



## City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Joe Erceg, MCIP  
General Manager, Planning & Development  
**Re:** 2009 City Grant Program

**Date:** February 25, 2009

**File:**

### Staff Recommendation

That, as per the report from the General Manager, Planning and Development, dated February 25, 2009, the 2009 City Grants be allocated as follows (see **Attachment 2**):

- The organizations in the Health, Social and Safety Services category be awarded the recommended grant amounts and cheques disbursed for a total of \$436,850.
- The organizations in the Cultural and Community Events category be awarded the recommended grant amounts and cheques disbursed for a total of \$72,650.

Joe Erceg, MCIP  
General Manager, Planning and Development

Att. 4

FOR ORIGINATING DEPARTMENT USE ONLY			
<b>ROUTED TO:</b>		<b>CONCURRENCE</b>	
Budgets .....		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
Recreation & Culture .....		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
<b>REVIEWED BY TAG</b>		<b>CONCURRENCE OF GENERAL MANAGER</b>	
YES <input checked="" type="checkbox"/> <i>EE</i>			
NO <input type="checkbox"/>		<b>REVIEWED BY CAO</b>	
		YES <input checked="" type="checkbox"/> <i>EE</i>	
		NO <input type="checkbox"/>	

## Staff Report

### Origin

City Council has the authority to provide financial assistance to community organizations under the Local Government Act. The new City of Richmond Grant Program (**Attachment 1**) outlines the principles and processes by which the grants are to be allocated.

This report provides information and recommendations pertaining to the 2009 City Grant Program.

### Findings Of Fact

#### 1. Revised Grant Program

In July 2008, following a City Grant Policy Review lead by Cllr. Evelina Halsey-Brandt and Cllr. Linda Barnes, Council adopted a revised Richmond Grant Program. This is the first year of implementing this new program, including a revised application form. To date, comments on the new program include both concerns regarding the amount of work required for agencies requesting small grants, as well as commendation of the new program and application form because they more closely reflect what is required by other funders, making it easier for applicants to complete.

Staff will be reviewing comments from both applicants and reviewers to determine if any changes to the Program are necessary (e.g., clarifying certain requirements, degree of application detail). Should Grant Program changes be needed, they will be presented in a separate report to Council by June 2009. As per the new Program, changes to the Application Form, Staff Checklist and Grant Summary Sheet will be made as necessary by staff as per the Program policies.

With the new program, other City assistance is better identified. As well, the benefits, clients, program activities and financial accountability of the applicants are better described. This provides clarity, facilitates review and promotes program accountability.

#### 2. Grant Budget

The 2009 Grant Budget is \$510,000, consisting of \$500,000 plus an annual Cost of Living increase (2.3% or +\$11,500 for 2009), approved as part of the new Grant Program.

<b>Base Funding</b>	<b>\$500,000</b>
<b>Cost of Living Increase (2%)</b>	<b>\$11,500</b>
<b>Total</b>	<b>\$511,500</b>

#### 3. Applications Received

Advertisements were placed on the City Page and City Notice Board in the Richmond Review and on the City website in August and September, 2008 advising the community of the grants process and the closing date for applications of October 17<sup>th</sup>, 2008.

A total of 45 applications were received for a requested total of \$1,107,873.53 as follows:

Program Area	Total Requested 2009
Health, Social & Safety Services	\$871,245.53
Cultural & Community Events	\$236,628.00
<b>Total</b>	<b>\$1,107,873.53</b>

Requests amount to 221% of the budget. A summary of requests for the 2009 Grants Program is included as **Attachment 2**.

#### 4. Late Applications

No applications were received after the October 17<sup>th</sup>, 2008 deadline. This may be due to the new application form, which indicated the deadline on each page. It may also reflect the new Program, indicating that late applications would not be forwarded to Council with those submitted on time, and would not be considered as part of the Grant review process.

#### 5. New Applications

Five (5) applications from organizations that had not applied since 1993 or earlier were received for the 2009 Grants Program, as follows:

2009 Grants Program – New Applications	
Health, Social & Safety Services	Cultural & Community Events
Civic Education Society	Evergreen
Richmond Amateur Radio Club	Richmond Garden Club
Turning Point Recovery Society	

#### 6. Application Review Process

A City Grants Review Committee, consisting of staff from a range of departments, reviewed the 2009 applications.

Staff members were assigned applications to review and completed the Grant Application Summary Sheets (**Attachment 3**) attached to this report. Recommended allocations were determined by the City Staff Grants Review Committee.

For the first time, as part of the revised Grant Program, Business & Financial Services staff reviewed the financial information provided by applicants and this was of great assistance in clarifying and analyzing the different categories of the financial statements submitted, strengthening accountability, as well as providing an overall impression of the financial health of the organizations applying.

#### 7. Two Categories of Grant Applications

The City's previous Grant Policy defined two eligible categories for applicants:

- Category 1 applicants are those "providing unique and essential services to the community of Richmond". Applicants who are deemed to be Category 1 may apply for funding in subsequent years. All applications in 2007 and 2008 were deemed to be Category 1.
- Category 2 applicants are not eligible to apply for or receive funding for two subsequent years. No 2007 or 2008 applications were designated Category 2.

These categories were eliminated in the revised Grant Policy as they were deemed not useful.

## Analysis

### 1. Summary of Grant Applications

The attached Grant Application Summary Sheets (**Attachment 3**) summarize each application with respect to the purpose of the request, services received from the City, use of previous year's grant, financial status and recommended grant. Binders of the 2009 Grant Applications have been placed in the Councillors' Lounge. Grant application information, recommendations and allocations from 2007 – 2009 are:

Grant Recommendations and Allocations Summary*			
	2007	2008	2009
Total number of applications	43	48	45
New applicants	7	12	5
Grants denied (late)	0	1	0
Grants denied (did not meet criteria)	12	15	8
Maintained at previous year's level	20	23	25
Partially allocated	27	29	28
Total amount recommended	\$485,250	\$484,100	\$509,500
Total Grant Program budget	\$500,000	\$500,000	\$511,500
Unallocated amount as of this report	\$0	\$0	\$2,000
Total amount allocated	\$500,000	\$500,000	TBD

\*some categories overlap and others are not described; numbers are not meant to be totalled

### 2. Summary of 2009 Staff Grant Recommendations

Of the 2009 Grant Applications:

Type	#	%
Recommended for full allocation (recommended grant equals amount requested)		
<ul style="list-style-type: none"> <li>- Community Meal at St. Alban's Hall</li> <li>- Richmond Carefree Society</li> <li>- Richmond Poverty Response Committee</li> <li>- Visually Impaired People's Club of Richmond</li> <li>- Hamilton Community Association</li> <li>- Pacific Piano Competition Society</li> <li>- Richmond Summer Project c/o Steveston Community Association</li> <li>- Scouts Canada – 18<sup>th</sup> Richmond Scouts</li> <li>- Sea Island Community Association</li> </ul>	9	20%
Recommended for no allocation – late:	N/A	N/A
Recommended for no allocation – program criteria not met:		
<ul style="list-style-type: none"> <li>- Integration Youth Services Society</li> <li>- Richmond Amateur Radio Club</li> <li>- Richmond City Centre Community Association</li> <li>- Community Arts Council</li> <li>- Evergreen</li> <li>- Kapamilya Multicultural Society</li> <li>- Richmond Garden Club</li> <li>- Richmond Singers</li> </ul>	8	18%
Recommended for partial allocation	28	62%
Sub-total: Number of recommended grants (full & partial allocations)	37	82%
Total	45	100%

### 3. Summary of Reasons for Partial or No Funding

Partial funding of requests is typically recommended because requests exceed the capacity of the Grants Program to fully fund them. Many (62%) applications are only partially funded. This does not necessarily imply any criticism of a proposed program or organization. The primary reason for partial funding is that the total amount requested exceeds the Grants Program budget and providing some assistance to many is better, it is suggested, than providing full assistance to few.

Other reasons for partial or no assistance recommended include:

- Programs have previously been funded by other levels of government
- Funding responsibility lies in other jurisdictions
- Other funding partners have not been sought (looking to City as sole source)
- Insufficient community benefit demonstrated
- Not partnering with other organizations
- Duplication of service
- Unaccounted surplus
- Fee-based (user pay) budget should be used
- City provides other forms of support to the organization.

In some cases, where no increase is recommended the group received an increase last year (e.g., CHIMO, Richmond Women's Resource Centre, Richmond Youth Service Agency).

### 4. Clarification of Mental Health Services to the Chinese Community:

#### General

In a report to the March 17, 2008 General Purposes Committee regarding 2008 City Grant allocations, staff indicated, with respect to an additional funding request made by the Richmond Chinese Mental Wellness Association (CMWAC), that further clarification was required to determine if a service duplication exists in the delivery of mental health services to the Chinese community.

To clarify roles, responsibilities, possible service gaps or duplications, and partnerships, staff sent a letter of request to the CMWAC (**Attachment 4**). The same letter was also sent to members of the Vancouver Coastal Health Mental Health and Addictions Coordinating Committee – Richmond (MHACCR), including Richmond Mental Health Services (RMHS); Canadian Mental Health Association, Pathways Clubhouse (CMHA); Richmond Mental Health Consumer and Friends Society (RCFC); CHIMO; SUCCESS; Turning Point and others (for Terms of Reference and full membership, see **Attachment 5**). It should be noted that several other Richmond community and social service organizations also provide services in Cantonese and Mandarin to those with, or at risk of having, mental health problems, including Touchstone and Family Services of Greater Vancouver (FSGV).

### Service Duplication

The CMWAC response to this letter indicates that their services partially duplicate those provided by other organizations in the community (e.g., referrals, counselling, social support services) (**Attachment 6**). Results from other organizations confirm these duplications.

However, staff conclude that it is appropriate for the CMWAC to receive a grant because some members of the Chinese community are more likely to seek referrals and social activities from this Chinese organization than from others.

### Recommendation

Staff recommend the same level of funding as last year for CMWAC (\$8,400) for the reasons indicated above. The grant is to support operating expenses related to referrals and social activities.

## 5. Richmond Addiction Services (RAS)

In 2009, the City requested additional clarity from RAS to ensure that RAS' services, financial statements and accountability were in order. RAS has provided this clarity. Also, RAS was requested to provide an update to Council regarding its use of 2008 City Grant funding. This was provided in June 2008. Upon review, staff deemed that RAS' use of their City Grant was in order (e.g., used for the purposes intended) and that future City grants would be well managed.

## 6. Conditions of a grant

When advising applicants of an approved grant, staff will identify any conditions of using the grant, or ways to improve future applications.

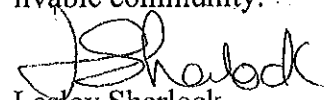
### Financial Impact

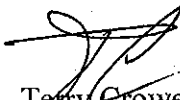
The 2009 Grants Program has a budget of \$511,500. The following 2009 grant allocations are recommended:

- Health, Social & Safety Services	\$436,850
- <u>Cultural &amp; Community Events:</u>	<u>\$72,650</u>
- <b>Total</b>	<b>\$509,500</b>
- <b>Remaining:</b>	<b>\$2,000</b>

### Conclusion

The recommended City grant allocations fall within the budget of the 2009 City Grants program. The City Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities assist in making Richmond a livable community.

  
Lesley Sherlock,  
Social Planner (4220)  
LS:cas

  
Terry Crowe, Manager,  
Policy Planning (4139)

Approved by City Council  
July 28, 2008

# ***Richmond Grant Program*** ***City Of Richmond***

Coordinated by The Policy Planning Division  
City Of Richmond

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<b>ATTACHMENT A</b>	GRANT PROGRAM APPLICATION NOTICE
<b>ATTACHMENT B</b>	GRANT PROGRAM APPLICATION FORM
<b>ATTACHMENT C</b>	AN INTERNAL STAFF CHECKLIST TO SUMMARIZE ANNUAL GRANT APPLICATIONS
<b>ATTACHMENT D</b>	GRANT APPLICATION SUMMARY SHEET (FOR COUNCIL)



## **THE 2008 RICHMOND GRANT PROGRAM**

### **1. Purpose**

The purpose of the 2008 Richmond Grant Program is improve the previous Grant Program, to better:

- Achieve the City's Corporate Vision: "To be the most appealing, livable well managed City in Canada",
- Ensure that the limited Program dollars are effectively spent,
- Improve Program benefits, effectiveness, management, administration and phases.

### **2. Program Context**

- The City of Richmond is one of the most diverse and family oriented communities in Canada.
- Richmond residents voluntarily form many types of community groups to meet a wide range of social, economic and environmental interests.
- In doing so, these groups assist in creating a vibrant, livable and appealing City.
- The Richmond City Council acknowledges that these groups:
  - Are essential in building a viable community,
  - Make Richmond a better place to live, work and play,
  - Address important needs and issues,
  - Wish to contribute their ideas, vast experience, abilities, and education,
  - Sometimes require financial assistance to implement their projects.

### **3. Principles**

The Program is based on the following principles:

- Support The City's Corporate Vision
- Support Non Profit Groups
- Benefit Richmond Residents
- Maximize Program Benefits
- Promote Volunteerism
- Build Partnerships
- Increase Community Group Capacity
- Cost Sharing
- Cost Effectiveness
- Grants Earned - Not An Entitlement
- Promote User Pay of Community Group Programs
- Innovation.

### **4. Goal Of The City Grant Program**

The goal of the program is to build strong communities by assisting non-profit community groups in delivering services to Richmond residents.

### **5. Program Objectives**

The objectives of the Grant Program are:

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

## 6. The Program's Multiple Criteria

To maximize The City's Program benefits and limited funds, the following Criteria are established. Applications that meet these criteria will be favoured.

- Criteria A: Benefits To The Richmond Community
- Criteria B: Benefits To Applicant Groups [Program Clients]

MULTIPLE CRITERIA - CITY GRANT PROGRAM			
CRITERIA A - BENEFITS TO THE RICHMOND COMMUNITY			
General Objectives	Group Assist Priorities	Types Of Residents Served	Priority Activities
- Promote Livability	- Stable capable groups	- Primarily Richmond residents	- Prevention
- Promote Appealing	- Groups who form partnerships	- Seniors	- Intervention
			- Treatment
- Build A Legacy		- People with disabilities	- Wellness
- Build Sustainability		- Children	- Maximize the quality of funded services
- Build Financial Viability		- Youth	- Maximize the number of those helped.
- Build A Complete Community		- Families	- Build organizational capacity
- Promote "Well Managed"		- Low Income	- Build community capacity
- Promote Diversity		- Women	- Improve the quality of life:
- Promote Volunteerism		- Immigrants	• Social
- Promote Wellness		- Tourists	• Economic
- Innovation		- Other	• Environmental
- Other			- Sustainability
			- Other
CRITERIA B - BENEFITS TO APPLICANT GROUP			
General Priorities		Less Favourably Considered	
- Maximize quality of service		- Only City funding for project	
- Maximize number served		- Single Group & City funded projects	
- Promote financial partnerships		- Group becoming dependant on City grants	
- Leverage more funds from others		- Insufficient Partnering	
- Build organizational capacity		- Duplication of Service	
- Build community capacity		- Groups with unaccounted for surplus or deficit	
- Other		- Other	

## 7. Interpreting The Program's Multiple Criteria

- The following tables clarify how the Multiple Criteria can be met.
- Applications are to indicate how.

CRITERIA A - BENEFITS TO THE RICHMOND COMMUNITY	
General Objectives	Interpretation
<ul style="list-style-type: none"> <li>- Promote Livability</li> <li>- Promote Appealing</li> <li>- Build A Legacy</li> <li>- Build Sustainability</li> <li>- Build Financial Viability</li> <li>- Build A Complete Community</li> <li>- Promote "Well Managed"</li> <li>- Promote Diversity</li> <li>- Promote Volunteerism</li> <li>- Promote Wellness</li> <li>- Innovation</li> <li>- Other</li> </ul>	<ul style="list-style-type: none"> <li>➤ Applications are to clearly address some of these criteria.</li> <li>➤ Applications which promote volunteer participation and citizen involvement are encouraged.</li> <li>➤ Innovation is encouraged.</li> </ul>
Group Assist Priorities	
<ul style="list-style-type: none"> <li>- Stable capable groups</li> <li>- Groups who form partnerships</li> <li>- Other</li> </ul>	<ul style="list-style-type: none"> <li>➤ Applications are to clearly address criteria.</li> <li>➤ Funding from other sources is expected.</li> </ul>
Types Of Residents	
<ul style="list-style-type: none"> <li>- Serves primarily Richmond residents</li> <li>- Seniors</li> <li>- People with Disabilities</li> <li>- Children</li> <li>- Youth</li> <li>- Families</li> <li>- Low Income</li> <li>- Women</li> <li>- Immigrants</li> <li>- Tourists</li> <li>- Other</li> </ul>	<ul style="list-style-type: none"> <li>➤ Applications must address at least one of these communities.</li> <li>➤ Group program objectives must be stated.</li> <li>➤ Need: Applications are to: <ul style="list-style-type: none"> <li>▪ Demonstrate community need</li> <li>▪ Show financial need, and</li> <li>▪ Demonstrate the impact that would occur if the City did not fund the application.</li> </ul> </li> <li>➤ Maximize Benefits: Applications that provide the greatest benefits to the largest number of Richmond residents are encouraged.</li> </ul>
Priority Activities	
<ul style="list-style-type: none"> <li>- Prevention</li> <li>- Intervention</li> <li>- Treatment</li> <li>- Wellness</li> <li>- Maximize those helped</li> <li>- Build organizational capacity</li> <li>- Build community capacity</li> <li>- Improve the quality of life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> </li> <li>- Sustainability</li> <li>- Other</li> </ul>	<ul style="list-style-type: none"> <li>➤ Applications must address one of these types.</li> <li>➤ How the Group's program benefits people must be stated.</li> </ul>

CRITERIA B - BENEFITS TO APPLICANT GROUP	
General Priorities	Interpretation
- Maximize quality of service	<ul style="list-style-type: none"> <li>➤ The Group's program benefits must be clearly stated.</li> <li>➤ What the Group will do must be clearly stated.</li> <li>➤ The City will favour applications that involve more partners.</li> <li>➤ How Group and/or resident capacity is built must be explained.</li> <li>➤ Co-ordination: <ul style="list-style-type: none"> <li>▪ Applications, which demonstrate co-ordination and co-operation with other groups to prevent the duplication of projects, programs, services or events, are favoured.</li> </ul> </li> <li>➤ Multiple-Funded Project: <ul style="list-style-type: none"> <li>▪ Applications, which provide evidence of having funding from a variety of sources, are favoured.</li> </ul> </li> <li>➤ "User Pay" <ul style="list-style-type: none"> <li>Where appropriate, projects that require that the users of the proposed program/ service pay some amount for the services are favoured.</li> </ul> </li> </ul>
- Maximize number served	
- Promote financial partnerships	
- Leverage more funds from others	
- Build organizational capacity	
- Build community capacity	
- Other	
Less Favourably Considered	
- Only City funding for project	<ul style="list-style-type: none"> <li>➤ These programs will not be favoured.</li> </ul>
- Single Group & City funded projects	
- Group becoming dependant on City grants	
- Insufficient partnering	
- Duplication of service	
- Groups with unaccounted surplus or deficit	
- Other	

## 8. Policies

### (1.) Program Phases and Considerations

The following Program phases and considerations are to be managed, monitored and improved, as necessary:

Program Phase	Who	Activity	Considerations
Phase 1	City staff	Prepare For Annual Grants	<ul style="list-style-type: none"> <li>• Follow Program requirements</li> <li>• Promoting the Program</li> </ul>
Phase 2	Applicant	Apply For A Grant	<ul style="list-style-type: none"> <li>• Stability - of Group applying</li> <li>• Capability – experience, reliability of Group</li> <li>• Accountability - of Group</li> <li>• Maximum benefits: <ul style="list-style-type: none"> <li>• Increased numbers served</li> <li>• Of quality of service</li> </ul> </li> <li>• Degree of Need</li> <li>• Most assisted per grant</li> <li>• Cost effectiveness - of proposal</li> <li>• Promote multiple partner funding &amp; support</li> <li>• Leverage of more funds from others</li> <li>• Group's own support of their application: <ul style="list-style-type: none"> <li>• Funding</li> <li>• Services,</li> <li>• In-kind resources</li> </ul> </li> <li>• Thoroughness of proposal</li> <li>• Clarity of proposal</li> <li>• Amount of requested grant</li> <li>• Benefits of any previous City grant</li> </ul>
Phase 3	City staff	<ul style="list-style-type: none"> <li>• Review applications</li> <li>• Make recommendations</li> </ul>	Follow program requirements

Program Phase	Who	Activity	Considerations
Phase 4	Council	<ul style="list-style-type: none"> <li>Reviews applications</li> <li>Reviews staff recommendations</li> <li>Considers any presentations</li> <li>Awards Grants</li> <li>Any referrals by Council regarding the grant recommendations will be addressed by staff and forwarded to Council</li> </ul>	<ul style="list-style-type: none"> <li>Program Principles</li> <li>Program Policies</li> </ul>
Phase 5	City staff	Issue letters: <ul style="list-style-type: none"> <li>Awarded grants</li> <li>Explaining denied grants</li> </ul>	Follow program requirements
Phase 6	Applicant	Delivers funded service/program	Follow program requirements
Phase 7	Applicant	Monitors funded service/program	Follow program requirements
Phase 8	Applicant	Reports results to City: <ul style="list-style-type: none"> <li>Mid year, or</li> <li>At end of service/program, or</li> <li>When next applying for a grant.</li> </ul>	Follow program requirements
Phase 9	City staff	Periodically: <ul style="list-style-type: none"> <li>Evaluates Grant benefits</li> <li>Evaluates Grant Program</li> <li>Proposes Program improvements</li> </ul>	<ul style="list-style-type: none"> <li>Address Council instructions</li> <li>Analysis</li> <li>Options</li> <li>Make recommendations</li> </ul>
Phase 10	Council	<ul style="list-style-type: none"> <li>Reviews recommendations</li> <li>Approves changes</li> </ul>	Makes decisions
Phase 11	City staff	Implement program changes	Follow program requirements

## (2.) Program Funding

### a) Base Program Funding

- Until Council determines otherwise, \$500,000 is available for the Program.
- Every five years beginning in 2013, Council will review base program funding.
- Council may increase or decrease the amount allocated to the Program, or keep it the same, based on overall City corporate priorities.

### b) Annual Cost of Living Increase

- To maintain the effectiveness of Program base funding in light of general rising costs (e.g., the cost of living, fees), starting in 2009 and each year thereafter, an annual cost of living factor will be automatically added to the base program funding.
- The cost of living increase will be based on the Vancouver CPI annual average change as determined by BC Stats for the previous year.
- Finance Division of the City of Richmond will determine the amount annually and add it to the base program funding.

2009 Grant Program Funding	
Base Funding	\$500,000 (reviewed every 5 yrs., beginning in 2013)
Consumer Price Index (CPI)	To be determined annually
TOTAL	\$500,000 + CPI = New base program funding

### c) Unused Program Funds

At the end of each year, any unallocated Grant Program dollars must be returned to the City's General Revenue Account.

## (3.) Who Can Apply

- Only registered non-profit groups.
- The Group's Board must approve of the application being submitted.

## (4.) Who Cannot Apply

- Groups other than registered non-profit groups [e.g., for profit groups].
- Individuals, who do not represent a registered non-profit group.

- Public and private schools including post secondary educational institutions, or groups seeking funding for school-based programs
- Pre-schools and child care providers [A separate City Child Care Grant Program exists].
- Agencies that provide grants.
- Others, as determined by Council.

**(5.) Applications Per Year**

Due to limited Program funds, only one application per Group/per year will be accepted.

**(6.) Application Deadline**

The annual deadline for submitting City grant applications will be determined annually (e.g., on the second Friday of October).

**(7.) Late Applications**

Applications which miss the application deadline must not be accepted, processed or funded from the Grant Program for that application year, as:

- There is an ample annual application notice period for all.
- There are limited Program funds.
- The Program management phases are to be completed within a defined time period.
- Applicants desire a decision, as soon as possible.
- The processing of late applications would require that those applications that made the deadline be re-evaluated, thus delaying the process.
- Late applicants may apply in the next year.

**(8.) Benefits of Funding Proposal**

To determine the benefits of funded group programs, the following qualitative and quantitative factors are considered:

- The quality and credibility of the group (e.g., accreditation, licenses).
- The purpose of the proposed program (e.g., prevention, treatment and wellness programs have inherent value).
- The quality of the program offered (e.g., sound practice followed, delivered by responsible people and professionals).
- The number of clients served.
- Evaluations of the program once delivered (e.g., client and participant letters, surveys; community acceptance; program evaluations).
- Benefits to the community at large.

**(9.) Quality Of Documentation**

- A quality, fully completed application has a better chance of receiving City funding (see chart below).

Quality Of Application	Comments
- Thoroughness of proposal	<ul style="list-style-type: none"> <li>➤ Applications are to clearly address criteria.</li> <li>➤ Groups must be accountable.</li> <li>➤ Groups must demonstrate that they are capable.</li> <li>➤ Applications are to clearly and fully state funding details.</li> </ul>
- Clarity of proposal	
- Amount of requested grant and why	
- State proposed benefits of City grant	
- Capability of Group to deliver project	
- Applicants are to demonstrate financial partnerships and whether they have been: <ul style="list-style-type: none"> <li>• Applied for, or</li> <li>• Already received</li> </ul>	

- City staff have a limited amount of time to ask groups to clarify their applications.
- Applicants are required to address Grant Program Phases 2, 6, 7 and 8.
- Successful applicants are those who fully address all their Program Phases and requirements.
- Applicants are to provide documentation that addresses the Program Principles, Goals, Objectives, Multiple Criteria, Policies and Requirements.

- How well applicants do this, thoroughly and with clarity, will affect the success of their application and their future applications.
- All application projects must have a specific set of goals, objectives, deliverables, clients and benefits.
- All funded activities must specify a start and finishing date.
- Documented authorization of the application by the Group's Board must be provided (e.g., Board resolution).
- All required documentation is indicated on the Grant Notice and Application.

**(10.) Financial Considerations**

- Applicants must submit:
  - a) The Group's audited financial statements for the most recent completed fiscal year including the auditors report signed by the external auditors.
  - b) If audited financial statements are not available, submit the reviewed financial statements for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
  - c) 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.
  - d) If neither a, b, or c are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
  - e) The Group's current fiscal year operating budget.
  - f) The Group's budget to support the application (e.g., Operating Assistance or Community Service budget).
- Group applications will be reviewed for financial accountability by Finance staff.

**(11.) 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 would pay some of the cost].

**(12.) Less Favourably Considered Applications**

Applications which are less favoured, are those which:

- Rely only on City funding
- Are funded by a single Group and the City
- Risk the Group becoming dependant on City grants
- Demonstrate insufficient partnering
- Duplicate existing services
- Other.

**(13.) Staff Review Of Applications**

- Staff are to administer the Program based on the Program Principles, Goals, Objectives, Multiple Criteria, Policies and Requirements.
- As staff review applications, they may contact the applicants and others, to clarify the proposals.
- As it is Council who makes the final grant decisions, while reviewing applications, staff are not to advise applicants regarding:
  - Whether or not they will receive a grant, or
  - The possible amount of a grant.

**(14.) Funding Streams**

- To facilitate comparisons, staff will categorize the applications as follows:
  - Services (e.g., Health, Social and Safety), and
  - Events (e.g., Cultural and Community).
- Staff will provide information to Council regarding the total amount requested and recommended in each category as part of the annual grants review report.

**(15.) 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 support salaries.
2. **Community Service (e.g., program, project)**  
Must respond to the program criteria, have specific goals and objectives, and have a defined start and finish date.
3. **Community Event**  
Must respond to the program criteria, have specific goals and objectives, and have a defined start and finish date.

**(16.) Items Eligible For Funding**

The eligible items which may be funded are those required to directly deliver the project, including regular Group 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

**(17.) Items Not Eligible For Funding**

Grants are not for:

- Debt retirement
- Land and land improvements
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups
- Political activities including:
  - Promoting or serving a political party or Group,
  - Lobbying of a political party, or for a political cause.
- Activities that are restricted to or primarily serve the membership of the organization, unless group 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 may be funded by other government programs or entities
- Annual 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
- Other, as Council may determine.

**(18.) Grant Allocation Considerations**

- In reviewing grant applications, preparing recommendations and making grant decisions, primary consideration is given to meeting the Program Principles, Goals, Objectives, Multiple Criteria, Policies and Requirements including:
  - Demonstrated organizational efficiency, effectiveness and stability
  - The number of Richmond residents served
  - The quality of service
  - The financial need of the Group



- The proposed community interaction
- The role and number of volunteers
- The use of existing community services and facilities
- Unique nature – not a duplication of service
- Applying to more than one funding source
- Other City programs, services and financial assistance already provided.
- Grant allocations are partially dependent on the annual Program budget.
- The value of any other City support (e.g., space, photocopying, staff services) that the Group receives may affect the amount of grant awarded.
- Not all groups 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.
- As Council wishes to maximize benefits from the Grant Program, the assessment of City Grant applications is flexible.

**(19.) Timing Of Grant Decisions**

Generally, Council will decide on the applications in the first quarter of the year; however, no specific date is set to allow for processing, budget and timing.

**(20.) No Interim Funding**

There is to be no interim funding of a group or its application while it waits to hear if its application is approved, as such would delay application review times and final decisions.

**(21.) Council Decision**

- Council will make the final grant decisions, at its sole discretion, based on the Program Goals, Principles, Multiple Criteria, Policies and Requirements, and a review of City staff recommendations.
- Council may:
  - Approve a funding application:
    - In total, with or without conditions (e.g., subject to a mid-year review)
    - In part, with or without conditions
  - Ask for more information
  - Issue dollars in phases with conditions
  - Deny an application.
- For example, where a large amount of grant money is to be provided, or where Council is not familiar with the proposed program, Council may:
  - Issue the program dollars in phases, and
  - Request additional information (e.g., mid-year reviews) to ascertain program benefits prior to issuing any additional program dollars.
- If an application is not funded by Council, it is deemed to be denied.

**(22.) Recuperation of Grant**

Should the funds not be used for the stated purpose, the applicant is to automatically return them to the City.

**(23.) No Appeal**

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

**(24.) Reporting of Grant Benefits**

Those who receive a City grant are required to demonstrate the benefits of their program, by providing:

- A statement of program purpose
- Program evaluations (e.g., by group, or independent sources)

Groups are required to demonstrate program benefits in several ways:

- When they apply, by providing information regarding anticipated program benefits,
- After they receive a grant, at the year end and before applying again, by providing information regarding the program benefits including evaluation results.

On a random basis, mid-year progress and financial reports will be requested.

**(25.) Program Review**

- The Program will be reviewed annually by staff after the grants have been awarded for that year.
- Council may change the Program at any time.

**(26.) Program Support Documents - see Attached**

To facilitate Program administration, a variety of documents may be used and modified from time to time by staff, including:

<b>ATTACHMENT A</b>	GRANT PROGRAM APPLICATION NOTICE
<b>ATTACHMENT B</b>	GRANT PROGRAM APPLICATION FORM
<b>ATTACHMENT C</b>	AN INTERNAL STAFF CHECKLIST TO SUMMARIZE ANNUAL GRANT APPLICATIONS
<b>ATTACHMENT D</b>	GRANT APPLICATION SUMMARY SHEET (FOR COUNCIL)

## GRANT PROGRAM APPLICATION NOTICE



### City of Richmond

6911 No. 3 Road  
Richmond, BC V6Y 2C1  
(604) 276-4000  
[www.richmond.ca](http://www.richmond.ca)

### Grant Program Application Notice

**Grant Application Forms** are available from the **Information Counter** at **Richmond City Hall**, or on the **City's Website** at [www.richmond.ca](http://www.richmond.ca).

Please read the 2008 Richmond Grant Program, and these instructions, before completing the application form.

#### ☐ SUBMISSION REQUIREMENTS

1. Please complete the form thoroughly.
2. Please ensure that your application includes the following documents:
  - ☐ A list of the Group's Board of Directors, Officers and Executive Directors including addresses and contact information.
  - ☐ Financial Statements
    - a. The Group's audited financial statements for the most recent completed fiscal year including the auditors' report signed by the external auditors, OR one of the following alternatives:
    - b. If audited financial statements are not available, submit the reviewed financial statements for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
    - c. 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.
    - d. If neither a, b, or c are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors
    - e. The Group's current fiscal year operating budget.
    - f. The Group's proposed grant use budget (e.g., Operating Assistance or Community Service budget).
  - ☐ A resolution by the Group's Board of the application being submitted.
  - ☐ If a City grant was received in the previous year, include the results to show community benefit (See #10 Measuring Community Benefits).
3. Submissions should be on letter-size paper, single-sided and three whole-punched.
4. Please include documentation that specifically supports your request. Please do not include general information that does not pertain directly to your application, e.g., promotional brochures, annual reports, etc.
5. Send **four complete sets of documentation (original plus three copies)** to the **Information Counter** at Richmond City Hall by the stated deadline.
6. Submissions that do not contain complete financial and budgetary information will be considered incomplete and will not be accepted.
7. **Note: Late submissions will not be considered.**

□ **APPLICATION PROCESS**

1. If you have general questions regarding your application, please contact Lesley Sherlock, Social Planner, Policy Planning Division, City of Richmond at (604) 276-4220.
2. As part of the review process, a member of the City Staff Grants Review Committee may contact you for further information.
3. Decisions regarding funding allocations within the City Grants Budget rest with Richmond City Council.
4. Following Council approval of the Grants Budget, each applicant will receive notification of Council's decision pertaining to the application.
5. The annual review and allocation of City grants may take three to six months.
6. **Please submit your application by (date, time)\_\_\_\_\_ to:**

**The Information Counter  
(City Grant Applications)**  
Richmond City Hall  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

**City of Richmond Vision**

The Vision statement for the City of Richmond is meant to provide a clear image of where the City is heading over the next decade or two.

Non-profit groups are integral to the City achieving this vision.

This application asks that your group identify how your grant proposal contributes to the achievement of this vision.

**Our Vision is....**

***"For the City of Richmond to be the most appealing, livable, and well-managed community in Canada".***

**APPLICANTS ARE REQUESTED TO PLEASE:**

1. **COMPLETE THE FOLLOWING APPLICATION FORM.**

**AND**

2. **ATTACH SUPPORTING INFORMATION, AS NECESSARY.**
3. **APPLICATION DEADLINE \_\_\_\_\_**

# ATTACHMENT B

## GRANT APPLICATION FORM

### 1. IDENTIFICATION OF APPLICANT GROUP

Please attach written approval by the Group's Board to submit this application.	
Group Name:	
BC Society Registration Number:	
Revenue Canada Charitable Group Number: [If applicable]	
Contact Person:	

Mailing Address	
PO Box	
Street	
City	
Postal Code	
Contact Phone:	Contact Fax:
Contact Email	
Web Site Address	

This Grant Application is for (please check):	
<b>A. Primary Purpose</b> <input type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	Amount of City Grant Requested \$ _____
<b>B. Duration of Activity</b> <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
Start date:	End date:
Please describe specifically how the City's grant will be used:	

Previous Year's Grants	
<b>Amount Received</b> \$ _____ <b>Year</b> _____	<b>Did you receive a grant last year?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes: <b>Group Name:</b> _____
<b>Amount Received</b> \$ _____ <b>Year</b> _____	<b>Did you apply and receive a City Grant under any other name in the last 5 years?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes If Yes: <b>Group Name:</b> _____

## 2. DESCRIBE YOUR GROUP

(1) Please attach:

- Your history
- Your Group's Purpose, Vision, Goals, Objectives (include organizational chart if available)
- Board of Directors' names, positions and addresses, identifying officers
- Primary administrator (e.g., Executive Director) contact information.

(2) This grant request will be used for the following staff and/or volunteers:

Staff	Number	Avg. Hrs/Week
Full-time employees		
Part-time employees		
Volunteers (excluding board members)		

(3) How many people does your Group serve? \_\_\_\_\_

(4) How many Richmond residents does your Group serve? \_\_\_\_\_

## 3. YOUR GROUP'S FINANCIAL INFORMATION:

(1) Please attach the following information for your Group:

- ☐ **Group's Past Audited Financial Statements**
  - Include an Income Statement and Balance Sheet;
- ☐ **Group's Proposed Current Year Operating Budget**
  - Include projected statements of expenses and revenues; and,
- ☐ **Group's Proposed Operating Assistance or Community Service City Grant Application Budget**
  - Include projected revenues and expenses.

(2) Please complete the following **Group Total Annual Budget Summary Table**.

[illegible]

**4. MOST RECENT CITY GRANT [if applicable]**

(1.) If your Group received a City grant from Richmond last year, please **detail** specifically how the grant monies were spent.

[illegible]

(2.) Please indicate if there was a surplus from the City grant money.

☐ NO☐ YES

☐ YES If YES: How much? \$ \_\_\_\_\_ What year? \_\_\_\_\_

(3.) If yes, why was there a surplus from the City grant money and how do you plan to spend it?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(4.) Attach outcome measurement results (see #11). If the grant goals & objectives have changed since your previous application, or were not met, please indicate why.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. PROPOSED GRANT BUDGET

PROPOSED GRANT BUDGET SUMMARY		
DETAILS OF ITEMS REQUESTED FOR CITY GRANT FUNDING	Amount	% Of Budget
Professional and administrative salaries and benefits (full time)		
Professional and administrative salaries and benefits (part time)		
Consultant services		
Office rent		
Supplies		
Equipment		
Rentals [e.g., vehicles, equipment, and maintenance]		
Heat		
Light		
Telephone		
Photocopying		
Materials		
Other (please specify)		
<b>TOTAL REQUESTED</b>		<b>100%</b>

6. GRANT PROPOSAL FUNDING PROFILE

(1.) If applicable, please complete the following table.

GRANT PROPOSAL FUNDING	AMOUNT	% OF TOTAL BUDGET	CONFIRMED	
			YES?	NO?
Total Operating Assistance, Community Service (e.g., Event, Program or Project) <b>Cost</b>	\$			
Total Amount Provided By Your Group	\$	%		
Total Amount To Be Provided From All Other Funders [Please complete 6 (2) below]	\$	%		
Total Amount Of City Grant Requested	\$	%		
<b>TOTAL</b>		<b>100%</b>		

(2.) Financial Assistance From Other Sources

If your Group is applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorships) regarding this grant proposal, please detail below.

Funder Name 1

Amount

Details: How used?



<b>Funder Name 2</b>
<b>Amount</b>
<b>Details: How used?</b>
<b>Funder Name 3</b>
<b>Amount</b>
<b>Details: How used?</b>

**7. USER PAY PRINCIPLE**

Will the people you intend to serve with the proposed program or service pay some fee to receive it?

- ☐ YES: If Yes How much? \$ \_\_\_\_\_, per person, Group
- ☐ NO: Why?

**8. OTHER CITY OF RICHMOND SUPPORT RECEIVED**

Please itemize any services that your Group receives from the City of Richmond (e.g. use of City facility, subsidized rents, property tax relief, photocopying, staffing etc.):

Type Of City Support	Estimated Value \$	Please provide details
(Example: Free rental space)	\$50 / evening	Rental fee waived for 10 weeks = \$500
<b>TOTAL</b>		

**9. COMMUNITY NEED**

Have you determined that there is a need in the community for this particular operating expense, program, etc.? ☐ YES ☐ NO

If yes, describe the method used to establish need and the results.


**10. PLEASE SPECIFY WHICH RICHMOND RESIDENTS YOUR GRANT APPLICATION WILL SERVE**

Using the table below, please identify whom your application will benefit.

Grant Clients	Name Target Group [if appropriate] / Specify	How Many Totally Served?	How many are Richmond residents?
Primarily Richmond residents			
Seniors			
People with Disabilities			
Children			
Youth			
Families			
Low Income			
Women			
Immigrants			
Tourists			
Other			

**11. IDENTIFY PROPOSED GRANT USE GOALS, OBJECTIVES, DELIVERABLES AND OUTCOME MEASUREMENTS**

Please complete the table and attach information, as necessary:

GOALS What do you hope to achieve?	OBJECTIVES How will you achieve the goals?	DELIVERABLES What specific activities will you undertake to achieve the objectives?	OUTCOME MEASUREMENT How will you measure results (e.g., statistics, surveys)?

## 12. IDENTIFY HOW YOUR GRANT PROPOSAL WOULD BENEFIT RICHMOND RESIDENTS

Please complete the checklist and attach information, as necessary:

Criteria A - Benefits To Community	CRITERIA MET?		COMMENTS
	YES	NO	
<input type="checkbox"/> <b>General Objectives</b>			
Promote Livability			
Promote An Appealing City			
Build A Legacy			
Build Sustainability			
Build Financial Viability			
Build A Complete Community			
Promote "Well Managed"			
Promote Diversity			
Promote Volunteerism			
Promote Wellness			
Innovation			
Other			
<input type="checkbox"/> <b>Group Assist Priorities</b>	YES	NO	
Stable capable groups			
Groups who form financial partnerships			
Other			
<input type="checkbox"/> <b>Types Of Residents</b>	YES	NO	
Primarily Richmond residents			
Seniors			
People with disabilities			
Children			
Youth			
Families			
Low Income			
Women			
Immigrants			
Tourists			
Other			
<input type="checkbox"/> <b>Priority Activities</b>	YES	NO	
<b>Social</b>			
Prevention			
Intervention			
Treatment			
Wellness			
More people helped			
Maximize those helped			
Build organizational capacity			
Build community capacity			
Improve the quality of life:			
• Safety			
• Arts			
• Culture			
• Heritage			
• Other			
<b>Economic</b>			
<b>Environmental</b>			
<b>Sustainability</b>			
<b>Other</b>			

Criteria B - Benefits To Applicant Group	CRITERIA MET?		HOW?
	YES	NO	
<input type="checkbox"/> General – Does Your Application?			
Maximize the quality of service			
Maximize the number of people served			
Promote financial partnerships			
Leverage more funds from others			
Build organizational capacity			
Build community capacity			
Other			

### 13. SUPPORT FROM PARTNERS

- (1) Please identify any groups that you propose to partner with, to deliver and ensure the success of your proposed grant use:

Group (Partners may be contacted for clarification)	Role/Activity [e.g., administrative, supervision, leadership] [There should be no duplication of roles]
<b>Supporting Group 1</b>	
Group Name	
Contact Name	
Position In Group	
Telephone Number	Business:                      Cell:
Supporting Group's Roles and Activities	<input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> .

<b>Supporting Group 2</b>	
Group Name	
Contact Name	
Position In Group	
Telephone Number	Business: Cell:
Supporting Group's Roles and Activities	<input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> .
<b>Supporting Group 3</b>	
Group Name	
Contact Name	
Position In Group	
Telephone Number	Business: Cell:
Supporting Group's Roles and Activities	<input type="checkbox"/> . <input type="checkbox"/> . <input type="checkbox"/> .

(2) Please provide documentation (e.g., letters, e-mail) from your partners indicating the role they will play if the funding is received.

#### 14. YOUR APPLICATION

Please submit **FOUR COMPLETE SETS OF DOCUMENTATION (ORIGINAL PLUS THREE COPIES)** of your application including cover letter and attachments.

#### 15. VERIFYING YOUR APPLICATION

Please verify the information provided in this application by signing below and including documentation of your Board's resolution to approve the application.

<b>Application completed by:</b>
Name
Title
Signature
<b>Board Approval</b>
Board Chair Name
Date of Board Approval
Signature

**HAVE YOU**

- **COMPLETED THE FORM?**
- **ATTACHED SUPPORTING INFORMATION, AS NECESSARY?**
- **ATTACHED ALL REQUIRED DOCUMENTS (SEE SUBMISSION REQUIREMENTS, p. 1)**

**PLEASE DO NOT ATTACH BULKY PACKAGES**

**APPLICATION DEADLINE: \_\_\_\_\_**

## AN INTERNAL STAFF CHECKLIST

## Part 1: SUMMARY CHECKLIST FOR EACH ANNUAL GRANT APPLICATION

1. Applicant: \_\_\_\_\_
2. Name Of Project: \_\_\_\_\_
3. Date Received: \_\_\_\_\_
4. Late Application? \_\_\_\_\_ Late By: \_\_\_\_\_ Months \_\_\_\_\_ Days
5. Focus? ☐ Group Operating Assistance, and/or ☐ A Community Service (e.g., Event, Program, Project)
6. Duration? ☐ An Ongoing Activity, and/or ☐ A One-time Activity
7. Meet Criteria?

Criteria A - Benefits To Community	CRITERIA MET?		COMMENTS
	YES	NO	
<input type="checkbox"/> <b>General Objectives</b>			
Promote Livability			
Promote Appealing			
Build A Legacy			
Build Sustainability			
Build Financial Viability			
Build A Complete Community			
Promote "Well Managed"			
Promote Diversity			
Promote Volunteerism			
Promote Wellness			
Innovation			
Other			
<input type="checkbox"/> <b>Group Assist Priorities</b>			
Stable capable groups			
Groups who form partnerships			
Other			
<input type="checkbox"/> <b>Types Of Residents</b>			
Serve primarily Richmond residents			
Seniors			
People with Disabilities			
Children			
Youth			
Families			
Low Income			
Women			
Immigrants			
Tourists			
Other			
<input type="checkbox"/> <b>Priority Activities</b>			
<b>Social</b>			
Prevention			
Treatment			
Wellness			
More people helped			
Maximize those helped			
Build organizational capacity			
Build community capacity			
Improve the quality of life			
Safety			
Arts			
Culture			
Heritage			
Other			
<b>Economic</b>			
<b>Environmental</b>			
Sustainability			
Other			

Criteria B - Benefits To Applicant Group	CRITERIA MET?		COMMENTS
<input type="checkbox"/> General	YES	YES	
Maximize quality of service			
Maximize number served			
Promote partnerships			
Leverage more funds from others			
Build organizational capacity			
Build community capacity			
Other			
<input type="checkbox"/> Criteria C Grants Less Favourably Considered			
Only City funding for project			
Single Group & City funded projects			
Group becoming dependant on City grants			
Insufficient partnering			
Duplication of service			
Other			
<input type="checkbox"/> Criteria D APPLICATION VERIFICATION			
Authorized by Board			
Date of Authorization given			

## Part 2: STAFF RECOMMENDATION

### 1. Comments On Application


2. Requested Amount: \_\_\_\_\_

3. Recommended Amount: \_\_\_\_\_



4. Decision

Yes because

Yes, with conditions

No because

5. All documentation submitted? ☐ Yes ☐ No

6. Reviewer

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## Grant Application Summary Sheet

	City of Richmond	200__ Grant Application Summary Sheet	
1	Applicant	⊛	
2	Grant Request	\$⊛	For:
3	Summary of Request		
4	Focus	<input type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5	Duration	<input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	

5	MULTIPLE CRITERIA - CITY GRANT PROGRAM			
CRITERIA A - BENEFITS TO THE RICHMOND COMMUNITY				
General Objectives		Group Assist Priorities	Types Of Residents	Priority Activities
<input type="checkbox"/> Promote Livability	<input type="checkbox"/> Stable capable groups	<input type="checkbox"/> Serve primarily Richmond residents	<input type="checkbox"/> Seniors	<input type="checkbox"/> Prevention
<input type="checkbox"/> Promote Appealing	<input type="checkbox"/> Groups who form partnerships	<input type="checkbox"/> People with Disabilities	<input type="checkbox"/> Children	<input type="checkbox"/> Intervention
<input type="checkbox"/> Build A Legacy		<input type="checkbox"/> Youth	<input type="checkbox"/> Families	<input type="checkbox"/> Treatment
<input type="checkbox"/> Build Sustainability		<input type="checkbox"/> Low Income	<input type="checkbox"/> Women	<input type="checkbox"/> Wellness
<input type="checkbox"/> Build Financial Viability		<input type="checkbox"/> Immigrants	<input type="checkbox"/> Tourists	<input type="checkbox"/> Maximize the quality of funded services
<input type="checkbox"/> Build A Complete Community		<input type="checkbox"/> Other		<input type="checkbox"/> Maximize the number of those helped.
<input type="checkbox"/> Promote - "Well Managed"				<input type="checkbox"/> Build organizational capacity
<input type="checkbox"/> Promote Diversity				<input type="checkbox"/> Build community capacity
<input type="checkbox"/> Promote Volunteerism				<input type="checkbox"/> Improve the quality of life:
<input type="checkbox"/> Promote Wellness				• Social
<input type="checkbox"/> Innovation				• Economic
<input type="checkbox"/> Other				• Environmental
				<input type="checkbox"/> Sustainability
				<input type="checkbox"/> Other
CRITERIA B - BENEFITS TO APPLICANT GROUP				
General Priorities		Less Favourably Considered		
<input type="checkbox"/> Maximize quality of service	<input type="checkbox"/> Only City funding for project			
<input type="checkbox"/> Maximize number served	<input type="checkbox"/> Single Group & City funded projects			
<input type="checkbox"/> Promote financial partnerships	<input type="checkbox"/> Group becoming dependant on City grants			
<input type="checkbox"/> Leverage more funds from others	<input type="checkbox"/> Insufficient Partnering			
<input type="checkbox"/> Build Capacity of Organizations	<input type="checkbox"/> Duplication of service			
<input type="checkbox"/> Other	<input type="checkbox"/> Groups with unaccounted surplus or deficit			
	<input type="checkbox"/> Other			

## Grant Application Summary Sheet continued

6	Number of Richmond residents served by Group	⊛	
7	Services received from City	Value \$ Please detail	
8	Amount of Previous Year Grant and Spending Details	\$⊛ Please detail	
9	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ ⊛	\$ ⊛
	Total Expenses	\$ ⊛	\$ ⊛
	Surplus or (Deficit)	\$ ⊛	\$ ⊛
	Accumulated Surplus or (Deficit)	\$ ⊛	\$ ⊛
	Justification for any Accumulated Surplus (Deficit)	Please detail ⊛	Please detail ⊛
10	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$ ⊛	\$ ⊛
	Other Grants (Federal, Provincial, Municipal)	\$ ⊛	\$ ⊛
	Total Grants	\$ ⊛	\$ ⊛
	Grant Surplus	\$ ⊛	\$ ⊛
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail ⊛	Please detail ⊛
11	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> OPERATING ASSISTANCE	For A- \$ ⊛ For B- \$ ⊛ For C- \$ ⊛ Total - \$ ⊛	
	<input type="checkbox"/> COMMUNITY SERVICE (E.G., EVENT, PROGRAM, PROJECT)	For A- \$ ⊛ For B- \$ ⊛ For C- \$ ⊛ Total - \$ ⊛	
	<input type="checkbox"/> Total Grant Revenue	\$ _____	
	<input type="checkbox"/> Total Grant Expense	\$ _____	
12	Recommended Grant	For A- \$ ⊛ For B- \$ ⊛ For C- \$ ⊛ Total - \$ ⊛	
13	Conditions / Comments		
14	Reason	This grant is provided or not provided because: Please detail ⊛	
15	Assessor		



# Summary of Requests for 2009 Grants Program

HEALTH, SOCIAL & SAFETY SERVICES			
APPLICANT NAME	2009 REQUEST	2009 RECOMMENDATION	RATIONALE/COMMENTS/CONDITIONS
Big Brothers of Greater Vancouver	\$ 10,000.00	\$ 3,000.00	Same level as last year.
Big Sisters of BC Lower Mainland	\$ 5,000.00	\$ 3,000.00	Same level as last year
Canadian Mental Health Association Pathways Clubhouse	\$ 44,000.00	\$ 27,000.00	Increased level to support the Lunch and Wellness Programs.
CHIMO Crisis Services	\$ 50,000.00	\$ 44,000.00	Same level as last year.
Chinese Mental Wellness Association of Canada	\$ 18,000.00	\$ 8,400.00	Same level as last year, for operating expenses related to referrals and social activities.
Civic Education Society	\$ 15,020.00	\$ 2,000.00	Staff recommend an amount of \$2,000 to assist with Study Circles, a civic engagement tool, topics to be determined (first will address "Homes for All")
Community Meal - St. Alban's Hall	\$ 1,500.00	\$ 1,500.00	Same level as last year.
Family Services of Greater Vancouver	\$ 70,000.00	\$ 45,000.00	Same level as last year.
Heart of Richmond AIDS Society	\$ 14,000.00	\$ 6,600.00	Increased level to assist with operating costs
Integration Youth Services Society	\$ 51,223.00	\$ -	Insufficient partnering, duplication of services with Richmond Youth Service Agency.
Multicultural Helping House Society	\$ 42,669.00	\$ 10,000.00	Same level as last year.
Richmond Addiction Services Society	\$ 240,155.00	\$ 171,950.00	Same level as last year (\$80,000 for alcohol and drug prevention/counselling; \$91,950 for problem gambling prevention)
Richmond Amateur Radio Club	\$ 20,000.00	\$ -	This group should discuss with the Manager, Emergency Programs the feasibility of the City submitting a JEPP grant to the Province to replace the necessary radio equipment. The Amateur Radio Club is part of the volunteer network that would respond to a major emergency, thereby promoting livability and volunteerism.
Richmond Carefree Society	\$ 2,500.00	\$ 2,500.00	Same level as last year (provides relief for parents of children with special needs by offering a playgroup twice weekly).
Richmond City Centre Community Association	\$ 19,000.00	\$ -	As per City policy under "Who Cannot Apply", this program does not meet the requirements as it is a school based program.
Richmond Family Place	\$ 20,000.00	\$ 18,000.00	Same level as last year.

## Summary of Requests for 2009 Grants Program

HEALTH, SOCIAL & SAFETY SERVICES				
APPLICANT NAME	2009 REQUEST	2009 RECOMMENDATION	RATIONALE/COMMENTS/CONDITIONS	
Richmond Mental Health Consumer & Friend Society	\$ 6,300.00	\$ 3,000.00	Same level as last year.	
Richmond Multicultural Concerns Society	\$ 30,000.00	\$ 8,000.00	Increased level to assist with operating costs due to increase in demand for services.	
Richmond Poverty Response Committee	\$ 6,000.00	\$ 6,000.00	Same level as last year.	
Richmond Society for Community Living	\$ 25,000.00	\$ 11,000.00	Same level as last year.	
Richmond Women's Resource Centre	\$ 43,500.00	\$ 13,600.00	Same level as last year.	
Richmond Youth Services Agency	\$ 12,500.00	\$ 9,800.00	Same level as last year.	
Safe Communities Richmond	\$ 12,500.00	\$ 2,000	This group of organizations and individuals coordinates efforts to create a safe community through injury prevention. RCMP and Fire Rescue sit on the Leadership Table.	
SUCCESS Richmond Services	\$ 55,395.00	\$ 1,000.00	Same level as last year.	
Turning Point Recovery Society	\$ 14,483.53	\$ 2,000.00	This grant is recommended for the purchase of bedbug resistant furniture.	
VIP Club of Richmond	\$ 2,500.00	\$ 2,500.00	Same level as last year.	
Volunteer Richmond Information Services Society	\$ 40,000.00	\$ 35,000.00	Same level as last year.	
<b>TOTAL</b>	<b>\$ 871,245.53</b>	<b>\$ 436,850.00</b>		

# Summary of Requests for 2009 Grants Program

CULTURAL SERVICES & COMMUNITY EVENTS		2009		RATIONALE/COMMENTS/CONDITIONS
APPLICANT NAME	2009 REQUEST	RECOMMENDATION		
Community Arts Council	\$ 4,196.00	\$ -		Based on the information provided the council has operated for two consecutive years in a deficit, and the amount of the deficit is 100% of revenue generated; for this reason no City grant is recommended.
Evergreen	\$ 20,000.00	\$ -		Application does not meet the criteria outlined to qualify for a grant, as it is a school-based program.
Gulf of Georgia Cannery	\$ 2,000.00	\$ 1,000.00		Same level as last year.
Hamilton Community Association	\$ 1,000.00	\$ 1,000.00		Same level as last year.
Kapamiliya Multicultural Society	\$ 10,000.00	\$ -		No financial information supplied, no contact details supplied for their Board of Directors, no evidence of seeking funds from a variety of sources.
Pacific Piano Competition Society	\$ 1,000.00	\$ 1,000.00		Same level as last year.
Richmond Art Gallery Association	\$ 10,000.00	\$ 1,000.00		This one time activity will enhance the City's 2010 Olympic celebration and the community's experience of the Richmond Oval through supporting volunteers at an exhibition of Susan Point's work.
Richmond Artists Guild	\$ 1,200.00	\$ 750.00		Same level as last year.
Richmond Community Orchestra and Chorus Assoc.	\$ 15,000.00	\$ 1,000.00		Same level as last year.
Richmond Garden Club	\$ 500.00	\$ -		A grant is not recommended because legitimate maintenance-related expenses, such as the provision of supplies and deliveries for Paulik Park, should be covered by the Parks Operating Budget. Also, the grant request for the creation of a photo log of the Club's volunteer efforts at the park does not demonstrate a wider community benefit.
Richmond Gateway Theatre Society	\$ 15,000.00	\$ 3,000.00		The Society is a stable (since 1982) and organized member of Richmond's small arts community, and continues to provide quality art programming in partnership with others in the community. The Sea of Stories project is not part of the Society's regular programming at Gateway Theatre, but is a special grassroots-level community outreach project started in 2006/2007 designed to engage Richmond's diverse and multicultural community in the arts. The project has promoted the unique stories, experiences, and social history of Richmond residents to the stage.

## Summary of Requests for 2009 Grants Program

CULTURAL SERVICES & COMMUNITY EVENTS				RATIONALE/COMMENTS/CONDITIONS	
APPLICANT NAME	2009 REQUEST	2009 RECOMMENDATION			
Richmond Music School Society	\$ 15,000.00	\$ 900.00			Grant must be spent on bursaries. A total grant of \$900 is recommended for the bursary program because it makes music lessons available to students who cannot afford them. Last year only one bursary was offered at a value of \$300; this grant would allow them to expand the program.
Richmond Singers	\$ 1,500.00	\$ -			This grant is not provided because water bottles are for the personal use of members and applying logos would not significantly promote the group.
Richmond Summer Project c/o Steveston Community Association	\$ 50,000.00	\$ 50,000.00			Same level as last year.
Scouts Canada - 18th Richmond Scouts	\$ 1,000.00	\$ 1,000.00			For the purchase of tents, stoves and coolers. Promotes self-confidence, respect, leadership, community service and physical fitness for boys and girls aged 5-10 years.
Sea Island Community Association	\$ 1,000.00	\$ 1,000.00			Same level as last year.
Steveston Community Society	\$ 50,000.00	\$ 7,000.00			Same level as last year.
Terra Nova Schoolyard Society	\$ 38,232.00	\$ 4,000.00			The Society delivers a program that is important, unique, and relevant in today's environment. Therefore, it is recommended that the City provide a grant of \$4,000 to support their programs. However, it is strongly recommended that the Society look at longer term financial sustainability and seek support from the School Board or consider user fees.
<b>TOTAL</b>	<b>\$ 236,628.00</b>	<b>\$ 72,650.00</b>			



**HEALTH, SOCIAL AND SAFETY SERVICES  
GRANT SUMMARY SHEETS**



1.	<b>Applicant</b>	Big Brothers of Greater Vancouver	
2.	<b>Grant Request</b>	10,000	For: <b>Operating Cost &amp; Teen Mentoring Program</b>
3.	<b>Summary of Request</b>	Salaries and benefits \$7,700 Office Rent \$700 Supplies \$100 Telephone \$ 200 Materials \$800 Travel \$500	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	447	
8.	<b>Services Received from City</b>	Value \$ Please detail:	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$0 Please detail:	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$1,470,111	\$1,611,400
	Total Expenses	\$1,446,759	\$1,609,600
	Surplus or (Deficit)	\$23,352	\$0
	Accumulated Surplus or (Deficit)	\$	\$0
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$N/A	\$10,000
	Other Grants (Federal, Provincial, Municipal)	\$	\$46,900
	Total Grants	\$	\$56,900
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$10,000 (77% allocated for operating and program) For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$10,000	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$3,000 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: Please detail: \$3,000 is recommended to assist with the operating cost associated with the putting together of the teen mentoring program and operating cost for this organization.	
16.	<b>Assessor</b>	Mark Mansfield & Alan Hill	



1.	<b>Applicant</b>	Big Sisters of BC Lower Mainland	
2.	<b>Grant Request</b>	\$5,000	For: Operating Assistance
3.	<b>Summary of Request</b>	Salaries and Benefits \$5,000	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Prompt Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	40 plus their families	
8.	<b>Services Received from City</b>	Value \$ Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$3,000 Please detail:	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$829,450	\$886,700
	Total Expenses	\$836,923	\$888,133
	Surplus or (Deficit)	\$-7,473	\$
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$3,000	\$5,000
	Other Grants (Federal, Provincial, Municipal)	\$0	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$5,000 Salaries and benefits (part-time staff) For B \$ For C \$ Total \$5,000	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Total Requested of the City	\$5,000	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	Recommended Grant	For A \$3000 For B \$ For C \$ Total \$	
14.	Conditions/Comments		
15.	Reason	This grant is recommended because: As explained by Susan Klimie of Big Sisters, it takes about \$2500 to fund a part-time person for a year as they receive other grants. It is staff's recommendation based on the work of this organization that \$3,000 goes towards assisting this program.	
16.	Assessor	Mark Mansfield & Alan Hill	



1.	<b>Applicant</b>	Canadian Mental Health Assoc. Pathways Clubhouse	
2.	<b>Grant Request</b>	\$44,000	For: Salaries, Programs & Operating Expenses
3.	<b>Summary of Request</b>	Salaries & benefits \$19,000 Office Rent \$9,000 Hydro \$1200 Telephone \$800 Food Program \$13,600 GST \$400	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	318	
8.	<b>Services Received from City</b>	Value \$ Please detail:	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$22,000 Please detail: rent, meals, programs and operating expenses	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$2,634,225	\$2,636,790
	Total Expenses	\$2,674,229	\$2,699,811
	Surplus or (Deficit)	\$-40,004	\$-63,021
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$22,000	\$44,000
	Other Grants (Federal, Provincial, Municipal)	\$2,634,225	\$2,636,790
	Total Grants	\$2,656,225	\$2,680,790
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$30,360 For operating expenses For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$13,640 For the Food Program For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$44,000	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$27,000 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: Staff recommend \$27,000 to assist with the Lunch and Wellness programs.	
16.	<b>Assessor</b>	Mark Mansfield & Alan Hill	



1.	<b>Applicant</b>	<b>CHIMO Crisis Services</b>	
2.	<b>Grant Request</b>	<b>\$50,000</b>	For: <b>Community Service &amp; Ongoing Activity</b>
3.	<b>Summary of Request</b>	Salaries & Benefits: \$18,600 Photocopying: \$2,200 Materials: \$200 Volunteer Training: \$20,000 Volunteer Expenses: \$5,500 Volunteer Appreciation: \$3,500	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	10,000	
8.	<b>Services Received from City</b>	Value \$2,655.13 Property tax relief Please detail: No cost 60 year lease (Nova House property)	



9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$44,000 Please detail: Support the delivery and continued growth of CHIMO's Crisis Response & Community Education Services.	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$1,585,693	\$1,841,890
	Total Expenses	\$1,624,018	\$1,841,890
	Surplus or (Deficit)	\$(38,325)	\$
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail: Not provided	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$44,000	\$50,000
	Other Grants (Federal, Provincial, Municipal)	\$1,192,604	\$432,996
	Total Grants	\$1,236,604	\$482,996
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$21,000 For operating For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$29,000 For services (see above) For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$50,000	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$44,000 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: In light of the great work this organization does and how it benefits the community staff recommend the same level as last year of \$44,000.	
16.	<b>Assessor</b>	Mark Mansfield & Alan Hill	



1.	<b>Applicant</b>	Chinese Mental Wellness Association of Canada	
2.	<b>Grant Request</b>	\$18,000	For: Rent & PT Admin Staff
3.	<b>Summary of Request</b>	Assist with Office Rent - \$6,000 Part - Time Admin Staff - \$12,000	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	1,400	
8.	<b>Services Received from City</b>	Value \$ Please detail:	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$8,400 Please detail: PT Coordinator Salary \$5,605 Rent \$2,256.22 Telephone/Internet \$538.78	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$112,925	\$135,000
	Total Expenses	\$124,994	\$135,000
	Surplus or (Deficit)	-\$12,069	\$
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$8,400	\$18,000
	Other Grants (Federal, Provincial, Municipal)	\$23,792	\$105,000
	Total Grants	\$32,192	\$123,000
	Grant Surplus	\$	\$0
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$18,000 For operating expenses For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$18,000	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$8,400 For B \$ For C \$ Total \$8,400	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: Staff are recommending a grant amount of \$8,400 to assist with operating costs related to referrals and social activities.	
16.	<b>Assessor</b>	Mark Mansfield & Alan Hill	



1.	<b>Applicant</b>	Civic Education Society	
2.	<b>Grant Request</b>	\$15,020	For: Community Service & Ongoing Activity
3.	<b>Summary of Request</b>	Part Time Admin staff Salaries - \$800 Consultant Services - \$9,220 Other: Marketing \$3100 Launch Event \$350 Action Forum \$1550	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	About 400	
8.	<b>Services Received from City</b>	Value \$0 Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$0 Please detail:	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$21,910	\$31,035
	Total Expenses	\$18,175	\$31,035
	Surplus or (Deficit)	\$3,735	\$
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail: Earnings from start up of business in 2007	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$0	\$15,020
	Other Grants (Federal, Provincial, Municipal)	\$0	\$15,000 Coast Capital
	Total Grants	\$0	\$30,020
	Grant Surplus	\$0	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$10,020 Salaries For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$5,000 Marketing, launch event, action forum For B \$ For C \$ Total \$	
	<input type="checkbox"/> Total Requested of the City	\$15,020	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	Recommended Grant	For A \$2,000 For salaries For B \$ For C \$ Total \$2,000	
14.	Conditions/Comments		
15.	Reason	This grant is recommended because: Staff recommend an amount of \$2,000 to assist with Study Circles, a civic engagement tool, topics to be determined (first will discuss "Homes for All").	
16.	Assessor	Mark Mansfield & Alan Hill	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	St. Albans Community Meal Program	
2.	<b>Grant Request</b>	\$1,500	For: <b>Group operating expense/ongoing activity</b>
3.	<b>Summary of Request</b>	The grant will be used to purchase food and to pay the cook's wages	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Liveability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input checked="" type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	Between 110 – 130 people per month, in 2007, 4835 were fed through this program.	
8.	<b>Services Received from City</b>	Value \$0 Please detail:	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$1,500 Please detail: Grant used to purchase food and pay the cook's wages. 46% went to the cook and 54% went to the actual food	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$29,834	\$29,000
	Total Expenses	\$26,478	\$29,000
	Surplus or (Deficit)	\$3,356	\$0
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$1,500	\$1,500
	Other Grants (Federal, Provincial, Municipal)	\$10,286	\$
	Total Grants	\$11,786	\$1,500 so far this year
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$1,500 For cook's salary and food For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$1,500	
	<input checked="" type="checkbox"/> <b>Total City Grant Expenses</b>	\$1,500	
13.	<b>Recommended Grant</b>	For A \$1,500 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: Please detail: They meet the requirements of the Grant Program. They don't have a substantial cash surplus.	
16.	<b>Assessor</b>	Margot Small	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Family Service of Greater Vancouver	
2.	<b>Grant Request</b>	\$70,000	For: <b>Community Service/Ongoing Activity</b>
3.	<b>Summary of Request</b>	The grant will be used to continue the individual, couple and family counselling program that FSGV has provided in Richmond. A new addition to that program, education and group-based counselling, will further meet the needs of the Cantonese/Mandarin speaking citizens of Richmond. This addition is offered in partnership with SUCCESS.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Liveability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input checked="" type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	2426	
8.	<b>Services Received from City</b>	Value \$ n/a Please detail: Property tax waived for Caring Place – amount is not available to them	



9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$45,000 Please detail: \$36,000 salaries and benefits, \$8,000 rent, etc., \$1,000 on program expenses	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$20,803,135	\$21,574,066
	Total Expenses	\$21,032,758	\$21,569,061
	Surplus or (Deficit)	\$	\$5,005
	Accumulated Surplus or (Deficit)	\$(229,623)	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail: 100 programs surpluses/deficits
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$45,000	\$40,000
	Other Grants (Federal, Provincial, Municipal)	\$92,985	\$94,526
	Total Grants	\$137,985	\$134,526
	Grant Surplus	\$0	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail: (\$2,926)	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> <b>Operating Assistance</b>	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$55,508 Salaries and benefits For B \$8,598 Rent, telephone, copying For C \$5,894 Administration expenses Total \$70,000	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$70,000	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$45,000 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: Please detail: Although they have a high cash balance in a risk management reserve, they have a low operating deficit. They meet the criteria of the Grant Program.	
16.	<b>Assessor</b>	Margot Small	



1.	<b>Applicant</b>	Heart of Richmond AIDS Society		
2.	<b>Grant Request</b>	\$14,000	For: Office Operations, High School Program	
3.	<b>Summary of Request</b>	Office Operations – contribution towards rental space for office High School Program – expanding current education and awareness AIDS prevention program in Richmond Secondary Schools to reach all grade 11 students		
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)		
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity		
6.	<b>Multiple Criteria – City Grant Program</b>			
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>				
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>	<b>Priority Activities</b>
<input checked="" type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other	<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>				
<b>General Priorities</b>		<b>Less Favourably Considered</b>		
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other		
7.	<b>Number of Richmond Residents Served by Group</b>	2,500		
8.	<b>Services Received from City</b>	Value \$0		

9.	Amount of Previous Year Grant and Spending Details	\$6,000 Please detail: used for office rent	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$137,147	\$148,000
	Total Expenses	\$137,004	\$148,000
	Surplus or (Deficit)	\$143	
	Accumulated Surplus or (Deficit)		
	Justification for any Accumulated Surplus (Deficit)		
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$6,000	\$14,000
	Other Grants (Federal, Provincial, Municipal)	\$103,961	\$24,000
	Total Grants	\$109,961	\$38,000
	Grant Surplus		
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant		
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance <input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project) <input type="checkbox"/> Total Requested of the City <input type="checkbox"/> Total City Grant Expenses	For A   \$8,000   For rental space For B For C Total   \$8,000  For A   \$6,000   For High School AIDS Program For B For C Total   \$6,000  \$14,000	
13.	Recommended Grant	For A   \$6,600 For B For C Total   \$6,600	
14.	Conditions/Comments		
15.	Reason	An increased level to assist with operating expenses is recommended because this is a stable group with the capacity to deliver AIDS prevention and support programs.	
16.	Assessor	Shawn Issel, Manager, Community Safety Policy & Programs	



1.	<b>Applicant</b>	<b>Integration Youth Services</b>	
2.	<b>Grant Request</b>	<b>\$51,223</b>	For: <b>Group/Community/Ongoing/One-time</b>
3.	<b>Summary of Request</b>	Youth book research project – relationship issues between Chinese youth and their parents. Mustard seed theatre – a Chinese/English bilingual children's theatre program Personal Growth Program – cultural exchange trip to poorer regions of China Canadian Drugs Free Project – bringing youth with hardships or tragedies from drugs in Hong Kong to Richmond to tell their stories	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Liveability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input checked="" type="checkbox"/> Insufficient Partnering <input checked="" type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	3971	
8.	<b>Services Received from City</b>	Value \$0 Please detail:	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$5,000 Please detail: \$2188.78 – operating expenses \$1081.08 – Youth Book Research Project \$1064.86 – Mustard Seed Theatre \$665.28 – Personal Growth Program	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	<b>Total Revenue</b>	\$80,827	\$102,445
	<b>Total Expenses</b>	\$75,166	\$102,445
	<b>Surplus or (Deficit)</b>	\$5,661	\$0
	<b>Accumulated Surplus or (Deficit)</b>	\$	\$0
	<b>Justification for any Accumulated Surplus (Deficit)</b>	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	<b>Richmond Grant</b>	\$5,000	\$51,223
	<b>Other Grants (Federal, Provincial, Municipal)</b>	\$10,000	\$27,197
	<b>Total Grants</b>	\$15,000	\$78,420
	<b>Grant Surplus</b>	\$	\$
	<b>Justification for Accumulated Surplus (Deficit) Involving Previous City Grant</b>	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$19,960 For operating expenses For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$31,263 For above services For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$51,223	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$0 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>	Insufficient partnering, duplication of services.	
15.	<b>Reason</b>	This grant is not recommended because: Please detail: This organization is financially healthy. It proposes duplication of services (e.g., with Richmond Youth Service Agency).	
16.	<b>Assessor</b>	Margot Small	



City of Richmond

# 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Multicultural Helping House Society	
2.	<b>Grant Request</b>	\$42,669	For: <b>Group Operating Assistance/Ongoing</b>
3.	<b>Summary of Request</b>	For wages/mandatory costs for 1 Richmond based staff. Rent/utilities for office space/drop in centre Supplies and materials for office use, community events, marketing and promotions of services in the community	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Liveability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependand on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	39 (Skills Connect, Bamboo Network Fast Track, Access Justice groups) 200 clients a month between Vancouver/Richmond offices	
8.	<b>Services Received from City</b>	Value \$0 Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$10,000 \$7,500 for staff salaries \$2,000 for office supplies, office rent, utilities \$500 for printing brochures and participants food	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$923,142	\$973,249.00
	Total Expenses	\$833,971	\$962,765.16
	Surplus or (Deficit)	\$89,171	\$10,483.84
	Accumulated Surplus or (Deficit)	\$39,373	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$10,000 operating costs	\$42,669
	Other Grants (Federal, Provincial, Municipal)	\$794,164	\$127,978
	Total Grants	\$804,164	\$170,647
	Grant Surplus	\$	\$n/a
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$10,000 See above For B \$ For C \$ Total \$	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input type="checkbox"/> Total Requested of the City	\$42,669	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	Recommended Grant	For A \$10,000 See above For B \$ For C \$ Total \$10,000	
14.	Conditions/Comments	The additional money request is to create a Caregiver program to be run out of the Vancouver office. The Richmond office will continue with the usual programs they have always ran.	
15.	Reason	This grant is recommended because: Please detail: According to their application, 39 Richmond residents were helped through their programs but 200 inquiries were dealt with at the Richmond office and they plan on expanding on this. Although 200 a month are helped that is a combined effort between Vancouver and Richmond.	
16.	Assessor	Margot Small	



City of Richmond

# 2009 Grant Application Summary Sheet

1.	Applicant	Richmond Addiction Services Society	
2.	Grant Request	\$240,155	For: Addictions & Problem Gambling Prevention Specialists
3.	Summary of Request	<p>To continue to employ Addictions Specialists and a Problem Gambling Prevention Specialist/Counsellor to work with children, youth, teachers in providing awareness knowledge about substance use/misuse.</p> <p>To add an additional Addictions Specialist to engage with the community.</p> <p>To increase the volunteer base</p>	
4.	Focus	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	Duration	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	Multiple Criteria – City Grant Program		
CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY			
General Objectives		Group Assist Priorities	Types of Residents
<input checked="" type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			Priority Activities
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
CRITERIA B – BENEFITS TO APPLICANT GROUP			
General Priorities		Less Favourably Considered	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	Number of Richmond Residents Served by Group	8,017	
8.	Services Received from City	Value \$0	



9.	Amount of Previous Year Grant and Spending Details	\$171,950 Please detail: salaries for additions specialists to provide prevention, education & counselling; and problem gambling prevention & counselling to schools	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$1,990,169	\$2,091,009
	Total Expenses	\$2,003,347	\$2,157,410
	Surplus or (Deficit)	\$(13,178)	\$(66,4010)
	Accumulated Surplus or (Deficit)		
	Justification for any Accumulated Surplus (Deficit)		Please detail: operating and service pressures which are being addressed by the Exec. Dir. The society expects to have a balanced budget in future years.
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$171,950	\$240,155
	Other Grants (Federal, Provincial, Municipal)	\$1,784,299	\$1,852,927
	Total Grants	\$1,956,249	\$2,093,082
	Grant Surplus		
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant		
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input type="checkbox"/> Operating Assistance	For A For B For C Total	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$107,857 (Addictions Specialist Prevention) For B \$83,865 (Problem Gambling Prevention/Counselling) For C \$48,433 (Addictions Specialist Prevention/Community Engagement) Total \$240,155	
	<input type="checkbox"/> Total Requested of the City	\$240,155	
	<input type="checkbox"/> Total City Grant Expenses		
13.	Recommended Grant	For A \$88,085 (Addictions Specialist Prevention) For B \$83,865 (Problem Gambling Prevention/Counselling) For C Total \$171,950	
14.	Conditions/Comments		
15.	Reason	Please detail: This grant is recommended because Richmond Addiction Services is a stable group providing a service to the community which promotes wellness through addiction and problem gambling prevention programs.	
16.	Assessor	Shawn Issel, Manager, Community Safety, Policy & Programs	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond Amateur Radio Club	
2.	<b>Grant Request</b>	\$20,000	For: <b>Upgrading radio equipment and maintaining facilities</b>
3.	<b>Summary of Request</b>	To be used for ongoing expenses, including replacing obsolete amateur radio equipment and maintenance of club facilities.	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input checked="" type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	all residents of Richmond	
8.	<b>Services Received from City</b>	Value \$ Please detail: use of the City's communication vehicle	

9.	Amount of Previous Year Grant and Spending Details	\$0	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$1,834	\$1,850
	Total Expenses	\$2,015	\$1,895
	Surplus or (Deficit)	\$(181)	\$(45)
	Accumulated Surplus or (Deficit)		
	Justification for any Accumulated Surplus (Deficit)		Please detail: club dues down and unexpected cost for equipment maintenance
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$0	\$20,000
	Other Grants (Federal, Provincial, Municipal)		\$0
	Total Grants		\$20,000
	Grant Surplus		
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant		
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$20,000 For operating expenses, equipment & maintenance	
		For B	
		For C	
		Total	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A	
		For B	
		For C	
		Total	
	<input type="checkbox"/> Total Requested of the City	\$20,000	
	<input type="checkbox"/> Total City Grant Expenses		
13.	Recommended Grant	For A \$0	
		For B	
		For C	
		Total \$0	
14.	Conditions/Comments	The group should discuss with the Manager, Emergency Programs the feasibility of the City submitting a JEPP grant to the Province to replace the necessary radio equipment.	
15.	Reason	This grant is not provided because this group does not met two program criteria; seeking funding from other sources and partnering with other groups.	
16.	Assessor	Shawn Issel, Manager, Community Safety Policy & Programs	



1.	<b>Applicant</b>	Richmond Carefree Society	
2.	<b>Grant Request</b>	\$2,500	For: <b>Group Operating Assistance</b>
3.	<b>Summary of Request</b>	To cover insurance costs, and to further assist in covering children's transportation costs and music therapist's costs involved in running the Society's program, which is to provide a unique and specialized playgroup/respite service two mornings per week for children from Richmond aged 6 months to 3 years whose families have a special need. This program is run primarily by volunteers and is by referral only through community health agencies, and is the only one of its kind in Richmond or BC.	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	22 (100% Richmond residents)	
8.	<b>Services Received from City</b>	Value: Approx \$13,000/year (\$265.00/week) Please detail: <ul style="list-style-type: none"> <li>• \$25.00/week subsidy for music therapist.</li> <li>• Reduced rental cost of bus from Minoru Seniors' Centre</li> <li>• Free rental space at East Richmond Community Hall</li> </ul>	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$2,500.00 Please detail: <ul style="list-style-type: none"> <li>Insurance \$1,321.00</li> <li>Partial Transportation \$1,704.00</li> <li>Partial Music Therapy \$970.00</li> <li>Equipment \$500.00</li> </ul> A grant surplus of \$495 from 2007 was used to cover the balance of expenses owed in 2008, which totalled more than the 2008 grant received.	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$14,854	\$26,052
	Total Expenses	\$11,566	\$26,052
	Surplus or (Deficit)	\$3,288	\$0
	Accumulated Surplus or (Deficit)	\$24,372	unknown
	Justification for any Accumulated Surplus (Deficit)	Please detail: deferred Gaming funds and surplus funds from previous years	
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year (2007)</b>	<b>This Application</b>
	Richmond Grant	\$3,000	\$2,500
	Other Grants (Federal, Provincial, Municipal)	\$0	\$15,000
	Total Grants	\$3,000	\$17,500
	Grant Surplus	\$495	\$0
	Justification for City Grant Surplus	Please detail: music therapist was not able to attend as many sessions as booked	
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$1,500 general and liability insurance For B \$500 towards children's transportation For C \$500 towards music therapist Total \$2,500	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$2,500	
	<input checked="" type="checkbox"/> <b>Total City Grant Expenses</b>	\$2,500	
13.	<b>Recommended Grant</b>	\$2,500	
14.	<b>Conditions/Comments</b>	This is a valuable, unique and stable program (38 year history) that serves a demonstrated need in the community by being available by referral only and with a constant waitlist.	
15.	<b>Reason</b>	This grant is recommended to cover insurance costs, and to further assist in covering children's transportation costs and music therapist's costs involved in running the Society's playgroup program, to provide relief to parents of children with special needs. This is the same level of funding as last year.	
16.	<b>Assessor</b>	Cynthia Lussier, Planning Assistant	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond City Centre Community Association (RCCCA)	
2.	<b>Grant Request</b>	\$19,000	For: Programs & Ongoing Activity
3.	<b>Summary of Request</b>	To run an early dismissal program at the inner city schools with the highest need asset development in children, specifically Cook, General Currie and Anderson Elementary Schools. This program will run as a partnership between RCCCA and The Boys and Girls Club of Richmond, Delta.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	20,000	
8.	<b>Services Received from City</b>	Value \$0 Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$0 Please detail:	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$257,250	\$270,910
	Total Expenses	\$265,863	\$270,850
	Surplus or (Deficit)	-\$8,613	\$60
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$0	\$19,000
	Other Grants (Federal, Provincial, Municipal)	\$35,004	\$1,200
	Total Grants	\$35,004	\$20,200
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$13,900 Professional & Admin. staff wages For B \$ 2,900 Supplies for programs For C \$ 2,200 Equipment Total \$19,000	
	<input type="checkbox"/> Total Requested of the City	\$19,000	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	Recommended Grant	For A \$0 For B \$ For C \$ Total \$	
14.	Conditions/Comments		
15.	Reason	This grant is not recommended because: As per our City of Richmond policy under "Who Cannot Apply", this program does not meet the requirements, as it is school-based.	
16.	Assessor	Mark Mansfield & Alan Hill	



City of Richmond

# 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond Family Place	
2.	<b>Grant Request</b>	\$20,000	For: <b>Group Operating Assistance</b>
3.	<b>Summary of Request</b>	To assist with covering 20% of an administrative salary and a program coordinator salary needed to run the Society's programs, and to assist with facility operating costs.	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	8,000 (99% Richmond residents)	
8.	<b>Services Received from City</b>	Value \$115,750; Please detail: • Debeck House rental fee waived \$35,999 • Hamilton Community Centre rental fee waived 3 times per week for community program \$26,250 • Cambie Library rental fee waived twice per week for community program, \$37,500 • Ironwood Library rental fee waived once per week for community program \$12,500 • Cambie Community Centre rental fee waived for 20 weeks \$3,500	



9.	Amount of Previous Year Grant and Spending Details	\$18,000 Please detail: • 20% of administrative salary \$8026 • 20% of program coordinator salary \$7,800 • Operating costs: utilities \$2,174	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$703,499	\$515,315
	Total Expenses	\$707,119	\$517,630
	Surplus or (Deficit)	(\$3,620)	(\$2,315)
	Accumulated Surplus or (Deficit)	(\$19,624)	(\$2,315)
	Justification for any Accumulated Surplus (Deficit)	Please detail: fundraising associated with relocation costs to move to Debeck House were not realized in the most recently reported fiscal year but will be reported this year, basically eliminating the accumulated deficit reported. Please detail: this small deficit will be eliminated in next year's budget through fundraising and social enterprise activities.	
11.	GRANT FUNDING PROFILE	Most Recent Completed Year (2007-2008)	This Application
	Richmond Grant	\$16,000	\$20,000
	Other Grants (Federal, Provincial, Municipal)	\$181,416	\$371,575
	Total Grants	\$197,416	\$391,575
	Grant Surplus	\$0	\$0
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$17,160 - 20% of administrative and program coordinator salaries For B \$1,000 - heat For C \$1,840 - telephone Total \$20,000	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Total Requested of the City	\$20,000	
	<input checked="" type="checkbox"/> Total City Grant Expenses	\$20,000	
13.	Recommended Grant	\$18,000	
14.	Conditions/Comments	The Society provides the only Family Resource Program in Richmond for families with children under 6 years old. Programs are open to all families in the community and cover a variety of services including: parent education, parent & child drop-in sessions, parent mentoring, family support, networking, resources and referrals. The Society partners with various community agencies to deliver their programs at satellite locations throughout the city. All of the Society's programs aim to promote relationship building, parent-child attachment, and to build community capacity.	
15.	Reason	This grant is recommended to assist in covering 20% of an administrative salary and program coordinator salary needed to run its programs. This is the same level of funding as last year.	
16.	Assessor	Cynthia Lussier, Planning Assistant	



1.	<b>Applicant</b>	<b>Richmond Mental Health Consumer &amp; Friends Society</b>	
2.	<b>Grant Request</b>	<b>\$6,300</b>	For: <b>Peer Companion Program</b>
3.	<b>Summary of Request</b>	To cover expenses related to running the Peer Companion Program, including supplies, expenses on outings, and wages of part-time peer companion workers.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	240	
8.	<b>Services Received from City</b>	Value \$1,200 Please detail: <ul style="list-style-type: none"> <li>• Reduced rental cost of bus from Recreation &amp; Cultural Services</li> <li>• Free use of City Hall cafeteria once per week for Peer Companion Program lunch meeting</li> </ul>	
9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$3,000 Please detail: <ul style="list-style-type: none"> <li>• Towards program supplies, program expenses, and part-time coordinator and peer companion workers salaries.</li> </ul>	

10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	<b>Total Revenue</b>	\$270,471	\$268,177
	<b>Total Expenses</b>	\$225,215	\$250,756
	<b>Surplus or (Deficit)</b>	\$45,257	\$17,421
	<b>Accumulated Surplus or (Deficit)</b>	\$88,648	unknown
	<b>Justification for any Accumulated Surplus (Deficit)</b>	Please detail: accumulated surplus includes one-time funding from Vancouver Coastal Health which will be eliminated this year. The remaining portion of accumulated surplus is always rolled back into programs' operating budgets for the next year and enables the programs' growing service levels to be achieved.	Please detail: any accumulated surplus will be rolled back into existing program expenditures for the next year.
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	<b>Richmond Grant</b>	\$3,900	\$6,300
	<b>Other Grants (Federal, Provincial, Municipal)</b>	\$19,421	\$607.20
	<b>Total Grants</b>	\$23,321	\$6,907.20
	<b>Grant Surplus</b>	\$0	\$0
	<b>Justification for Accumulated Surplus (Deficit) Involving Previous City Grant</b>	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> <b>Operating Assistance</b>	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$4,180.80 for part-time peer companion worker salaries For B \$1,244.20 for outing expenses For C \$200.00 for supplies For D \$250.00 for cell phone expenses (worker to coordinator communication) For E \$425.00 for professional development training Total \$6,300.00	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$6,300.00	
	<input checked="" type="checkbox"/> <b>Total City Grant Expenses</b>	\$6,300.00	
13.	<b>Recommended Grant</b>	\$3,000	
14.	<b>Conditions/Comments</b>	The Society is a stable group (since 1995) that is going into its third year of running the Peer Companion Program, designed to provide meaningful participation, opportunity, and experience for members of Richmond's mental health community.	
15.	<b>Reason</b>	This grant is recommended to provide assistance with continuing to run the Peer Companion Program for residents of Richmond's mental health community, and is to go towards program supplies and part-time peer companion worker salaries. This is the same level of funding as last year.	
16.	<b>Assessor</b>	Cynthia Lussier, Planning Assistant	



1.	<b>Applicant</b>	Richmond Multicultural Concerns Society		
2.	<b>Grant Request</b>	\$30,000	For: Operating Assistance	
3.	<b>Summary of Request</b>	To support the core operating functions and maximize organizational capacity of the organization, allowing it to: identify and meet the unique needs of the growing immigrant and refugee communities of Richmond, assist newcomers with their settlement and integration process, assist newcomers to become familiar with Canadian Culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations, etc.		
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)		
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity		
6.	<b>Multiple Criteria – City Grant Program</b>			
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>				
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>	<b>Priority Activities</b>
<input type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – “Well Managed” <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other	<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>				
<b>General Priorities</b>		<b>Less Favourably Considered</b>		
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other		
7.	<b>Number of Richmond Residents Served by Group</b>	4500		
8.	<b>Services Received from City</b>	Value \$ N/A Please detail:		

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$7500 Please detail: Salaries and Benefits for Administrative Staff	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$429,600.52	\$688,400
	Total Expenses	\$426,333.04	\$688,400
	Surplus or (Deficit)	\$3,267.00	\$0
	Accumulated Surplus or (Deficit)	\$22,367.00	\$0
	Justification for any Accumulated Surplus (Deficit)	Please detail: Surplus represents committed program expenses	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$7,500	\$30,000
	Other Grants (Federal, Provincial, Municipal)	\$45,000 United Way \$66,600 Gaming	\$10,000
	Total Grants	\$119,100	\$40,000
	Grant Surplus	\$N/A	\$N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$20,000 Salaries and benefits For B \$5,000 Office rent For C \$5,000 Supplies and materials Total \$30,000	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$30,000	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$30,000	
13.	<b>Recommended Grant</b>	For A \$8,000 Salaries and benefits For B \$ For C \$ Total \$8,000	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: Please detail: This grant is recommended because of increased demand for the immigrant settlement and integration services that RMCS provides to the community.	
16.	<b>Assessor</b>	Lesley Sherlock	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	<b>Richmond Poverty Response Committee</b>	
2.	<b>Grant Request</b>	<b>\$6,000</b>	For: Operating Assistance, Community Service
3.	<b>Summary of Request</b>	Operating Assistance (to undertake poverty-reduction initiatives of the Affordable Housing, Faith Communities Housing, Food Security, Richmond Cares and Transportation sub-committees): <ul style="list-style-type: none"> <li>• Coordinating activities, projects and volunteers</li> <li>• Preparing educational materials</li> <li>• Event planning</li> </ul> Community Service <ul style="list-style-type: none"> <li>• Richmond Shares website</li> <li>• Promoting Low Income Resource Directory</li> </ul>	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input type="checkbox"/> Maximize Quality of Service <input type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	May assist up to 45,229 low income residents identified in the 2006 Census	

8.	Services Received from City	Value \$ N/A Please detail:	
9.	Amount of Previous Year Grant and Spending Details	\$6,000 Please detail: \$3,000 Salary and benefits, \$1,000 photocopying; \$2,000 program expenses	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$36,578	\$47,396
	Total Expenses	\$29,317	\$39,750
	Surplus or (Deficit)	\$7,261	\$7,646
	Accumulated Surplus or (Deficit)	\$N/A	\$N/A
	Justification for any Accumulated Surplus (Deficit)	Please detail: Surplus is committed to current contracts	Please detail: Anticipated that contracts will be committed into 2009/10.
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$6,000	\$6,000
	Other Grants (Federal, Provincial, Municipal)	\$36,000 (United Way, Coast Capital, Vancity)	\$20,000 United Way
	Total Grants	\$42,000	\$26,000
	Grant Surplus	\$N/A	\$N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$3,000 Salaries and benefits For B \$1,000 Photocopying For C \$ Total \$4,000	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$2,000 Program costs For B \$ For C \$ Total \$2,000	
	<input type="checkbox"/> Total Requested of the City	\$6,000	
	<input type="checkbox"/> Total City Grant Expenses	\$6,000	
13.	Recommended Grant	For A \$3,000 Salaries and benefits For B \$1,000 Photocopying For C \$2,000 Program costs Total \$6,000	
14.	Conditions/Comments	N/A	
15.	Reason	This grant is recommended because: Please detail: This grant is recommended because the Poverty Response Committee has effectively increased community awareness of and capacity to address issues related to poverty. Same level as last year.	
16.	Assessor	Lesley Sherlock	



1.	<b>Applicant</b>	Richmond Society for Community Living	
2.	<b>Grant Request</b>	\$25,000	For: Operating Assistance – Family Support
3.	<b>Summary of Request</b>	To allow the Family Support Coordinator to continue providing support to over 200 families in the Richmond community that require services beyond those provided by other programs and organizations, e.g., information requests from parents with recently diagnosed children, long-term planning support, advocacy, quarterly newsletter, workshops	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input checked="" type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	906 and their families	
8.	<b>Services Received from City</b>	Value \$30,991.29 Please detail: Tax exemption for six properties	



9.	Amount of Previous Year Grant and Spending Details	\$11,000 Please detail: To subsidize the salary of a Family Support Coordinator and pay for family networking events, workshops, information sessions, etc.	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$8,460,304	\$8,500,558.31
	Total Expenses	\$8,506,690	\$8,500,558.31
	Surplus or (Deficit)	\$(46,386)	\$N/A
	Accumulated Surplus or (Deficit)	\$912,365 (internally restricted – carried over for specific program uses)	\$N/A
	Justification for any Accumulated Surplus (Deficit)	Please detail: reduced program activities and increased fund-raising to prevent recurrence of deficit	
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$11,000	\$25,000
	Other Grants (Federal, Provincial, Municipal)	\$10,000	\$10,000
	Total Grants	\$21,000	\$35,000
	Grant Surplus	\$N/A	\$N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$21,000 Salaries and Benefits For B \$4,000 Rent, Supplies, Rental, Telephone For C \$ Total \$25,000	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input type="checkbox"/> Total Requested of the City	\$25,000	
	<input type="checkbox"/> Total City Grant Expenses	\$25,000	
13.	Recommended Grant	For A \$11,000 Salaries and Benefits For B \$ For C \$ Total \$	
14.	Conditions/Comments		
15.	Reason	This grant is recommended because: Please detail: Same level as last year. This grant is recommended because of the valuable service provided to the community by the Family Resource Program.	
16.	Assessor	Lesley Sherlock	



1.	<b>Applicant</b>	Richmond Women's Resource Centre Association	
2.	<b>Grant Request</b>	\$43,500	For: Operating Assistance
3.	<b>Summary of Request</b>	The funds would be used for Operating Assistance as follows: 1. \$16,800 – office lease at Caring Place, telephone, resource materials, and 25% of office expenses 2. \$26,700 – representing 30% of wages for part-time RWRCA staff	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	5,540 drop-in or program programs visits and 2,302 phone inquiries in 2007-2008	
8.	<b>Services Received from City</b>	Value: N/A Please detail:	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$13,600 Please detail: \$10,989.50 for office lease, \$1,236.12 for office expenses, and \$1,680 for Grandmother's Program totalling \$13,905.62 (resulting in a \$305.62 deficit)	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year 2006-2007</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year 2007-2008</b>
	Total Revenue	\$181,847	\$110,125
	Total Expenses	\$183,884	\$124,401
	Surplus or (Deficit)	\$0	\$0
	Accumulated Surplus or (Deficit)	(\$2,037)	(\$14,276)
	Justification for any Accumulated Surplus (Deficit)	Please detail: None provided	Please detail: Budget will balance if all funding requests are received (e.g. BC Gaming CAP Grant); otherwise RWRCA will be forced to cut programs and/or services and days of operation.
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$13,600	\$43,500
	Other Grants (Federal, Provincial, Municipal)	\$ not provided	\$83,250
	Total Grants	\$ not provided	\$126,750
	Grant Surplus	\$ not provided	N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail: None provided	N/A
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$43,500 – for operating assistance, including - \$16,800 – office lease at Caring Place, telephone, resource materials, and 25% of office expenses - \$26,700 – representing 30% of wages for part-time RWRCA staff  Total	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$43,500	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$13,600 – for office lease, telephone, resource materials, office expenses For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because the Association, through its programs/services, continues to provide a supportive environment for women in the community. It recommended that a grant in the amount of \$13,600 (same amount as last year) be awarded to support the Association's operating expenses.	
16.	<b>Assessor</b>	Aida Sayson	



City of Richmond

## 2006 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond Youth Service Agency	
2.	<b>Grant Request</b>	\$12,500	For: <b>Community Service</b>
3.	<b>Summary of Request</b>	The grant will be used to fund part of the Richmond Youth Centre (RYC) support worker position to operate the youth centre and coordinate recreational, learning, leadership, volunteer, and intergenerational activities for youth both in the RYC and the community.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	5,500	
8.	<b>Services Received from City</b>	Value None at this time Please detail: Note: Community Centre space has been utilized for some RYSA programs (e.g., homework clubs).	
9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$9,746 Please detail: Grant used solely to fund the youth worker position for the RYC during the reporting period.	

10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year 2007-2008</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year 2008-2009</b>
	Total Revenue	\$750,388	\$1,172,315
	Total Expenses	\$760,162	\$1,181,219
	Surplus or (Deficit)	\$0	\$0
	Accumulated Surplus or (Deficit)	(\$9,774)	(\$8,904)
	Justification for any Accumulated Surplus (Deficit)	Please detail: Deficit relates to the amortization of owned property as an expense and is not related to actual cash flow matters.	Please detail: Deficit relates to the amortization of owned property as an expense and is not related to actual cash flow matters.
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$9,746	\$12,500
	Other Grants (Federal, Provincial, Municipal)	\$ not provided	\$97,000 (confirmed & not confirmed)
	Total Grants	\$ not provided	\$109,500
	Grant Surplus	\$ not provided	N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	N/A
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> Operating Assistance	For A \$	
		For B \$	
		For C \$	
		Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$12,500 – to fund part of the RYC support worker position.	
		For B \$	
		For C \$	
		Total \$	
	<input type="checkbox"/> Total Requested of the City	\$12,500	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	<b>Recommended Grant</b>	For A \$9,800 – to fund part of the RYC support worker position	
		For B \$	
		For C \$	
		Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because the Agency continues to deliver programs and services to an important segment of the Richmond population. It recommended that the Agency be awarded a grant in the amount of \$9,800 (same amount as last year).	
16.	<b>Assessor</b>	Aida Sayson	



1.	<b>Applicant</b>	Safe Communities Richmond	
2.	<b>Grant Request</b>	\$12,500	For: <b>Operating Assistance</b>
3.	<b>Summary of Request</b>	Operating Assistance – Coordinator support. Community based initiatives to advance accident prevention, injury control and encourage safety practices. Achieve World Health Organization status as a Safe Community.	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input checked="" type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input checked="" type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	All – Entire Community	
8.	<b>Services Received from City</b>	Value \$1500 Rental waived for Leadership Meetings and community events.	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$ N/A Please detail: Last grant was 2006 for \$7000 towards the MethWatch Prevention Program. MethWatch is now supported by Rmd Fire Rescue.	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 969.21	\$ Budget will be provided
	Total Expenses	\$12,760.13	\$
	Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$10,233.83	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$	\$12,500
	Other Grants (Federal, Provincial, Municipal)	\$	\$ 2,500 (Rmd. Health Svc)
	Total Grants	\$	\$
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$ 8,500 (Salaries & consultant fees) For B \$ 2,500 (Office supplies, utilities) For C <u>\$ 1,500 (Meeting Costs)</u> Total \$12,500	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$12,500	
	<input checked="" type="checkbox"/> <b>Total City Grant Expenses</b>	\$12,500	
13.	<b>Recommended Grant</b>	For A \$2,000 (Operating Assistance) For B \$ For C \$ Total \$2,000	
14.	<b>Conditions/Comments</b>	Safe Communities Richmond is dedicated to creating a safe community to live, learn, work and play.	
15.	<b>Reason</b>	This grant is provided because: This group of organizations and individuals coordinates efforts to create a safe community through injury prevention. RCMP and Fire Rescue sit on the Leadership Table.	
16.	<b>Assessor</b>	Cathy Russell Executive Assistant - Parks, Recreation & Cultural Services	



1.	<b>Applicant</b>	S.U.C.C.E.S.S.	
2.	<b>Grant Request</b>	\$55,395	For: <b>Community Service</b>
3.	<b>Summary of Request</b>	To hire a full-time worker to run their outreach program and to provide facilitation and support to two seniors groups located in the SUCCESS Richmond Service Centre and in the Hamilton Community Centre. The worker will organize programs and activities to promote seniors' wellness and healthy living, active participation, volunteerism, and integration. In addition, the City's grant will be used for program expenses, e.g. supplies, equipment, photocopying, and material.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	22,472	
8.	<b>Services Received from City</b>	Value N/A Please detail: N/A	



9.	Amount of Previous Year Grant and Spending Details	\$1,000 Please detail: Grant received was used to cover operational costs, including support staff cost, volunteer transportation, postage, and office supplies.	
10.	YOUR GROUP'S TOTAL BUDGET	<b>Most Recent Completed Year 2008</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year 2009</b>
	Total Revenue	\$14,489,499	\$19,545,607
	Total Expenses	\$13,577,817	\$19,544,326
	Surplus or (Deficit)	\$911,682	\$1,281
	Accumulated Surplus or (Deficit)	\$911,682	\$ N/A
	Justification for any Accumulated Surplus (Deficit)	Please detail: Surplus came from two sources: donations from SUCCESS Foundation totalling \$640,000, and monies generated from program and membership fees. Please detail: N/A	
11.	GRANT FUNDING PROFILE	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$1,000	\$55,395
	Other Grants (Federal, Provincial, Municipal)	\$ not provided	\$ not provided
	Total Grants	\$ not provided	\$ not provided
	Grant Surplus	\$ not provided	\$ N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail: not provided Please detail: N/A	
12.	PROPOSED CITY GRANT BUDGET	<b>This Application</b>	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$55,395 – to hire a full-time worker to run their outreach program and to provide facilitation and support to two seniors groups located in the SUCCESS Richmond Service Centre and in the Hamilton Community Centre. For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Total Requested of the City	\$55,395	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	Recommended Grant	For A \$1,000 – for seniors programs/activities in the Hamilton area Total \$	
14.	Conditions/Comments		
15.	Reason	This grant is recommended because of the need for seniors programs/services in the Hamilton area (which is geographically isolated from other parts of Richmond).  It is recommended that the \$1,000 be used specifically to assist in developing and piloting test programs and activities for these seniors. This outreach effort will hopefully enable these seniors to have access to some community resources/services that they otherwise would not be able to avail of.	
16.	Assessor	Aida Sayson	



City of Richmond

## 2006 Grant Application Summary Sheet

1.	<b>Applicant</b>	Turning Point Recovery Society (1984)	
2.	<b>Grant Request</b>	\$14,483.53	For: <b>Operating Assistance/One-Time Activity</b>
3.	<b>Summary of Request</b>	Funding will be used to assist with the implementation of a comprehensive plan to eradicate bedbugs and to prevent further outbreaks of infestation at the Addictions Support Recovery facility for men in Richmond. The Plan includes: ongoing fumigation as required, education of facility residents and employees, establishing in-take/admission protocol, etc. The City Grant will be used specifically for the purchase of bedbug resistant bed frames, mattresses, and dressers.	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	20-25 annually (or approximately 80% of facility residents)	
8.	<b>Services Received from City</b>	Value \$ N/A Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$ N/A Please detail:	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year <b>2007-2008</b> (e.g., Audited Financial Statement)	Budget for Current Year <b>2008-2009</b>
	Total Revenue	\$760,943	\$891,796
	Total Expenses	\$764,738	\$891,796
	Surplus or (Deficit)	\$0	\$N/A to date
	Accumulated Surplus or (Deficit)	(\$3,796)	\$N/A to date
	Justification for any Accumulated Surplus (Deficit)	Please detail: due to extraordinary expense related to staffing and increased transportation, heating, and food costs	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$ N/A	\$14,483.53
	Other Grants (Federal, Provincial, Municipal)	\$ N/A	\$ 5,000.00
	Total Grants	\$ N/A	\$19,483.53
	Grant Surplus	\$ N/A	\$ N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail: N/A	Please detail: N/A
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$14,483.53 – to purchase bedbug resistant bed frames, mattresses, and dressers For B \$ For C \$ Total \$	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Total Requested of the City	\$14,483.53	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	Recommended Grant	For A \$2,000 – to purchase bedbug resistant furniture For B \$ For C \$ Total \$2,000	
14.	Conditions/Comments		
15.	Reason	This grant is recommended because the spread of bedbugs at this facility is a serious and urgent health-related concern that must be addressed. This intervention is much needed for the well-being of both residents and caregivers at the facility. It should be noted that this grant application is supported by the Vancouver Health Region – Richmond Health Services, which has provided funding in the amount of \$5,000. The \$5,000 was used for fumigation, carpet cleaning, and replacement of bed linens and quilt covers.	
16.	Assessor	Aida Sayson	



1.	<b>Applicant</b>	<b>Visually Impaired Persons (VIP)</b>	
2.	<b>Grant Request</b>	\$2500	For: <b>Group Operating Assistance</b>
3.	<b>Summary of Request</b>	The grant will pay rent and utilities at the Caring Place; refreshments for monthly meetings; pottery classes; and one out trip to Bowen Island.	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input checked="" type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	30	
8.	<b>Services Received from City</b>	Value \$ n/a Please detail:	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$1500 Please detail: Rent and utilities at the Caring Place; refreshments for monthly meetings; and supplies.	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 4,428.91	\$ 5,195.70
	Total Expenses	\$ <u>3,067.30</u>	\$ <u>3,327.34</u>
	Surplus or (Deficit)	\$ 1,361.61	\$ 1,768.44
	Accumulated Surplus or (Deficit)	\$ n/a	\$ n/a
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$ 1,500	\$ 2,500
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$ 1,750 (Office rent, utilities, program supplies) For B \$ <u>750</u> (Out trip to Bowen Island) For C \$ Total \$ 2,500	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$ 2,500	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$ 2,500	
13.	<b>Recommended Grant</b>	For A \$ 1,750 (Office rent, utilities, program supplies) For B \$ 750 (Out trip to Bowen Island) For C \$ Total \$ 2,500	
14.	<b>Conditions/Comments</b>	Grant to be used for Office rent, utilities, pottery classes and out trip to Bowen Island.	
15.	<b>Reason</b>	This grant is recommended because: Please detail: There is a community need for this service and it promotes livability, diversity and volunteerism	
16.	<b>Assessor</b>	Cathy Russell Executive Assistant - Parks, Recreation & Cultural Services	



1.	<b>Applicant</b>	Volunteer Richmond Information Services Society	
2.	<b>Grant Request</b>	\$ 40,000	For: Operating Assistance
3.	<b>Summary of Request</b>	Operating expenses and staff costs to support program development, enhancement and instruction expenses involved with running the community Volunteer Centre and Information Services.	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input checked="" type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input checked="" type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input checked="" type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input checked="" type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	Serves the whole Richmond community	
8.	<b>Services Received from City</b>	Value \$4000 Please detail: \$2500 waived room fees; \$1500 waived printing costs	

9.	Amount of Previous Year Grant and Spending Details	\$ 35,000 Please detail: Spent on operational costs to support Volunteer Richmond Services Program	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (2007-2008)	Budget for Current Year (2008-2009)
	Total Revenue	\$ 994,750	\$ 1,926,910
	Total Expenses	\$ <u>1,063,968</u>	\$ 1,926,910
	Surplus or (Deficit)	\$ (69,218)	\$
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year (2008)	This Application
	Richmond Grant	\$ 35,000	\$ 40,000
	Other Grants (Federal, Provincial, Municipal)	\$ 289,314 (Fed & Prov) \$ 180,734 (Rmd Health Svcs) \$ 80,000 (BC Gaming) \$ <u>55,600</u> (United Way)	\$ 55,484 (United Way) \$ 80,000 (BC Gaming)
	Total Grants	\$ 640,648	\$
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$ 29,000 (Salaries, Rent, Telephone) For B \$ 6,000 (Training, Program Resources) For C \$ <u>5,000</u> (Promotion) Total \$ 40,000	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Total Requested of the City	\$ 40,000	
	<input checked="" type="checkbox"/> Total City Grant Expenses	\$ 40,000	
13.	Recommended Grant	For A \$ 29,000 For B \$ <u>6,000</u> For C \$ Total \$ 35,000	
14.	Conditions/Comments	To be used for Operating Assistance.	
15.	Reason	This grant is provided because: Volunteer Richmond Information Services Society provides a unique service for the Richmond community. Promotes volunteerism and connects people with community resources.	
16.	Assessor	Cathy Russell Executive Assistant - Parks, Recreation & Cultural Services	

**CULTURAL AND COMMUNITY EVENTS  
GRANT SUMMARY SHEETS**





1.	<b>Applicant</b>	Community Arts Council	
2.	<b>Grant Request</b>	\$4,196	For: Community Event & One-time Activity
3.	<b>Summary of Request</b>	Supplies \$120 Hydro \$46 Telephone \$30 Exhibition fees \$1300 Food & Bev \$400 (Opening reception) Transportation/Parking \$20 Uniforms/Shirts \$20 Recognition \$45 Security \$15 Liability Insurance \$100 Promotion \$1600 expenses for promotion \$500 (to reach wider public)	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input checked="" type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	180,000	

8.	<b>Services Received from City</b>	Value \$0 Please detail:	
9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$0 Please detail:	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$46,733	\$48,148
	Total Expenses	\$91,399	\$94,868
	Surplus or (Deficit)	-\$44,666	-\$46,720
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$0	\$4,196
	Other Grants (Federal, Provincial, Municipal)	\$0	\$0
	Total Grants	\$0	\$0
	Grant Surplus	\$0	\$0
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$4,196 See #3 above For B \$ For C \$ Total \$	
	<input type="checkbox"/> Total Requested of the City	\$4,196	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	<b>Recommended Grant</b>	For A \$0 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is not recommended because: Based on the information provided the council has operated for two consecutive years in a deficit, amount of deficit is 100% of revenue generated, for this reason staff cannot recommend this request.	
16.	<b>Assessor</b>	Mark Mansfield & Alan Hill	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Evergreen	
2.	<b>Grant Request</b>	\$20,000	For: Community School Food Gardens
3.	<b>Summary of Request</b>	Consultant Services - \$20,000 to support a Richmond Community School Food Garden on school grounds by liaising with community gardeners and student volunteers, lead the programs and summer maintenance	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>		
8.	<b>Services Received from City</b>	Value \$0 Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$0 Please detail:	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$3,967,140	\$5,796,744
	Total Expenses	\$3,857,474	\$5,787,437
	Surplus or (Deficit)	\$109,666	\$9,307
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$	\$20,000
	Other Grants (Federal, Provincial, Municipal)	\$	\$11,500
	Total Grants	\$	\$31,500
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$20,000 For consultant services For B \$ For C \$ Total \$	
	<input type="checkbox"/> Total Requested of the City	\$20,000	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	Recommended Grant	For A \$0 For B \$ For C \$ Total \$	
14.	Conditions/Comments		
15.	Reason	This grant is not recommended because: This application does not meet the criteria outlined in our City Policy to qualify for a grant, as it is a school-based program.	
16.	Assessor	Mark Mansfield & Alan Hill	



1.	<b>Applicant</b>	Gulf of Georgia Cannery Society	
2.	<b>Grant Request</b>	\$2,000	For: On going Event – Salmon Stomp
3.	<b>Summary of Request</b>	<p>Total amount to be used for hosting and promoting this event.</p> <p>Event Coordination, Volunteer Management, Promotion, set-up/take down, Clean-up</p>	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	6,000 + annually	
8.	<b>Services Received from City</b>	Value \$0 Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$1,000 Please detail: Event Coordination, Volunteer Management, Promotion, set-up/take down, Clean-up	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$658,321	\$787,500
	Total Expenses	\$505,304	\$741,750
	Surplus or (Deficit)	\$153,017	\$45,750
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$1,000	\$2,000
	Other Grants (Federal, Provincial, Municipal)	\$0	\$0
	Total Grants	\$0	\$0
	Grant Surplus	\$0	\$0
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$2,000 For hosting and promoting the event For B \$ For C \$ Total \$	
	<input type="checkbox"/> Total Requested of the City	\$2,000	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	Recommended Grant	For A \$1,000 For B \$ For C \$ Total \$	
14.	Conditions/Comments		
15.	Reason	This grant is recommended because: Recognizing the great opportunity this event brings to Steveston we are recommending the same level as last year of \$1,000 to assist in putting on a great community event.	
16.	Assessor	Mark Mansfield & Alan Hill	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Hamilton Community Association	
2.	<b>Grant Request</b>	\$1,000	For: One time community Event
3.	<b>Summary of Request</b>	Full amount to be used for entertainment for the families attending the event (magic show, arts truck, stage and sound system)	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services. <input type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	5,000	
8.	<b>Services Received from City</b>	Value \$500 Please detail: Free rental space for 10 weeks @ \$50 per week	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$1,000 Please detail: a portion was used for entertainment and the other portion for the stage and sound system	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$458,330	\$511,707
	Total Expenses	\$432,633	\$511,707
	Surplus or (Deficit)	\$25,697	\$0
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$1,000	\$1,000
	Other Grants (Federal, Provincial, Municipal)	\$69,571.92	\$90,109
	Total Grants	\$70,571.92	\$91,109
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$1,000 For family entertainment For B \$ For C \$ Total \$	
	<input type="checkbox"/> Total Requested of the City	\$1,000	
	<input type="checkbox"/> Total City Grant Expenses	\$	
13.	<b>Recommended Grant</b>	For A \$1,000 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: Staff recommends the same level as last year of \$1,000 to assist with this great event that brings many Richmond & Hamilton residents together.	
16.	<b>Assessor</b>	Mark Mansfield & Alan Hill	





City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Kapamilya Multicultural Society	
2.	<b>Grant Request</b>	\$10,000	For: <b>Group Operation Assistance and Ongoing Activity</b>
3.	<b>Summary of Request</b>	To buy folk dancers costumes, gowns, native dress shirts, props, musical instruments, instructor fees for dancing, guitar instructors. Uniform sweat shirts and payment for a place to practice dancing	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Liveability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – “Well Managed” <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input checked="" type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input checked="" type="checkbox"/> Insufficient Partnering <input checked="" type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	50+	
8.	<b>Services Received from City</b>	Value \$0 Please detail: n/a	

9.	Amount of Previous Year Grant and Spending Details	\$0 Please detail: n/a	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ not provided	\$ not provided
	Total Expenses	\$ not provided	\$ not provided
	Surplus or (Deficit)	\$ not provided	\$ not provided
	Accumulated Surplus or (Deficit)	\$ not provided	\$ not provided
	Justification for any Accumulated Surplus (Deficit)	Please detail: not provided	Please detail: not provided
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$ not provided	\$ not provided
	Other Grants (Federal, Provincial, Municipal)	\$ not provided	\$ not provided
	Total Grants	\$ not provided	\$ not provided
	Grant Surplus	\$ not provided	\$ not provided
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail: not provided	Please detail: not provided
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> Operating Assistance	For A \$ not provided For B \$ not provided For C \$ not provided Total \$ not provided	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ not provided For B \$ not provided For C \$ not provided Total \$ not provided	
	<input type="checkbox"/> Total Requested of the City	\$10,000	
	<input type="checkbox"/> Total City Grant Expenses	\$n/a	
13.	Recommended Grant	For A \$0 For B \$0 For C \$0 Total \$0	
14.	Conditions/Comments		
15.	Reason	This grant is not recommended because: Please detail: There were no details provided for the budget summary, no details on the funding profile, no financial assistance from other sources applied for, no comments provided, no partnering	
16.	Assessor	Margot Small	



1.	<b>Applicant</b>	Pacific Piano Competition Society	
2.	<b>Grant Request</b>	\$1,000	For: <b>Community Service/One-Time Activity</b>
3.	<b>Summary of Request</b>	Grant to support a musical recital presentation for February 28, 2009 at the Gateway Theatre. This is a one time recital per year.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Liveability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	1200	
8.	<b>Services Received from City</b>	Value \$20,882 Please detail: Gateway Theatre supplies: the venue, rehearsal space, office supplies/equipment, administration space, storage "in kind".	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$1000.00 Please detail: 200 technical crew fees, 500 for advertising, 300 for printed promotional material	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$10,475.77	\$9,300.00
	Total Expenses	\$3,833.07	\$22,960.00
	Surplus or (Deficit)	\$6,641.02	\$(13660.00)
	Accumulated Surplus or (Deficit)	\$13,553.72	\$106.28
	Justification for any Accumulated Surplus (Deficit)	Please detail: surplus accumulated in 2007 was allocated to produce 2008 piano competition, event broke even	
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$1000	\$1000
	Other Grants (Federal, Provincial, Municipal)	\$1500	\$1500
	Total Grants	\$2500	\$2500
	Grant Surplus	\$0	\$0
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> <b>Operating Assistance</b>	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$1000-200/tech fees, 500/advertising, 300/promotional material For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$1000	
	<input checked="" type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$1000 For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because: Please detail: great opportunity for Richmond residents to see a master pianist in a recital atmosphere and they meet the requirements of the Grant Program.	
16.	<b>Assessor</b>	Margot Small	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond Art Gallery Association	
2.	<b>Grant Request</b>	\$10,000	For: 2010 Exhibition by Susan Point
3.	<b>Summary of Request</b>	To cover a portion of the cost to produce the exhibition catalogue To cover the cost of training volunteers for the Animateur Program (tour guides)	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	30,000	
8.	<b>Services Received from City</b>	Value \$321,400 Please detail: 3 fulltime, 1 part time and 1 auxiliary staff; office supplies, membership, postage, contracts, mileage.	

9.	Amount of Previous Year Grant and Spending Details	\$0	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$170,642	\$136,887
	Total Expenses	\$181,394	\$111,356
	Surplus or (Deficit)	\$(10,752)	\$25,531
	Accumulated Surplus or (Deficit)		
	Justification for any Accumulated Surplus (Deficit)		Please detail: used to pay Association staff during 1 <sup>st</sup> quarter
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$0	\$10,000
	Other Grants (Federal, Provincial, Municipal)		\$36,500
	Total Grants		\$46,500
	Grant Surplus		
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> Operating Assistance	For A For B For C Total	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$6,500 (exhibit catalogue) For B \$3,500 (Animateur Program) For C Total \$10,000	
	<input type="checkbox"/> Total Requested of the City	\$10,000	
	<input type="checkbox"/> Total City Grant Expenses		
13.	<b>Recommended Grant</b>	For A \$1,000 (exhibit catalogue) For B For C Total \$1,000	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because this one time activity will enhance the City's 2010 Olympic celebration and the community's experience of the Richmond Oval through an exhibition of Susan Point's work.	
16.	<b>Assessor</b>	Shawn Issel, Manager, Community Safety Policy & Programs	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond Artists Guild	
2.	<b>Grant Request</b>	\$1,200	For: Annual Fraser River Art Festival at London Farm
3.	<b>Summary of Request</b>	The promotion and operation of the 6 <sup>th</sup> Annual Fraser River Art Festival at London Farm	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <input checked="" type="checkbox"/> Social <input checked="" type="checkbox"/> Economic <input checked="" type="checkbox"/> Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	60	
8.	<b>Services Received from City</b>	Value \$243/year Please detail: rental of painting room at Cultural Centre	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$750 Please detail: Advertising in Richmond & Vancouver newspapers to promote last year's art festival.	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$6,765	\$3,520
	Total Expenses	\$7,562	\$3,600
	Surplus or (Deficit)	\$(798)	\$(80)
	Accumulated Surplus or (Deficit)		
	Justification for any Accumulated Surplus (Deficit)		
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$750	\$1200
	Other Grants (Federal, Provincial, Municipal)	\$450	
	Total Grants		
	Grant Surplus		
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant		
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> <b>Operating Assistance</b>	For A For B For C Total	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$900 (Advertising) For B \$300 (Entertainment – Musicians) For C Total \$1200 (Advertising, Entertainment)	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$1200	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>		
13.	<b>Recommended Grant</b>	For A \$750 For B For C Total \$750	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because this is an stable ongoing group which promotes livability and volunteerism through their annual art festival.	
16.	<b>Assessor</b>	Shawn Issel, Manager, Community Safety Policy & Programs	





1.	<b>Applicant</b>	Richmond Community Orchestra & Chorus Association	
2.	<b>Grant Request</b>	\$15,000	For: Group Operating Assistance & "Russian Romantic" Concert
3.	<b>Summary of Request</b>	To provide operating assistance for office expenses such as rent, telephone, internet, website maintenance, copying, printing, postage, and contract part-time staff support involved in on-going operations as well as in the production of the "Russian Romantic" concert in March 2009.	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	114, but open to the entire Richmond community to participate in the association or to attend concerts.	
8.	<b>Services Received from City</b>	Value < \$500.00 Please detail: The Association is identified as an affiliated group with Richmond's Rec & Cultural Services and therefore benefit from: a reduced rental fee at the Richmond Cultural Centre for meeting use once per month for 10 months; and a reduced rental fee at Gateway Theatre for concert use once every two years.	
9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$1,000 Please detail: • used towards part-time salary for General Manager.	

10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year 2007</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$128,474	\$97,750
	Total Expenses	\$71,708	\$97,750
	Surplus or (Deficit)	\$56,766	\$0
	Accumulated Surplus or (Deficit)	\$92,613	unknown
	Justification for any Accumulated Surplus (Deficit)	Please detail: For the past two years the Association has been dealing with resolution of two estates who named them as beneficiaries with conditions. Much of these funds have been sitting as surplus until the funds could be invested with the Richmond Community Foundation to meet the conditions of the estates.	Please detail:
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year 2007</b>	<b>This Application</b>
	Richmond Grant	\$1,000	\$15,000
	Other Grants (Federal, Provincial, Municipal)	\$2,250	\$5,000
	Total Grants	\$3,250	\$20,000
	Grant Surplus	\$0	\$0
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$8,500 towards part-time salary For B \$300 office rent For C \$600 supplies and materials For D \$2,000 rental of facilities, vehicle, equipment etc. For E \$400 telephone For F \$3,200 advertising/printing/copying Total \$15,000	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> <b>Total Requested of the City</b>	\$15,000	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$15,000	
13.	<b>Recommended Grant</b>	\$1,000	
14.	<b>Conditions/Comments</b>	This group is a stable (since 1986) and organized member of Richmond's small arts community, and this group continues to provide music concerts at various facilities throughout the year and partners with other in the community to deliver concerts.	
15.	<b>Reason</b>	This grant is recommended to go towards group operating assistance. This is the same level of funding as last year.	
16.	<b>Assessor</b>	Cynthia Lussier, Planning Assistant	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond Garden Club	
2.	<b>Grant Request</b>	\$500	For: Volunteer Maintenance of Paulik Park
3.	<b>Summary of Request</b>	To cover expenses involved in garden maintenance-related activities of Paulik Park and to assist in the creation of a photo log of volunteer efforts at Paulik Park.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input type="checkbox"/> Maximize Quality of Service <input type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input checked="" type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	90 volunteers, and residents of the local neighbourhood who frequent the park	
8.	<b>Services Received from City</b>	Value \$500 Please detail: rental fee waived at Minoru Sports Pavilion for meeting room use.	

9.	Amount of Previous Year Grant and Spending Details	\$0 Please detail:	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$5,686.99	\$7,680.00
	Total Expenses	\$5,858.43	\$7,120.00
	Surplus or (Deficit)	(\$171.44)	\$560.00
	Accumulated Surplus or (Deficit)	\$8,034.25	unknown
	Justification for any Accumulated Surplus (Deficit)	Please detail: surplus is kept as a reserve in anticipation of future potential operating costs and cost increases.	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$0	\$500
	Other Grants (Federal, Provincial, Municipal)	\$0	\$
	Total Grants	\$0	\$
	Grant Surplus	\$0	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail: 0	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$300 for supplies For B \$200 for photography for photo log of volunteer activities and to cover gas expenses to pick up supplies Total \$500	
	<input checked="" type="checkbox"/> Total Requested of the City	\$500	
	<input checked="" type="checkbox"/> Total City Grant Expenses	\$500	
13.	Recommended Grant	Total \$0	
14.	Conditions/Comments	<p>This is a stable group (50 years) with membership from across all age groups and ethnic backgrounds. Their new endeavour to adopt Paulik Park on a voluntary basis assists in building a sustainable and engaged community.</p> <p>Additional ideas that the Club may have for expanding their level of volunteer maintenance and activities at Paulik Park are welcomed by Parks Operations. The Club is encouraged to contact Parks Operations.</p>	
15.	Reason	A grant is not recommended because legitimate maintenance-related expenses, such as the provision of supplies and deliveries for Paulik Park, should be covered by the Parks Operating Budget. Also, the grant request for the creation of a photo log of the Club's volunteer efforts at the park does not demonstrate a wider community benefit.	
16.	Assessor	Cynthia Lussier, Planning Assistant	



City of Richmond

# 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond Gateway Theatre Society	
2.	<b>Grant Request</b>	\$15,000	For: Sea of Stories Project
3.	<b>Summary of Request</b>	This grant request is to support the Sea of Stories project involving short plays on local personal stories of change, immigration, family and culture compiled into a full production in September 2009.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	25,610	
8.	<b>Services Received from City</b>	Value \$970,000 Please detail: Operating Agreement for Gateway Theatre	

9.	Amount of Previous Year Grant and Spending Details	N/A Please detail: N/A	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$2,016,414	\$2,248,962
	Total Expenses	\$1,959,660	\$2,211,912
	Surplus or (Deficit)	\$56,754	\$37,050
	Accumulated Surplus or (Deficit)	(\$164,016)	unknown
	Justification for any Accumulated Surplus (Deficit)	Please detail: the accumulated deficit has built up over 24 years of operation. It is consistently being reduced every year and is expected to be completely eliminated within two years.	
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	N/A	\$15,000
	Other Grants (Federal, Provincial, Municipal)	\$94,589	\$109,000
	Total Grants	\$94,589	\$124,000
	Grant Surplus	\$0	\$0
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$10,000 Consultant services associated with Sea of Stories project For B \$2,500 Materials associated with Sea of Stories project For C \$2,500 Creation of script booklet for Sea of Stories project Total \$15,000	
	<input checked="" type="checkbox"/> Total Requested of the City	\$15,000	
	<input checked="" type="checkbox"/> Total City Grant Expenses	\$15,000	
13.	Recommended Grant	\$3,000	
14.	Conditions/Comments	The Society is a stable (since 1982) and organized member of Richmond's small arts community, and continues to provide quality arts programming in partnership with others in the community. The Sea of Stories project is not part of the Society's regular programming at the Gateway Theatre, but is a special grassroots-level community outreach project started in 2006/2007 designed to engage Richmond's diverse and multicultural community in the arts. The project has promoted the unique stories, experiences, and social history of Richmond residents to the stage.	
15.	Reason	This grant is recommended to provide operating assistance to support the Sea of Stories project. This is the same level of funding as 2007.	
16.	Assessor	Cynthia Lussier, Planning Assistant	



1.	<b>Applicant</b>	Richmond Music School Society	
2.	<b>Grant Request</b>	\$15,000	For: Operating Assistance
3.	<b>Summary of Request</b>	<ul style="list-style-type: none"> <li>• Bursaries</li> <li>• Street sign upgrade</li> <li>• Purchase new piano</li> </ul>	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: <ul style="list-style-type: none"> <li>• Social</li> <li>• Economic</li> <li>• Environmental</li> </ul> <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	411 Students; 45,900 audience, volunteers & students	
8.	<b>Services Received from City</b>	Value \$N/A Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$N/A Please detail:	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$479,398	\$504,650
	Total Expenses	\$492,349	\$519,650
	Surplus or (Deficit)	\$(12,951)	\$
	Accumulated Surplus or (Deficit)	\$11,269 accumulated surplus	\$15,000
	Justification for any Accumulated Surplus (Deficit)	Please detail: Surplus reflects advance parent payments on lessons, used over a six month period	Please detail: As for 2008
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$0	\$15,000
	Other Grants (Federal, Provincial, Municipal)	\$54,000 (BC Gaming, BC Arts Council, WorkSafe BC)	\$54,000
	Total Grants	\$54,000	\$69,000
	Grant Surplus	\$0	\$0
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail: N/A	Please detail: N/A
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$2,000 Bursaries For B \$2,000 Street Signage For C \$11,000 New Grand Piano Total \$15,000	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$15,000	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$15,000	
13.	<b>Recommended Grant</b>	For A \$900 Bursaries For B \$ For C \$ Total \$900	
14.	<b>Conditions/Comments</b>	Grant must be spent on bursaries.	
15.	<b>Reason</b>	This grant is recommended because: Please detail: A total grant of \$900 is recommended for the bursary program because it makes music lessons available to students who would otherwise not afford them. Last year only one bursary was offered at a value of \$300; this grant will allow them to expand the program.	
16.	<b>Assessor</b>	Lesley Sherlock	





City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Richmond Singers	
2.	<b>Grant Request</b>	\$1,500	For: Operating Assistance
3.	<b>Summary of Request</b>	To purchase stainless steel water bottles for singers and apply the Richmond Singers and City of Richmond logos, to reduce the environmental impact of plastic bottles and to promote the Singers	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input type="checkbox"/> Children <input type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input type="checkbox"/> Promote Livability <input type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input type="checkbox"/> Maximize Quality of Service <input type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input checked="" type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input checked="" type="checkbox"/> Other : For members personal use	
7.	<b>Number of Richmond Residents Served by Group</b>	1299	
8.	<b>Services Received from City</b>	Value: N/A Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$N/A Please detail:	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$32,937	\$52,550
	Total Expenses	\$43,970	\$62,815
	Surplus or (Deficit)	\$(11,033)	\$(10,265)
	Accumulated Surplus or (Deficit)	\$34,132	\$23,867
	Justification for any Accumulated Surplus (Deficit)	Please detail: Surplus used to rent rehearsal space and purchase new music, equipment, etc.	
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$N/A	\$1,500
	Other Grants (Federal, Provincial, Municipal)	\$N/A	\$20,000 BC Gaming, Community Arts Council
	Total Grants	\$	\$21,500
	Grant Surplus	\$	\$N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input checked="" type="checkbox"/> Operating Assistance	For A \$1500 Supplies For B \$ For C \$ Total \$1500	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ For B \$ For C \$ Total \$	
	<input type="checkbox"/> Total Requested of the City	\$1500	
	<input type="checkbox"/> Total City Grant Expenses	\$1500	
13.	Recommended Grant	For A \$0 For B \$ For C \$ Total \$0	
14.	Conditions/Comments	N/A	
15.	Reason	This grant is not recommended because: Please detail: This grant is not provided because water bottles are for the personal use of members and applying logos would not significantly promote the group	
16.	Assessor	Lesley Sherlock	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	<b>Richmond Summer Programs</b>	
2.	<b>Grant Request</b>	<b>\$50,000</b>	For: <b>Community Service</b>
3.	<b>Summary of Request</b>	<p>Contributing to the overall summer project 2009, the Grant dollars would be distributed between 16 facilities citywide. The City Grant would enable low cost/no cost services to be offered to Richmond residents by offsetting staff salaries, general expenses and training expenses for staff and volunteers. This year, Steveston Community Society is submitting the grant application for summer 2009 on behalf of the following City of Richmond partners in Parks Recreation and Cultural services:</p> <p>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, Minoru Seniors Society, Richmond Nature Park Society, Richmond Museum Society, Art Gallery/Centre, Arena and Aquatic Services, Diversity Services and Community Development Outreach.</p>	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input checked="" type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input checked="" type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	51,000	

8.	Services Received from City	Value \$ 1,190 plus Volunteer Apprec Dinner at City Hall (\$800). Use of stereo equip, tables, chairs, etc for Apprec Dinner (\$390). All facilities used throughout the summer (unknown cost)	
9.	Amount of Previous Year Grant and Spending Details	\$50,000 Please detail: The City Grant offset staff salaries, general expenses and training expenses for staff and volunteers.	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year (2009)
	Total Revenue	\$200,641.69	\$ 140,200
	Total Expenses	\$193,859.47	\$ 137,750
	Surplus or (Deficit)	\$ 6,782.22	\$ 2,450
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application (2009)
	Richmond Grant	\$ 50,000	\$ 50,000
	Other Grants (Federal, Provincial, Municipal)	\$ 72,370	\$ 90,000
	Total Grants	\$	\$
	Grant Surplus	\$ 9,000	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Money carried over to cover salaries of Summer Admin and Diversity Coord whom start prior to funding.	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ 30,000 (Salaries) For B \$ 6,000 (Supplies) For C \$ 11,000 (Events) For C \$ 3,000 (Training & Promotions) Total \$ 50,000	
	<input checked="" type="checkbox"/> Total Requested of the City	\$ 50,000	
	<input checked="" type="checkbox"/> Total City Grant Expenses	\$ 50,000	
13.	Recommended Grant	For A \$ 30,000 (Salaries) For B \$ 6,000 (Supplies) For C \$ 14,000 (Events, Training & Promotions) Total \$ 50,000	
14.	Conditions/Comments	This grant contributes to the overall summer project 2009	
15.	Reason	This grant is recommended because: This program promotes leadership, volunteerism, wellness, livability & appealing. The City grant will enable low cost or no costs services to Richmond residents.	
16.	Assessor	Cathy Russell Executive Assistant - Parks, Recreation & Cultural Services	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Scouts Canada – 18 <sup>th</sup> Richmond Scout Group	
2.	<b>Grant Request</b>	\$1,000	For: A Community Service - Event
3.	<b>Summary of Request</b>	To purchase new camping equipment for youth related activities.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input checked="" type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input checked="" type="checkbox"/> Other (Environment)
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	32	
8.	<b>Services Received from City</b>	Value \$ None Please detail:	

9.	Amount of Previous Year Grant and Spending Details	\$ N/A Please detail:	
10.	YOUR GROUP'S TOTAL BUDGET	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 11,557.30	\$ 11,401
	Total Expenses	\$ 11,184.39	\$ 11,300
	Surplus or (Deficit)	\$ 372.91	\$ 101
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail:	Please detail:
11.	GRANT FUNDING PROFILE	Most Recent Completed Year	This Application
	Richmond Grant	\$	\$ 1,000
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	PROPOSED CITY GRANT BUDGET	This Application	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ 1,000 (Tents, stoves, coolers) For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Total Requested of the City	\$ 1,000	
	<input checked="" type="checkbox"/> Total City Grant Expenses	\$ 1,000	
13.	Recommended Grant	For A \$1,000 (Tents, stoves, coolers) For B \$ For C \$ Total \$1,000	
14.	Conditions/Comments	For the purchase of tents, stoves and coolers	
15.	Reason	This grant is recommended because: Please detail: Promotes self confidence, respect, leadership, community service, and physical fitness for boys and girls 5-10 years.	
16.	Assessor	Cathy Russell Executive Assistant - Parks, Recreation & Cultural Services	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Sea Island Community Association	
2.	<b>Grant Request</b>	\$1,000	For: A Community Service - Event
3.	<b>Summary of Request</b>	The grant would assist the Community Association to present free entertainment at their annual community celebration – Burkeville Daze.	
4.	<b>Focus</b>	<input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input type="checkbox"/> Build a Legacy <input type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input type="checkbox"/> Build Organizational Capacity <input type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input type="checkbox"/> Leverage More Funds from Others <input type="checkbox"/> Build Capacity of Organizations <input checked="" type="checkbox"/> Build Community Capacity		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	4500	
8.	<b>Services Received from City</b>	Value \$175 Please detail: 1 BSW works for 3 hours on event day Delivery of extra garbage cans for event day	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$1,000 Please detail: Used for entertainment on Burkeville Daze	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year (2007)</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year (2008)</b>
	Total Revenue	\$ 77,047.05	\$ 70,235.57
	Total Expenses	\$ 76,511.15	\$ 69,956.69
	Surplus or (Deficit)	\$ 535.90	\$ 278.88
	Accumulated Surplus or (Deficit)	\$ 13,244.89	\$ 13,523.77
	Justification for any Accumulated Surplus (Deficit)	Please detail: Surplus allocated to future expenditures of office, sport and program equipment.	Please detail: *
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$ 1,000	\$ 1,000
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input type="checkbox"/> Operating Assistance	For A \$ For B \$ For C \$ Total \$	
	<input type="checkbox"/> Community Service (e.g., Event, Program, Project)	For A \$ 1,000 (Family entertainment for Burkeville Daze 2009) For B \$ For C \$ Total \$	
	<input checked="" type="checkbox"/> Total Requested of the City	\$ 1,000	
	<input checked="" type="checkbox"/> Total City Grant Expenses	\$ 1,000	
13.	<b>Recommended Grant</b>	For A \$1,000 For B \$ For C \$ Total \$ 1,000	
14.	<b>Conditions/Comments</b>	Grant to be used for family entertainment for Burkeville Daze 2009	
15.	<b>Reason</b>	This grant is recommended because: Please detail: Promotes volunteerism, diversity, livability and community capacity	
16.	<b>Assessor</b>	Cathy Russell Executive Assistant - Parks, Recreation & Cultural Services	





City of Richmond

# 2000 Grant Application Summary Sheet

1.	<b>Applicant</b>	Steveston Community Society	
2.	<b>Grant Request</b>	\$50,000	For: <b>Operating Assistance &amp; Community Service</b>
3.	<b>Summary of Request</b>	1. to offset the cost of printing, postage, and delivery of the Steveston Newsletter, which is distributed within the V7E postal code to 6,000 residents 4 times/year and 13,000 residents 2 times/year; and  2. to offset the operating costs to produce the annual Steveston Salmon Festival	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b> <input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input checked="" type="checkbox"/> Seniors <input checked="" type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input checked="" type="checkbox"/> Families <input checked="" type="checkbox"/> Low Income <input checked="" type="checkbox"/> Women <input checked="" type="checkbox"/> Immigrants <input checked="" type="checkbox"/> Tourists <input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input checked="" type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input checked="" type="checkbox"/> Promote – "Well Managed" <input checked="" type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input checked="" type="checkbox"/> Innovation <input checked="" type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input checked="" type="checkbox"/> Groups Who Form Partnerships	<b>Priority Activities</b> <input checked="" type="checkbox"/> Prevention <input checked="" type="checkbox"/> Intervention <input checked="" type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input checked="" type="checkbox"/> Maximize the Quality of Funded Services <input checked="" type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input checked="" type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	188,100	
8.	<b>Services Received from City</b>	Value \$20,000 Please detail: works yard support, supplies, equipment, staff, etc.	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$7,000 Please detail: was used to offset operational costs for producing the 63 <sup>rd</sup> annual Steveston Salmon Festival	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b> <b>not available; currently in audit</b>
	Total Revenue	\$1,176,042	\$ 1,013,270.20
	Total Expenses	\$1,143,445	\$ 983,334.18
	Surplus or (Deficit)	\$32,607	\$ 29,936.02
	Accumulated Surplus or (Deficit)	\$32,607	\$
	Justification for any Accumulated Surplus (Deficit)	Please detail: accumulated surplus is directed to supporting the on-going programs and projects of the Society	Please detail: see previous
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	Richmond Grant	\$ not provided	\$50,000
	Other Grants (Federal, Provincial, Municipal)	\$ not provided	\$4,000
	Total Grants	\$ not provided	\$54,000
	Grant Surplus	\$ not provided	\$ N/A
	Justification for Accumulated Surplus (Deficit) Involving Previous City Grant	Please detail:	Please detail:
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$15,000 Salaries and benefits For B \$3,000 Consultant services For C \$ Total \$18,000	
	<input checked="" type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A \$16,000 Salmon Festival expenses For B \$15,000 Society Newsletter For C \$1,000 Supplies Total \$32,000	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$50,000 – to offset the following costs: 1) the printing, postage, and delivery of the Steveston Newsletter, and 2) the operating costs to produce the annual Steveston Salmon Festival	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>	\$	
13.	<b>Recommended Grant</b>	For A \$7,000 – to offset the operating costs of the Steveston Salmon Festival For B \$ For C \$ Total \$	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	This grant is recommended because the Steveston Salmon Festival is a very important annual community event. It is recommended that the City provide \$7,000 (the same level of funding as last year) to be used to offset the operating costs to produce this annual undertaking.  With respect to the newsletter, it is suggested that the Society explore other means of offsetting the cost of producing the publication (e.g. selling advertising space) and of disseminating it (e.g. electronic format).	
16.	<b>Assessor</b>	Aida Sayson	



City of Richmond

## 2009 Grant Application Summary Sheet

1.	<b>Applicant</b>	Terra Nova School Yard Society	
2.	<b>Grant Request</b>	\$38,232	For: <b>Operating Assistance</b>
3.	<b>Summary of Request</b>	<p>The grant will be used to fund a part-time administrative assistant position (\$11,232) and a part-time program delivery apprentice (\$27,000).</p> <p>The purpose of the Society is threefold: to connect elementary &amp; high school students with the earth, the community around them and with agriculture at large; to teach participants how to grow organically, monitor harvest and eat nutritiously; and, to encourage the community to engage in inter-generational and cross-cultural experiential learning.</p>	
4.	<b>Focus</b>	<input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Event, Program, Project)	
5.	<b>Duration</b>	<input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity	
6.	<b>Multiple Criteria – City Grant Program</b>		
<b>CRITERIA A – BENEFITS TO THE RICHMOND COMMUNITY</b>			
<b>General Objectives</b>		<b>Group Assist Priorities</b>	<b>Types of Residents</b>
<input type="checkbox"/> Promote Livability <input checked="" type="checkbox"/> Promote Appealing <input checked="" type="checkbox"/> Build a Legacy <input checked="" type="checkbox"/> Build Sustainability <input type="checkbox"/> Build Financial Viability <input checked="" type="checkbox"/> Build a Complete Community <input type="checkbox"/> Promote – "Well Managed" <input type="checkbox"/> Promote Diversity <input checked="" type="checkbox"/> Promote Volunteerism <input checked="" type="checkbox"/> Promote Wellness <input type="checkbox"/> Innovation <input type="checkbox"/> Other		<input checked="" type="checkbox"/> Stable Capable Groups <input type="checkbox"/> Groups Who Form Partnerships	<input checked="" type="checkbox"/> Serve Primarily Richmond Residents <input type="checkbox"/> Seniors <input type="checkbox"/> People with Disabilities <input checked="" type="checkbox"/> Children <input checked="" type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Low Income <input type="checkbox"/> Women <input type="checkbox"/> Immigrants <input type="checkbox"/> Tourists <input type="checkbox"/> Other
			<b>Priority Activities</b>
			<input type="checkbox"/> Prevention <input type="checkbox"/> Intervention <input type="checkbox"/> Treatment <input checked="" type="checkbox"/> Wellness <input type="checkbox"/> Maximize the Quality of Funded Services <input type="checkbox"/> Maximize the Number of those Helped <input checked="" type="checkbox"/> Build Organizational Capacity <input checked="" type="checkbox"/> Build Community Capacity <input checked="" type="checkbox"/> Improve the Quality of Life: • Social • Economic • Environmental <input checked="" type="checkbox"/> Sustainability <input type="checkbox"/> Other
<b>CRITERIA B – BENEFITS TO APPLICANT GROUP</b>			
<b>General Priorities</b>		<b>Less Favourably Considered</b>	
<input checked="" type="checkbox"/> Maximize Quality of Service <input checked="" type="checkbox"/> Maximize Number Served <input checked="" type="checkbox"/> Promote Financial Partnerships <input checked="" type="checkbox"/> Leverage More Funds from Others <input checked="" type="checkbox"/> Build Capacity of Organizations <input type="checkbox"/> Other		<input type="checkbox"/> Only City Funding for Project <input type="checkbox"/> Single Group and City Funded Projects <input checked="" type="checkbox"/> Group becoming Dependant on City Grants <input type="checkbox"/> Insufficient Partnering <input type="checkbox"/> Duplication of Service <input type="checkbox"/> Groups with Unaccounted Surplus or Deficit <input type="checkbox"/> Other	
7.	<b>Number of Richmond Residents Served by Group</b>	530 children & youth; 100 volunteers	
8.	<b>Services Received from City</b>	Value \$10,000 Please detail: use of City land and barn, plus soil, manure, and water	

9.	<b>Amount of Previous Year Grant and Spending Details</b>	\$5,500 Please detail: the grant was used to: install a new irrigation system, acquire third party insurance (for volunteers), and produce promotional and marketing material for the Society.	
10.	<b>YOUR GROUP'S TOTAL BUDGET</b>	<b>Most Recent Completed Year</b> <b>2007/2008</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	<b>Total Revenue</b>	\$10,495	\$
	<b>Total Expenses</b>	\$12,707.17	\$64,350
	<b>Surplus or (Deficit)</b>	(\$2,212.17)	\$ no
	<b>Accumulated Surplus or (Deficit)</b>	(\$2,212.17)	\$ no
	<b>Justification for any Accumulated Surplus (Deficit)</b>	Please detail: grant money to cover expenditures was not received until the end of the fiscal year (March 31, 2008); deficit will be eliminated in the current fiscal year	
11.	<b>GRANT FUNDING PROFILE</b>	<b>Most Recent Completed Year</b>	<b>This Application</b>
	<b>Richmond Grant</b>	\$ not provided	\$ not provided
	<b>Other Grants (Federal, Provincial, Municipal)</b>	\$ not provided	\$ not provided
	<b>Total Grants</b>	\$ not provided	\$ not provided
	<b>Grant Surplus</b>	\$ not provided	\$ not provided
	<b>Justification for Accumulated Surplus (Deficit) Involving Previous City Grant</b>	Please detail: not provided	
12.	<b>PROPOSED CITY GRANT BUDGET</b>	<b>This Application</b>	
	<input checked="" type="checkbox"/> <b>Operating Assistance</b>	For A \$11,232 Part-time administrative assistant position For B \$27,000 Part-time program delivery apprentice For C Total \$38,232	
	<input type="checkbox"/> <b>Community Service</b> (e.g., Event, Program, Project)	For A For B For C Total	
	<input type="checkbox"/> <b>Total Requested of the City</b>	\$38,232	
	<input type="checkbox"/> <b>Total City Grant Expenses</b>		
13.	<b>Recommended Grant</b>	For A \$4,000 – to fund the Society's programs/activities For B For C Total	
14.	<b>Conditions/Comments</b>		
15.	<b>Reason</b>	<p>This grant is recommended because the Society delivers a program that is important, unique, and relevant in today's environment that promotes programs/services on sustainability, urban agriculture, and the production of locally grown food. It is recommended that the City provide a grant of \$4,000 to support the Society's programs.</p> <p>It strongly recommended, however, that the Society look at a longer term financial sustainability strategy for the Society and its programs. For instance, because its program users are largely elementary and high</p>	

		school students and the program "provides a valuable addition to the school curriculum", it is recommended that the Society approach the Richmond Board of Education for funding. It is also suggested that the Society consider user pay/contribution for its program.
16.	Assessor	Aida Sayson



## City of Richmond

6911 No.3 Road, Richmond, BC V6Y 2C1  
 Telephone (604) 276-4000  
[www.city.richmond.bc.ca](http://www.city.richmond.bc.ca)

October 21, 2008  
 File:

Planning and Development Department  
 Fax: 604-276-4052

Dear Mental Health Service Providers:

**Re: Chinese Mental Health Services in Richmond**

In Council discussions regarding applications to the City Grants Program in 2007 and 2008, questions have arisen regarding the delivery of mental health services to the Chinese population in Richmond, specifically regarding partnerships and the possible duplication of services.

To clarify these matters for both the staff grant review team and Council, we would most appreciate you providing the information requested in the attached table regarding the mental health services that your organization provides to the Chinese community, the partnerships that you engage in to deliver these services and any service gaps or duplications that you can identify.

A summary of the collected information will be presented to Richmond City Council to provide greater clarity regarding the provision of these services in Richmond.

Thank you very much for providing this information. A reply by **November 7, 2008** would be most appreciated.

If you have any questions, please contact me at 604-276-4220.

Yours truly,

Lesley Sherlock  
 Social Planner

LS:ls

pc Terry Crowe, Manager, Policy Planning  
 John Foster, Social Planning Coordinator

Please provide the information requested below (for sufficient space, you will need to create your own document) regarding the mental health services that your organization provides to the Chinese community in Richmond. Please include only those programs or services that target the Chinese community specifically.

[illegible]

Please provide any additional comments.

Thank you very much for your assistance.

## **Mental Health and Addictions Coordinating Committee – Richmond**

### **Terms of Reference**

#### **Mandate**

The Senior Executive Team (SET) of Vancouver Coastal Health (VCH) has established a Mental Health and Addictions Coordinating Committee (MHACC) to address issues related to the regional coordination of strategic direction, access, capacity, people/patient flow and sustainability.

Working together with the VCH Coordinating Committee, the Mental Health and Addictions Coordinating Committee – Richmond (MHACCR) will be responsible and accountable for guiding and ensuring an integrated approach to the implementation of mental health and addictions strategic directions in Richmond. These strategic directions and subsequent initiatives will be a part of the annual Richmond mental health and addictions service plans.

#### **Principles**

- Commitment to improved outcomes and satisfaction for patients/clients/residents/families
- Adheres to the guiding values and strategic directions of VCH and the Acute, Community and Primary Health Care Networks
- Fosters a culture of collaboration, integration, accountability and teamwork in Richmond
- Builds on existing planning, coordinating activities throughout Richmond
- Supports sustainability for the future
- Ensures evidence based decision making
- Ensures respectful and timely communication and consultation
- Ensures that the time requirements of participants is respected

#### **Scope**

This committee is a forum for communication, coordination, visioning, and input into the strategic planning for all services and projects of the Richmond Primary Health Care, Acute and Community Care Networks concerning mental health and addictions.

Through the Richmond Health Services Director for Mental Health & Addictions, this committee will be the conduit to facilitate the two-way flow of feedback and community information to the VCH Coordinating Committee initiatives and its initiatives.

#### **Responsibilities**

Works with the Director, Mental Health & Addictions to assist with:

- Coordination of integrated planning in Richmond,
- Alignment of the strategic directions for mental health and addictions services in Richmond with the strategic directions of VCH and the Primary Health, Acute and Community Care Networks,
- Coordination of mental health and addictions planning with the activities of the Primary Health, Acute, and Community Care Networks in Richmond and VCH
- Ensures representation in all significant planning activities, i.e. Richmond Integrated and Comprehensive Addictions Services (RICAS),
- Alignment of RHS mental health & addiction services with service plans and reporting outcomes via balanced scorecards, and
- Advising and making recommendations on core service, best practices, service standards, service gaps, and performance indicators.



### Accountability

The MHACCR reports and is accountable to the Director, Mental Health and Addictions, Vancouver Coastal Health – Richmond.

### Proposed Composition

- Community Health Advisory Committee - Richmond (CHAC)
- Chair, Richmond Consumer & Family Advisory Committee (RCFAC)
- Representative, Richmond Consumer & Family Advisory Committee (RCFAC)
- Director, Mental Health and Addiction, VCH-Richmond (Chair)
- Executive Director, CHIMO Crisis Services
- Executive Director, Canadian Mental Health Association (CMHA)
- Executive Director, Richmond Addiction Services (RAS)
- Executive Director, Turning Point Recovery Society
- Manager, Child and Adolescent, Mental Health
- Manager, Rehab, Housing & Consumer Initiatives
- Manager, Community & Family Health
- Mental Health Forensics (*confirm membership*)
- Medical Director, Department of Psychiatry & Mental Health & Addictions
- Program Manager, Mental Health, Richmond
- Program Manager, Addictions, Richmond
- Representative, SUCCESS
- Representative, School District #38 (*confirm member or linkage*)
- Representative, RCMP (*confirm member or linkage*)
- Representative, Heart of Richmond AIDS Society
- Representative, City of Richmond

Task Groups may be formed as necessary to advance the mandate of the Committee within its scope. The Chair of the Task Group will be a member of the MHACCR. Task Group members may be from inside or outside of the Committee.

### Meeting Frequency

The MHACCR will meet four times a year or at the call of the chair.

### Linkages

- Vancouver Coastal Health – Mental Health & Addictions Coordinating Committee
- Richmond Community Services Advisory Committee (RCSAC)
- RICAS Planning Team
- RHS Adult/Older Adult/Child & Youth/Rehabilitation & Housing Service Teams
- Richmond Asset Group
- TASA
- Touchstone
- Ministry for Children and Family Development
- Richmond Youth Network
- Richmond Intercultural Advisory Committee
- Richmond Seniors Advisory Committee

Date Approved: September 26, 2006      Date to VCH – MH&A Coordinating Committee: \_\_\_\_\_

## Overview of Services Provided

## Prepared by the Chinese Mental Wellness Association of Canada (CMWAC)

CMWAC Program/Services (list all) & brief description	CMWAC Program activities	CMWAC Target group(s) (e.g. age, language, diagnosis)	CMWAC Partners and roles (include contact info.)	Service duplications or gaps that CMWA may be aware of (please describe)	Other CMWAC Funders
Wellness Line in Mandarin, Cantonese and English	For people with language barriers who have mental health issues needing help and support and referrals over the phone	Mainly Asians and immigrants of all ages with mental health concerns	SUCCESS, Mental Health Team, CMHA, Richmond Women's Resource Centre (Referrals)	CHIMO	BC Gaming, Donations
Counselling for general public and Asian community	Counselling sessions are offered weekly or by appointment	Asians of all ages with culture and language barriers in need of counselling for mental health issues.	Edwin Tam, MD 604-822-7342 workshops and advisor and volunteer	CMHA	BC Gaming Donations
Basic English conversation	Weekly classes for new immigrants	New immigrants and all members with language barriers to acquire or improve their language skills.		SUCCESS RWRC	BC Gaming Donations
Helping people with depression to learn the mechanics of how to recover from depression.	This is a 10 session course conducted weekly with 10 principles of depression recovery strategies for prevention and early intervention	Asians in the community with depression concerns having difficulties accessing services due to culture and language barriers.	UBC Dept. of Psychiatry Mood Disorders Centre 604-822-7342	CMHA	BC Gaming Donations
Consumers in recovery, family members and people concerned with mental health	Under the supervision of a Program Coordinator, the program is a basic peer support education program for consumers in recovery, their family members and those concerned with mental health the consumers and others to acquire the knowledge of mental health, the treatment, the community support for early intervention and prevention. It is a 10 week program conducted in both Cantonese and Mandarin.	Asians with mental health issues	UBC Dept. of Psychiatry Mood Disorders Centre 604-822-7342 Consulting CMHA 604-516-8080 Rodney Baker Referrals/consulting Chinese Social Development Society Cary Kwan 604-255-3311 (Referrals)	CMHA	BC Gaming Fundraising

## Overview of Services Provided

CMWAC Program/services (list all) & brief description	CMWAC Program activities	CMWAC Target group(s) (e.g. age, language, diagnosis)	CMWAC Partners and roles (include contact info.)	Service duplications or gaps that CMWA may be aware of (please describe)	Other CMWAC Funders
Improving of language and socialization skills for new immigrants in a supportive environment	Mind Games includes cooking, Tai Chi, card and board games, singing, stamp collecting, yoga and craft classes for isolated consumers and the general public	New immigrants and all Asians with culture and language barriers	Vancouver Tsung Tsin Association Peter Chong 604-251-0633 (Referrals) Canadian Chinese Numerismatic Society 604-739-8168 (Promotion Partner)	CMHA (referral) SUCCESS Senior Group (Partner)	BC Gaming Donations Fundraising.
Youth helping youth	Trained youths helping to educate, promote mental health and support their peers with mental concerns	Asians Youths	UBC Mood Disorder Centre 604-822-7432 Workshops/Consulting The Integration Youth Services Society Esther Ho 604-805-8833 SUCCESS Youth Group (Referrals) Kelly Ng – Coordinator		Donations Fundraising
Fridays Tea Group in support of family members	Family members gather together in a supportive and warm environment, chatting, sharing, playing games and singing.	Family members with mental issues			

### Policy Planning staff comments:

While the Grant Program indicates that funding requests for duplicated services will be less favourably considered, staff recommend an allocation of \$6,000 because some members of the Chinese community may be more likely to seek referrals and social support from this organization due to the stigma sometimes associated with social services.