



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** January 2, 2020
From: Elizabeth Ayers **File:** 11-7000-01/2020-Vol
 Director, Recreation and Sport Services 01
Re: **2020 Parks, Recreation and Community Events Grants**

Staff Recommendation

That the 2020 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$112,100.00, as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services.

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

Att. 4

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

Staff Report

Origin

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

This report outlines the 2020 Parks, Recreation and Community Events Grant Program process, and provides grant recommendations.

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

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

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

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

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

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

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

Background

2020 Parks, Recreation and Community Events Grant Budget

The 2020 Parks, Recreation and Community Events Grant budget is \$112,828.32. This includes a 2.0 per cent Cost of Living increase over last year's budget as per City Grant Program Policy 3712.

Notice Given and Applications Received

In August 2019, announcements were placed on the City website and circulated via social media channels and a press release, advising the public that applications were being accepted for the 2020 City Grant Program until October 28, 2019. A link to the City website was provided for further information and for access to the City's online application system. Previous grant applicants and City Area Coordinators were also notified directly that the online application

system was open for submissions. This is the seventh year that the City has employed a web-based system.

As per City Grant Program Policy 3712, no late applications were received after the October 28, 2019 deadline. However, a one-week extension was provided for applicants who had an application in progress, but were unable to submit due to technical difficulties with the City's server.

In the Parks, Recreation and Community Events category, a total of 15 applications were received with an aggregate request of \$237,762. The following table provides a summary of the number and types of applications received, along with the number of grants approved for the past three years, and the number of grants recommended for 2020.

Table 1: Applications, Requests, Grants Approved and Recommendations

2017–2019 Applications, Requests, Grants Approved and Recommendations*				2020 Recommendations*
Year	2017	2018	2019	2020
Total number of applications	14	15	15	15
New applicants	2	2	4	3
Minor requests received (\$5000 or less)	6	7	8	8
Multi-year funding requests received	2	4	5	5
Grant not recommended (did not meet criteria)	3	2	3	3
Partial amount of request recommended	11	13	11	11
Full amount of request recommended	0	0	1	1
Total amount requested	\$252,466.60	\$257,482.51	\$216,660.00	\$237,762.00
Total budget	\$106,008.00	\$108,235.00	\$110,616.00	\$112,828.32
Total Parks, Recreation and Community Events Grant funds approved/ recommended	\$106,008.00	\$108,235.00	\$110,616.00	\$112,100.00

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

A table outlining the 2020 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, generated directly from information submitted via the City's online application system, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

New Applicants

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

1. Dutch Liberation 2020 Canadian Society;
2. Kajaks Track and Field Club; and
3. Richmond Winter Club.

Minor/Major Grant Requests

There are two streams of applications: one for minor grant requests (\$5,000 or less), and one for major grant requests (over \$5,000). Although both grant streams require supporting financial documents, a major grant application requires a full application form. In the Parks, Recreation and Community Events category, eight organizations applied for minor grants of \$5,000 or less, and seven organizations applied for major grants of greater than \$5,000. A table outlining the 2020 grant requests is provided in Attachment 1.

Multi-Year Funding Requests

To streamline the grant process for applicants with consistent, ongoing operations, services or events, City Grant Policy 3712 provides applicants the option of applying for a maximum three-year funding cycle, provided that the applicant has received a grant for the same purpose as the current year's application for at least each of the past five years. Applicants must submit a separate grant application for each year of a multi-year funding cycle. In the first year of a funding cycle, a full application form is required regardless of the grant amount requested. In the second and third years of a funding cycle, only a short application form is required. Approval of the first year of a multi-year funding cycle does not guarantee that the applicant will receive a grant in subsequent years.

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

1. B.C. Kitefliers' Association;
2. Rabbitats Rescue Society;
3. Richmond Winter Club;
4. Sharing Farm Society; and
5. Steveston Community Society – Richmond Summer Project.

Analysis

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of six staff members from the Community Services Division, reviewed the applications against 23 criteria (Attachment 3) that were developed based on the 2020 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 4). 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, financials, and the quality of the application itself.

2020 Multi-Year Funding Recommendations

Two applicants are recommended for multi-year funding:

1. Sharing Farm Society, which applied for and met the criteria for multi-year funding in 2018, is in the third year of its three-year cycle. It is recommended that the Sharing Farm Society be approved for the third year of a multi-year funding cycle.
2. Steveston Community Society – Richmond Summer Project, which applied for and met the criteria for multi-year funding in 2018, is in the third year of its three-year cycle. It is recommended that Steveston Community Society – Richmond Summer Project be approved for the third year of a multi-year funding cycle.

Three applicants are not recommended for multi-year funding:

1. B.C. Kitefliers' Association applied for the second year of a multi-year funding cycle, but it is ineligible as it was denied a multi-year funding cycle in 2019 as it had not received a City Grant for the same purpose for the past five consecutive years. It is recommended that B.C. Kitefliers' Association not be approved for the second year of a multi-year funding cycle, but be approved for consideration as a minor grant application.
2. Rabbitats Rescue Society applied for the first year of a multi-year funding cycle, but it is ineligible as it has not received a City Grant for the same purpose for the past five consecutive years. It is recommended that Rabbitats Rescue Society not be approved for a three-year funding cycle.
3. Richmond Winter Club applied for the first year of a multi-year funding cycle, but it is ineligible as it has not received a City Grant for the same purpose for the past five consecutive years. It is recommended that Richmond Winter Club not be approved for a three-year funding cycle, but be approved for consideration as a major grant application.

2020 Grant Recommendations

Twelve out of 15 applicants are recommended for a Parks, Recreation and Community Events Grant for full or partial funding. A table outlining the 2020 grant requests and recommended grant allocations is provided in Attachment 1.

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 City Grant budget, providing partial assistance to multiple applicants is considered preferable to providing full assistance to a few.

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

- Ineligible funding purpose;
- Insufficient indication that primarily Richmond residents will be served;
- Funding responsibility lies in other jurisdictions;
- Other funding partners have not been sought;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- Duplication of services;
- 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.

Three applicants are not recommended for a Parks, Recreation and Community Events Grant:

1. Dutch Liberation 2020 Canadian Society is not recommended to receive a 2020 Parks, Recreation and Community Events Grant as the City is providing other forms of support to the organization (planting 3,350 commemorative “Canadian Liberator”, “Canadian Celebration”, and “Canadian Eh!” tulips on public land), and a portion of the application is for an ineligible funding purpose (public and private school-based programs) under Sections 4(ii) and 4(v) of the 2020 Grant Program Guidelines for Parks, Recreation and Community Events.
2. Kajaks Track and Field Club is not recommended to receive a 2020 Parks, Recreation and Community Events Grant due to an ineligible funding purpose (activities that are restricted to or primarily serve the membership of the organization, and operating deficits) under Section 4(v) of the 2020 Grant Program Guidelines for Parks, Recreation and Community Events. The applicant also scored low on its overall grant application.
3. Rabbitats Rescue Society is not recommended to receive a 2020 Parks, Recreation and Community Events Grant as the City is providing other forms of support to the organization (operating grant for the removal of rabbits in the Dover neighbourhood as a pilot project). The applicant also scored low on its overall grant application.

Financial Impact

The 2020 Parks, Recreation and Community Events Grant budget is \$112,828.32. Staff recommend that a total of \$112,100.00 in grant allocations as indicated in Attachment 1 be approved for disbursement.

Conclusion

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

Staff recommend that the 2020 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Beayue Louie
Park Planner
(604-244-1293)

- Att. 1: 2020 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2020 Parks, Recreation and Community Events Grants – Application Summary Sheets
- 3: 2020 Parks, Recreation and Community Events Grants – Application Scoring Criteria
- 4: 2020 Grant Program Guidelines for Parks, Recreation and Community Events

2020 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	2019 GRANT	2020 REQUEST	2020 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT 2 PAGE NO.
B.C. Kitefliers' Association	\$ 1,200.00	\$ 4,000.00	\$ 900.00	Single Year	Supplies for a Children's Kite Making Workshop and other expenses for the Pacific Rim Kite Festival - a free community event in June at Garry Point Park.	Page 1
Dutch Liberation 2020 Canadian Society	N/A	\$ 2,500.00	\$ -	N/A	Supplies for a tulip planting project on public and private land, a classroom teaching package on the 1945 liberation of Europe, a digital memorial project, and various events throughout the Lower Mainland including commemorative candle light vigils, and a musical performance in Sunset Beach in Vancouver.	Page 3
East Richmond Community Association	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	Single Year	Personnel, supplies and entertainment expenses for three free summer events at King George Park, geared towards youth, seniors, and families.	Page 6
Foolish Operations Society	\$ 1,000.00	\$ 2,000.00	\$ 500.00	Single Year	Personnel and operations expenses to run a "Dancing for Generations" program at Minoru Centre for Active Living, which encourages dance activities and socialization between seniors and their grandchildren.	Page 9
Hamilton Community Association	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	Single Year	Marketing and entertainment/interactive game expenses to expand marketing reach, and community engagement for the annual Hamilton Night Out at McLean Park.	Page 14
Kajaks Track and Field Club	N/A	\$ 5,000.00	\$ -	N/A	Personnel expenses for coaches for membership-based track and field programs.	Page 17
KidSport - Richmond Chapter	\$ 23,000.00	\$ 25,000.00	\$ 24,000.00	Single Year	Subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.	Page 20
Rabbitats Rescue Society	\$ 1,000.00	\$ 10,000.00	\$ -	N/A	Operating expenses for the rescue and containment of invasive, feral rabbits in Richmond to address property and environmental issues.	Page 23
Richmond City Centre Community Association	N/A	\$ 2,561.00	\$ 1,650.00	Single Year	Personnel, supplies and marketing expenses for a free, monthly Queer Social to provide LGBTQ2S adults with an inclusive, safe space, and recreational activities.	Page 26
Richmond Fitness and Wellness Association	\$ 13,500.00	\$ 18,000.00	\$ 13,500.00	Single Year	Consultant fees, supplies and operating expenses facilitate free walking programs and opportunities in Richmond.	Page 29
Richmond Food Security Society	\$ 12,000.00	\$ 18,000.00	\$ 12,000.00	Single Year	Personnel and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, and the Local Eating Guide.	Page 32
Richmond Winter Club	N/A	\$ 64,151.00	\$ 5,000.00	Single Year	Personnel and operating expenses for the Richmond Curling Centre, including maintenance and repair expenses for its refrigeration plant and building.	Page 36
Sea Island Community Association	\$ 800.00	\$ 750.00	\$ 750.00	Single Year	Supplies for the annual Burkeville Daze community event at Burkeville Park.	Page 39
Sharing Farm Society	\$ 19,000.00	\$ 30,000.00	\$ 19,000.00	Multi-Year - Year 3	Operating expenses to grow fresh, organic produce for low-income Richmond families through the Food Bank, Community Meals, and other charitable organizations.	Page 42
Steveston Community Society - Richmond Summer Project	\$ 35,000.00	\$ 50,000.00	\$ 32,000.00	Multi-Year - Year 3	Personnel and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.	Page 45
Totals*	\$ 109,300.00	\$ 237,762.00	\$ 112,100.00			
2020 PRCE Grant Budget			\$ 112,828.32			
Remaining Funds			\$ 728.32			

*Total for 2019 does not include 2019 PRCE grants awarded to applicants who elected not to apply for a 2020 PRCE grant. The aggregate total of PRCE grants awarded in 2019 was \$110,616.00.



**Multi-Year Grant Application for 2020
Parks, Recreation & Community Events Program**

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

Society: B.C. KITEFLIERS' ASSOCIATION

Grant Type: \$5,000 or Less Multi Year - Year 2

Grant Request: \$4,000

Proposal Title: Pacific Rim Kite Festival at Garry Point Park

Number Served: 600 Richmond Residents: 400

Grant Request Summary:

The BCKA is a registered non-profit organization that promotes kite making and flying for all ages. The Pacific Rim Kite Festival held in June at Garry Point Park in Steveston is a free community event and is always well attended and popular with children and families. This year the festival will feature: Kids Kite Making Workshops, Candy & Teddy Bear Drops, kite displays, music and kite flying demonstrations. The Club is requesting funding for the Children's Kite Making Workshop so that the kites can be offered free of charge, and no family will be denied participation because of their financial situation. Other moneys will be used to fund the Teddy Bear and Candy Drops. This successful community event was very well received by the community. This grant proposal was suggested by:

Gregg Wheeler

Manager of Sport and Community Events

Community Services

City of Richmond

604-244-1274

Changes that will impact grant use:

The grant from 2019 was used to cover the cost of the kids kite making supplies and to provide the kites free of charge. 600 kids kites were made, and 400 were covered by this grant. We are requesting a larger grant so that all of the kids kites can be free of charge. As well, we would like the grant to cover expenses for our hard working volunteers such as lunches, drinks etc.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$16,056.00	\$3,370.00
Total Expenses:	\$4,429.00	\$4,437.00
Annual Surplus or (Deficit):	\$11,627.00	(\$2,672.00)
Accumulated Surplus or (Deficit):	\$14,786.00	\$12,114.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus funds to cover Club insurance, website fees, storage locker, and Festival expenses (kite making supplies, sound system etc.)

Current Year:

same as above

Explanation for Accumulated Surplus or (Deficit):

no accumulated surplus

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$1,200	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended Amount: \$900

Recommendation: A (single year) grant is recommended to reduce the cost of kite kits for the Children's Kite Making Workshop, as part of the Pacific Rim Kite Festival at Garry Point Park. Not eligible for the second year of multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant was denied multi-year funding in 2019 as it had not received a City Grant for the same purpose for the past five consecutive years.

Staff Comments / Conditions:

None **CNCL - 172**

Society: Dutch Liberation 2020 Canadian Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,500
Proposal Title: To show our gratitude to Canada for the liberation of Europe
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): October 1, 2019 **End Date (if applicable):** August 29, 2020
Number To Be Served: 1,000,000
Richmond Residents: 100,000

Grant Request Summary:

- a major tulip planting project is currently underway throughout BC in public spaces, in planters along streets and boulevards and in people’s gardens to decorate the city with beautiful flowering tulips in May 2020,
- this month through the support of BC Agriculture in the Classroom Foundation, a teacher package Celebrating Liberation with a Promise including two history lessons on the liberation of Europe in 1945 and 75 tulip bulbs for planting by children at their elementary children was distributed,
- a significant celebration to support the send off of the Seaforth Highlanders to the Netherlands is planned for April 25, 2020,
- commemorative candle light vigils/services in many BC cities at either a city cenotaph or city cemetery are being planned for May 2, 2020 at 8:45 pm,
- on Monday, May 4, 2020 a Dodenherdenking (Remembrance Service) will be hosted by the Consulate General of the Kingdom of the Netherlands and conducted at the BC Regiment (Duke of Connaught’s Own) Drill Hall on 620 Beatty Street in Vancouver at 2:00 pm, and
- a public musical Cinematique at Sunset Beach, Vancouver is being initiated for July 4, 2020 and lastly,
- Faces to Canadian War Graves Groesbeek Foundation in the Netherlands is searching for photos, copies of documents, and newspaper cuttings from Canadian families to help create a virtual memorial (digital file) of all the men and women buried in the Netherlands in a Canadian war cemetery. The Foundation is seeking the appeal of Canadian family members, friends and neighbours to help create a life story of their

loved one who died fighting for freedom and Dutch liberation. For more information, visit the website www.facestograves.nl or send an email to info@facestograves.nl

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:	\$0.00	\$125,000.00
Total Expenses:	\$0.00	\$111,600.00
Annual Surplus or (Deficit):	\$0.00	\$13,400.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

n/a

Current Year:

This project is only an one year operation, as it will cease after August 2020. The surplus then will be donated to the RC Legion BC/Yukon command.

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$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	\$2,500.00

the purchases of candles, banners, flags, bulbs, vases, education program printing,

TOTAL \$2,500.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	City's of Abbotsford, Burnaby, Delta, Vancouver, West Vancouver, Port Moody, Port	Amount	\$2,500.00
Funder 2 Name	Several commircial enterprise	Amount	\$2,500.00
Funder 3 Name	Private small cash donations	Amount	\$50.00

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

Total Proposed Budget: **\$67,500.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Recommendation:

Not recommended for funding as the City is providing other forms of support to the organization (planting 3,350 "Canadian Liberator", "Canadian Celebration", and "Canadian Eh!" tulips on public land to commemorate the 75th anniversary of the liberation of the Netherlands and Europe). A portion of the application cannot be considered as public and private school-based programs are not eligible for a Parks, Recreation and Community Events Grant under s. 4(ii) and (v) of the City's 2020 Grant Program Guidelines.
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Staff Comments / Conditions:

None

Society: East Richmond Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$1,800
Proposal Title: Summer Fun series
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 19, 2020 **End Date (if applicable):** August 28, 2020
Number To Be Served: 1,150
Richmond Residents: 1,100

Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to three events at King George Park in the summer of 2020. These events will be themed to attract specific demographics: youth, seniors and families.

The youth event will be a fun interactive celebration that builds strong connections between young people and their community. An event designed by youth for youth it will showcase the accomplishments and diversity of Richmond youth.

Seniors will delight in local musical entertainment, and light refreshments. The event will provide them with social benefits, allowing them to socially interact, be part of our community, and develop relationships with their peers and neighbours.

The Family event is an excellent opportunity for our community to meet their neighbours. They will also have a chance to play games, do activities and enjoy live entertainment. This gathering will help children practice social skills in a safe, supportive environment and give parents a chance to meet and speak with other parents.

This event series is an excellent example of the community celebrating the many people that make up this diverse neighbourhood. It also provides the community with the opportunity to learn more about their Community Centre and how they can become

involved within their community. All events will be free and inclusive, attended by a cross-section of Richmond residents though the majority will be from East Richmond. The events will provide fun, interactive, social and educational experiences. Community partnerships will be promoted with businesses in East Richmond as well as strengthening the long existing partnership between ERCA and HJ Cambie Secondary, whose students regularly volunteer their time to organize and run the games and activities.

Richmond Services Received by Your Organization:

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with City of Richmond and Richmond School District.

Estimated value \$735,695

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$1,014,563.00	\$1,117,323.00
Total Expenses:	\$957,226.00	\$1,030,261.00
Annual Surplus or (Deficit):	\$57,336.00	\$87,062.00
Accumulated Surplus or (Deficit):	\$33,012.00	\$78,312.00

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 to offer 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
2019	\$1,800.00	Parks, Rec and Community Events
2018	\$950.00	Parks, Rec and Community Events
2017	\$2,384.00	Child Care Capital

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$5,050.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$2,050.00

Fees (Entandem) \$450, Entertainment \$1600

TOTAL \$8,400.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name Patsy Hui - Re/MAX	Amount	\$500.00
Funder 2 Name Volendam Automotive	Amount	\$500.00
Funder 3 Name Telus	Amount	\$500.00

Amount Your Society will Provide: **\$5,100.00**

Total Proposed Budget: **\$8,400.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$1,800

Recommendation:

A (single year) grant is recommended to assist with personnel, supplies, and entertainment expenses for three free summer events at King George Park, geared towards youth, seniors, and families.
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Staff Comments / Conditions:

None

Society: Foolish Operations Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,000
Proposal Title: Dancing through Generations
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 200
Richmond Residents: 200

Grant Request Summary:

This innovative project aims to serve seniors and their grand-children through healthy dance activities. Foolish Operations and artistic director specializes in quality inter-generational and inclusive dance programming where everyone gets to move in healthy ways. Julie Lebel brings more than 20 years of experience in dance education, community building and engagement with communities of diverse age, cultures and abilities. Strong from our experience of the fall 2019, we aim to continue this program to reach more participants. The project will run for 5 weeks during the winter and for 5 more weeks in the fall (2020).

This program is a partnership of Foolish Operations and the Minoru Centre for Active Living. The Centre provides key support in volunteer management, in-kind rooms and promotion. The program is designed to respond to key areas of the Seniors Services Plan Directions and the Community Wellness Strategy.

This program respond to a need to serve a hard to reach members of the community. Many seniors in Richmond are caring for their grand-children and are often isolated due to lack of recreational opportunities that can accommodate both age groups and language barriers.

The program is co-facilitated, by Julie Lebel and Peggy Leung (apprentice) and includes as-needed volunteer translators in Mandarin and Cantonese. The program is located centrally, at the Minoru Centre for Active Living.

Classes start with the sharing of children's songs in all the participant's languages. The warm-up also includes introduction to the "Brain Dance", a warm up using the Developmental Movement Patterns, that are fun and healthy for everyone. Materials such as yarn, scarves or large sheets of paper to move and draw on are used to explore movement concepts such as pathways, shape, locomotion and increase reach, fluidity in a fun, creative and connecting way.

"Dancing through Generations" lowers barriers of participation with tools such as prioritizing movement over the use of language and adapting to ability needs such as movement options on chairs, or thick yoga mats for seniors to be at the level of small children. Everyone is in charge of choosing their own ways to move, there is no right or wrong ways. For example, in dances such as: explore and come back, children are encouraged to dance a little ways away to their carer and come back for a re-charge moment with their grand-parent before switching roles. This dance is based on an attachment stage children need for their healthy development.

It is our intention to publicize and outreach in innovative ways to bring community members from diverse neighbourhoods. "Dancing through Generations" run once a week for 5 weeks ending with a special participatory performance open to the group members and the larger community of the Minoru Centre for Active Living. We plan to form a core group of 12-15 seniors 15-18 children, knowing that not every families will come at every sessions, due to flexibility needs of children and seniors (colds, changes in nap schedules, etc.). Sessions are 45 minutes of dancing and include, and extra 30 minutes of social time to promote a sense of belonging and community building. The in-kind rental includes an extra time for set up and take down. The winter 2020 series of 5 sessions is currently funded through the MetroVancouver funding. We hope that this funding from the City of Richmond can support our fall 2020 session.

We will evaluate the program in multiple ways – by keeping track of attendance, by collecting comments through after each classes and by inviting a sample of diverse participants into a focus group discussion about their experience. Children also get to have an input in the evaluation through simpler mechanisms depending on their age and abilities.

CNCL - 180

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$90,492.00	\$158,730.00
Total Expenses:	\$90,439.00	\$158,532.00
Annual Surplus or (Deficit):	\$53.00	\$198.00
Accumulated Surplus or (Deficit):	\$0.00	\$198.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

NA - no deficit or surplus

Current Year:

Our 2019-2020 budget is significantly higher this year due to the fact that we are increasing the touring of our 2 performance works in 2019-2020 (Paper Playground and Tricoter). We received touring grants from Canada Council for the Arts to support the travel of our artists to various communities in BC, AB, ON, QC and NB. Paper Playground is a touring team of 6 artists. Tricoter is a touring team of 3 artists. Expenses are in majority of artist fees, travel costs (airplane, van rental, etc), accommodation, etc.

Explanation for Accumulated Surplus or (Deficit):

NA - no significant surplus

Not: our AGM is in November. We are happy to provide you with our 2018-2019 financial statements once approved.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$3,300.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,040.00
Office Rent or Mortgage	\$1,150.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$520.00
Program Materials	\$100.00
Local Travel	\$225.00
Other	195.00

Bookkeeping: \$195

We used the "office rent" line to reflect the costs of the studio rental but they are "in-kind" from Minoru Centre for Active Living.

We used the "photocopying" line to reflect all the costs related to printing flyers and adding the right info in the program guide, etc, which is "in-kind" and refers to general marketing efforts. Volunteer support services are in-kind from Minoru Centre. The total in-kind support amounts to \$2710. We plan to receive \$320 in registration to cover some of the costs. Note: The local travel amount support a portion of the costs that the artists are incurring to travel to Richmond for program delivery.

TOTAL **\$6,530.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name Metro Vancouver	Amount	\$1,500.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

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

Total Proposed Budget: **\$2,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$500

Recommendation:

A (single year) grant is recommended to assist with personnel and operating expenses for the "Dancing for Generations" program at Minoru Centre for Active Living, which encourages dance activities and socialization between seniors and their grandchildren.

**Staff Comments /
Conditions:**

None



**Grant Application Summary for 2020
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: \$4,000
Proposal Title: Hamilton Night Out
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 19, 2020 **End Date (if applicable):** June 19, 2020
Number To Be Served: 2,000
Richmond Residents: 2,000

Grant Request Summary:

Hamilton Night Out celebrates Richmond's distinct and vibrant cultural diversity. Each year the Hamilton Community Association partners with local organizations and brings together families from different ethnic background, connects neighbours, and new community members to a fun safe environment that encourages community building. Over the past two years we have been able to build and engage more community by adding to the event and advertising more effectively.

We are hoping the City of Richmond funds will help us execute our plans for further growth and engagement. Hamilton Night Out brings over 1,000 residents to the event as well as others from the surrounding area (Richmond, New Westminister, Delta, Vancouver, Surrey) We would like to request to have the potential grant funds to be allocated to a variety of areas of local entertainment, traditional recreational activities, local live entertainment, and interactive sport games to community members of all ages. This will create an opportunity for community connectedness and foster sense of belonging in the Hamilton Community.

Richmond Services Received by Your Organization:

Hamilton Night Out is held at McLean Park a local park within the Hamilton Community. This event is hosted by the Hamilton Community Association and is staffed by the Community Development Coordinator, Volunteer Coordinator, and City staff whom support this event. The event taps on various city departments such as environmental,

We are seeking funds from the City of Richmond to execute our plans for further growth and community engagements for the **GNCL-184** Hamilton Night Out. We hope by receiving

this grant will help expand our current services by offering more recreational based activities at the event along with new experiences for all ages!

We will continue to target to Richmond residents that are not currently engaged with Hamilton Community Association online. A larger strategic placement of marketing budget will allow us to reach an additional 6,500 - 20,000 potential attendees that have not heard about Hamilton Night Out. T

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$650,536.15	\$623,246.43
Total Expenses:	\$642,275.70	\$615,225.60
Annual Surplus or (Deficit):	\$8,260.45	\$8,020.83
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2018

Current Year:

2019

Explanation for Accumulated Surplus or (Deficit):

We accumulate very little surplus each year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1,000.00	Parks, Rec and Community Events
2018	\$850.00	Parks, Rec and Community Events
2014	\$500.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	
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	\$4,000.00

\$500.00 in additional marketing posters distributed in the community

\$400.00 Social Media Advertising Plan

\$1,750 Entertainment by local Richmond

\$1,750 Interactive sport games

TOTAL \$4,000.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Amount	\$0.00
Funder 2 Name n/a	Amount	\$0.01
Funder 3 Name	Amount	\$0.00

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

Total Proposed Budget: **\$4,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$1,000

Recommendation: A (single year) grant is recommended to assist with entertainment expenses for Hamilton Night Out at McLean Park.

Staff Comments / Conditions: None **CNCL - 186**



**Grant Application Summary for 2020
Parks, Recreation & Community Events Program**

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

Society: Kajaks Track and Field Club
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Assistance with coaching and athlete program delivery costs
Grant Purpose: Operating Assistance
Start Date (if applicable): September 1, 2019 **End Date (if applicable):** August 31, 2020
Number To Be Served: 223
Richmond Residents: 215

Grant Request Summary:

Kajaks is Richmond's long-standing Track and Field Club. The clubs operating costs have increased in recent years and the club's cash position has nearly been depleted. Although plans are in place to increase membership fees, increased coaching costs due to increase demand for membership have placed a strain on cash. In order to meet the communities demand on the club, we are asking for assistance with our operating costs.

Richmond Services Received by Your Organization:

The Club receives use of Richmond elementary school gyms during winter evenings for indoor training.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$71,794.00	\$76,873.00
Total Expenses:	\$101,473.00	\$89,728.00
Annual Surplus or (Deficit):	(\$29,679.00)	(\$12,852.00)
Accumulated Surplus or (Deficit):	\$20,792.00	\$7,940.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000. 2018 was a deficit due to higher coaching costs.

Current Year:

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000. 2019 was again a deficit

due to higher coaching costs. Increases in membership charges are expected to improve the results in 2020.

Explanation for Accumulated Surplus or (Deficit):

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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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	BC Community Gaming Grant	Amount	\$15,100.00
Funder 2 Name	Richmond New Balance	Amount	\$5,000.00
Funder 3 Name	PLLR Law	Amount	\$3,000.00

Amount Your Society will Provide: **\$66,625.00**

Total Proposed Budget: **\$94,725.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation:

Not recommended for funding as activities that are restricted to or primarily serve the membership of an organization (unless available to a large portion of the public for free or at nominal cost), and operating deficits are not eligible for a Parks, Recreation and Community Events Grant under s. 4(v) of the City's 2020 Grant Program Guidelines.
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**Staff Comments /
Conditions:**

None

Society: Kidsport - Richmond Chapter
Grant Type: Over \$5000 Single Year
Grant Request: \$25,000
Proposal Title: KidSport™ Richmond Grant
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): _____ **End Date (if applicable):** _____
Number To Be Served: 350
Richmond Residents: 350

Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - children and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to a maximum of \$600 per applicant per year may be granted and can be applied only to registration fees during the season the sport is in session. We currently fully fund more than 80% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The sport organization must be affiliated with Sport BC.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$134,020.00	\$151,262.00
Total Expenses:	\$126,871.00	\$115,801.00
Annual Surplus or (Deficit):	\$7,149.00	\$35,461.00
Accumulated Surplus or (Deficit):	\$61,263.00	\$96,723.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year: CNCL - 190

In 2018 total grants paid out increased by 28% over 2017, with a slight increase in total revenues. We have been experiencing a steady increase in applications over the past two years, with a 27% increase being realized in 2018.

Current Year:

In June 2019 the maximum athlete grant was increased to a maximum of \$600 per year, which has resulted in a slight increase in grants paid out. We have experienced a 10% increase in the average grant paid out in 2019 over 2017, currently sitting at \$378 per grant. To date we are experiencing a slight increase in the total grants paid out. In 2019 we experienced a significant increase in revenue from our annual Banquet, resulting in an increase in our accumulated surplus.

Explanation for Accumulated Surplus or (Deficit):

The surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month and are not guaranteed annually. This enables us to have sufficient financial resources on hand to fund approved applications each month and not having to wait for needed grants or donations. Our goal is to have an accumulated cash surplus to cover a minimum of 6 months of operating costs to enable us to keep awarding grants should we experience a significant disruption in our funding sources.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$23,000	Parks, Rec and Community Events
2018	\$22,617.5	Parks, Rec and Community Events
2017	\$20,758	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

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Local Travel	\$0.00
Other	\$25,000.00

Provide partial sport registration fees (up to \$600) for financially challenged children and youth who reside in Richmond to participate in community sports that are affiliated to Sport BC..

TOTAL \$25,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	BC Government (Sport BC funding)	\$4,000.00
Funder 2 Name	Hamber Foundation	\$2,000.00
Funder 3 Name	Cadillac Fairview	\$15,000.00

Amount Your Society will Provide:	<u>\$0.00</u>
Total Proposed Budget:	<u>\$25,000.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$24,000

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

Staff Comments / Conditions: None

Society: Rabbitats Rescue Society**Grant Type: Over \$5000 Multi Year - Year 1****Grant Request: \$10,000****Proposal Title: Rabbit Control and Management Support Program****Grant Purpose: Operating Assistance****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 100,000****Richmond Residents: 80,000****Grant Request Summary:**

The City of Richmond has a major rabbit problem. Invasive abandoned pets and their feral offspring are eating gardens and causing extensive landscaping and other property damage to residences, businesses and public land. Residents and visitors alike are stressed by viewing deceased rabbits on the roads and city resources are used to pick up the bodies. The rabbits attract predators like coyotes into their urban domains. Rabbit fans feeding the former pets leave compost in their wake attracting rats. The rabbits may soon expand to farmland.

Every year the rabbits are not controlled, control becomes more expensive. Rabbitats, a volunteer-run registered charity with unbeatable feral rabbit expertise, has an innovative plan for methodical containment that will see specific areas cleared so the rabbits will not re-populate.

We are doing what we can with very limited resources. We are mapping the rabbits and their boundaries while developing a variety of innovative programs that will benefit the majority of Richmond residents, the environment and the rabbits.

Rabbitats needs operating relief to be able to develop sustainable programs, community partnerships to share the rabbit control burden, increased sponsorships, user fees, re-occurring events, retail sales, donor bases and other methods of sustainability.

We are reaching out to other funders for project financing to establish innovative, low maintenance and cost effective modes of containment; non-traditional adoptions and relocation destinations; repositioning the rabbits as an attraction and not a pest. The program will not only help Richmond, it will serve as an example to others.

Rabbitats' experience over the last decade includes the successful relocation of 1000 rabbits from the UVic campus and 400 rabbits from the Richmond Auto Mall. We oversee

'rabbitats' around the lower mainland and are developing enclosures at our headquarters in Richmond.

Richmond Services Received by Your Organization:

We are occasionally given the use of city facilities for meetings and events.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$77,361.66	\$63,712.13
Total Expenses:	\$62,289.10	\$62,417.10
Annual Surplus or (Deficit):	\$15,072.56	\$1,295.03
Accumulated Surplus or (Deficit):	\$13,798.12	\$15,093.15

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We set aside funds in a savings account for risk management.

Current Year:

We are either setting funds aside for risk management or construction projects, but other than a savings account for emergencies we spend what we take in.

Explanation for Accumulated Surplus or (Deficit):

Our accumulated surplus is set aside for contingency fees and risk management. Rabbitats remains responsible for the rabbits for life; if a situation doesn't work out, our organization will be tasked with caring for the rabbits or finding alternatives.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$500.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$3,000.00
Utilities and Telephone	\$500.00
Supplies	\$500.00
Equipment	\$500.00
Photocopying	\$300.00
Program Materials	\$1,000.00
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Local Travel	\$200.00
Other	\$3,000.00

Trailer Rental: We need space for an office and rabbit quarantine area, we need to incorporate portable buildings.

TOTAL **\$10,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Richmond Auto Mall	\$5,000.00
Funder 2 Name	Private Donor	\$15,800.00
Funder 3 Name	Richmond Community Fund	\$6,800.00

Amount Your Society will Provide: **\$40,000.00**

Total Proposed Budget: **\$87,600.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Recommendation: Not recommended for funding as the City is providing other forms of support to the organization (operating grant for the removal of rabbits in the Dover neighbourhood as a pilot project). Not eligible for multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant has not received a City Grant for the same purpose for the past five consecutive years.

Staff Comments / Conditions: None

Total \$3364

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$1,300,487.88	\$1,285,763.04
Total Expenses:	\$1,170,470.87	\$1,175,813.23
Annual Surplus or (Deficit):	\$130,017.01	\$109,949.81
Accumulated Surplus or (Deficit):	\$82,291.31	\$212,308.32

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

Transfer of amortization funds has not yet occurred.
--

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,661.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$400.00

Refreshments - \$200
Marketing and Awareness - \$200

TOTAL **\$2,561.00**

Financial Assistance from Other Sources (if applicable)

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

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

Total Proposed Budget: **\$2,561.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$1,650

Recommendation:

A (single year) grant is recommended to assist with personnel, supplies and marketing expenses for a free, monthly Queer Social to provide LGBTQ2S adults with an inclusive, safe space, and recreational activities.

Staff Comments / Conditions:

None



**Grant Application for 2020
Parks, Recreation & Community Events Program**

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

Society: Richmond Fitness and Wellness Association

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: Walk Richmond Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3,000

Richmond Residents: 3,000

Grant Request Summary:

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

1. Continuing to coordinate and enhance the well-established, free, drop-in Walk Richmond program;
2. Building community capacity through supporting the development of sustainable and independent walking opportunities with less-connected populations in Richmond through community outreach efforts such as 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.

Richmond Services Received by Your Organization:

We currently do not receive any services, however, anticipate continued support from the City of Richmond Community Health & Wellness Coordinator.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$26,483.00	\$37,590.00
Total Expenses:	\$22,645.02	\$36,823.00
Annual Surplus or (Deficit):	\$3,837.98	\$767.00
Accumulated Surplus or (Deficit):	\$59,543.06	\$60,310.06

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Even with expenses increasing last year a surplus was realized due to increase in administration revenue and unexpected fund raising revenue.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received. Increase in overall budget revenue and expenses is due to implementation of the City Wide Fitness Leader Development program whereby RFWA is coordinating all fitness leader education for Richmond Associations.

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
2019	\$13,500	Parks, Rec and Community Events
2018	\$12,617.5	Parks, Rec and Community Events
2017	\$11,500	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	\$1,500.00
Local Travel	\$0.00
Other	\$1,000.00

\$1000 towards the progression of the StoryWalk program in partnership with the Richmond Public Library.

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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: **\$10,000.00**

Total Proposed Budget: **\$28,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$13,500

Recommendation:

A (single year) grant is recommended to assist with consultant fees, supplies and operating expenses facilitate free walking programs and opportunities in Richmond.
--

Staff Comments / Conditions:

None

Society: Richmond Food Security Society

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: Building a Food Secure Richmond

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 10,388

Richmond Residents: 10,388

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.

Community Gardens: 358 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 Program: training youth as food security leaders in action,

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

Honeybee and Pollinator Program; Beehives across four city sites

Events include Seedy Saturday, supporting Garlic Fest, and partnering with the City on Farm Festival, and resources include **ENCL 202**ating 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 Action Team,

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:	\$252,688.00	\$274,509.00
Total Expenses:	\$236,228.00	\$266,709.00
Annual Surplus or (Deficit):	\$16,460.00	\$5,800.00
Accumulated Surplus or (Deficit):	\$16,460.00	\$22,260.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We continue to work hard to stabilize the organization financially in 2018/2019, and ended the last fiscal year with a surplus. We plan to continue building this surplus until we have three months of operating funds to protect us for the unexpected. Surplus funds will also be allocated to shed replacements at community gardens, increasing the living wage for staff, legal fees for our charity status application with CRA as well as hiring a facilitator to develop out the strategic plan for the next three years.

Current Year:

The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2019/2020 fiscal year. At just over halfway through the year, we are projecting revenues of close to \$274,000, and expenses close to \$268,000. 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. 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 350+ Richmond residents).

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$12,000	Parks, Rec and Community Events
2018	\$10,000	Parks, Rec and Community Events
2017	\$9,800	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$13,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,100.00
Equipment	\$900.00
Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$800.00
Other	\$0.00
TOTAL	<u>\$18,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name Vancouver Coastal Health	\$41,000.00
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Parks, Recreation & Community Events 2020

Over \$5000

Single Year

Richmond Food Security Society

Summary Page 4

Funder 2 Name	BC Gaming	\$29,500.00
Funder 3 Name	Lush	\$18,000.00
Amount Your Society will Provide:		<u>\$109,000.00</u>
Total Proposed Budget:		<u>\$268,409.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$12,000

Recommendation:

A (single year) grant is recommended to assist with personnel and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, and the Local Eating Guide.
--

Staff Comments / Conditions:

None

Society: Richmond Winter Club
Grant Type: Over \$5000 Multi Year - Year 1
Grant Request: \$64,151
Proposal Title: Richmond Winter Club Operating Assistance
Grant Purpose: Operating Assistance
Start Date (if applicable): End Date (if applicable):
Number To Be Served: 3,882
Richmond Residents: 2,900

Grant Request Summary:

Richmond Winter Club is requesting assistance for our facility operating expenses including wages, utilities, repairs and maintenance of the refrigeration plant, repairs and maintenance of the building, and administrative costs such as photocopying and program materials. We are also requesting one-time funding for a fire safety plan required by Richmond Fire Rescue, estimated to cost between \$3800-\$5000 (consultant services). A copy of the fire safety plan quote is included.

Richmond Services Received by Your Organization:

25 year land use lease agreement (September 2017) and property tax relief.

FINANCIAL INFORMATION
Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$739,615.00	\$1,016,793.00
Total Expenses:	\$780,769.00	\$896,586.00
Annual Surplus or (Deficit):	(\$41,154.00)	\$120,207.00
Accumulated Surplus or (Deficit):	\$34,885.00	\$79,053.00

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

Richmond Winter Club faced ongoing extraordinary expenses due to new regulations required by Technical Safety BC following the tragedy in Fernie in 2018. The required upgrades and maintenance resulted in unanticipated expenses of over \$100,000, including wages for Refrigeration Operators which we were required to have on staff 24/7 until TSBC was satisfied with our plant updates and ongoing maintenance plan. Due to these unanticipated expenses, the club's reserve funds were completely depleted.

Current Year:

The current year surplus is a budget projection. The previous year surplus has already been depleted due to limited revenue during the summer months when there is no ice or curling activities at the club. Richmond Winter Club is embarking on an ambitious plan to rebuild its reserve funds with a revised fund development program which includes: a \$35 per league member facility fee, league fee increases ranging from 4% - 10%, increases in rental rates and increases in café, catering and bar pricing as well. Much of the clubs pricing had not seen any significant increases in at least four years. In addition, the club's new office and business development manager is working on broadening our scope of funding sources, including new grant opportunities and sponsorships. Surplus funds will be used in two ways: to rebuild a capital reserve fund, and provide sustaining funds for the summer months when the ice is out and limited revenue is coming into the club.

Explanation for Accumulated Surplus or (Deficit):

Richmond Winter Club requires an accumulation of funds to sustain the club's operations during the summer months May through September when the ice is removed and there is no curling activity therefore revenue is limited. The club is looking at a number of options to increase revenue during the summer months including a partnership with the newly-formed Richmond Pickleball Association.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$24,502.00
Consultant Services	\$5,000.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$20,499.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$775.00
Program Materials	\$300.00
Local Travel	\$0.00
Other	\$11,175.00

Maintenance and repairs to the refrigeration plant and facility.

TOTAL \$62,251.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Province of BC - Community Gaming Grant	\$41,350.00
	CNCL - 207	

Funder 2 Name ?	\$0.00
Funder 3 Name ?	\$0.01
Amount Your Society will Provide:	<u>\$791,085.00</u>
Total Proposed Budget:	<u>\$896,586.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Recommendation:

A (single year) grant is recommended for the development of a fire safety plan for the Richmond Curling Club. Not eligible for multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant has not received a City Grant for the same purpose for the past five consecutive years. A portion of the application request cannot be considered as operating deficits, and building construction and repairs are not eligible for a Parks, Recreation and Community Events Grant under s. 4(v) of the City's 2020 Grant Program Guidelines.

Staff Comments / Conditions:

None

Society: Sea Island Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$750
Proposal Title: Burkeville Daze 2020
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): End Date (if applicable):
Number To Be Served: 1,000
Richmond Residents: 1,000

Grant Request Summary:

This annual event provides a much needed opportunity for community socialization and education regarding City services and programs.

Richmond Services Received by Your Organization:

Use of Sea Island Community Hall and the support of City Staff both at Sea Island and at Thompson Community Centre.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$100,100.91	\$5,863.30
Total Expenses:	\$82,710.52	\$4,439.42
Annual Surplus or (Deficit):	\$17,390.39	\$1,423.88
Accumulated Surplus or (Deficit):	\$103,927.21	\$88,356.80

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Our Association had a surplus in 2017/18 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):

CNCL - 209

In over forty years of providing programs, the Sea Island Community Association has retained a surplus of just over \$103,000.00, 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
2019	\$800.00	Parks, Rec and Community Events
2018	\$800.00	Parks, Rec and Community Events
2017	\$750.00	Parks, Rec and Community Events

Explanation for Accumulated Surplus or (Deficit):

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	\$750.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$750.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name Vancouver Airport Authority	Amount	\$3,000.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

Amount Your Society will Provide: **\$1,000.00**

Total Proposed Budget: **\$4,750.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$750

Recommendation:

A (single year) grant is recommended to assist with supplies for the annual Burkeville Daze community event at Burkeville Park.

**Staff Comments /
Conditions:**

None

Society: **Sharing Farm Society**
Grant Type: **Over \$5000 Multi Year - Year 3**
Grant Request: **\$30,000**
Proposal Title: **The Sharing Farm**
Number Served: **9,615 Richmond Residents: 8,615**

Grant Request Summary:

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

As well as our donations to the food bank, The Sharing Farm aims to provide the Richmond community with the opportunity to connect with and learn about local agriculture. We had over 550 volunteers work at the farm in 2019, plus 258 people attending our workshops; a neighbourhood celebration evening with 50 attendees and, of course the Garlic Festival, which attracted 6000 visitors.

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

Community Benefits:

In 2019 we were able to donate over 26,000 lbs of fresh produce, our most successful year to date. We also had 6924 visitors to the farm through our volunteering programs, workshops and events. These visitors benefit by learning about how food is grown, the importance of food security and local agriculture, sustainable practises in agriculture, healthy eating and healthy cooking. They also benefit from a chance to socialize with other community members, the chance to do physical exercise in a beautiful, outdoor setting and the chance to make a meaningful contribution to their community through volunteering.

CNCL - 212

Changes that will impact grant use:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$248,629.00	\$278,124.00
Total Expenses:	\$239,221.00	\$283,343.00
Annual Surplus or (Deficit):	\$9,408.00	(\$5,219.00)
Accumulated Surplus or (Deficit):	\$128,469.00	\$123,250.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Near break even after restricting a small surplus for contingencies.

Current Year:

Near break even after restricting a small surplus for contingencies.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus invested in farm assets (net of amortization) plus a small working capital balance to carry in to 2020 to start the season.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$19,000	Parks, Rec and Community Events
2018	\$19,000	Parks, Rec and Community Events
2017	\$18,000	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended

Amount: \$19,000

Recommendation:

A (Year 3 of 3) grant is recommended to assist with operating expenses to grow fresh, organic produce for low-income Richmond families through the Food Bank, Community Meals, and other charitable organizations.

CNCL - 213

**Staff Comments /
Conditions:**

None

Society: Steveston Community Society - Richmond Summer Project**Grant Type: Over \$5000 Multi Year - Year 3****Grant Request: \$50,000****Proposal Title: Richmond Summer Project****Number Served: 7,000 Richmond Residents: 7,000****Grant Request Summary:**

Funds contribute to the overall organization and coordinating abilities of the Richmond Summer Project 2020. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners provide equitable summer day camp programs and services to City of Richmond residents. Funds would be distributed between 12 facilities citywide. The City Grant enables low or no cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers.

One key component of funds from the City Grant is to hire "Roving Support Leaders." These staff members, paid by the Richmond Summer Project, provide 1 week of support to children who otherwise might not be able to safely and successfully participate in summer day camps and who are not eligible for Ministry funding. This is an integral aspect of the Richmond Summer Project as it provides the opportunity for Richmond families requiring additional support equitable access to any City of Richmond summer day camp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre.

In 2019, 275 staff and volunteers attended City-Wide training the weekend of June 22, 2019. 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 2020 on behalf of the following City of Richmond partners in Parks, Recreation and Community Social Services: Steveston Community Society, Thompson Community Association, East Richmond Community Association, South Arm Community Association, City Centre Community Association, Sea Island Community Association, Hamilton Community Association, West Richmond Community Association, Richmond Nature Park Society, Arts Centre, Arena Services, Britannia Heritage Shipyard Society, and Diversity Services.

Changes that will impact grant use:

Richmond Summer Project requests \$50,000 in order to increase our city-wide availability of Roving Support Leaders. In summer 2019 with the increase in funds for the support worker positions, the Richmond Summer Project was able to fund 2 Roving Support Leaders, who supported a number of children at various centres throughout the summer. Children receiving Roving Support are eligible for 1 week of support each summer. The Richmond Summer Project was also able to provide funds to cover additional staffing costs to centres that brought in additional staff within their own teams to help support children with additional needs when there was no Roving Support Leader available.

With increased support from the grant, the Richmond Summer Project would be able to continue to provide 2-3 Roving Support Leaders, as was funded in summer 2019, enabling the Richmond Summer Project to support more children through the summer have a successful day camp experience. If the Richmond Summer Project was funded to provide 945 hours of Roving Support through the summer, this would enable as many as 27 Richmond children who might not otherwise be able to access summer day camps, the opportunity to participate in a meaningful and inclusive way.

Roving Support Leaders are a key component to the Richmond Summer Project being able to continue to offer equitable and inclusive city-wide summer programming.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$215,834.44	\$228,326.72

Total Expenses:	\$208,076.19	\$221,708.06
Annual Surplus or (Deficit):	\$7,758.25	\$6,618.66
Accumulated Surplus or (Deficit):	(\$17,605.39)	(\$11,090.85)

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 October 25/19 and our fiscal year is Dec 31/19.

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)

Year	Amount	Grant Program
2019	\$35,000	Parks, Rec and Community Events
2018	\$27,500	Parks, Rec and Community Events
2017	\$27,500	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended

Amount: \$32,000

Recommendation:

A (Year 3 of 3) grant is recommended to assist with personnel and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.

Staff Comments /

Conditions:

None

GNCL - 217

2020 Parks, Recreation and Community Events Grants – Application Scoring Criteria

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

<i>Scoring</i>									
<input type="checkbox"/> ← → 									
0 <i>No Answer</i>	1 <i>Strongly Disagree</i>	2	3 <i>Somewhat Disagree</i>	4	5 <i>Neutral</i>	6	7 <i>Somewhat Agree</i>	8	9 <i>Strongly Agree</i>
Applicant									
6	The applicant has a reputation for: <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

2020 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

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1. Overview

(i) City Grant Policy

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

(ii) Purpose

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

(iii) Principles

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

(iv) Goal

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

(v) Objectives

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

2. Program Funding

(i) Base Program Funding

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

(ii) Annual Cost of Living Increase

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

(iii) Unused Program Funds

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

(vi) General Purposes Committee Review

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

7. Awarding of Grants

(i) Council Decision

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

(ii) Grant Disbursement

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

(iii) Reporting and Acknowledgement of Grant Benefits

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

(iv) Recuperation of Grant

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

(v) No Appeal

There is no appeal a 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.