

An active and thriving community characterized by diverse social and wellness programs, services and spaces that foster health and well-being for all.

4.1 *Robust, affordable, and accessible sport, recreation, wellness and social programs for people of all ages and abilities.*

Background

2022 Parks, Recreation and Community Events Grant Budget

The 2022 Parks, Recreation and Community Events Grant budget is \$115,423. This includes a 2.3 per cent Cost of Living increase over last year's budget as per City Grant Program Policy 3712. Due to a significant reduction in gaming revenue (the funding source of the City Grant Program) as a result of the COVID-19 pandemic, funding of the grant program is through the COVID-19 Safe Restart Grant.

Notice Given and Applications Received

In September 2021, announcements were posted on the City's website, social media channels, Community Services e-newsletter, and in a press release, advising the public that applications were being accepted for the 2022 City Grant Program until October 20, 2021. A link to the City's website was provided for further information and for access to the City's online application system. Previous grant applicants and City Area Coordinators were also directly notified that the online application system was open for submissions.

In the Parks, Recreation and Community Events category, a total of 15 applications were received with an aggregate request of \$222,595. The following table provides a summary of the number and types of applications received, along with the number of grants approved for the past three years, and the number of grants recommended for 2022.

Table 1: Applications, Requests, Grants Approved and Recommendations

2019–2021 Applications, Requests, Grants Approved and Recommendations*				2022 Recommendations*
Year	2019	2020	2021	2022
Total number of applications	15	15	10	15
New applicants	4	3	2	4
Minor requests received (\$5000 or less)	8	8	3	7
Multi-year funding requests received	5	5	2	2
Grant not recommended (did not meet criteria)	3	3	1	4
Partial amount of request recommended	11	11	8	11
Full amount of request recommended	1	1	1	0
Total amount requested	\$216,660	\$237,762	\$200,374	\$222,595
Total budget	\$110,616	\$112,828	\$112,828	\$115,423
Total Parks, Recreation and Community Events Grant funds approved/ recommended	\$110,616	\$112,828	\$112,828	\$115,423

* Some categories overlap, numbers are not meant to be totalled.

A table outlining the 2022 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, generated directly from information submitted via the City's online application system, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicants.

New Applicants

There were four new applicants in the Parks, Recreation and Community Events category:

1. Canadian International Dragon Boat Festival Society, which was incorporated in 1989 to educate the community, provide training in the art of Chinese dragon boating, promote physical health and mental discipline, and foster multicultural awareness through an

annual festival featuring performing, visual and culinary arts, spiritual ceremonies and international dragon boating competitions;

2. GreenSeeds Music Society, which was incorporated in 2015 to foster collaboration between musicians, artists and teachers to create environmentally-themed educational materials focused on environmental issues, sustainable living, and green practices;
3. Richmond Garden Club, which was formed in 1957 to foster better gardens, protect native plants, trees and wildlife, encourage civic plantings, and engage in community projects such as the maintenance of flower beds at Paulik Park, Richmond Cultural Centre, and along the Steveston boardwalk; and
4. The Shia Muslim Community of British Columbia, which was formed in 1975 to protect and promote the tenets and doctrines of the Shia Ithna-Asheri Jafferi Muslim Sect of Islam, and cultivate goodwill amongst the community.

Minor/Major Grant Requests

There are two application streams for Parks, Recreation and Community Events Grants: one for minor grant requests (\$5,000 or less), and one for major grant requests (over \$5,000).

This year, seven organizations applied for minor grants (\$5,000 or less), and eight organizations applied for major grants (over \$5,000).

Multi-Year Funding Requests and Recommendations

Applicants that have received a Parks, Recreation and Community Events Grant for the same purpose for the past five consecutive years have the option of applying for a three-year funding cycle. In the first year of a cycle, a comprehensive application form is required, while only a short application form is required for the following two years. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

Two organizations applied for multi-year funding in the Parks, Recreation and Community Events category:

1. Steveston Community Society – Richmond Summer Project, which meets the criteria for multi-year funding, is recommended for approval for the second year of a three-year funding cycle; and
2. The Sharing Farm Society, which meets the criteria for multi-year funding, is recommended for approval for the second year of a three-year funding cycle.

Analysis

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee reviewed the applications against 24 scoring criteria (Attachment 3) that were developed based on the 2022 Grant Program Guidelines for Health, Social and Safety, and Parks, Recreation and Community Events (Attachment 4). Each application was evaluated on five dichotomous (yes/no) questions

regarding grant eligibility, and 19 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget, financials, and the quality of the application itself.

2022 Grant Recommendations

Eleven out of 15 applicants are recommended for a Parks, Recreation and Community Events Grant for partial funding. As the total amount requested exceeds the 2022 City Grant budget, providing partial assistance to multiple organizations is preferable to providing full assistance to only a few. A table outlining the 2022 grant requests and recommended grant allocations is provided in Attachment 1.

Reasons for recommending partial or no funding also include, but are not limited to, the following:

- Ineligible funding purpose;
- Insufficient community benefit demonstrated;
- City provides other forms of support to the organization;
- Duplication of services;
- Other funding partners have not been sought;
- Lack of partnerships;
- Uncommitted, substantial surplus; and
- Quality, including completeness, of the application.

Four applicants are not recommended for a Parks, Recreation and Community Events Grant as outlined below:

1. GreenSeeds Music Society is not recommended for a grant due to a vague application, which made it difficult to assess the uniqueness, quality, and location of the proposed events, the demonstrated community benefit, and the organization's capacity to deliver the events. Other external funding partners were also not sought.
2. Rabbitats Rescue Society is not recommended for a grant as the City has provided other forms of support to the organization (\$20,000 contractual agreement for the capture, spaying and neutering of feral rabbits).
3. Richmond Winter Club is not recommended for a grant as the funds requested are for ongoing club operations and activities that are restricted to or primarily serve the membership of the organization, and therefore are not eligible for grant funding.

4. The Shia Muslim Community of British Columbia is not recommended for a grant as the application is for a proposed outdoor structure on private property that will be used primarily by its members (ineligible funding purpose). Building construction is also not eligible for grant funding.

Financial Impact

The 2022 Parks, Recreation and Community Events Grant budget of \$115,423 was approved as part of the City's 2022 Operating Budget. A total of \$115,423 in allocations is being recommended for the 2022 Parks, Recreation and Community Events Grants, subject to City Council's approval.

Conclusion

The Parks, Recreation and Community Events Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a vibrant and livable community.

Staff recommend that the 2022 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Beayue Louie
Park Planner
(604-244-1293)

- Att. 1: 2022 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2022 Parks, Recreation and Community Events Grants – Application Summary Sheets
 - 3: 2022 Parks, Recreation and Community Events Grants – Application Scoring Criteria
 - 4: City of Richmond 2022 Grant Program Guidelines for Health, Social and Safety and Parks, Recreation and Community Events

2022 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	2021 GRANT	2022 REQUEST	2022 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT. 2 PAGE NO.
B.C. Kitefliers' Association	N/A	\$ 3,000	\$ 900	Single Year	Volunteer support, supplies, equipment, and insurance expenses for the Pacific Rim Kite Festival in June 2022 at Garry Point Park, which will feature Kids Kite Making Workshops, Candy & Teddy Bear Drops, kite displays, music and kite flying demonstrations.	Pages 1-3
Canadian International Dragon Boat Festival Society	N/A	\$ 7,500	\$ 3,250	Single Year	Volunteer support, program, artist/performer fees for the Steveston Dragon Boat Festival at Steveston, which will feature multiple dragon boat races, local marketplace, and cultural programs.	Pages 4-7
East Richmond Community Association	\$ 1,800	\$ 2,050	\$ 1,500	Single Year	Personnel, volunteer support, supplies and entertainment expenses for three free in-person and online summer events, geared towards youth, seniors, and families.	Pages 8-10
GreenSeeds Music Society	N/A	\$ 4,975	\$ -	N/A	Artist performance fees, venue bookings, honorariums, and marketing and travel costs for three family friendly, intergenerational, pop-up, outdoor community engagement events to bring together doers, artists, teachers, nature lovers and the community to learn about Richmond's climate mitigation and adaption plans.	Pages 11-13
Hamilton Community Association	N/A	\$ 5,000	\$ 2,750	Single Year	Personnel, supplies, and equipment expenses for the annual Hamilton Night Out at McLean Park, which will partner with local businesses and raise awareness of the organization's services, facilities and amenities.	Pages 14-16
KidSport - Richmond Chapter	\$ 24,000	\$ 25,000	\$ 24,000	Single Year	Subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.	Pages 17-19
Rabbitats Rescue Society	N/A	\$ 8,700	\$ -	N/A	Personnel, local travel, and Project Manager expenses to develop a new operation space, partners, funding and a business plan to trap, house and outsource feral rabbits.	Pages 20-23
Richmond City Centre Community Association	\$ 3,764	\$ 5,000	\$ 1,000	Single Year	Personnel, volunteer support, and operating expenses for various youth-led, senior-oriented programs (partly included in the City's funding for the centre's base programming mandate) such as 55+ technology help, 55+ piano classes, and health promotion events that help seniors access their proof-of-vaccination documentation.	Pages 24-27
Richmond Fitness and Wellness Association	\$ 15,500	\$ 18,000	\$ 16,023	Single Year	Consultant services, volunteer support, supplies, equipment, and program expenses to facilitate free walking programs and opportunities in Richmond.	Pages 28-30
Richmond Food Security Society	\$ 13,764	\$ 18,000	\$ 12,000	Single Year	Personnel, volunteer support, and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, Honeybee and Pollinator Program, and beehives.	Pages 31-34
Richmond Garden Club	N/A	\$ 3,300	\$ 2,000	Single Year	Consultant services, supplies, program and newspaper ad expenses for an open house and gardening demonstrations at Paulik Park, Richmond Cultural Centre's urban farm, Minoru Residences gardens and the Steveston Boardwalk on pollinators, native plants, small space produce growing, and invasive species.	Pages 35-37
Richmond Winter Club	\$ 7,000	\$ 47,450	\$ -	N/A	Personnel, consultant services, volunteer support, and operating expenses for the Richmond Curling Centre, including re-start costs and equipment servicing and repairs.	Pages 38-40

2022 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	2021 GRANT	2022 REQUEST	2022 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT. 2 PAGE NO.
Steveston Community Society - Richmond Summer Project	\$ 24,000	\$ 39,620	\$ 31,000	Multi-Year - Year 2	Personnel (Roving Support Leaders) and operating expenses for the coordination of the Richmond Summer Project, which helps numerous community associations and partners provide equitable summer day camp programs and services to residents.	Pages 41-43
The Sharing Farm Society	\$ 22,000	\$ 30,000	\$ 21,000	Multi-Year - Year 2	Personnel expenses for education programs, food skills workshops, and to grow fresh, organic produce for low-income Richmond families through its delivery program and donations to the Food Bank, Community Meals, and other charitable organizations.	Pages 44-46
The Shia Muslim Community of British Columbia	N/A	\$ 5,000	\$ -	N/A	Consultant services, supplies and equipment for a semi-permanent outdoor structure, including outdoor patio heaters, seating and lighting, to allow participants and congregation members to socialize outdoors.	Pages 47-49
Totals*	\$ 135,828	\$ 222,595	\$ 115,423			
2022 PRCE Grant Budget			\$ 115,423			
Remaining Funds			\$ -			

* Total for 2021 does not include 2021 PRCE Grants awarded to applicants whom elected not to apply for a 2022 PRCE grant or whom deferred their 2020 PRCE



Grant Application Summary for 2022 Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: B.C. KITEFLIERS' ASSOCIATION

Grant Type: \$5,000 or Less Single Year

Grant Request: \$3,000

Proposal Title: Garry Point Park Kite Festival

Grant Purpose: Community Service / Program / Event - One-time Activity

Start Date (if applicable): June 25, 2022 **End Date (if applicable):** June 26, 2022

Number To Be Served: 600

Richmond Residents: 400

Grant Request Summary:

The BCKA is a registered non-profit organization that promotes kite making and flying for all ages. The Pacific Rim Kite Festival to be held June 2022 at Garry Point Park in Steveston is a free community event and is always well attended and popular with children and families. This year the festival will feature: Kids Kite Making Workshops, Candy & Teddy Bear Drops, kite displays, music and kite flying demonstrations.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$3,370.00	\$1,025.34
Total Expenses:	\$4,437.00	\$3,415.12
Annual Surplus or (Deficit):	(\$2,672.00)	(\$2,389.78)
Accumulated Surplus or (Deficit):	\$12,114.46	\$9,726.58

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The club is in deficit about \$2,500 each year. External funding is needed to fund events like the Garry Point Park Kite Festival.

Current Year:

The club is in deficit about \$2,500 each year. External funding is needed to fund events like the Garry Point Park Kite Festival.

Explanation for Accumulated Surplus or (Deficit):

This is cash amount in the Club bank account.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2020	\$900.00	Parks, Rec and Community Events
2019	\$1,200.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$100.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,800.00
Equipment	\$300.00
Photocopying	\$0.00
Program Materials	\$100.00
Local Travel	\$0.00
Other	1600.00

Portable toilets: \$300

General Liability Insurance: \$1,300

TOTAL \$3,900.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

Amount Your Society will Provide: \$1,000.00

Total Proposed Budget: \$4,000.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$900

Recommendation: A (single year) grant is recommended to assist with supplies for the Kids Kite Making Workshop and volunteer support for the Pacific Rim Kite Festival at Garry Point Park.

**Staff Comments /
Conditions:** None



**Grant Application for 2022
Parks, Recreation & Community Events Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Canadian International Dragon Boat Festival Society

Grant Type: Over \$5000 Single Year

Grant Request: \$7,500

Proposal Title: Steveston Dragon Boat Festival

Grant Purpose: Community Service / Program / Event - One-time Activity

Start Date (if applicable): 8/19/2022

End Date (if applicable): 8/20/2022

Number To Be Served: 12,500

Richmond Residents: 7,500

Grant Request Summary:

The Festival draws teams from around the region to one of BC's most unique dragon boat events, along the shores of the Fraser River and adjacent to a national historic shipyard site. Spectators enjoy the only dragon boat festival south of the Fraser River.

The race program consists of multiple races throughout the day. In addition to these races and a community organization/local small business marketplace, SDBF also presents a cultural program featuring local artisans and musicians. In line with the Society's overall cultural plan to prioritize local, BIPOC, LGBTQ2+, and other marginalized voices and perspectives, we are evaluating first steps for the Festival's revamped cultural program. This may include initiatives with the heritage shipyard, local Indigenous communities, traditional Chinese cultural performers and carriers, local community groups, and other non-profits/charities.

We are aiming to program a series of roaming performances, cultural displays and showcases, and a community stage to showcase local talent. This portion will be a valuable opportunity for the community to safely come together to enjoy a day in the sun out in historic Steveston Village, helping activate this important part of the city's heritage.

Previously, the Society produced and delivered the Festival under a third-party owner; however, due to COVID, the previous owner of the Festival has transferred ownership and control of the Festival to the Society. We look forward to taking the Festival to its next stage of operations.

Due to COVID, we are regularly monitoring public health advice and forecasts to determine how we can safely run events. We expect the Festival will be run under COVID protocols, and we regularly update our COVID protocols at dragonboatbc.ca/covid19.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$1,021,603.00	\$1,572,551.00
Total Expenses:	\$924,496.00	\$1,483,626.00
Annual Surplus or (Deficit):	\$102,391.00	\$46,110.00
Accumulated Surplus or (Deficit):	(\$45,088.00)	\$62,454.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

A surplus was generated in FY 2019-2020 due to a pivot in business operations to immediately mitigate potential and already-incurred losses stemming from COVID cancellations, and then a focus on revenue generation through earned revenues from our dock operations in Vancouver. This also was achieved as a result of changing over senior management just prior to COVID due to a series of underperforming projects that impacted the Society's financial standing. The surplus was used to mitigate the ongoing working capital deficit, which is required in advance of critical capital investments.

Current Year:

A surplus was generated in FY 2020-2021 from further work and focus on our revenue generation tools from our dock operations in Vancouver and recreation programming. The surplus generated from FY 2020-2021 is used to retire our working capital deficit for the first time since the Society's founding in 1989, prepare for a series of critical capital investments to purchase new race-quality boats to replace boats that no longer are at international race quality, and begin building up a modest emergency contingency buffer.

Note that the operating budget for the current year below reflects a pre-expansion and was prepared in mid-2021. The decision to expand our operations in 2021 as a result of lifting of public health restrictions led to changes in our operation budget for 2021, as reflected in the draft financial statements for FY 2021 as attached below.

Please note that the financial statements for FY 2021 are unaudited and provided only for general reference, and are at a very early draft stage, but are helpful for overall large-picture numbers.

Explanation for Accumulated Surplus or (Deficit):

Since founding until the end of FY 2021, the Society has operated with a working capital deficit due to a series of non-core underperforming projects and mis-timed capital investments or refurbishments.

Since new management took over, the Society has aggressively cut down the working capital deficit. The accumulated surplus is now built up in advance of a series of additional refunds we expect to make for COVID related issues, in advance of a critical capital investment to obtain financing terms, and to begin building up a modest emergency contingency buffer,

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$3,500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$4,000.00

Cultural program fees: elder honoraria, artist/performer fees, etc
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TOTAL **\$7,500.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Onni Group	\$10,000
Funder 2 Name	Oddball Workshop	\$2,500
Funder 3 Name		

Amount Your Society will Provide: \$67,000.00

Total Proposed Budget: \$109,500.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$3,250

Recommendation: A (single year) grant is recommended to assist with volunteer support, program, and artist/performer fees for the Steveston Dragon Boat Festival at Steveston.

**Staff Comments /
Conditions:** None



Grant Application Summary for 2022 Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: East Richmond Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,050
Proposal Title: Summer Fun Event Series
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 1, 2022 **End Date (if applicable):** August 31, 2022
Number To Be Served: 1,050
Richmond Residents: 1,000

Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to three events held in the summer of 2022. They are planned to be a combination of in-person and virtual offerings to support changes to health regulations that may be in place. These events will be themed to attract specific demographics: youth, seniors and families. The youth event will help to build connections between other youth and their community while celebrating the diversity found in our neighborhood and across Richmond. Seniors will be entertained by a series of multicultural performances that highlight the different backgrounds of our community. They will be encouraged to share their own cultural knowledge and experiences to enrich the whole community. The Family event is a chance for neighbors to connect and build relationships as well as learn more about their neighborhood spaces and services. We hope that this event will entice families to be more involved in creating a supportive community. All events will be free and inclusive, attended by a cross-section of Richmond residents though the majority will be from East Richmond. The events will provide fun, interactive, social and educational experiences. Youth are also welcome to volunteer at our events where we hope to help them develop new skills and an appreciation for their community. Community partnerships will be promoted with businesses in East Richmond, by offering opportunities for sponsorship and collaboration, as well as strengthening the long existing partnership between ERCA and HJ Cambie Secondary, whose students regularly volunteer their time to organize and run the games and activities.

Richmond Services Received by Your Organization:

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with City of Richmond and Richmond School District. Estimated value \$735,695

FINANCIAL INFORMATION

Your Society's Budget:

	Last Complete Year	Proposed Year
Total Revenue:	\$1,139,920.48	\$1,300,175.09
Total Expenses:	\$1,141,841.27	\$1,285,058.93
Annual Surplus or (Deficit):	(\$1,920.79)	\$15,116.16
Accumulated Surplus or (Deficit):	\$264,079.37	\$262,158.58

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

A decrease in expenses with With the surplus ERCA will continue to offer programs to its community at low/no cost.

Current Year:

Program registrations decreased due to COVID.

Explanation for Accumulated Surplus or (Deficit):

For projects and community initiatives in progress

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2021	\$1,800.00	Parks, Rec and Community Events
2020	\$1,800.00	Parks, Rec and Community Events
2019	\$1,800.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits) Consultant	\$1,000.00
Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$100.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$3,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$3,950.00

Fees (Entandem) \$450, Entertainment \$3500



Grant Application Summary for 2022 Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: GreenSeeds Music Society

Grant Type: \$5,000 or Less Single Year

Grant Request: \$4,975

Proposal Title: A Better Tomorrow Fest

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): April 1, 2022

End Date (if applicable): October 31, 2022

Number To Be Served: 150-200+

Richmond Residents: 85%

Grant Request Summary:

This application for a City of Richmond Grant is to provide funding for 3 community engagement events focusing on the City of Richmond's climate mitigation and adaption plans (such as the Community Energy and Emissions Plan for 2050). A summary of the headlining Fest and subsequent Jam pop up events is below:

A Better Tomorrow Fest

- A Better Tomorrow Fest (Date TBA in April 2022, celebrating Earth Month) is a family friendly, intergenerational pop up outdoor event for the public consisting of mostly Richmond, B.C., residents; organized to bring together doers, artists, teachers and those with a love of nature and their community who want to ensure a healthy environment for all. Throughout the day, the public would be able to learn about the City of Richmond's climate mitigation and adaption plans (such as the Community Energy and Emissions Plan for 2050), and be treated a lineup of local artists, puppetry, music and dance.

A Better Tomorrow Jam

- A Better Tomorrow Jam (Dates TBA in June 2022 and early October 2022), is a family friendly, intergenerational pop up event for the public consisting of mostly Richmond, B.C., residents; organized to bring together doers, artists, teachers and those with a love of nature and their community who want to ensure a healthy environment for all. Throughout the collaborative day, the public would be able to network with their community to learn about the City of Richmond's climate mitigation and adaption plans (such as the Community Energy and Emissions Plan for 2050), and be treated a lineup of local artists, puppetry, music and dance.

Richmond Services Received by Your Organization:

None.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$0.05	\$0.00
Total Expenses:	\$139.00	\$0.00
Annual Surplus or (Deficit):	\$0.00	\$0.00
Accumulated Surplus or (Deficit):	\$180.85	\$180.85

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The 2020 pandemic year was a hibernation year in terms of activity for events organization, our only expenses was a VISA annual fee and annual filing costs.

Current Year:

Our bank balance of funds is currently \$180.85

Explanation for Accumulated Surplus or (Deficit):

Our accumulated surplus consists of leftover funds from previous donations in past years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$3,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$200.00
Other	4775.00

Partner Org / Artist honorarium, equipment, venue booking, Indigenous honorarium, and event marketing costs for 3 events.

TOTAL **\$7,975.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

Amount Your Society will Provide: **\$3,000.00**

Total Proposed Budget: **\$7,975.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation: Not recommended for funding due to a vague application, which made it difficult to assess the uniqueness, quality, and location of the proposed events, the demonstrated community benefit, and the organization's capacity to deliver the events. Other external funding partners were also not sought.

**Staff Comments /
Conditions:**

None



Grant Application Summary for 2022 Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Hamilton Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Hamilton Night Out
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 24, 2022 **End Date (if applicable):** June 24, 2022
Number To Be Served: 500
Richmond Residents: 350

Grant Request Summary:

We are seeking funds from the City of Richmond to execute our annual Hamilton Night Out event. This event allows us to engage with the community in a safe and inclusive setting. We partner with local businesses within the area as well to build connections within the Hamilton Area and to bring awareness to non-Hamilton residents of our services, facilities and amenities. This grant would allow us to enhance our marketing tactics, grow the event to meet community needs and improve participant satisfaction through improving event amenities. This event has not run the past two years and we look forward to providing this event to members of our community again.

Richmond Services Received by Your Organization:

Hamilton Community Centre is city owned facility that utilizes city amenities for the event. Hamilton Night out operates at Mclean Park which is a city owned park with public washrooms that are also city owned. The event is staffed by city staff, association staff and volunteers. Hamilton Night Out will also receive support in the form of volunteers and funding from the Hamilton Community Association board of directors.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$461,704.00	\$659,125.81
Total Expenses:	\$427,928.17	\$656,433.22
Annual Surplus or (Deficit):	\$33,776.17	\$2,692.59
Accumulated Surplus or (Deficit):	\$160,708.01	\$194,448.18

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus from 2020/2021 was higher than usual due to help of government grants and wage subsidy related to the covid-19 pandemic. The continued reduction in programs and services also meant less expenses and more revenue was retained. The surplus from last year will help with the restoration of programs during this current fiscal year.

Current Year:

With an increase in programs and services we are anticipating a more normal surplus during this current fiscal year of \$2,692.59.

Explanation for Accumulated Surplus or (Deficit):

Any surplus is redistributed back into our programs and events and helps offset losses in programs areas such as events, seniors and youth. Accumulated surplus is saved to be used in the future on major upgrades to the centre and the surrounding community.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2020	\$1,364.16	Parks, Rec and Community Events
2019	\$1,000.00	Parks, Rec and Community Events
2018	\$850.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$2,000.00
Equipment	\$2,000.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	\$5,000.00

Parks, Recreation & Community Events 2022
Hamilton Community Association

\$5,000 or Less Single Year
Summary Page 3

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Pharmasave	Amount	\$500
Funder 2 Name	Hamilton Hight Street Residence	Amount	500
Funder 3 Name	Sleep Aid Clinic	Amount	500

Amount Your Society will Provide: **\$5,000.00**

Total Proposed Budget: **\$11,500.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$2,750

Recommendation: A (single year) grant is recommended to assist with personnel, supplies, and equipment expenses for the annual Hamilton Night Out at McLean Park.

**Staff Comments /
Conditions:**

None



Grant Application for 2022
Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Kidsport - Richmond Chapter

Grant Type: Over \$5000 Single Year

Grant Request: \$25,000

Proposal Title: KidSport™ Richmond Grant

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 350

Richmond Residents: 350

Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - children and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to a maximum of \$700 per applicant per year may be granted and can be applied only to registration fees during the season the sport is in session. We currently fully fund more than 80% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The sport organization must be affiliated with Sport BC.

The community need for sport funding will increase in 2022 due to the economic impact of the COVID pandemic on financially challenged families.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$123,388.00	\$29,516.00
Total Expenses:	\$82,970.00	\$83,564.00

Parks, Recreation & Community Events 2022
Kidsport - Richmond Chapter

Over \$5000 **Single Year**
Summary Page 2

Annual Surplus or (Deficit):	\$40,418.00	(\$54,048.00)
Accumulated Surplus or (Deficit):	\$201,016.00	\$146,968.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2020 was a unique year financially for us. We experienced a significant decline in athlete grants paid as well as a drop in fundraising as the COVID pandemic restricted community sport activities. Our main fundraiser was held prior to the shut down of social activities and we raised a record surplus from the 2020 banquet. These factors resulted in a significant surplus for the year.

Current Year:

2021 grants paid out have been disrupted by the COVID pandemic due to the stop in community sporting activities. The COVID pandemic caused a reduction in fundraising activities in 2021. We have been experiencing an increase in applications in the past few months 2021 and expect that to continue into 2022. The need for sport funding will steadily increase with the return to sporting activities and the financial impact on many families. We are not expected to have a significant increase in revenue in 2022 with the uncertainty around hosting social gatherings.

Explanation for Accumulated Surplus or (Deficit):

The surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month and are not guaranteed annually. This enables us to have sufficient financial resources on hand to fund approved applications each month and not having to wait for needed grants or donations. Our goal is to have an accumulated cash surplus to cover a minimum of 12 months of operating costs to enable us to keep awarding grants should we experience a significant disruption in our funding sources. We are expecting continued decline in revenue for 2022 as we will not be hosting our annual banquet putting us in a deficit position in 2022.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2021	\$24,000.00	Parks, Rec and Community Events
2020	\$19,000.00	Parks, Rec and Community Events
2019	\$23,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00

Parks, Recreation & Community Events 2022
Kidsport - Richmond Chapter

Over \$5000

Single Year
Summary Page 3

Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$25,000.00

Provide partial sport registration fees (up to \$700) for financially challenged children and youth who reside in Richmond to participate in community sports that are affiliated to Sport BC..

TOTAL **\$25,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	BC Government (Sport BC funding)	\$3,500
Funder 2 Name	n/a	\$0
Funder 3 Name	n/a	\$1

Amount Your Society will Provide: **\$0.00**

Total Proposed Budget: **\$25,000.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$24,000

Recommendation: A (single year) grant is recommended to assist with subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.

Staff Comments /
Conditions:

None

Society: Rabbitats Rescue Society
Grant Type: Over \$5000 Single Year
Grant Request: \$8,700
Proposal Title: Rabbitats Space Project
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 100,000
Richmond Residents: 90,000
Grant Request Summary:

Richmond's feral domestic rabbits are an animal welfare issue, a nuisance issue and a threat to the environment. They're also cute. We can work with this. Or we could, if we had the manpower.

Rabbitats is needs to develop sustainable space for our own operations and to outsource rabbits. As volunteers we don't have the human resources to expand beyond our current capacity. The grant will allow us to hire a Project Manager to find and develop new space, partners and funding, and work on a sustainable business plan.

We are currently renting a farm property with limited lease options so new space is not optional. We have innovative ideas for potential locations and we have a wide variety of options to explore. For our own needs, we can work with farm space, warehouse space, retail space, garages, greenhouses and more. Colony adoption destinations can include hobby farms, farm sanctuaries, green businesses, institutions and private properties.

Our Dover Neighbourhood Rabbit Control Pilot Project and others under the City Parks budget proved successful, but furthering the program is impossible without the manpower to find and develop more space. We are currently closed for intake.

City parks funds only cover removal and sterilization. Donations only pay for their health needs and ongoing care.

Positioning future space as an eco-tourism attraction is a key component of our program. Japan's Okunoshima Island and Vancouver's Bunny Café are examples of how popular rabbits can be. Our 'Meet & Treat' and other events bring in funds and promote the humane treatment of animals by replacing 'petting zoos.' An Adoption and Education Centre can pay for itself while providing an urgently needed service for the benefit of the rabbits, the Richmond community and the environment.

Richmond hosts the most prolific feral rabbit population in North America but it's a growing problem throughout the continent. Establishing innovative humane control mechanisms can teach others.

Richmond Services Received by Your Organization:

We have in the past trapped 'problem' rabbits on City property for a payment of an average of \$200 each to an annual maximum of \$20,000. We reached the maximum for 2021 in September.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$185,252.28	\$200,000.00
Total Expenses:	\$168,023.21	\$180,000.00
Annual Surplus or (Deficit):	\$17,229.07	\$20,000.00
Accumulated Surplus or (Deficit):	\$66,162.96	\$86,162.96

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Rabbitats tries to maintain a contingency fund equal to three months of operating and program costs.

Some grant funds in 2020 remained unspent by the end of the year due to Covid-19 related complications.

Faced with only a short-term lease renewal on our current property, Rabbitats also began amassing a moving fund.

Current Year:

Rabbitats tries to maintain a contingency fund equal to three months of operating and program costs.

Some grant funds for 2021 remain unspent for projects not yet due.

Rabbitats also began aggressively amassing a moving fund.

Explanation for Accumulated Surplus or (Deficit):

In addition to ensuring our rabbits have food and shelter with our contingency fund in the event of any emergencies or other interruptions to our operation, we only have a guarantee of less than two years at our current farm location, a development property, and

face an expensive move to another farm property. We have been saving to cover substantial costs including moving large sheds, fencing, multiple modular structures, enclosures, roofing, trailers and more. We are also anticipating having to build new structures and enclosures from scratch in order to create a sustainable space. We are also expecting increased occupancy costs given the current rental market.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$8,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$500.00
Other	\$200.00

We would like to hire a Project Manager on contract for at least two months or more depending on additional funding, but we're not clear on employment costs based on this model. This is a guestimate.

TOTAL **\$8,700.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	VanCity	\$6,000
Funder 2 Name	Vancouver Foundation	\$8,000
Funder 3 Name	Pet Value	\$30,000

Amount Your Society will Provide: **\$30,000.00**

Total Proposed Budget: **\$82,700.00**

GRANT RECOMMENDATIONS

Recommended

Amount: \$0

Recommendation:

Not recommended for funding as the City has provided other forms of support to the organization (\$20,000 operating grant for the capture, spaying and neutering of feral rabbits).

Staff Comments /
Conditions:

None



Grant Application Summary for 2022 Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Richmond City Centre Community Association

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Intergenerational Recreation Project

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 250

Richmond Residents: 250

Grant Request Summary:

The grant will be utilized towards a diverse range of intergenerational initiatives targeting youth and older adults. This project will feature programs led by the youth to serve older adults community in Richmond. Part of this funding will go towards hours for a Seniors Development Leader who will liaise between program volunteers and groups. The rest will be used towards events that promote volunteerism, intergenerational engagement, and expanding educational programs to increase social participation. Benefits of this project are creating intergenerational social and recreation opportunities, combatting ageism against both youth and seniors, and building capacity for intergenerational relationships.

Online intergenerational Technology Help Program: Currently at City Centre, we facilitate a drop-in 55+ technology help program in-person every Saturday, where older adults can receive one-on-one guidance from youth and adult volunteers with their smart devices (smartphone, tablet, laptop). Due to the pandemic, our program has seen lower attendance due to concerns over transmission of communicable disease. Some of our veteran attendees have reported their interest to return to the program if it can be conducted in the virtual format. The grant would allow this new program to be implemented over Zoom, concurrent with our in-person program delivery. The online program would offer topical tutorials in the Zoom meeting rooms while allowing patrons to receive one-on-one support in breakout rooms. The grant would cover costs for the additional equipment needs as well as a premium Zoom account subscription.

Training and program resources for 55+ Piano: We currently have 6 youth volunteer instructors facilitating more than 20 piano classes per season to our 55+ older adults. The grant would allow us to purchase and offer a greater range of piano teaching materials

(books, CDs, practice exercises), and allow our volunteer instructors to receive professional development to enhance their pedagogical skills in teaching adult beginners.

Health promotion events: In October 2021, we hosted 2 'Vaccine Card for All' events in collaboration with the 55+ Tech Help program to address a public need and particularly, help seniors with technological barriers to access their proof of vaccination documentation in a digital and physical format. The event series as a whole drew in about 50 participants and introduced the public to City Centre as a resource hub. With greater financial support, we hope to implement similar health and safety promotion events where youth and adult volunteers can exchange valuable resources with seniors that continue to experience barriers to their access to community support and healthy aging.

Intergen Youth Leadership: Intergen was founded in 2021, consisting of youth and young adults who are passionate about working with older adults. Since its foundation it has hosted intergenerational events such as Positive Aging seminars and intergenerational art events. With financial support, Intergen will be able to scale up their events and encourage more youth outside of Intergen to participate in intergenerational activities with older adults in our community. This project will allow older adults and youth to maintain a long term relationship and allow intergenerational mentoring and engagement.

Richmond Services Received by Your Organization:

Supplies that are in-kind for this program:

1) Use of City Centre Community Centre - Room Booking (4 hours per week @ \$50/hour x 45 weeks) + (20 hours events @ \$80/hour) = \$10 600

2) Photocopying/Office Supplies (\$220)

Total \$10 720

FINANCIAL INFORMATION

Your Society's Budget:	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$946,766.00	\$831,759.28
Total Expenses:	\$935,175.00	\$689,319.26
Annual Surplus or (Deficit):	\$11,591.00	\$142,440.02
Accumulated Surplus or (Deficit):	\$145,879.00	\$168,151.96

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

A sizable portion of the surplus was transferred to the amortization fund to cover large equipment purchases such as furniture and fitness equipment.

Current Year:

Transfer of amortization funds has not yet occurred.

Explanation for Accumulated Surplus or (Deficit):

Funding transferred to Amortization account for coverage of large equipment purchases such as replacement of fitness equipment. This transfer has not yet occurred for the current fiscal year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2021	\$3,764.00	Parks, Rec and Community Events
2020	\$2,014.16	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$2,900.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$300.00
Photocopying	\$0.00
Program Materials	\$300.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	\$5,000.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

Amount Your Society will Provide: **\$0.00**

Total Proposed Budget: **\$5,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,000

Recommendation: A (single year) grant is recommended to assist with personnel, volunteer support, and operating expenses for various youth-led, senior-oriented programs (partly included in the City's funding for the centre's base programming mandate).

**Staff Comments /
Conditions:** None



Grant Application for 2022
Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: **Richmond Fitness and Wellness Association**

Grant Type: **Over \$5000 Single Year**

Grant Request: **\$18,000**

Proposal Title: **Walk Richmond Program**

Grant Purpose: **Community Service / Program / Event - Ongoing**

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: **3,000**

Richmond Residents: **3,000**

Grant Request Summary:

The RFWA submits its proposal to facilitate walking opportunities in Richmond by:

1. Continuing to coordinate and enhance the well-established, free, drop-in Walk Richmond program;
2. Building community capacity through supporting the development of sustainable and independent walking opportunities with less-connected populations in Richmond through community outreach efforts such as Richmond Family Place and Touchstone Family Services;
3. Fostering partnerships with key community stakeholders in order to decrease the barriers to participation in physical activity outdoors.

Richmond Services Received by Your Organization:

We currently do not receive any services, however, anticipate continued support from the City of Richmond, Manager of Arena and Aquatic Services.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$232,905.37	\$274,625.00
Total Expenses:	\$217,458.63	\$273,870.00
Annual Surplus or (Deficit):	\$15,446.74	\$755.00
Accumulated Surplus or (Deficit):	\$66,291.02	\$67,681.77

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus realized due to decreased activities with impact of COVID-19 pandemic. It is anticipated that activity will increase resulting in higher expenses for 2021/2022 fiscal year.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received. Increase in overall budget revenue and expenses is due to administration of payroll for RFWA fitness staff .

Explanation for Accumulated Surplus or (Deficit):

The "surplus" on the balance sheet should be viewed as a contingency fund that can be drawn upon when funding is not at 100%. The RFWA has no other assets to borrow against and must maintain financial viability to ensure the success and longevity of the Walk Richmond program.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2021	\$15,500.00	Parks, Rec and Community Events
2020	\$13,500.00	Parks, Rec and Community Events
2019	\$13,500.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$14,500.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$500.00
Photocopying	\$0.00
Program Materials	\$1,500.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$18,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:

\$0.00

Total Proposed Budget:

\$18,000.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$16,023

Recommendation:

A (single year) grant is recommended to assist with consultant services, volunteer support, supplies, equipment, and program expenses to facilitate free walking programs and opportunities in Richmond.

Staff Comments /

Conditions:

None



Grant Application for 2022
Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Richmond Food Security Society

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: Building a Food Secure Richmond

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 5,685

Richmond Residents: 5,685

Grant Request Summary:

Richmond Food Security Society/Urban Bounty is engaging in a resilient food system through education, advocacy, and community-building initiatives, and is requesting core funding to continue to this work. Our vision is healthy people, community, and environment and to that end, we run five ongoing community programs, produce empowering resources, and organize hands-on workshops and engaging events.

Community Gardens: 550 plots at 12 sites for residents to grow organic delicious organic produce,

Seed Library: providing locally-adapted heritage seeds to grow beans, peas, lettuce, and tomatoes,

Fruit Recovery: nourishing families in need by gleaning backyard fruit trees and giving the Richmond Food Bank and other community organizations fruit that otherwise would be wasted,

Get Rooted Youth Program: training youth as food security leaders in action,

Kids in the Garden: This program educates children in hands-on, integrative gardening workshops, collaboratively integrated into the classroom.

Honeybee and Pollinator Program; Beehives across four city sites

Events include Seedy Saturday, supporting Garlic Fest, and partnering with the City on Farm Festival.

We have 4 strategic priorities for the next 3 years:

- 1) Grow an ENGAGED food literate community, by offering high-quality programs and events,
- 2) Nurture Urban Agriculture, by becoming a key partner in the Garden City Lands Park, expanding community garden plots, increasing the amount of fruit we glean, and increasing the number of seeds saved,
- 3) Enrich our organizational foundation by developing consistent, reliable, and diverse funding streams, professionalizing our communications, and enhancing our board and governance structure,
- 4) Cultivate (grow) a strong presence as a community resource agency.

Working towards a robust food system is a long-term endeavour, and we aim to balance on the ground initiatives with long-term planning.

Richmond Services Received by Your Organization:

We receive office space from the City of Richmond, currently in Paulik Park at Ash and Blundell. The City kindly supports us for facility maintenance, utilities, and staple office furnishings. We provide our own phone and internet.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$384,380.00	\$515,382.59
Total Expenses:	\$346,563.00	\$491,142.92
Annual Surplus or (Deficit):	\$41,769.00	\$19,329.67
Accumulated Surplus or (Deficit):	\$16,460.00	\$27,796.67

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We continue to work hard to stabilize the organization financially in 2020/21, and ended the last fiscal year with a surplus. We plan to continue building this surplus until we have

three months of operating funds to protect us from the unexpected such as COVID. Surplus funds will also be allocated to shed replacements at community gardens, increasing the living wage for staff, legal fees associated with being a charity, and building new program streams. We have reached the limits of staff capacity and will require opening a new staff position. This staffing cost will require a total of \$50,000 per year.

Current Year:

The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management. We are on track towards another year of growth and stability in the 2021/22 fiscal year. At just over halfway through the year, we are projecting revenues of close to \$515,000, and expenses close to \$491,000. We are actively working to continue building our financial surplus to protect us against COVID. We have reached the limits of staff capacity and will require opening a new staff position. This staffing cost will require a total of \$50,000 per year.

Explanation for Accumulated Surplus or (Deficit):

We continue to further increase an unrestricted financial surplus to ensure quick response to community needs, financial and operational demands, as well as tackle projects that are harder to fund. Striving to elicit long-term food systems change, support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens Program (for which there is currently a waitlist of 683 Richmond residents).

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2021	\$13,764.00	Parks, Rec and Community Events
2020	\$12,000.00	Parks, Rec and Community Events
2019	\$12,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$13,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,100.00
Equipment	\$900.00
Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$800.00

Parks, Recreation & Community Events 2022
Richmond Food Security Society

Over \$5000

Single Year
Summary Page 4

Other

\$0.00

TOTAL

\$18,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name Vancouver Coastal Health

\$43,129

Funder 2 Name BC Gaming

\$30,500

Funder 3 Name TD Friends of the Environment

\$10,000

Amount Your Society will Provide:

\$413,753.00

Total Proposed Budget:

\$515,382.00

GRANT RECOMMENDATIONS

Recommended

Amount:

\$12,000

Recommendation:

A (single year) grant is recommended to assist with personnel, volunteer support, and operating expenses for food system programs, events, and community initiatives.

Staff Comments /

Conditions:

None



Grant Application Summary for 2022 Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Richmond Garden Club
Grant Type: \$5,000 or Less Single Year
Grant Request: \$3,300
Proposal Title: Richmond Garden Club Community Projects Open House
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): May 21, 2022 **End Date (if applicable):** May 21, 2022
Number To Be Served: 300
Richmond Residents: 300

Grant Request Summary:

Richmond Garden Club is very active in the community as stewards of some signature projects such as the maintenance of over 30 perennial garden beds in Paulik Park, a small urban farm on the rooftop of the Richmond Cultural Centre, caring for the gardens at Minoru Residences, long term care facility and a dozen seasonal containers on the Steveston boardwalk for Steveston Harbour Authority. We plan to hold an open house inviting Richmond residents to see the work we are doing to beautify the City of Richmond, attract pollinators, introduce native plants, raise fruit trees, shrubs, vegetables and herbs in a small space. We will have demonstrations at each location of proper pruning techniques, healthy soil, sunlight requirements, drought resistant plantings, pollinator plantings, creating beautiful containers, small space gardening, invasive species. We have a very diverse group of members that can communicate in cantonese, mandarin and south asian languages. We would like to have a guest speaker (a garden expert like Brian Minter, for example) at each location to attract folks to attend. We would also hold prize draws and give away educational brochures on best practices in gardening.

Richmond Services Received by Your Organization:

Richmond Cultural Centre provides us with free rent for our meetings in exchange for maintaining the rooftop garden on the 2nd floor.

Basic rental price \$300 x 9 meetings = \$2700

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$7,817.00	\$10,381.00
Total Expenses:	\$8,104.00	\$8,773.00
Annual Surplus or (Deficit):	(\$287.00)	\$1,609.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We were over budget in one of our community projects - Paulik Park. We purchased some plants for the park and held a volunteer appreciation event.

Current Year:

We have increased membership significantly this year. Covid restrictions impacted the value of belonging to garden related organizations. We also were successful in gaining teachers of the green ambassador program from Richmond School Board.

WE held a very successful plant sale in Paulik Park, following all covid protocol selling herbs and vegetable starters in the spring.

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
------	--------	---------------

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$1,500.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$0.00
Photocopying	\$500.00

Parks, Recreation & Community Events 2022
Richmond Garden Club

\$5,000 or Less Single Year
Summary Page 3

Program Materials	\$400.00
Local Travel	\$0.00
Other	400.00

Richmond News and Richmond Sentinel ad.

TOTAL \$3,300.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	David Suzuki Butterflyway Rangers	Amount	\$100
Funder 2 Name	Urban Bounty	Amount	\$100
Funder 3 Name	n/a	Amount	n/a

Amount Your Society will Provide: **\$200.00**

Total Proposed Budget: **\$3,700.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$2,000

Recommendation:

A (single year) grant is recommended to assist with consultant services, supplies, program and newspaper ad expenses for an open house and gardening demonstrations at Paulik Park, Richmond Cultural Centre's urban farm, Minoru Residences gardens and the Steveston Boardwalk.

**Staff Comments /
Conditions:**

None



Grant Application for 2022
Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Richmond Winter Club
Grant Type: Over \$5000 Single Year

Grant Request: \$47,450

Proposal Title: Richmond Winter Club Operating Assistance

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 2,000

Richmond Residents: 1,400

Grant Request Summary:

Richmond Winter Club is requesting assistance for re-start expenses including equipment servicing and repairs, technology upgrades and contracted services (website, online services), administrative salaries and benefits, telephone, photocopier, and related materials.

Richmond Services Received by Your Organization:

Use of city facility (July 2021).

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$242,771.00	\$289,025.00
Total Expenses:	\$376,575.00	\$266,720.00
Annual Surplus or (Deficit):	(\$133,804.00)	\$22,305.00
Accumulated Surplus or (Deficit):	(\$66,789.00)	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Richmond Winter Club has been shuttered since March of 2020, other than a brief 6 week opening last November followed by another forced closure due to public health orders. The deficit reflects the continued necessary costs to operate the facility despite being closed and a loss of over 80% revenue. The City of Richmond acquired our facility in July 2021 so we will see a significant drop in facility expenses which will enable our club to focus on fundamental programming and operations once we are able to re-open in early 2022. Please note that almost half the Current Year revenue is pandemic-related emergency government assistance.

Current Year:

Richmond Winter Club is optimistically forecasting a modest surplus this fiscal year since transferring the facility to the City of Richmond, provided the ice plant replacement project being undertaken by the city completes on schedule and we are able to re-open in late January as planned.

Explanation for Accumulated Surplus or (Deficit):

The Richmond Winter Club deficit is due to a catastrophic chain of events starting with plant upgrades over a three year period which depleted reserve funds and the subsequent coronavirus pandemic forcing a shut-down which eliminated over 80% of "normal" revenue. The club is recovering its deficit and provided our revenue forecasts remain stable we anticipate recovering within three years. We have been working hard with the City of Richmond on strategies to rebuild our operations and regrow curling in Richmond for the long-term.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2021	\$7,000.00	Parks, Rec and Community Events
2020	\$5,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$15,863.00
Consultant Services	\$8,500.00
Volunteer Support (e.g. expenses, recognition)	\$150.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$2,455.00
Supplies	\$500.00
Equipment	\$1,660.00
Photocopying	\$600.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$17,722.00

Start-up costs: equipment servicing/repairs; custodial
 \$11,300

Insurance \$5,422

Advertising \$1,000

TOTAL \$47,450.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Province of BC	\$41,350
Funder 2 Name	Canada	\$40,000
Funder 3 Name	viaSport	\$ 7,500

Amount Your Society will Provide: **\$152,725.00**

Total Proposed Budget: **\$289,025.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation: Not recommended for funding as ongoing club operations and activities that are restricted to or primarily serve the membership of the organization are not eligible for funding under s. 4(v) of the City's 2022 Grant Program Guidelines.

**Staff Comments /
Conditions:** None



**Multi-Year Grant Application for 2022
Parks, Recreation & Community Events Program**

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: Steveston Community Society - Richmond Summer Project

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$39,620

Proposal Title: Richmond Summer Project

Number Served: Richmond Residents:

Grant Request Summary:

Funds contribute to the overall organization and coordinating abilities of the Richmond Summer Project 2022. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners provide equitable summer day camp programs and services to City of Richmond residents. Funds would be distributed between 12 facilities citywide. The City Grant enables low or no cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers. One key component of funds from the City Grant is to hire "Roving Support Leaders." These staff members, paid by the Richmond Summer Project, provide 1 week of support to children who otherwise might not be able to safely and successfully participate in summer day camps and who are not eligible for Ministry funding. This is an integral aspect of the Richmond Summer Project as it provides the opportunity for Richmond families requiring additional support equitable access to any City of Richmond summer day camp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre. In 2021, 300+ staff and volunteers were provided training opportunities to ensure that a consistent message of City initiatives, such as Move for Health, Physical Literacy and Inclusion, are provided to all summer staff and volunteers across Richmond. This training also ensures staff and volunteers had at least 20 hours of relevant training, in order to meet childcare licensing standards. Further, the training provides the opportunity to build cohesion among staff and volunteers – an important component to providing safe, creative and joyful summer day camp experiences for Richmond children. Steveston Community Society is submitting the grant application for Summer 2022 on behalf of the following City of Richmond partners in Parks, Recreation and Community Social Services: Steveston Community Society, Thompson Community Association, East Richmond Community Association, South Arm Community Association, City Centre Community Association, Sea Island Community Association, Hamilton Community Association, West Richmond Community Association, Richmond Nature Park Society, Arts Centre, Arena Services, Britannia Heritage Shipyard Society, and Diversity Services.

Changes that will impact grant use:

Richmond Summer Project requests \$39,620.00 in order to increase our city-wide availability of Roving Support Leaders in 2022. In summer 2021, the Richmond Summer Project was able to fund 360 hours of Roving Support, which supported a number of

children at various centres throughout the summer. Children receiving Roving Support are eligible for 1 week of support each summer. The Richmond Summer Project was also able to provide funds to cover additional staffing costs to centres that brought in additional staff within their own teams to help support children with additional needs when there was no Roving Support Leader available. With increased support from the grant, the Richmond Summer Project would be able to provide 2-3 Roving Support Leaders in 2022, as was funded in summer 2019, enabling the Richmond Summer Project to support more children through the summer have a successful day camp experience. If the Richmond Summer Project was funded to provide 945 hours of Roving Support through the summer, this would enable as many as 27 Richmond children who might not otherwise be able to access summer day camps, the opportunity to participate in a meaningful and inclusive way. Roving Support Leaders are a key component to the Richmond Summer Project being able to continue to offer equitable and inclusive city-wide summer programming.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$237,427.03	\$210,954.00
Total Expenses:	\$194,945.47	\$204,800.43
Annual Surplus or (Deficit):	\$42,481.56	\$6,153.57
Accumulated Surplus or (Deficit):	\$29,217.79	\$16,153.57

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Due to COVID-19, we were limited in the number of services we were able to offer. We had to cut the Roving Support Leader position and outreach programs, which typically uses a large portion of the City grant. We also extended the Summer Administrator position to December in order to maintain the HRDC Canada Summer Jobs Grant extension so extra funds were needed to compensate for this.

Current Year:

Numbers shown are complete to October 15, 2021 and our fiscal year end is December 31, 2021.

Explanation for Accumulated Surplus or (Deficit):

Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funding being received. We also need money to cover the June/July payroll periods for those that are on the Summer Grant as we do not receive HRDC funding until later in the year.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2021	\$24,000.00	Parks, Rec and Community Events
2020	\$32,000.00	Parks, Rec and Community Events
2019	\$35,000.00	Parks, Rec and Community Events

GRANT RECOMMENDATIONS**Recommended****Amount:** \$31,000**Recommendation:**

A (Year 2 of 3) grant is recommended to assist with personnel (Roving Support Leaders) and operating expenses for the organization and coordination of the Richmond Summer Project, which helps numerous community associations and partners provide equitable summer day camp programs and services to residents.

Staff Comments /**Conditions:**

None



Multi-Year Grant Application for 2022 Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: The Sharing Farm Society

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$30,000

Proposal Title: The Sharing Farm Operating Assistance

Number Served: Richmond Residents:

Grant Request Summary:

This City of Richmond grant application will, if approved, enable The Sharing Farm to maintain our impact by growing food to feed low-income Richmond families. The Sharing Farm is run by community members, for community members, and is dedicated to providing fresh, healthy, local and organic produce to our neighbours in need. The Sharing Farm has successfully put fresh vegetables on people's plates since 2002, donating our fresh produce to the Food Bank, Community Meals and other organizations distributing food to vulnerable people.

The pandemic has proven how food security is truly vital and most important of all is access to fresh produce. We will continue our donations to the food bank, as well as a delivery program for 20 low-income families. We will sell produce to 115 families through our Harvest Basket program as well as an additional 250 customers (estimated) who will purchase our produce online and at Kwantlen St Market.

Our target groups include all demographics in Richmond. Between the recipients of our produce, our volunteers and our program attendees, we attract people from children to seniors, from a wide variety of cultural and economic backgrounds.

Goal 1 - A Community Gathering Place. As Covid-19 restrictions lift we aim to bring our programming back to pre pandemic levels including 700+ volunteers a year.. Our volunteers included people with physical and mental difficulties, seniors, students, new Canadians, refugees and many others. We will seek to partner with other community groups such as Richmond Society for Community Living and Minoru Seniors Centre to bring their clients to the the farm for regular volunteer sessions. Goal 2 - Organic Vegetables for Families in Need. To date we have donated 17,500 lbs of produce and there is still a lot of produce in the ground. We will continue our partnership with the BC Muslim Association to deliver weekly vegetable baskets directly to the homes of refugee

and recent immigrant families throughout the growing season. Goal 3 - Educate and Collaborate. The Sharing Farm will start to increase it's in-person educational programs and workshops as covid restrictions ease. Planned programs include school tours, food skills workshops, cob oven community gathering events and possibly, the Richmond Garlic Fest.

Changes that will impact grant use:

N/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$320,158.00	\$238,829.00
Total Expenses:	\$308,714.00	\$261,819.00
Annual Surplus or (Deficit):	\$11,444.00	(\$23,000.00)
Accumulated Surplus or (Deficit):	\$206,921.00	\$183,921.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Better than expected revenues

Current Year:

Close to budget expectations

Explanation for Accumulated Surplus or (Deficit):

20 years of accumulated surplus invested in farm assets plus a small contingency reserve

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2021	\$22,000.00	Parks, Rec and Community Events
2020	\$19,000.00	Parks, Rec and Community Events
2019	\$19,000.00	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$21,000

Recommendation: A (Year 2 of 3) grant is recommended to assist with personnel expenses for education programs, food skills workshops, and to grow fresh, organic produce for low-income Richmond families through its delivery program and donations to the Food Bank, Community Meals, and other charitable organizations.

**Staff Comments /
Conditions:** None



Grant Application Summary for 2022 Parks, Recreation & Community Events Program

6911 No. 3 Road, Richmond, BC V6Y 2C1

Society: The Shia Muslim Community of British Columbia

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Outdoor Social Area

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): October 24, 2021 **End Date (if applicable):** December 24, 2023

Number To Be Served: 500

Richmond Residents: 300

Grant Request Summary:

We are proposing to put a semipermanent outdoor structure with a covering (eg. an open tent) to allow participants and attendees to socialize outdoors. The proposed area would be open on all sides and equipped with outdoor patio heaters, seating and lighting.

The target group would be all members of our congregation, especially the seniors in the community who have been socially isolated due to the pandemic. Prior to the pandemic, all of our programs at Az-Zahraa Islamic Centre involved a social component. The social component typically includes tea (chai) and snacks and sometimes a full meal. The socialization allows for much needed connection amongst the congregation. In the past we have used the indoor spaces for such social events, but due to the pandemic we have limited indoor meal/snack services due to safety reasons. Instead we have used some of the outdoor spaces. As we enter the wet winter months this is becoming increasingly difficult to do and hence the need for an outdoor open structure that is being proposed.

Richmond Services Received by Your Organization:

We get property tax relief due to farming on the property. Approximate value 10K/year.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$532,884.00	\$438,949.00
Total Expenses:	\$519,181.00	\$434,429.00
Annual Surplus or (Deficit):	\$13,703.00	\$4,520.00
Accumulated Surplus or (Deficit):	\$0.00	\$18,223.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Please note that the budget used in the numbers above are for the Centre fund only as that is where we have the need for the grant monies. We also have a school fund which is run separately as can be seen in the attached audited statements. Also the above numbers do not include amortization.

In 2020 we had a surplus due to the centre being closed due to Covid and us saving on expenses such as utilities etc.

Current Year:

When the current years budget was approved many months ago, we were expecting a short surplus as can be seen by the numbers presented, however with enhanced cleaning protocols and other Covid related expenses we may use up that surplus quite quickly. It is also more difficult to collect donations when the entire membership is not present at the centre.

Explanation for Accumulated Surplus or (Deficit):

We plan to use any surplus remaining for jump start our programs and to contribute to our rejuvenation plan set out by the leadership. This grant will enable us to have more options when it comes to social programming.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
------	--------	---------------

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$500.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$3,000.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00

Other		\$0.00
	TOTAL	<u>\$5,000.00</u>
Financial Assistance from Other Sources (if applicable)		
Funder 1 Name	Donations sought from membership	Amount \$5000.00
Funder 2 Name		Amount \$0.00
Funder 3 Name		Amount \$0.00
Amount Your Society will Provide:		<u>\$5,000.00</u>
Total Proposed Budget:		<u>\$15,000.00</u>

GRANT RECOMMENDATIONS

Recommended

Amount: \$0

Recommendation:

Not recommended for funding as the proposed outdoor structure is restricted to or primarily for use by its members (not eligible for funding under s. 4(v) of the City's 2022 Grant Program Guidelines). Building construction is also not eligible for grant funding.

Staff Comments / Conditions:


None

2022 Parks, Recreation and Community Events Grants – Application Scoring Criteria

Scoring		
	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Eligibility		
1	The applicant is a non-profit society and its Board of Directors approved the grant application.	
2	The applicant is requesting a grant for: <ul style="list-style-type: none"> • operating assistance; • a community service program or project for Richmond residents; or • a neighbourhood or community-based event for Richmond residents. 	
3	The applicant has not received another grant from the City this year for the proposed project or service.	
4	If the applicant received a grant last year, it <ul style="list-style-type: none"> • submitted a grant use report; and • used the full grant amount for the stated purpose or returned the remaining funds to the City. 	
5	If the applicant applied for multi-year grant, the current application is for the same purpose as previous years.	

		<i>Scoring</i>									
		0 <i>No Answer</i>	1 <i>Strongly Disagree</i>	2	3 <i>Somewhat Disagree</i>	4	5 <i>Neutral</i>	6	7 <i>Somewhat Agree</i>	8	9 <i>Strongly Agree</i>
Applicant											
6	The applicant has a reputation for: • high quality; • credible; • efficient; • effective; and • stable; operations and programs (e.g. accreditation, licenses).										
7	The applicant demonstrates efficiency and effectiveness.										
8	The applicant has sufficient organizational capacity to deliver the proposed project or service.										
9	The applicant is self-sufficient and does not rely largely on City funding, assistance, programs or services for its operations.										

<div style="text-align: center;"> Scoring </div>		
Impact on Community and Engagement		
10	The grant will be used to improve quality of life for Richmond residents, build community or improve the applicant's organizational capacity.	
11	The proposed project or service: <ul style="list-style-type: none"> • is inclusive; and • will reach a large number of Richmond residents or a vulnerable population. 	
12	Primarily Richmond residents will be served.	
13	There is a demonstrated community need for the proposed project or service.	
14	The proposed project or service is unique (a similar project or service is not currently offered).	
15	The proposed project or service will engage a large number of volunteers.	
16	Partnerships and/or collaborative relationships with other organizations have been established.	
Financials		
17	The applicant submitted: <ul style="list-style-type: none"> • financial statements; • an operating budget for the current fiscal year; and • a budget for the proposed project or service. 	
18	The applicant has sought funding from sources other than the City for the proposed project or service.	
19	The applicant requires financial assistance to implement the proposed project or service.	
20	The applicant is working towards not being dependent on City funding or assistance for the project or service.	
21	The budget is reasonable and realistic for the proposed project or service.	
22	The applicant applied the "user pay" principle where appropriate.	

<div style="text-align: center;"> Scoring  </div>		
Quality of Application		
23	The application is complete and provides detailed explanations.	
24	Information is presented in a clear, coherent and convincing manner.	

City of Richmond

2022 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

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1. Overview

(i) City Grant Policy

- City Grant Programs are governed by the City Grant Policy (attached).
- These Guidelines pertain to the following City Grant Programs:
 - Health, Social & Safety
 - Parks, Recreation and Community Events
- Separate programs exist for Arts and Culture and Child Care grants. Please see the City website (www.richmond.ca/citygrants) for information about these programs.

(ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well-managed community in Canada".

(iii) Principles

- Support the City's Corporate Vision
- Support non-profit organizations
- Benefit Richmond residents
- Maximize program benefits
- Promote volunteerism
- Build partnerships
- Increase community capacity
- Cost sharing and cost effectiveness
- Enhance but not sustain programs and services
- Promote user-pay when applicable
- Innovation.

(iv) Goal

The goal of these Programs is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

(v) Objectives

- To assist Council to facilitate the Council Strategic Plan
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs
- To assist primarily Richmond-based community groups to provide beneficial programs to residents
- To build community and organizational capacity to deliver programs
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

2. Program Funding

(i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council
- The amount allocated to the Programs will be based on overall City corporate priorities.

(ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of both programs
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Statistics for the previous year
- Finance Division of the City of Richmond will determine the amount annually and add it to the base funding.

(iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are deposited to the City's Grant Provision Account.

3. Definitions

To clarify terms for applicants, reviewers and Council, the following are defined:

Partnership: A relationship between organizations that have a joint interest and which is characterized by mutual cooperation and responsibility, often for the achievement of a specified goal. This may be a formal relationship defined by written agreement outlining the contributions and expectations of each partner, or an informal relationship dependent on the goodwill of the partners involved with a particular project, issue or initiative.

Duplication: Two or more agencies offering the same service and/or program for the same target population during the same hours. Duplication may be desirable when a single agency does not have the capacity to meet the demand for service.

School (public and private) based programs: "School (public and private) based programs" are those funded, offered or initiated through regular fiscal, operational, curricular, extra-curricular and social activities of a school or a school district.

Community based programs in schools: "Community-based programs" offered in public and private schools or on school grounds are those that do not meet the definition of "school-based" and primarily benefit the larger community, rather than the school itself, the school district, or its students.

Organizations seeking funding for community-based programs in schools or on school grounds must provide a statement from the School Principal or the School District that the proposed use is approved of and will be accommodated, should funding be received.

4. Eligibility

(i) Who is Eligible

- Only registered non-profit societies (society incorporation number must be provided)
- The Society's Board of Directors must approve of the application being submitted.

(ii) Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post-secondary educational institutions, or societies seeking funding for school-based programs (see Definitions, p. 5)
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships).
- Other, as determined by Council.

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

1. **Operating Assistance**
Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent, and administrative salaries
2. **Community Service**
Specific programs or projects to deliver services to Richmond residents
3. **Community Event**
Neighbourhood or community-based events to enhance quality of life for Richmond residents

(iv) Items Eligible For Funding

Items eligible for funding are those required to directly deliver the project, including regular operating expenses or program/project specific expenses, including:

- Professional and administrative salaries and benefits
- Consultant services to deliver the project
- Office rent
- Supplies
- Equipment
- Rentals (e.g., vehicles, equipment, and maintenance)
- Heat
- Light
- Telephone
- Photocopying
- Materials.

(v) Items Not Eligible For Funding

The following items will not be funded:

- Debt retirement
- Land and land improvements
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups or individuals
- Political activities including:
 - Promoting or serving a political party or organization
 - Lobbying of a political party, or for a political cause
- Activities that are restricted to or primarily serve the membership of the organization, unless membership is open to a wide sector of the community (e.g., women, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need
- Expenses that are the responsibility of other government programs or entities
- Fund-raising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums or conferences
- Public and private school-based programs (see Definitions)
- Child care purposes (the City has a separate Child Care Grant Program, see www.richmond.ca)
- Travel costs outside the Lower Mainland
- Other.

(vi) Grant Limitations

- Due to limited funds, applicants may receive only one grant per year
- Grant allocations are partially dependent on the annual budget
- Not all applicants meeting the Program requirements will necessarily receive a grant
- Based on the number of applications, groups may not receive the full grant that they request, but only a portion of it
- Grants are not to be regarded as an entitlement
- Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

- Primarily Richmond residents will be served
- Funding from sources other than the City and the applicant have been sought
- Partnerships and/ or collaborative relationships with other organizations to strengthen the proposal have been established.

(ii) Assessment Considerations

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability
- Sufficient organizational capacity to deliver the proposed service
- Demonstrated community need for the proposed service
- Financial need to implement the proposal
- The number of Richmond residents to be served
- Benefits to individuals, families, organizations and the community at large
- The role and number of volunteers
- Uniqueness of service
- More than one external funding source sought
- Partnership roles, and collaborative relationships and community interaction
- Value of other City programs, services and financial assistance provided
- Evaluation results
- Completeness of application - all documents provided and all questions answered
- Quality of application - thorough, clear and convincing presentation of information and rationale
- Other.

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

- Rely only on City and applicant funding
- Risk the applicant becoming dependant on City grants
- Demonstrate insufficient partnering or collaboration
- Unnecessarily duplicate existing services
- Are incomplete, unclear or unconvincing
- Other.

(iv) Financial Statements

Applicants must submit:

- Audited Financial Statements, including a Balance Sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors OR one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
 - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
 - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget
- Grant proposal budget.

(v) User Pay Principle

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program, or project pay some of the cost).

(vi) Multi-Year Funding Criteria

- Applicants receiving City Grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.
- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

6. The Grant Review Process

(i) The Grant Review Process

There is one intake period per year. Please see the City website for dates (www.richmond.ca). The following Grant Review stages will be followed (see sections below for further information):

1. Applications submitted by deadline
2. Staff review applications
3. Staff prepare recommendations
4. Council reviews recommendations and make final decisions
5. Grants distributed
6. Recipients report on grant use.

(ii) Program Guidelines and Web-based Application

Program Guidelines and access to the web-based application system will be posted on the City website (www.richmond.ca/citygrants).

- These Guidelines apply to the Health, Social & Safety and Parks, Recreation and Community Events Grant Programs
- A simplified application is available for minor requests (\$5,000 or less), or year 2 or 3 of a multi-year funding cycle (see Multi-Year Funding Criteria, p. 6)
- A longer application is required of applicants requesting over \$5,000, or wishing to be recommended for a three-year funding cycle.

(iii) Application Deadline

The deadline for submitting City grant applications will be determined annually. Please see the City website (www.richmond.ca/citygrants) for dates.

(iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from Grant Program budgets for that application year.

(v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration.

- Application reviews are led by staff in the respective divisions:
 - Health, Social and Safety (Community Social Development)
 - Parks, Recreation and Community Events (Parks and Recreation)
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no such information will be provided until the staff report is posted on the City website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

(vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum 5 minutes) presentation.
- Recommendations are then either forwarded to the next City Council Meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

7. Awarding of Grants

(i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council Meeting, attendees will have the opportunity to make a brief presentation (maximum 5 minutes) at the beginning of the meeting.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

(ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the Grant, a brief explanation of increase, decrease or denial if applicable, and to contact staff if further information is required.

(iii) Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or, if applying again, include with the new application.
- Mid-year progress and financial reports may be requested from those seeking annual grants.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

(iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

(v) No Appeal

There is no appeal to Council's decision, due to the high number of applications for limited funding, and as applicants may apply again the following year.

8. Further Information

For further information regarding the Health, Social & Safety and the Parks, Recreation & Community Events Grant Programs, please see the City website at www.richmond.ca/citygrants or contact the Community Services Department at 604-276-4000.

**City Grant Policy**

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710) and Child Care Development Policy, including Child Care Grants (4017).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
 - Health, Social and Safety (Community Social Services)
 - Arts and Culture (Arts, Culture and Heritage)
 - Parks, Recreation and Community Events (Parks and Recreation).
2. Casino funding will be used to create three separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the three City Grant Programs will receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture and Parks and Recreation, will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's Corporate Vision, Council Term Goals and adopted Strategies. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of two streams of grant requests, (1) \$5,000 or less and (2) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less.
7. Only registered non-profit societies governed by a volunteer Board of Directors, requesting funding to serve primarily Richmond residents, are eligible.
8. Applicants may receive only one grant per year.
9. Applicants receiving City Grants for a minimum of the five most recent consecutive years will have the option of applying for a maximum three-year funding cycle.
10. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
11. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.