



To: General Purposes Committee **Date:** January 16, 2018
From: Serena Lusk **File:** 11-7000-01/2018-Vol
 Interim Director, Parks & Recreation 01
Re: 2018 Parks, Recreation and Community Events Grants

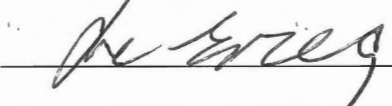
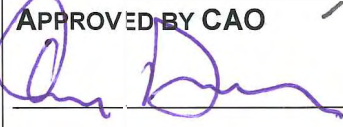
Staff Recommendation

That:

1. The 2018 Parks, Recreation and Community Events Grants be allocated, and cheques disbursed for a total of \$106,600, as identified in Attachment 1 of the staff report titled "2018 Parks, Recreation and Community Events Grants," dated January 16, 2018, from the Interim Director, Parks and Recreation.
2. The Sharing Farm be approved for the first year of a three-year funding cycle.
3. Steveston Community Society – Richmond Summer Project be approved for the first year of a three-year funding cycle.

Serena Lusk
 Interim Director, Parks & Recreation
 (604-233-3344)

Att. 4

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

Staff Report

Origin

City Council has the authority to provide financial assistance to community organizations under the Local Government Act (British Columbia).

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.2. *Effective social service networks.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

This report provides information and recommendations pertaining to the Parks, Recreation and Community Events Grant Program.

Findings of Fact

2018 Parks, Recreation and Community Events Grants Budget

The 2018 Parks, Recreation and Community Events Grants budget is \$108,235. This includes a 2.1 per cent cost of living increase over the 2017 budget as per the City Grant Policy 3712.

Notice Given and Applications Received

On October 10, 2017, notices were placed on the City Page and the City website, advising the public that applications were being accepted for the 2018 City Grant Programs until November 20, 2017. A link to the City website was included, which provided access to the online application system and reference materials, including a Grant Application User Guide and the 2018 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 4). Previous award applicants were also directly notified that the system was open for submissions. This is the fifth year that the City has employed a web-based system to facilitate a more efficient and effective application process.

In the Parks, Recreation and Community Events category, a total of 15 applications were received for a total request of \$257,482.51. A table outlining the 2018 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant applicant, generated directly from information submitted via the online application system, are provided in Attachment 2, along with staff comments and recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

As per the 2018 Grant Program Guidelines for Parks, Recreation and Community Events, a proposal must demonstrate that it primarily serves Richmond residents, to be considered eligible. Although some applicants serve wider geographic areas, the majority of requests received were to support operations and programs that primarily serve Richmond residents.

Application Submission Deadline

The application submission deadline for all City Grant Programs was November 20, 2017. All the applications in the Parks, Recreation and Community Events category were received prior to the deadline. City Grant Policy 3712 indicates that late applications will not be accepted and the online application system 'closes' the ability to apply after the deadline.

New Applications

There were two new applications in the Parks, Recreation and Community Events category:

- WEqual Foundation; and
- Kajaks Track & Field Club.

Hamilton Community Association, a previous recipient of a 2014 Parks, Recreation and Community Events grant and WildResearch Society, a previous recipient of a 2016 Parks, Recreation and Community Events grant both submitted an application for a 2018 Parks, Recreation and Community Events grant.

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of eight staff members from the Community Services Division, reviewed the applications against a set of 23 criteria that was developed based on the 2018 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 3). Each application was systematically evaluated on five dichotomous (yes/no) questions regarding grant eligibility, and 18 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 and financials and the quality of its application.

To ensure neutrality, each application was independently assessed by a minimum of three committee members to form a preliminary evaluation based on the mean scores. Each application was then evaluated by the committee as a whole to reach a consensus on a final score, which was used to collectively determine a recommendation on funding.

Analysis**Parks, Recreation and Community Events Grants: 2015-2017 Application History and 2018 Recommendations**

Table 1: Number of applications, allocations and recommendations:

2015-2017 Applications, Allocations and Recommendations*				2018 Recommendations
	2015	2016	2017	2018
Total number of applications	10	15	14	15
New applicants	0	5	2	2
Late applications	0	0	0	0
Grants denied (did not meet criteria)	0	2	3	2
Partial amount of request recommended	10	13	11	13
Full amount of request recommended	0	0	0	0
Minor request (\$5000 or less)	4	4	6	7
Total amount requested	\$147,595	\$210,974.22	\$252,466.60	\$257,482.51
Total budget	\$101,494	\$103,828.00	\$106,008.00	\$108,235.00
Total Parks, Recreation and Community Events Grant funds allocated	\$99,750	\$100,700.00	\$103,250.00	\$106,600.00

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

Thirteen out of 15 applicants are recommended for partial funding. The principal reasons for partial funding are:

1. The City supports, but is not a primary funder of, non-profit organizations whose main sources of support include federal and provincial governments, BC Direct Access Gaming, foundations, endowments, donations, and fundraising efforts; and
2. As the total amount requested exceeds the recommended City Grant budget, providing partial assistance to multiple applications is considered preferable to providing full assistance to a few.

Other reasons for recommending partial funding include, but are not limited to, the following:

- Other funding partners have not been sought;
- Ineligible funding purpose;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- Uncommitted, substantial surplus;
- Fee-based (user pay) budget should be used;
- City provides other forms of support to the organization; and
- Quality, including completeness, of the application.

The Parks, Recreation and Community Events Grant Review Committee recommends that the following two applicants not be awarded a Parks, Recreation and Community Events grant:

1. Canadian Association of Russian Jews; and
2. WEqual Foundation.

The Canadian Association of Russian Jews is not recommended to receive a 2018 Parks, Recreation and Community Events grant due to insufficient information about the applicant and the proposed event, lack of demonstrated organizational efficiency, effectiveness and stability, lack of partnerships and insufficient community benefit demonstrated. The applicant also scored low on its overall grant application.

WEqual Foundation was not recommended for a 2018 Parks, Recreation and Community Events grant due to offering services which are currently available at Richmond community centres, not providing sufficient detail in their application about their organization and not demonstrating any strong partnerships or how their organization contributes to community building. Overall, WEqual scored low on its grant application due to a lack of clarity, completeness and quality in the application submission.

Minor/Major Grant Requests

There are two streams of applications: one for minor (\$5,000 or less), and one for major (over \$5,000) grant requests. Although both grant types require financial documents and signatures, a minor grant application requires fewer sections to be completed. The full application form is required for major grants or multi-year funding cycle requests.

In the Parks, Recreation and Community Events category, seven organizations applied for minor grants of \$5,000 or less:

1. Canadian Association of Russian Jews;
2. East Richmond Community Association;
3. Hamilton Community Association;
4. Kajaks Track & Field Club;
5. Richmond Museum Society;
6. Sea Island Community Association; and
7. WEqual Foundation.

Multi-Year Funding Request

City Grant Policy 3712, which was adopted in 2011, allows applicants whom have received City Grants for the same purpose for a minimum of the five most recent consecutive years, the option of applying for a maximum three-year funding cycle. In the first year of a cycle, the full application form is required. For the following two years, the applicant is required to complete fewer questions, but must submit the required documents and signatures with each application. For each three-year cycle, grants are recommended, rather than assured. Council reviews recommendations to fund each subsequent year of a cycle.

Four organizations applied for multi-year funding:

1. The Sharing Farm Society;
2. Sea Island Community Association;
3. Steveston Community Society – Richmond Summer Project; and
4. WildResearch Society.

The Sharing Farm Society has applied for multi-year funding, and is eligible as it meets the criteria for the first year of a three-year cycle. It is recommended that The Sharing Farm Society be approved for the first year of a multi-year funding cycle.

Sea Island Community Association applied for multi-year funding, but is ineligible as it submitted an abridged (minor) application form instead of a full (major) application form for the first year. It is recommended that Sea Island Community Association not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application.

Steveston Community Society – Richmond Summer Project, which applied for and met the criteria for multi-year funding in 2015, completed the final year of a three-year cycle last year in 2017. This year the organization has applied for the first year of another three-year cycle. It is recommended that Steveston Community Society – Richmond Summer Project be approved for the first year of a multi-year funding cycle.

WildResearch Society applied for multi-year funding, but is ineligible as it has only applied for City Grants for the same purpose for the past two consecutive years and was not successful in being approved for funding one of those years. It is recommended that WildResearch Society not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application.

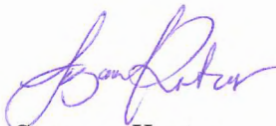
Financial Impact

The 2018 Parks, Recreation and Community Events Grant budget is \$108,235. A total of \$106,600 is recommended for disbursement (Attachment 1).

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 livable community.

Staff recommends that 2018 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Suzanna Kaptur
Research Planner 2
(604-233-3321)

- Att. 1: 2018 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2018 Parks, Recreation and Community Events Grants – Application Summary Sheets
- 3: 2018 Parks, Recreation and Community Events Grants – Application Scoring Criteria
- 4: 2018 Grant Program Guidelines

2018 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
Applicant Name	2017 GRANT	2018 REQUEST	2018 RECOM.	MULTI YEAR RECOM.	COMMENT SUMMARY	SEE ATT 2 PAGE NO.
Canadian Association of Russian Jews	N/A	\$ 5,000.00	\$ -	N/A	Cultural events (concerts) organized by the Canadian Association of Russian Jews.	1
East Richmond Community Association	N/A	\$ 1,500.00	\$ 950.00	Single Year	The funding is needed to support three events at King George Park in the Summer of 2018.	4
Hamilton Community Association	N/A	\$ 3,800.00	\$ 850.00	Single Year	The funding is needed to support the Hamilton Night Out event, which celebrates Richmond's distinct and vibrant cultural diversity.	7
Kajaks Track & Field Club	N/A	\$ 5,000.00	\$ 1,000.00	Single Year	The funding is needed to support personnel salaries and benefits.	11
Kidsport - Richmond Chapter	\$20,758.00	\$ 25,000.00	\$ 21,800.00	Single Year	Subsidizes costs for organized sport experiences for low-income children who may not otherwise be able to participate.	14
Richmond Agricultural and Industrial Society	\$ 7,150.00	\$ 55,600.00	\$ 7,500.00	Single Year	Steveston Salmon Festival, including children and youth festivals, cultural displays and demos, entertainment, food vendors, and trade and art shows.	17
Richmond Chinese Community Society	\$ 1,800.00	\$ 10,800.00	\$ 1,850.00	Single Year	To support the organization in providing updated equipment such as computers, printers and TV monitors for their workshops and programs which are in great demand by their members of all ages.	20
Richmond Fitness and Wellness Association	\$ 11,500.00	\$ 18,000.00	\$ 11,800.00	Single Year	Facilitate free walking programs/opportunities in Richmond.	23
Richmond Food Security Society	\$ 9,800.00	\$ 16,500.00	\$ 10,000.00	Single Year	Core operations, including Community Gardens, Seed Library, Fruit Recovery, Stir It Up Youth Community Kitchen, Get Rooted Youth Leadership, Local Food Guide, events and research.	26
Richmond Museum Society	\$ 1,500.00	\$ 5,000.00	\$ 1,550.00	Single Year	Volunteer support, program materials, promotion expenses and local artist/musician fees for Doors Open Richmond.	30
Sea Island Community Association	\$ 750.00	\$ 1,000.00	\$ 800.00	Single Year	To support the Burkeville Daze 2018 event.	34
Steveston Community Society - Richmond Summer Project	\$ 27,500.00	\$ 50,000.00	\$ 27,500.00	Multi Year - Year 1	Wages for City Summer day camp administrator and 1-3 Roving Leaders.	37
Sharing Farm Society	\$ 18,000.00	\$ 30,000.00	\$ 19,000.00	Multi Year - Year 1	To support The Sharing Farm in maintaining their impact by growing food to feed low-income Richmond families. Personnel salaries and supplies related to the applicant's core operations.	40
WEEqual Foundation	N/A	\$ 5,000.00	\$ -	N/A	The organization's goal is to advance badminton access to Richmond residents, through promoting badminton as a backyard sport.	43
WildResearch Society	N/A	\$ 25,282.51	\$ 2,000.00	Single Year	To support WildResearch's mission to build, train, and educate a community that contributes to conservation science. Also, to support WildResearch in connecting Richmond residents to nature.	46
Totals	\$ 98,758.00	\$ 257,482.51	\$ 106,600.00			
2018 PRCE Grant Budget		\$ 108,235.00	\$ 108,235.00			
Remaining Funds		-\$ 149,247.51	\$ 1,635.00			



**Grant Application Summary for 2018
Parks, Recreation & Community Events Program**

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

Society: Canadian Association of Russian Jews

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

Grant Request: \$5,000

Proposal Title: Grant for CARJ activities for Richmond residents

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): February 3, 2018 **End Date (if applicable):** June 23, 2018

Number To Be Served: 550

Richmond Residents: 300

Grant Request Summary:

1) Feb 3, 2018 "Stars of the Jewish Culture" concert at the Gateway Theater dedicated to 70th anniversary of the independence of the State of Israel. We will have both local talent (singers and musicians) as well as some international guest performers from Israel, USA, Russia and Ukraine. We hope to give members of Richmond's Jewish community a memorable gathering and celebration, and to invite the greater community to share in this too. The idea behind this production is to help promote world peace and encourage a better understanding and acceptance of all cultures.

2) Children's talent show - June 2018. The timing of this is designed to coincide with the end of the school-year for both High school and Elementary. To be held at the Scottish Cultural Center (in Marpole, Vancouver) conveniently located just over the bridge from Richmond. The idea is to showcase various talents of kids of various ages.

Richmond Services Received by Your Organization:

Gateway theater and the Scottish cultural center are providing us with their non-profit organization rental rate

FINANCIAL INFORMATION

Your Society's Budget:

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

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Last set of statements is for 2015. There has been no activity in 2016

Current Year:

No activity in 2017

Explanation for Accumulated Surplus or (Deficit):

NA

MOST RECENT PREVIOUS GRANT(S) (if applicable)

N/A

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$800.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$3,600.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$300.00
Gifts for performers	
	TOTAL
	<u>\$5,000.00</u>

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:** \$0

Recommendation:

**Staff Comments /
Conditions:**

**Grant Application Summary for 2018
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: \$1,500
Proposal Title: Summer Fun Nights 2016
Grant Purpose: Community Service / Program / Event - One-time Activity

Start Date (if applicable): July 26, 2016 **End Date (if applicable):** August 16, 2016

Number To Be Served: 1400
Richmond Residents: 1000

Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to its sixth annual Summer Fun Nights series in the Summer of 2016. The event series will run for four consecutive Tuesday evenings: July 26, August 2, 9 and 16 (Outdoor Movie Night). At these events guests will have a relaxing and fun summer experience that includes family activities and games, program demonstrations, community booths, and participatory entertainment. One night is dedicated to showing a free outdoor movie. On this evening the community will come together to enjoy G-rated film under a twinkling canopy of stars. The Summer Fun Nights series is an entertaining and easy-going event series where community members can connect in an activity-filled outdoor environment. Our Summer Sun Nights series is an excellent example of the community celebrating the many people that make up this diverse neighbourhood. This event provides the community with the opportunity to learn more about their Community Centre and how they can become involved within their community. An affordable and inclusive event, it is attended by a broad cross-section of Richmond residents though the majority will be from East Richmond. It provides a fun, interactive, social and educational experience. Summer Fun Nights promotes partnerships with businesses in East Richmond and strengthens the partnership between ERCA and HJ Cambie Secondary, whose Recreation Leadership group regularly volunteer their time to organize and run the games and activities. These youth will build on their developmental assets through teamwork, constructive use of time, planning and decision making.

Richmond Services Received by Your Organization:

Subsidized space, heat and light, Community Centre staffing, maintenance on a percentage basis w/City of Richmond and Richmond School District. Estimated value \$756700.00

FINANCIAL INFORMATION**Your Society's Budget:**

Parks, Recreation & Community Events 2018
East Richmond Community Association

ATTACHMENT 2
\$5,000 or Less Single Year
Summary Page 2

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$924,270.53	\$963,497.87
Total Expenses:	\$913,642.99	\$922,826.68
Annual Surplus or (Deficit):	\$10,627.95	\$40,671.19
Accumulated Surplus or (Deficit):	\$54,021.23	\$94,683.32

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Program registration increased over what was projected.

Current Year:

A decrease in expenses with an increase in registration in some areas. With the surplus ERCA will continue offering programs to its community at low/no cost

Explanation for Accumulated Surplus or (Deficit):

For projects and community initiatives in progress

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$2,384.00	Child Care Capital Grant
2016	\$750.00	Parks, Rec and Community Events
2015	\$500.00	Parks, Rec and Community Events
2014	\$500.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$2,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$250.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,660.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$3,850.00

Fees (SOCAN, Re:sound,insurance) = \$625

**Parks, Recreation & Community Events 2018
East Richmond Community Association**

ATTACHMENT 2
**\$5,000 or Less Single Year
Summary Page 3**

Entertainment = \$400

Promotions = \$675 Movie = \$2150

TOTAL \$7,760.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Church's Chicken	Amount	3000
Funder 2 Name	Volendam Automotive	Amount	300
Funder 3 Name	Richmond Funeral Home	Amount	200

Amount Your Society will Provide: \$5,200.00

Total Proposed Budget: \$7,500.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$950

Recommendation:

**Staff Comments /
Conditions:**

**Grant Application Summary for 2018
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:** \$3,800**Proposal Title:** Hamilton Night Out**Grant Purpose:** Community Service / Program / Event - One-time Activity**Start Date (if applicable):** January 2, 2018 **End Date (if applicable):** June 22, 2018**Number To Be Served:** 1500**Richmond Residents:** 1400**Grant Request Summary:**

Hamilton Night Out celebrates Richmond's distinct and vibrant cultural diversity. Each year Hamilton Community Association partners with local organizations and brings together families from different ethnic backgrounds in a fun safe environment that encourages community building. For 2018, we are ready to build and engage more of the community by adding to the event and advertising more effectively to the community.

New items: (Total cost \$5,000)

- Social media advertising plan \$300
- Stage \$1,200
- Entertainment by local Richmond and Lower Mainland artists \$1,500
- Interactive sports game \$2,000

The aim of the project is to:

- 1) Increase attendance
- 2) Expand the current event
- 3) Add more value to attendees
- 4) Increase engagement with youth, young adult and senior demographics

5) Add more value to corporate sponsors

Richmond Services Received by Your Organization:

We recently put in a request with Richmond Community Foundation for a grant of \$5,000. We have been approved for \$1500 towards this event. We are seeking additional funds from the City of Richmond to execute our plans for further growth and engagement.

In the past, we have not had an advertising budget for Hamilton Night Out. In 2018, we will implement a strategic marketing plan on social media. We will create a Facebook event and boost the event page with a \$300 budget, two months prior to the event. We will also regularly post in the Facebook event page to increase engagement throughout the peak advertising period (2 months prior to event). We will target Richmond residences that are not currently engaged with Hamilton Community Association online.

A small strategic placement of marketing budget will allow us to reach approximately 6,500 – 17,000 potential attendees that have not hear about Hamilton Night Out. This plan will lead to a growth in our attendance from 700-800 attendees to 1500 attendees.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$613,195.78	\$636,358.20
Total Expenses:	\$611,441.83	\$634,940.20
Annual Surplus or (Deficit):	\$1,753.95	\$1,418.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2016

Current Year:

2017

Explanation for Accumulated Surplus or (Deficit):

We accumulate very little surplus each year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2014	\$500.00	Parks, Rec and Community Events
2013	\$20,000.00	Child Care Capital
2013	\$1,000.00	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
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	3800.00

Social media advertising
<ul style="list-style-type: none"> • Social media advertising plan \$300 • Entertainment by local Richmond and Lower Mainland artists \$1,500 • Interactive sports game \$2,000

TOTAL **\$3,800.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Richmond Community Foundation	Amount	1500.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

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

Total Proposed Budget: **\$5,300.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$850

Recommendation:

**Staff Comments /
Conditions:**



**Grant Application Summary for 2018
Parks, Recreation & Community Events Program**

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

Society: Kajaks Track & Field Club
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Coaching Assistance
Grant Purpose: Operating Assistance

Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 205
Richmond Residents: 195

Grant Request Summary:

The Kajaks Club has been a long standing athletic club in Richmond. In the process of rebuilding the club and providing appropriate levels of coaching to our athlete members, we require additional funds to support our other fundraising and membership fees. Solely raising fees will put too much financial pressure on athlete families. Additional coaching will eventually allow membership levels to rise as the Club has been at capacity for many years.

Richmond Services Received by Your Organization:

use of the Clement Track and Collier Throwing Centre, value unknown.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$151,289.00	\$177,950.00
Total Expenses:	\$132,808.00	\$189,220.00
Annual Surplus or (Deficit):	\$18,481.00	(\$11,270.00)
Accumulated Surplus or (Deficit):	\$46,350.00	\$35,080.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus was generated as equipment purchases were delayed pending financial results for the year, and coaching was understaffed.

Current Year:

A deficit was budgeted as coaching honorariums increased as required to maintain an adequate level of coaches.

Explanation for Accumulated Surplus or (Deficit):

Parks, Recreation & Community Events 2018
Kajaks Track & Field Club

ATTACHMENT 2
\$5,000 or Less Single Year
Summary Page 2

Roughly \$30,000 is targeted as the accumulated surplus to fund operations through the year. Kajaks does not have lines of credit or the ability to fund cash shortfalls.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

N/A

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$5,000.00
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	\$0.00
Other	\$0.00
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Province of BC Community Gaming Grant	Amount	12700
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$42,020.00**

Total Proposed Budget: **\$59,720.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$1,000

Recommendation: Recommended for single year funding.

Staff Comments /
Conditions:

None

**Grant Application for 2018****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™ Grant****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 300****Richmond Residents: 300****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 \$500/applicant/year may be granted, can be applied only to registration fees during the season the sport is in session. Many Chapters of KidSport in the Province of BC provide grants of \$400 and \$500 per child per year. We currently fully fund more than 75% 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.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$55,958.00	\$121,000.00
Total Expenses:	\$81,495.00	\$98,000.00
Annual Surplus or (Deficit):	(\$25,537.00)	\$23,000.00
Accumulated Surplus or (Deficit):	\$26,958.00	\$49,958.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In 2016 there was no transfer of money from the KidSport Fundraising Banquet. So that we could decrease the surplus.

Current Year:

The accumulated surplus from 2016 has combined with the 2017 projected surplus to give Kidsport a accumulated surplus of \$50,000. Part of this surplus can be accounted for from one time donations such as: Mayor Brodie's fundraising dinner (\$13,500), CreosPenser Foundations \$2,500, 5C Golf Tournament was \$2,500 more that projected, \$5,500 one time donation from Richmond FC Stoke Soccer Clinic, \$2,500 from Source Office Furniture and Columbia Chrysler of \$3,500. .

An accumulated surplus from 2016 was applied to 2017 to allow a disbursements without entering a deficit situation. Surplus decreased by \$23,000 in 2017. More income in 2017 so we spent surplus from the previous year.

In 2016 there was a surplus of \$26,092.00. We raised more money than expected. As of November 2017, we currently have 25 outstanding cheques worth \$19,000 to various community sport groups. In June of 2016 we increased our maximum grants per child from \$350 to \$500 per year to assist children from financially challenged families in Richmond. consequently per child grants have increased significantly over previous years.

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 or are guaranteed annually. This way we always have sufficient financial resources to fund approved applications each month and not having to wait for needed grants or donations. At the end of 2017, KidSport Richmond will have a liability of approximately \$25,000 in outstanding cheques that were issued in 2017 but will be cashed in 2018.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$20,758	Parks, Rec and Community Events
2016	\$19,000	Parks, Rec and Community Events
2015	\$16,500	Parks, Rec and Community Events
2014	\$11,000	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
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 \$500) for needy 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	Coast Capital Savings Credit Union Community Investment Fund	\$5,000
Funder 2 Name	BC Government	\$5,000
Funder 3 Name	Hamber Foundation	\$4,000

Amount Your Society will Provide: **\$27,750.00**

Total Proposed Budget: **\$93,350.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$21,800

Recommendation: Recommended for single year funding.

Staff Comments / Conditions: None



Grant Application for 2018

Parks, Recreation & Community Events Program

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

Society: Richmond Agricultural and Industrial Society
Grant Type: Over \$5000 Single Year
Grant Request: \$55,600
Proposal Title: 73rd Annual Steveston Salmon Festival
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): 7/1/2018 **End Date (if applicable):** 7/1/2018
Number To Be Served: 100000
Richmond Residents: 30000

Grant Request Summary:

Steveston Salmon Festival is Richmond's largest annual community event and "Canada's biggest little birthday party since 1945"; target groups: all members of the community and surrounding municipalities; community benefit: local/regional tourism; immeasurable economic benefits; celebration of Canadian pride; parade, children/youth festivals, cultural displays/demos; 2 stages, salmon bbq; food, craft, trade, art show and more.

Richmond Services Received by Your Organization:

facility use; staff support; in-kind services, equipment and supplies; value is immeasurable! :)

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$185,953.29	\$265,878.00
Total Expenses:	\$170,700.44	\$242,050.00
Annual Surplus or (Deficit):	\$15,252.85	\$23,828.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre; currently allocating funds towards the Steveston park playground improvements.

Current Year:

Any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community

Parks, Recreation & Community Events 2018
Richmond Agricultural and Industrial Society

Over \$5000

ATTACHMENT 2

Single Year

Summary Page 2

Centre; continuing to build a fund for playground improvements.

Explanation for Accumulated Surplus or (Deficit):

Any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre; continuing to build a fund for playground improvements.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$7,150	Parks, Rec and Community Events
2016	\$7,150	Parks, Rec and Community Events
2015	\$11,000	Parks, Rec and Community Events
2014	\$11,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$11,750.00
Consultant Services	\$2,000.00
Volunteer Support (e.g. expenses, recognition)	\$4,250.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$2,200.00
Equipment	\$7,900.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Others	\$27,500

security \$9500; Main Stage \$10000; advertising \$6000; rentals \$3000; environmental \$500

TOTAL **\$55,600.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Government of Canada - Canada Summer Jobs Program	\$10,000
Funder 2 Name	TD	\$10,000
Funder 3 Name	United Rentals	\$13,500

Amount Your Society will Provide: **\$90,653.00**

Total Proposed Budget: **\$265,878.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$7,500

Recommendation:

**Staff Comments /
Conditions:**



Grant Application for 2018

Parks, Recreation & Community Events Program

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

Society: Richmond Chinese Community Society

Grant Type: Over \$5000 Single Year

Grant Request: \$10,800

Proposal Title: Bridging Cultures and Promoting Intercultural Diversity in Richmond

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 25000

Richmond Residents: 22000

Grant Request Summary:

This grant proposal is to increase the capacity of bridging cultures and promoting intercultural diversity by provide unique programs and services to the Richmond community. We are a Society with 28 years of experience and services to our community. We are different from other community centres in Richmond, as we provide services and programs to bridge the Chinese Canadians and different culture community groups. We were recognized by the Province of BC and the City of Richmond for Promoting Unity (2009) and received the Community Spirit Award from City of Richmond for outstanding contributions to intercultural diversity in the community (2005).

With the approval of this grant request, we will be able to continue providing services to more individuals and community groups in Richmond. Specifically, this grant will allow us to expand our services so that we can serve more people in the community and increase promotions of our community partners, such as Richmond Cares Richmond Gives, Minoru Seniors Society, Richmond Family Place and Richmond Public Library, just to name a few. We will have more supplies and promotional materials at our community events. This grant will help to provide updated technology equipment such as computers, printers and TV monitors for our workshops and programs which are of great demand by our community members of all ages.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$350,454.00	\$321,800.00
Total Expenses:	\$345,677.00	\$321,800.00

Parks, Recreation & Community Events 2018
Richmond Chinese Community Society

Over \$5000

Single Year

Summary Page 2

Annual Surplus or (Deficit):	\$4,777.00	\$0.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):**Last Complete Year:**

The surplus of \$4,777 from last year is spent to cover the office move expenses in 2017.

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$1,800	Parks, Rec and Community Events
2016	\$1,800	Parks, Rec and Community Events
2014	\$3,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$2,000.00
Volunteer Support (e.g. expenses, recognition)	\$750.00
Office Rent or Mortgage	\$1,500.00
Utilities and Telephone	\$850.00
Supplies	\$1,600.00
Equipment	\$2,300.00
Photocopying	\$700.00
Program Materials	\$1,100.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$10,800.00</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:

\$10,800.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,850

Recommendation:

**Staff Comments /
Conditions:**



Grant Application for 2018

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: 3000

Richmond Residents: 3000

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 the StoryWalks Program with the Richmond Public Library;
3. Fostering partnerships with key community stakeholders in order to decrease the barriers to participation in physical activity outdoors such as the Sense of Wonder Walk in partnership with the Richmond Nature Park Society.

Richmond Services Received by Your Organization:

We currently do not receive any services, however, anticipate continued support from the City of Richmond Coordinator of Fitness and Wellness Services.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$22,800.00	\$32,059.00
Total Expenses:	\$25,255.00	\$25,535.00
Annual Surplus or (Deficit):	(\$2,455.00)	\$6,524.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

All of the programs the RFWA offers are at no cost to the public and therefore ran a deficit last 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. The surplus indicated in the 2018 budget is contingent on anticipated service revenue from the Minoru Centre for Active Living opening as expected.

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
2017	\$11,500	Parks, Rec and Community Events
2016	\$11,000	Parks, Rec and Community Events
2015	\$10,000	Parks, Rec and Community Events
2014	\$8,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$13,500.00
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	\$1,000.00
Local Travel	\$0.00
Other	\$1,500

\$500 towards the Sense of Wonder Walk in partnership with the Richmond Nature Park Society.

Parks, Recreation & Community Events 2018
Richmond Fitness and Wellness Association

Over \$5000

ATTACHMENT 2

Single Year

Summary Page 3

\$1000 towards the development of StoryWalk kits in partnership with the Richmond Public Library.

TOTAL

\$18,000.00

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: \$11,800

Recommendation:

Single year funding recommended.

Staff Comments /

Conditions:

None



Grant Application for 2018

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: \$16,500

Proposal Title: Building a Food Secure Richmond

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 9565

Richmond Residents: 9565

Grant Request Summary:

Richmond Food Security Society is inspiring a robust Richmond food system through education, advocacy, and community building initiatives, and are 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.

Our current programs are:

Community Gardens: 320 plots at nine 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 fruit that otherwise would be wasted,

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

Kids in the Garden: a new initiative launched in 2017 building on the success of Richmond Schoolyard Society, this program educates children in hands-on, integrative gardening workshops, collaboratively integrated into the classroom.

Events include Seedy Saturday, and partnering with the City on Harvest Festival, and

resources include the Local Eating Guide: a map to Richmond's farms.

We have 3 strategic priorities for the next 3 years, to:

Grow a food literate community, by offering high quality programs and events, and helping form a Food Systems Advisory Committee,

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,

Enrich our organizational foundation, by achieving charitable status, developing consistent, reliable and diverse funding streams, professionalizing our communications, and enhancing our board and governance structure.

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:	\$190,516.62	\$157,554.00
Total Expenses:	\$180,921.14	\$144,897.00
Annual Surplus or (Deficit):	\$10,426.83	\$12,657.00
Accumulated Surplus or (Deficit):	\$10,768.54	\$23,425.54

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We worked hard to stabilize the organization financially in 2016/2017, and ended the last fiscal year with close to \$11,000 in unrestricted funds. We plan to continue building this surplus until we have three months work of funds on hand.

Current Year:

Lead by an established Executive Director and a dedicated Board of Directors encompassing individuals with proven success in project management, urban land economics, accounting, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2017/2018 fiscal year. At just over half way through the year, we are projecting revenues of close to \$160,000, and expenses close to \$150,000. We are actively working to continue building our financial surplus to protect us against the unexpected.

Explanation for Accumulated Surplus or (Deficit):

We continue to further an unrestricted financial surplus to ensure quick response to community need, financial and operational demands, as well as tackle projects that are harder to fund. Having successfully held our annual fundraiser - Richmond Eats: the Local Eating Challenge for three consecutive years, we intend to join our efforts with external funding to further our mission, increase organizational stability, and optimize the quality and capacity of our core programs. 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 300+ Richmond residents).

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$9,800	Health, Social & Safety
2016	\$5,166	Health, Social & Safety
2015	\$5,050	Health, Social & Safety
2014	\$5,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$11,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$1,000.00
Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$500.00
Other	\$0.00
TOTAL	<u>\$16,500.00</u>

Parks, Recreation & Community Events 2018
Richmond Food Security Society

Over \$5000

ATTACHMENT 2

Single Year

Summary Page 4

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$39,000
Funder 2 Name	BC Gaming	\$29,500
Funder 3 Name	TD Friends of the Environment Foundation	\$15,000

Amount Your Society will Provide: \$10,000.00

Total Proposed Budget: \$176,500.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$10,000

Recommendation:

**Staff Comments /
Conditions:**

- \$28,368 – 40% salary contribution for Doors Open Richmond Chair
- \$11,238 – salary contribution for auxiliary support staff
- \$3,960 - 5% annual salary of Richmond Museum's Curator of Collections
- \$3,028 – salary contribution of Production and Communication staff

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$98,737.00	\$94,893.00
Total Expenses:	\$87,388.00	\$104,865.00
Annual Surplus or (Deficit):	\$2,419.00	(\$9,972.00)
Accumulated Surplus or (Deficit):	\$54,807.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2016: The surplus is a result of investment funds which are set aside as dedicated restricted funds for special projects, museum planning and exhibitions. Please note the line item of interfund transfers of \$20,000 is a bank mandated guarantor hold for society credit cards.

Current Year:

2017: In the past the RMS restricted funds for annual programs like Doors Open or Heritage. This has stopped from 2017 onward. As a result, these programs will under or overspend accordingly as required to meet basic program needs. The RMS also had a large surplus in 2016, which was reduced accordingly.

NB: The Accumulated Surplus for 2017 will be calculated in December 2017 as part of end of year financial reporting.

Explanation for Accumulated Surplus or (Deficit):

2017: The surplus is a result of investment funds which are set aside as dedicated restricted funds for special projects, museum planning and exhibitions. Please note the line item of interfund transfers of \$20,000 is to hold for society credit cards.

2016: Remainder of accumulated surplus was cash and investments for future fundraising plans except for \$12,000 which were restricted funds for dedicated programs in 2016 including Doors Open Richmond.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$1,500.00	Parks, Rec and Community Events
2016	\$1,500.00	Parks, Rec and Community Events
2015	\$1,500.00	Parks, Rec and Community Events
2014	\$1,500.00	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)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$3,500.00
Local Travel	\$0.00
Others	\$500.00
\$500 toward paying for a local artist to perform at the Opening Celebration	
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Heritage Canada - BCAH Grant	Amount	\$2,700.00
Funder 2 Name	Private and City Organization Related Sponsorship	Amount	5000.00
Funder 3 Name	Richmond Museum Society	Amount	5600.00

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

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

GRANT RECOMMENDATIONS

Recommended

Parks, Recreation & Community Events 2018
Richmond Museum Society

ATTACHMENT 2
\$5,000 or Less Single Year
Summary Page 4

Amount: \$1,550

Recommendation:

**Staff Comments /
Conditions:**



Grant Application for 2018

Parks, Recreation & Community Events Program

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

Society: Sea Island Community Association

Grant Type: \$5,000 or Less Multi Year - Year 1

Grant Request: \$1,000

Proposal Title: Burkeville Daze 2018

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 1000

Richmond Residents: 1000

Grant Request Summary:

This Community event is an opportunity for Community involvement, socialization, volunteering and engagement.

Richmond Services Received by Your Organization:

Currently the Sea Island Community Association receives Staffing and Facility maintenance as well as ongoing support for IT and general maintenance.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$110,939.83	\$5,863.30
Total Expenses:	\$78,658.96	\$4,439.42
Annual Surplus or (Deficit):	\$32,280.87	\$1,423.88
Accumulated Surplus or (Deficit):	\$86,932.92	\$88,356.80

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Our Association had a surplus in 205/16 as a result of increased registration and new program offerings in conjunction with careful spending. Our current City Staff are experimenting with new ideas and the Centre is busier.

Current Year:

There are many expenses yet to be paid as we are only in third month of our new fiscal year. Any remaining surplus will be used to fund those program areas which do not produce a surplus such as Youth and Seniors programs.

Explanation for Accumulated Surplus or (Deficit):

Parks, Recreation & Community Events 2018
Sea Island Community Association

ATTACHMENT 2
\$5,000 or Less Multi Year - Year 1
Summary Page 2

In over forty years of providing programs, the Sea Island Community Association has retained a surplus of just over \$86,000.00, These funds will be used in the event of a less successful year, or to continue to offer programs and services which do not produce a surplus. We may need to replace old equipment to purchase new items.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$750	Parks, Rec and Community Events
2016	\$750	Parks, Rec and Community Events
2015	\$750	Parks, Rec and Community Events
2014	\$500	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
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$1,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Airport Authority	\$3,000
Funder 2 Name	n/a	\$0
Funder 3 Name	n/a	\$1

Amount Your Society will Provide:	<u>\$0.00</u>
Total Proposed Budget:	<u>\$4,000.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$800

Parks, Recreation & Community Events 2018
Sea Island Community Association

ATTACHMENT 2
\$5,000 or Less Multi Year - Year 1
Summary Page 3

Recommendation:

Recommended for single year funding. Not eligible for multi-year funding, as the applicant has not received a City Grant for a minimum of the five most recent consecutive years for the same purpose.

**Staff Comments /
Conditions:**

None



Grant Application for 2018

Parks, Recreation & Community Events Program

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

Society: Steveston Community Society - Richmond Summer

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$50,000

Proposal Title: Richmond Summer Project

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 4000

Richmond Residents: 4000

Grant Request Summary:

Funds contribute to the overall organization and coordinating abilities of the Richmond Summer Project 2018. 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 13 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 2017, 275 staff and volunteers attended City-Wide training the weekend of June 24, 2017. A well-organized, informative and inspiring training day ensures 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 have 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 2018 on behalf

Richmond Services Received by Your Organization:

Facilities and City Staff Support.

FINANCIAL INFORMATION

Parks, Recreation & Community Events 2018
Steveston Community Society - Richmond Summer Project

Over \$5000

ATTACHMENT 2

Multi Year - Year 1
Summary Page 2

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$212,397.53	\$133,322.84
Total Expenses:	\$236,960.31	\$142,982.56
Annual Surplus or (Deficit):	(\$24,562.78)	(\$9,659.72)
Accumulated Surplus or (Deficit):	(\$22,400.84)	(\$25,132.66)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The Richmond Summer Project continues to research and purchase equipment for children's summer programs and events that can be utilized Citywide. The Richmond Summer Project will also continue to support our partners with Children's Outreach opportunities in their community.

Current Year:

Numbers shown are complete to November 6/17 and our fiscal year is Dec 31/17.

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 funds 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 received HRDC funding until July/August.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$27,500	Parks, Rec and Community Events
2016	\$30,000	Parks, Rec and Community Events
2015	\$32,000	Parks, Rec and Community Events
2014	\$40,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$25,397.26
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$386.34
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$368.19
Equipment	\$0.00
Photocopying	\$0.00

Parks, Recreation & Community Events 2018
Steveston Community Society - Richmond Summer Project

Over \$5000

ATTACHMENT 2

Multi Year - Year 1

Summary Page 3

Program Materials	\$0.00
Local Travel	\$0.00
Other	\$15,233.00

Accounting: \$2,422.06
Bank Charges: \$398.21
City Wide Training: \$2,235.13
T-Shirts/Wristbands: \$9,573.70
Safety Authority: \$604.00

TOTAL **\$41,384.79**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	HRDC Canada Summer Jobs - Sea Island	\$45,191
Funder 2 Name	HRDC Canada Summer Jobs - Steveston	\$15,950
Funder 3 Name		

Amount Your Society will Provide: **\$0.00**
Total Proposed Budget: **\$50,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$27,500

Recommendation: Recommend for Multiple Year Funding Cycle - (Year 1 of 3).

Staff Comments / Conditions: None

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Funds used to purchase assets, including a \$22,000 greenhouse.

Current Year:

We anticipate to complete the year close to break even.

Explanation for Accumulated Surplus or (Deficit):

Funds used to purchase assets, including 2 greenhouses, tools, a Grillo tractor, a Kubota tractor.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$18,000	Parks, Rec and Community Events
2016	\$18,000	Parks, Rec and Community Events
2015	\$16,000	Parks, Rec and Community Events
2014	\$6,500	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$25,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$5,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$30,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	United Way of the Lower Mainland	\$14,500
Funder 2 Name	New Horizons for Seniors	\$10,125
Funder 3 Name	Community Gaming Grant	\$12,000

Amount Your Society will Provide:

\$87,000.00

Total Proposed Budget:

\$226,000.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$19,000

Recommendation:

Recommended for Multiple Year Funding Cycle -
(Year 1 of 3).

Staff Comments /

Conditions:

None

**Grant Application for 2018****Parks, Recreation & Community Events Program**

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

Society: WEEqual Foundation
Grant Type: Over \$5000 Single Year
Grant Request: \$5,000
Proposal Title: Promoting Backyard sport
Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):**End Date (if applicable):****Number To Be Served:** 2000**Richmond Residents:** 1200**Grant Request Summary:**

Program: Promoting backyard sport

Promoting backyard sport, The purpose of proposal is to increase our Richmond badminton population of our community from 11% to 40% in 2018. In 2018 we believe Richmond can have more residents are connected into the badminton sport and to deliever the backyard sport to public. Our program to promote the backyard sport is regarding the following steps below:

- * To promote sport volunteerism and advance community capacity
- * To advance badminton access to our Richmond residents
- * To build up the healthy life in our Richmond community (help members lose weight, reduce sport injury rate, properly sport and nutrition knowledge)
- * To increase more leaders in Richmond

Our first priority is ensuring that all young people get a great education not just only through their academic but use education of sport to learn leadership, community, humanity which will help them to succeed in the workplace. Being a leader is challenging but everyone can be a leader to lead their life and to improve our equal learning opportunity. Promoting backyard sport is our main core of program which will teach people to share what they learn and help people through their experience.

Promoting backyard sport program is mainly focus on to develop more young leaders in our community. We provide badminton training environment to develop leadership for young people. We will have 4 different training levels to develop leadership skills. In each levels we will have professional coaches and assistant coaches to evaluate their

performance not just on badminton court but mentality and communication skills. Each level students have to pass our evaluation then they can move to the next levels. The evaluation will base on badminton skills, communication, cooperation, organize skills.

The target audience of this program is young generation who are born after 1987. To develop more young leaders in our community will drives more impact and energy in our Richmond community.

Richmond Services Received by Your Organization:

We have been receiving all the court rental service from 3 different badminton facility in Richmond. Our office is located at Richmond and posters are marketing around all of community centres in Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$150,926.50	\$150,926.50
Total Expenses:	\$150,926.50	\$150,926.50
Annual Surplus or (Deficit):	\$0.00	\$0.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We do not have surplus or deficit.

Current Year:

We do not have surplus or deficit.

Explanation for Accumulated Surplus or (Deficit):

We do not have surplus or deficit.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

N/A

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$2,500.00
Consultant Services	\$3,000.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00

Parks, Recreation & Community Events 2018
WEqual Foundation

Over \$5000

ATTACHMENT 2

Single Year

Summary Page 3

Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$2,500.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$8,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name **Ace Badminton Centre** **\$6,500**
Funder 2 Name
Funder 3 Name

Amount Your Society will Provide: **\$7,000.00**

Total Proposed Budget: **\$18,500.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Recommendation:

Staff Comments / Conditions:

**Grant Application for 2018****Parks, Recreation & Community Events Program**

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

Society: WildResearch Society

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$25,282.51

Proposal Title: Conservation Outreach and Citizen Science at Iona Island Bird Observatory

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): _____ **End Date (if applicable):** _____

Number To Be Served: 500

Richmond Residents: 200

Grant Request Summary:

WildResearch's mission is to build, train, and educate a community that contributes to conservation science. Through our wildlife monitoring and research programs, we provide education and guidance to young aspiring biologists and community naturalist. Since 2010, the Iona Island Bird Observatory (IIBO) has been monitoring populations of breeding, wintering, and migratory birds at the Iona Beach Regional Park (IBRP), an ecologically important area for native wildlife in Richmond, BC. IIBO programs provide hands-on ornithological training to volunteers and engages the public through educational group visits. WildResearch plans to continue with IIBO in 2018. Proposed activities include: volunteer training, community outreach, and conducting citizen science related to the conservation of native birds in BC.

As one of western Canada's most active bird banding stations, we are seeking operational funding for our multi-year community service and program operation. Our programs are run almost entirely by volunteers, and we are funded by grants and donations to maintain our initiatives. WildResearch's three year funding cycle with the Sitka Foundation has finished and we are in search of a funding so we can maintain a high level of quality to the delivery of IIBO.

Target groups: Through our volunteer--based programs, IIBO will be a focal point for conservation outreach and community engagement with members of the public. IIBO will provide an avenue for seniors, children/youths, and young families to get outside and not only learn about nature, but also actively participate in the conservation of it.

Community benefits: IIBO will teach volunteers and park visitors about the ecological sensitive areas within Iona Beach Regional Park, and how to recreate responsibly within it. IIBO will provide a very unique, first-hand experience to connect with birds, as we often allow park visitors to observe them up-close, or even release them from their hands.

Richmond Services Received by Your Organization:

Iona Island Bird Observatory is located at the Iona Beach Regional Park, Richmond. The bird observatory is a 12 x 8 ft prefabricated shed which was funded through the City of Richmond. There is no monetary value exchanged for the use of the park.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$59,898.48	\$45,946.25
Total Expenses:	\$54,862.04	\$40,232.48
Annual Surplus or (Deficit):	\$5,036.44	\$5,713.77
Accumulated Surplus or (Deficit):	\$87,603.24	\$94,653.41

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus funds are remnant from program based grant funding and fundraising events in 2016.

Current Year:

Surplus funds are remnant from the last installment of financial support from the Sitka Foundation in January 2017.

Explanation for Accumulated Surplus or (Deficit):

Much of the surplus is tied up in the WildResearch Foundation Account (\$35,986.58 as of Nov. 1, 2017) managed by the Vancouver Foundation. Further, the Sitka Foundation who has supported our research programs at Iona for the last 5 years has now ceased providing financial support due a change in their funding priorities and we are anticipating deficits from 2018 onwards unless we can secure other funding sources.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$5,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,347.51
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Parks, Recreation & Community Events 2018
WildResearch Society

Consultant Services	\$7,935.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$5,000.00
Photocopying	\$0.00
Program Materials	\$500.00
Local Travel	\$500.00
Other	\$0.00
TOTAL	<u>\$25,282.51</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	TD Friends of the Environment	\$500
Funder 2 Name	MEC	\$20,000
Funder 3 Name	BC Nature	\$2,500

Amount Your Society will Provide: **\$5,000.00**
Total Proposed Budget: **\$53,282.51**

GRANT RECOMMENDATIONS

Recommended Amount: \$2,000

Recommendation: Recommend for single year funding, as not eligible for the multiple year funding cycle.

Staff Comments / Conditions: In future years, it is desired that WildResearch Society expands its educational conservation science opportunities into Richmond City Parks in addition to Iona Beach Regional Park (IBRP), in order to connect a larger number of Richmond residents to nature.

2018 Parks, Recreation and Community Events Grants – Application Scoring Criteria

<i>Scoring</i>		
<input type="checkbox"/> <input type="checkbox"/> <i>No</i> <i>Yes</i>		
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>		
<input type="checkbox"/> ← →		
0 1 2 3 4 5 6 7 8 9 <i>No</i> <i>Strongly</i> <i>Somewhat</i> <i>Neutral</i> <i>Somewhat</i> <i>Strongly</i> <i>Answer</i> <i>Disagree</i> <i>Disagree</i> <i>Agree</i> <i>Agree</i>		
Applicant		
6	The applicant has a reputation for: <ul style="list-style-type: none"> • 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.	

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.	

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

2018 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

Revised August 2017



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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) 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 City 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 achieve Term Goals and adopted Strategies
- 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 returned to the City's General Revenue 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, and
- 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).

- 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) 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 lead 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 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.