



City of Richmond

Report to Committee

To: General Purposes Committee
From: Joe Erceg, MCIP
General Manager, Planning and Development
Re: 2008 City Grants Program

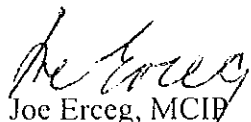
Date: March 14, 2008

File:

Staff Recommendation

That, as per the report from the General Manager, Planning and Development, dated March 14, 2008, the 2008 City Grants be allocated as follows (see **Attachment 2**):

- (1) As presented on March 3, 2008, the bulk of the 2008 Grants be allocated as follows:
 - (a) Organizations in the Health, Social and Safety Services Category be awarded the recommended grant amounts and cheques disbursed for a total of \$413,350; and
 - (b) Organizations in the Cultural and Community Events Category be awarded the recommended grant amounts and cheques disbursed for a total of \$70,750;
- (2) In addition, for the five March 3, 2008 Referred Requests, allocate the remaining available \$15,900, as follows (see Option 2):
 - (a) Canadian Mental Health Association - \$8,000;
 - (b) CHIMO - \$4,000;
 - (c) Richmond Women's Resource Centre - \$1,600;
 - (d) Richmond Youth Services Agency - \$1,300; and
 - (e) Chinese Mental Wellness Association - \$1,000.


Joe Erceg, MCIP

General Manager, Planning and Development

Att. 3

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:		CONCURRENCE	
Budgets.....		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
PRCS Planning and Projects.....		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
REVIEWED BY TAG		REVIEWED BY CAO	
YES <input checked="" type="checkbox"/> 3/2		YES <input checked="" type="checkbox"/> 3/2	
NO <input type="checkbox"/>		NO <input type="checkbox"/>	

Staff Report

Origin

The following report was first presented to General Purposes on March 3rd, 2008 and was referred back to staff for additional information. All sections of this report in italics are additions, and the non-italicized parts are the same as presented on March 3rd, 2008.

City Council has the authority to provide financial assistance to community organizations under the Local Government Act. The City of Richmond Grants Policy 3705 (**Attachment 1**) outlines the principles and processes by which the grants are to be allocated.

This report provides information and recommendations pertaining to the 2008 City Grants Program.

PART A – General Purposes Committee Resolution

On March 3rd, 2008, General Purposes Committee received the 2008 City Grants Program report and moved the following:

That the report (dated February 19th, 2008, from the General Manager of Planning and Development) regarding the 2008 City Grants be referred back to staff to provide comments on:

- (1) the overall level of funding and the use of casino funds;*
- (2) the additional funding request of \$3500 made by the Richmond Youth Services Agency, and to comment on the Agency's concern related to promoting the tutoring program;*
- (3) the additional funding request of \$2500 made by the Richmond Women's Resource Centre for the Grandmother Support Program;*
- (4) the additional funding request made by the Richmond Chinese Mental Wellness Association;*
- (5) the additional funding requests made by the Canadian Mental Health Association Pathways Clubhouse, \$11,000 for the food program, and a one time request of \$23,571 for tax increases; and*
- (6) the additional funding request of \$10,000 made by Chimo Crisis Services for the Poverty Law Advocacy Program.*

Information pertaining to this motion is provided in the Analysis section below.

PART A - Analysis

1. Information requested at March 3rd, 2008 General Purposes

- (1) the overall level of funding and the use of casino funds*

This question will be addressed in the Grants Policy review led by Councillor Evelina Halsey-Brandt and Councillor Linda Barnes that is anticipated to be presented to Council in May, 2008.

- (2) *the additional funding request of \$3500 made by the Richmond Youth Services Agency, and to comment on the Agency's concern related to promoting the tutoring program;*

Additional funding request:

Richmond Youth Service Agency (RYSA) applied for a total of \$12,000 from the 2008 City Grants Program to fund part of the Richmond Youth Centre support worker position. The support worker operates the centre and coordinates recreational learning, leadership, volunteer and intergenerational activities for youth.

For 2008, staff recommended an allocation of \$8,500, the same level as allocated in 2007, to fund the youth worker position two days a week.

On March 3rd, 2008, RYSA delegated to General Purposes to request that their funding level be increased by \$3,500 to fund the Generations Homework Club for supplies, snacks, books, software, sports equipment, transportation, etc. If allocated, this would bring their total grant to \$12,000 (full allocation).

The Generations Homework Club operates in a low income neighbourhood. Bi-weekly tutoring sessions for children are offered in core subjects by high school students. The tutors are supported and mentored by adult volunteers. In addition to tutoring, recreational and enrichment activities are also provided.

The Generations Homework Club is also funded by a Business Objects grant.

Agency's concern related to promoting the tutoring program:

RYSA identified a key challenge to promoting the tutoring program as their inability to provide the program on-site in schools. RYSA conveyed the reasons presented by the School District as: (1) the Teacher's Union concerns about offering a program with an educational focus that is not provided by accredited professionals belonging to the Union, and (2) the School Board policy that requires all agencies or organizations using school property to pay rent. An estimate was given of paying \$1600/month rent and \$400/month hydro to use a school portable on weekdays between 3:00 p.m. and 6 p.m.

- (3) *the additional funding request of \$2500 made by the Richmond Women's Resource Centre for the Grandmother Support Program*

Richmond Women's Resource Centre (RWRC) applied for a total of \$43,500 from the 2008 City Grants Program for operating assistance.

For 2008, staff recommended an allocation of \$12,000, the same level as allocated in 2007, for operating assistance.

On March 3rd, 2008, RWRC delegated to General Purposes to request that their funding level be increased, to support programs such as the Grandmother Support Program for an additional \$2,500. If allocated, this would bring their total grant to \$14,500.

The Grandmother Support Program began with a New Horizons for Seniors pilot project grant. It provides peer support, conversational English, and friendship in a multicultural, multilingual group setting to senior women who are helping to raise their grandchildren and would otherwise be isolated and lonely. Skills training, such as basic first aid and child safety, is also provided. The Program has had 245 participants since beginning in March 2006.

The RWRC has been running the Program without funding for a year, since the New Horizons one-time funding ran out. RWRC applied for a BC Gaming Direct Access Grant, which they were denied. They are hoping that the City will provide \$2,500 for facilitator's wages.

(4) the additional funding request made by the Richmond Chinese Mental Wellness Association;

The Richmond Chinese Mental Wellness Association (CMWA) applied for a total of \$52,900 from the 2008 City Grants Program for operating assistance, programs and services.

For 2008, staff recommended an allocation of \$7,400, the same level as recommended last year but \$3,250 less than the total of \$10,650 actually allocated in 2008. The reason for the reduced level was due to concerns regarding the possible duplication of services.

On March 3rd, 2008, CMWA delegated to General Purposes to request that their funding level be increased. Ms. Chin drew attention to the role of CMWA in raising the awareness of mental wellness in the Asian community due to a stigma associated with mental illness within the community.

While not specified in the referral, an additional \$3,250, as provided in 2007, was proposed in the discussion.

Clarification of services:

In addition to the CMWA, other Richmond organizations offer mental health services to the Chinese community and also apply for City Grants. These organizations include (not an exhaustive list):

- (1) Richmond Mental Health Services (e.g., psychiatric assessment, clinical services,)*
- (2) Canadian Mental Health Services Pathways Clubhouse (e.g., family support, employment services),*
- (3) Richmond Mental Health Consumer and Friends Society (e.g., peer support),*
- (4) CHIMO (e.g., crisis counselling),*
- (5) SUCCESS (e.g., crisis line).*

These five agencies meet as the Chinese Mental Health Task Group to discuss service matters.

As clarification of "who does what" regarding the delivery of mental health services to the Chinese community is needed, staff propose to contact this Task Group and the CMWA, prior to the 2009 City Grants process, to ascertain their roles (e.g., respective clients, services, coordination and efficiencies). This clarification is intended to assist in reviewing any such agency future City grant applications. Unless otherwise directed, staff will seek this clarification.

- (5) *the additional funding requests made by the Canadian Mental Health Association Pathways Clubhouse, \$11,000 for the food program, and a one time request of \$23,571 for tax increases*

The Canadian Mental Health Association (CMHA) Richmond Branch applied for a total of \$25,000 from the 2008 City Grants Program for Pathways Clubhouse programs and services.

For 2008, staff recommended an allocation of \$14,000, the same level as allocated in 2007, for programs and services.

On March 3rd, 2008, CMHA delegated to General Purposes to request:

- for programs and services, an increase of \$11,000 that, if allocated, would bring their total grant to \$25,000, and*
- for assistance with 2007 taxes, a one-time grant in the amount of \$23,571.*

Meal Program and Concerns

CMHA's request for an increase of \$11,000 is to assist with food and hydro costs of the Meal Program. Rising costs and increased demand resulted in a deficit of \$6,000 in their last fiscal year.

The Meal Program assists Pathways members, most of whom are living in poverty and many of whom have health problems resulting from poor nutrition, by providing affordable, nutritious meals for a \$2.00 charge. For many members, it provides the only meal of the day and an opportunity for social interaction.

CMHA has also experienced a substantial rent increase (separate from a tax increase) of \$9,612 per year.

2007 Tax Increase

CMHA's request for \$23,571 to assist with increased property taxes will be addressed by Business and Financial Services staff, who will advise Council when further tax information becomes available (anticipated in May 2008).

- (6) *the additional funding request of \$10,000 made by Chimo Crisis Services for the Poverty Law Advocacy Program.*

CHIMO applied for a total of \$50,000 from the 2008 City Grants Program for programs and services.

For 2008, staff recommended an allocation of \$40,000, the same level as allocated in 2007, for programs and services.

On March 3rd, 2008, CHIMO delegated to General Purposes to request that their funding level be increased by an additional \$10,000 to increase their Poverty Law Outreach and Advocacy Service. If allocated, this would bring their total grant to \$50,000.

CHIMO's Poverty Law Outreach and Advocacy Service fills a significant service gap, identified by the Poverty Response Committee, by providing volunteer advocacy services to low income Richmond residents. Issues addressed include landlord and tenancy matters; adoptions; income

assistance; and Worker's Compensation Board and Employment Insurance claims. Services are offered in multiple languages and include assistance in completing application forms and accompanying clients to appointments.

In 2007, 35 volunteers provided services in 14 languages to over 400 women and men. Demand is growing and CHIMO has opened a storefront office to accommodate this growth.

Additional funding requested through the 2008 Grants Program would be used to increase CHIMO's volunteer capacity to provide these services.

2. Summary of March 3rd, 2008 Additional Requests

The additional amounts proposed in the March 3, General Purposes discussion are (Column #3):

Agency	(1) Total Requested by 2008 Grants Program Applicants	(2) March 3 rd Staff Recommendations	(3) March 3 Additional Requests
Canadian Mental Health Assoc.	\$25,000	\$14,000	\$11,000
CHIMO	\$50,000	\$40,000	\$10,000
Richmond Women's Resource Centre	\$43,500	\$12,000	\$2,500
Richmond Youth Services Agency	\$12,000	\$8,500	\$3,500
Chinese Mental Wellness Association	\$52,900	\$7,400	\$3,250
TOTAL	\$183,400	\$81,900	\$30,250
Available for 2008 (Grants)	\$500,000	Is within the \$500,000	\$15,900
Shortfall			\$14,350

3. Priority Allocation Factors

To identify allocations options, and to evaluate and prioritize the five referred Group requests, the following factors were considered:

- ☐ the Depth Of Need (e.g., service to vulnerable clients is jeopardized),
- ☐ the Urgency Of Need (e.g., service may be eliminated and clients may suffer immediate consequences),
- ☐ No Service Duplication in the community,
- ☐ Available Grant dollars.

4. Funding Options

Based on the Priority Allocation Factors, the following allocation options were considered:

Option 1: Status Quo

Description: No change from the March 3rd staff recommendations.

Pros:

- Expenditures are within the \$500,000 Grants Budget,
- \$15,900 unallocated that may be used for other 2008 grant requests,

Cons:

- No funding is provided in response to March 3rd additional requests,
- \$15,900 is not used for community benefit.

Option 2: Allocate Grants:**(1.) Within the \$500,000 Grant Program Budget, and****(2.) According to Priority Allocation Factors (Recommended)**

Description: Allocate the remaining \$15,900 according to the Priority Allocation Factors, to a total expenditure of \$500,000 (all of Grants Budget).

Based on the Priority Allocation Factors, the following recommendations are made:

- (1) First Priority: CMHA Pathways Clubhouse because of the depth and urgency of need of both the clients (those with a serious and persistent mental illness) and the agency. Supporting the Meal Program will enable people with mental illness to be fed.*
- (2) Second Priority: CHIMO because of the depth of need of clients living in poverty. Legal support and advocacy prevents clients from slipping further into need.*
- (3) Third Priority: RWRC because of the vulnerable population served by the Grandmother's Support Program and the young children in their care.*
- (4) Fourth Priority: RYSA because of the benefits to elementary school children who receive tutoring and to high school students who provide the tutoring (e.g., leadership skills).*
- (5) Fifth Priority: CMWA because of concerns regarding the duplication of services. There are at least five other agencies providing mental health services, and clarification is needed to ensure that there is no duplication.*

Pros:

- *Priorities are recognized,*
- *Allocations are within the 2008 City Grants Budget,*
- *Each group receives some additional funding,*

Cons:

- *Of the five additional requests, no group receives their total requested amount,*
- *Program needs are only partially met.*

Based on Option 2, staff recommend the following (Column #4):

Agency	(1) March 3rd, 2008 Staff Recommendations	(2) March 3rd, 2008 Additional Requests	(3) Staff Proposed Increases	(4) March 3rd Recommendation plus Proposed Increase (1) + (3)
Canadian Mental Health Assoc.	\$14,000	\$11,000	\$8,000	\$22,000
CHIMO	\$40,000	\$10,000	\$4,000	\$44,000
Richmond Women's Resource Centre	\$12,000	\$2,500	\$1,600	\$13,600
Richmond Youth Services Agency	\$8,500	\$3,500	\$1,300	\$9,800
Chinese Mental Wellness Association	\$7,400	\$3,250	\$1,000	\$8,400
TOTAL	\$81,900	\$30,250	\$15,900	\$97,800
Remaining (Grants)	\$15,900	\$15,900	\$15,900	\$15,900
Shortfall	N/A	\$14,350	\$0	\$0

Option 3: Fully Support All March 3rd, 2008 Additional Requests

Description: Fully support all March 3, 2008 additional requests by allocating:

- *the remaining \$15,900 as per Option 2 above, and*
- *an additional \$14,350 from Council Contingency (current balance is \$100,000).*

If followed, the total 2008 Grants Program allocation would be \$514,350.

Pros:

- *Allows all March 3rd, 2008 requests to be fully funded,*
- *Maximizes benefits to Richmond residents.*

Cons:

- *Rewards only those groups who asked for their grant to be reconsidered.*
- *For the first time, the Grant Program budget would be exceeded and without a comprehensive review of the Grant Program. (Note: The matter of a Program budget increase is to be addressed in the Grants Program review scheduled to be brought forward in May, 2008).*

If Option 3 is pursued, the following would be involved (Column 4):

Agency	(1) Total Requested by 2008 Grants Program Applicants	(2) March 3 rd Staff Recommendations	(3) March 3 Additional Requests	(4) March 3 rd recommendation plus additional request (2) + (3)
Canadian Mental Health Assoc.	\$25,000	\$14,000	\$11,000	\$25,000
Chimo	\$50,000	\$40,000	\$10,000	\$50,000
Richmond Women's Resource Centre	\$43,500	\$12,000	\$2,500	\$14,500
Richmond Youth Services Agency	\$12,000	\$8,500	\$3,500	\$12,000
Chinese Mental Wellness Association	\$52,900	\$7,400	\$3,250	\$10,650
TOTAL	\$183,400	\$81,900	\$30,250	\$112,150
Available (Grants)	\$500,000	falls within \$500,000	\$15,900 (falls within \$500,000)	\$15,900 (falls within \$500,000)
Shortfall		N/A	\$14,350	\$14,350 (from Council Contingency)

Summary

Staff recommend Option 2 because the allocations are within the 2008 Grants Budget:

- *the Health, Social and Safety Category allocation would increase to \$429,250,*
- *the Cultural and Community Events allocation would remain the same at \$70,750.*

This would use the entire 2008 City Grants Budget of \$500,000.

PART B – Original March 3rd Report with Changes in Italics to Reflect PART A Recommendations

Findings Of Fact

1. Grants Budget

The 2008 Grants Budget is \$500,000.00

2. 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, 2007 advising the community of the grants process and the closing date for applications of October 12th, 2007.

A total of 48 applications were received for a requested total of \$1,385,381.28 as follows:

Program Area	Total Requested 2008
Health, Social & Safety Services	\$834,501.28
Cultural & Community Events	\$550,880.00
Total	\$1,385,381.28

Requests amount to 277% of the budget.

A summary of requests for the 2008 Grants Program is included as **Attachment 2**.

3. Late Application

Of the 48 applications received, one was received after the October 12th, 2007 deadline, on October 21st, 2007: Solidarity Bridge, a first-time application, requesting \$2,000.00.

Staff has not recommended a grant to this organization as it clearly states on the application form that "late submissions will not be considered".

If not late, this application would also have been denied based on City Grants Program criteria (see Summary Sheet, **Attachment 3**).

4. New Applications

Twelve (12) applications from organizations that had never applied before were received for the 2008 Grants Program, as follows:

2008 Grants Program – New Applications	
Health, Social & Safety Services	Cultural & Community Events
Integration Youth Services Society	Canada Asia Pacific Business Association
Pacific Post Partum Society	Canadian Low Income Seniors Affordable Housing Society
Solidarity Bridge	Diversity Community Resources Society
	Fraser Educational Foundation
	Kapamilya Multicultural Society
	Richmond Animal Protection Society
	Richmond Lions Club
	Terra Nova Schoolyard Society
	Textile Arts Guild

5. Application Review Process

A City Grants Review Committee, consisting of staff from a range of departments, reviewed the 2008 applications.

City Grants Review Committee	
Staff Member	Division
Alisa Carey	City Centre/Sea Island Community Centre
Sean Davies	Diversity Services
Allan Hill	Diversity Services
Shawn Issel	Community Safety
Mark Mansfield	Business & Financial Services
Cathy Russell	Parks, Recreation and Cultural Services
Aida Sayson	City Administration
Lesley Sherlock	Policy Planning
Margot Small	Fire Administration
Anne Stevens	Community Recreation Services

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 Committee.

6. Two Categories of Grant Applications

The City's Grants Policy defines 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.

A Grants Policy review currently underway (see Analysis #4 below) will include a review of the usefulness of both categories.

Analysis

5. 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 2008 Grant Applications have been placed in the Councillors' Lounge. Grant application information, recommendations and allocations from 2006 – 2008 are:

Grant Recommendations and Allocations Summary*			
	2008	2007	2006
Total Number of Applications	48	43	42
New applicants	12	7	6
Grants denied (late)	1 (TBD)	0	12
Grants denied (Category 2)	0	0	0
Grants denied (did not fit criteria)	15	12	10
Maintained at previous year's level	19	20	13
Total amount recommended	\$500,000.00	\$485,250.00	\$456,650.00
Total amount allocated	TBD	\$500,000.00	\$475,050.00

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

The Grants Budget was increased from \$316,500 in 2004 to \$500,000 in 2005. Since 2005, most of the difference has been allocated to Richmond Addiction Services to provide both substance abuse (Youth Outreach Counsellor) and problem gambling prevention programs.

6. Summary of 2008 Staff Grant Recommendations

Of the 2008 Grant Applications:

Type	#	%
Recommended for full allocation (recommended grant equals amount requested) - Community Meal at St. Alban's Hall - Richmond Carefree Society - Richmond Poverty Response Committee - Hamilton Community Association	4	8%
Recommended for no allocation -- late: - Solidarity Bridge (also ineligible by policy)	1	2%
Recommended for no allocation -- other: - Canada Asia Pacific Business Association - Canadian Low Income Seniors Affordable Housing Society - Diversity Community Resources Society - Fraser Educational Foundation - Goan Overseas Association - Kapamilya Multicultural Society - Richmond Animal Protection Society - Richmond Gateway Theatre Society - Richmond Lions Club - Richmond Music School Society - Richmond Nature Park Society - Richmond Responsible Dog Owner's Group - Richmond Youth Concert Band Association - Steveston Historical Society	14	30%
Recommended for partial allocation	29	60%
Total	48	100%
Total number of recommended grants (full & partial allocations)	33	69%

The average recommended allocation for 2008 is **\$15,151.00** (range from \$1,000.00 to \$171,950.00).

7. 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. As almost all applications are only partially funded, partial funding does not necessarily imply any criticism of a program or organization. The primary reason for partial funding is that the total amount requested exceeds the Grants Program budget.

Other reasons for partial or no payment may 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
- Unaccounted surplus
- Fee-based (user pay) budget should be used
- City provides other forms of support to organization.

8. Review of Grant Policy 3075

A review of the Grants Policy (**Attachment 1**) is being led by Councillor Evelina Halsey Brandt and Councillor Linda Barnes. It is anticipated that this review will be brought forward in *May* 2008.

Financial Impact

The 2008 Grants Program has a budget of \$500,000.00

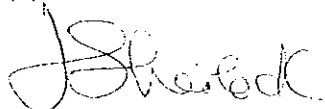
Option 2 (Recommended):

The following 2008 grant allocations are recommended:

<i>Health, Social & Safety Services</i>	<i>\$429,250.00</i>
<i>Cultural & Community Events:</i>	<i>\$70,750.00</i>
<i>Total</i>	<i>\$500,000.00</i>

Conclusion

- (1) On March 3rd, several groups requested additional funding.
- (2) Staff have considered three funding options and recommend Option 2 (\$500,000).



Lesley Sherlock
Social Planner
4220

LS:cas



City of Richmond

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Adopted by Council: June 12, 2000

POLICY 3705

File Ref: 1085-00

GRANTS PROGRAM

POLICY 3705:

It is Council policy that:

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

A. GENERAL PRINCIPLES:

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

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

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

and on the understanding, that:

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



City of Richmond

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Adopted by Council: June 12, 2000

POLICY 3705

File Ref: 1085-00

GRANTS PROGRAM

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

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

B. DEFINITIONS OF ELIGIBLE GRANT CATEGORIES:

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

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

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

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

2. **Operating Assistance**

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

3. **Projects**

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

4. **Programs and Services**

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

5. **Events (Community Promotion)**

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



City of Richmond

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Adopted by Council: June 12, 2000

POLICY 3705

File Ref: 1085-00

GRANTS PROGRAM

6. Council Discretion

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

C. EXCLUSIONS FROM ELIGIBILITY FOR CITY GRANT:

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

D. GRANTS REVIEW CONSIDERATIONS

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

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

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

Summary of Requests for 2008 Grants Program

HEALTH, SOCIAL & SAFETY SERVICES				
APPLICANT NAME	CATEGORY	2008 REQUEST	2008 RECOMMENDATION	RATIONALE/COMMENTS/CONDITIONS
Big Sisters of BC Lower Mainland	1	\$ 5,000.00	\$ 3,000.00	Same level as last year
Canadian Mental Health Association	1	\$ 25,000.00	\$ 22,000.00	Increased level to assist with Meal Program
CHIMO Crisis Services	1	\$ 50,000.00	\$ 44,000.00	Increased level to assist with Poverty Law Advocacy Service
Chinese Mental Wellness Association of Canada	1	\$ 52,900.00	\$ 8,400.00	Increase from recommended level to assist with operating expenses
Community Meal – St. Alban's Hall	1	\$ 1,500.00	\$ 1,500.00	Same level as last year.
Family Services of Greater Vancouver	1	\$ 70,000.00	\$ 45,000.00	Same level as last year.
Heart of Richmond AIDS Society	1	\$ 15,000.00	\$ 6,000.00	Same level as last year.
Integration Youth Services Society	1	\$ 120,250.00	\$ 5,000.00	To assist with operating expenses. The program serves many Richmond youth.
Multicultural Helping House Society	1	\$ 20,000.00	\$ 10,000.00	Same level as last year.
Pacific Post Partum Society	1	\$ 5,000.00	\$ 2,500.00	Funds are being granted to develop a new program, which only requires one time funding.
Richmond Addiction Services	1	\$ 265,132.00	\$ 171,950.00	Same level as last year.
Richmond Carefree Society	1	\$ 2,500.00	\$ 2,500.00	\$2,500 decrease from last year. \$500 unspent from previous grant.
Richmond Family Place	1	\$ 22,000.00	\$ 18,000.00	Increased level due to greater program capacity incurred by move to Debeck House
Richmond Mental Health Consumer & Friend Society	2	\$ 12,059.28	\$ 3,000.00	\$3,000 Decreased as \$900 of last years grant unspent.
Richmond Multicultural Concerns Society	1	\$ 15,000.00	\$ 7,500.00	Same level as last year.
Richmond Poverty Response Committee	1	\$ 6,000.00	\$ 6,000.00	Same level as last year.
Richmond Society for Community Living	1	\$ 20,000.00	\$ 11,000.00	Same level as last year.
Richmond Women's' Resource Centre	1	\$ 43,500.00	\$ 13,600.00	Increased level to assist with Grandmothers' Program
Richmond Youth Services Agency	1	\$ 12,000.00	\$ 9,800.00	Increased level to assist with the Generations Homework Club

Summary of Requests for 2008 Grants Program

HEALTH, SOCIAL & SAFETY SERVICES					
APPLICANT NAME	CATEGORY	2008 REQUEST	2008 RECOMMENDATION	RATIONALE/COMMENTS/CONDITIONS	
Solidarity Bridge	1	\$ 2,000.00	\$ -	Grants Program Policy excludes agencies which primarily fund other organizations (Air Canada and Aeroplan employees). Non -profit status has not yet been secured. Late application.	
SUCCESS Richmond Services	1	\$ 23,660.00	\$ 1,000.00	Same level as last year.	
VIP Club of Richmond	1	\$ 6,000.00	\$ 2,500.00	Rental increase has nearly doubled their expenses. They provide much needed social and recreational opportunities for the visually impaired and would like to provide more. This group operates on a minimal budget.	
Volunteer Richmond Information Services	1	\$ 40,000.00	\$ 35,000.00	Same level as last year.	
TOTAL		\$ 834,501.28	\$ 429,250.00		

Summary of Requests for 2008 Grants Program

CULTURAL SERVICES & COMMUNITY EVENTS				RATIONALE/COMMENTS/CONDITIONS	
APPLICANT NAME	CATEGORY	2008 REQUEST	2008 RECOMMENDATION		
Canada Asia Pacific Business Association	1	\$ 20,000.00	\$ -	This grant does not meet the City's mandate and appears to duplicate other organizations of a similar nature that already exist, therefore staff are recommending no funding.	
Canada Low Income Seniors Affordable Housing Society	1	\$ 25,000.00	\$ -	This request does not meet the mandate outlined of the organization and of the City. The City did provide services in kind to help offset cost. This request has not clearly demonstrated a connection between the applicant and the request made, as a result staff are recommending no funds.	
Diversity Community Resources Society	1	\$ 10,000.00	\$ -	No direct benefits for Richmond residents. Diversity Community Resources Society does not operate it's core services (immigrant support services) in Richmond. Staff suggested that Diversity approach the Chamber of Commerce and Richmond businesses for sponsorship.	
Fraser Educational Foundation	1	\$ 58,000.00	\$ -	The applicant does not meet the requirements for funding and it also appears from supporting documentation provided that the funds will not be going to Richmond residents, therefore staff cannot support this request and recommend no funds.	
Goan Overseas Association	1	\$ 50,000.00		Services proposed can be met within existing facilities. The executive board is 75% non Richmond residents. As a result of information provided, staff cannot support this request and recommend no funding.	
Gulf of Georgia Cannery	1	\$ 4,550.00	\$ 1,000.00	In supporting of special events that attract visitors to our City, staff are recommending \$1,000.00 towards assisting with this program.	
Hamilton Community Association	1	\$ 1,000.00	\$ 1,000.00	Same level as last year.	
Kapamilya Multicultural Society	1	\$ 10,000.00	\$ -	No financial information supplied (despite a follow up call and a letter from City staff). No contact details supplied for their Board of Directors. No evidence of seeking funds from a variety of sources.	
Pacific Piano Competition Society	1	\$ 2,500.00	\$ 1,000.00	Same level as last year.	

Summary of Requests for 2008 Grants Program

CULTURAL SERVICES & COMMUNITY EVENTS				RATIONALE/COMMENTS/CONDITIONS	
APPLICANT NAME	CATEGORY	2008 REQUEST	2008 RECOMMENDATION		
Richmond Animal Protection Society	1	\$ 100,000.00	\$ -	This group already has a contract with the City to operate the City shelter and animal control services using a City facility on No. 5 Road. Re-negotiation of this contract would be a more sustainable method of potentially increasing City support.	
Richmond Artists Guild	1	\$ 1,500.00	\$ 750.00	Money to be used for advertising for the 5th Annual Fraser River Festival. Existing community arts event with an established community need.	
Richmond Chinese Community Society	1	\$ 10,000.00	\$ 1,500.00	Same level as last year.	
Richmond Community Orchestra and Chorus Assoc.	1	\$ 15,000.00	\$ 1,000.00	Same level as last year.	
Richmond Gateway Theatre Society	1	\$ 10,000.00	\$ -	Funding not recommended because this program is going to be entered into the Richmond school system.	
Richmond Lions Club	1	\$ 7,500.00	\$ -	This is an agency which primarily funds other organizations and does annual fund raising campaigns.	
Richmond Music School Society	1	\$ 10,000.00	\$ -	Funding not recommended because the Music School has a cash balance of \$122,286.00	
Richmond Nature Park Society	1	\$ 12,030.00	\$ -	While the proposal to deliver nature programs in French is laudable, it is recommended that the Society seek financial support for this initiative from organizations and agencies whose primary focus is education. These organizations/agencies would include the Richmond Board of Education, the Provincial Government and the Federal Government. It is also suggested that the Society continue to collect a fee for conducting their programs in French and to have their staff assistant convey the programs in French whenever possible.	

Summary of Requests for 2008 Grants Program

CULTURAL SERVICES & COMMUNITY EVENTS		CATEGORY	2008 REQUEST		2008 RECOMMENDATION	RATIONALE/COMMENTS/CONDITIONS
APPLICANT NAME						
Richmond Responsible Dog Owner's Group		1	\$ 30,500.00	\$ -		A report from the City's Dogs in Parks Task Force will be presented to City Council in March 2008. It is anticipated that the report will include a comprehensive strategy with specific recommendations on education, enforcement, design and partnerships. The provision of funding to RRDOG prior to the presentation of the staff report to Council is not appropriate.
Richmond Summer Project c/o Thompson Community Association		1	\$ 55,000.00	\$ 50,000.00		Same level as last year.
Richmond Youth Concert Band Association		1	\$ 8,100.00	\$ -		No Grant recommended. The group has accumulated surplus.
Sea Island Community Association		1	\$ 1,200.00	\$ 1,000.00		Same level as last year. The event will be of benefit to Burkeville residents and to the rest of the Richmond community.
Steveston Community Society		1	\$ 59,000.00	\$ 7,000.00		Same level as last year.
Steveston Historical Society		1	\$ 18,000.00	\$ -		Denied - received an additional level in City budget
Terra Nova Schoolyard Society		1	\$ 30,000.00	\$ 5,500.00		\$3,500.00 to assist in the purchase of tools and \$2,000.00 towards their operating costs (admin., insurance, camera, misc.)
Textile Arts Guild		1	\$ 2,000.00	\$ 1,000.00		To purchase supplies needed for their outreach program.
TOTAL			\$ 550,880.00	\$ 70,750.00		



2008 Grant Application Summary Sheet

1.	Applicant	Big Sisters of BC Lower Mainland	
2.	Grant Request	\$5,000	For: Programs and Services
3.	Summary of Request	Activities: Summer Camp, Snowshoeing, Crafts etc. Newsletters: 3 times yearly plus weekly electronic e-letters Training & Orientation for New Big Sisters in Richmond Help Funding of Salary for Richmond Counsellor Lisa Lim	
4.	Category	1	
5.	No. of Richmond residents served by group	75 or 24% of Richmond Residents Served	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$3,000 Allocated to: Little Sister Activities for Richmond residents Big sisters Newsletters Training and orientation sessions for new big sisters	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 834,064	\$ 872,700
	Total Expenses	\$ 868,076	\$ 876,787
	Surplus or (Deficit)	\$ -34,012	\$ -4,087
	Accumulated Surplus or (Deficit)	\$ 158,918	\$ 0
9.	Justification for Accumulated Surplus (Deficit)	Fundraising event is held 2 months before fiscal yearend and therefore do not incur extra expenses prior to determining event proceeds. As a result Gala proceeds are available to fund the next year's operations	
10.	Richmond Grant	\$ 3,000	\$
	Other Grants (Federal, Provincial, Municipal)	\$ 161,659	\$
	Total Grants	\$ 164,659	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 5,000 Increased amount will be used to offset some of the salary expenditures incurred with the Richmond Counsellor.	
12.	Grant Recommendation Comments/Conditions	\$3,000 Same level as last year. As a result of the work done by this organization and in recognition of their efforts, staff recommend the amount of \$3,000 to assist in offsetting some of their expenses.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



City of Richmond

2008 Grant Application Summary Sheet

1.	Applicant	Can. Mental Health Assoc. – Richmond Branch	
2.	Grant Request	\$25,000	For: Programs and Services
3.	Summary of Request	Subsidize rent & meals for members. Help with housing, finances, advocacy, assistance finding quality medical, psychological, pharmacological and substance abuse services in the community. Assistance with employment Program and social/recreational activities. Increased cost in Food, rent and utilities.	
4.	Category	1	
5.	No. of Richmond residents served by group	314 or 98% of those who visit	
6.	Services received from City	Property tax relief – 8911 Westminster Hwy	
7.	Amount of Previous Year Grant and Spending Details	\$14,000 Food – 7,600 GST - 400 Rent – 4,000 Util. – 1,200 Phone – 800	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 4,526,072	\$ 2,061,092.00
	Total Expenses	\$ 4,558,671	\$ 2,053,592.00
	Surplus or (Deficit)	\$ (32,599)	\$ 7,500.00
	Accumulated Surplus or (Deficit)	\$ -51,640	\$
9.	Justification for Accumulated Surplus (Deficit)	Not provided.	
10.	Richmond Grant	\$ 14,000	\$ 14,000
	Other Grants (Federal, Provincial, Municipal)	\$ 1,673,416	\$ 1,612,190.00
	Total Grants	\$ 1,687,416	\$ 1,626,190.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 25,000 Food – 10,000 Rent - 11,800 Utilities – 2,000 Phone – 800 GST – 400 Total – 25,000	
12.	Grant Recommendation Comments/Conditions	\$ 22,000. Increased level to assist with Meal Program.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



1.	Applicant	CHIMO Crisis Services	
2.	Grant Request	\$50,000	For: Programs and Services
3.	Summary of Request	Will be used to support the delivery and continued growth of CHIMO's Crisis Response & Community Education Services.	
4.	Category	1	
5.	No. of Richmond residents served by group	10,000 or 83% of clients	
6.	Services received from City	The City of Richmond has a 60 year lease with CHIMO for the land that Nova Transition House sits on. (CHIMO built and owns the actual facility.) The city has also waived the City portion of property taxes for this site.	
7.	Amount of Previous Year Grant and Spending Details	\$40,000 Crisis Response Services - \$24,000 Community Education Services - \$16,000	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ N/A	\$ 1,649,000
	Total Expenses	\$	\$ 1,649,000
	Surplus or (Deficit)	\$	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$ 0
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ 40,000	\$ 50,000
	Other Grants (Federal, Provincial, Municipal)	\$ 163,720	\$ 92,660
	Total Grants	\$ 203,720	\$ 250,000
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 50,000 Crisis Response Services: \$30,000 Community Education Services: \$20,000	
12.	Grant Recommendation Comments/Conditions	\$44,000. Increased level to assist with Poverty Law Advocacy Service	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



1.	Applicant	Chinese Mental Wellness Association of Canada	
2.	Grant Request	\$52,900	For: Programs and Services
3.	Summary of Request	To upgrade and improve the Wellness Line Maintain the Peer Support Resource Centre Maintain the Choir of Love performing and community outreach program. Support for the English Class Support for the Depression Recovery Program	
4.	Category	1	
5.	No. of Richmond residents served by group	1,952	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$10,650	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 135,499	\$ 119,900
	Total Expenses	\$ 83,820	\$ 119,900
	Surplus or (Deficit)	\$ 51,679	\$
	Accumulated Surplus or (Deficit)	\$ 17,450	\$
9.	Justification for Accumulated Surplus (Deficit)	Surplus was due to funds received prior to March 31 st , 2007 for use for the whole calendar year of 2007.	
10.	Richmond Grant	\$	\$ 52,900
	Other Grants (Federal, Provincial, Municipal)	\$	\$ 20,000
	Total Grants	\$ 57,600	\$ 72,900
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 52,900 Grant request is for Operating Assistance and Programs and Services provided by the association.	
12.	Grant Recommendation Comments/Conditions	\$8,400. Increase from recommended amount to assist with operating expenses.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



1.	Applicant	Community Meal at St. Alban's Hall	
2.	Grant Request	\$1,500	For: Programs and Services
3.	Summary of Request	For increased cost in food and kitchen supplies	
4.	Category	1	
5.	No. of Richmond residents served by group	over 4,000 from Sept - June	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$1,500 Food, cook's wages and minor kitchen supplies	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 28,000	\$
	Total Expenses	\$ 28,000	\$
	Surplus or (Deficit)	\$ 0	\$
	Accumulated Surplus or (Deficit)	\$ 0	\$
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ 1,500	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$ 16,586	\$ 16,200
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 1,500	
12.	Grant Recommendation Comments/Conditions	\$1,500. Due to great charity work done by the church staff recommend the same level of grant as last year.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



1.	Applicant	Family Services of Greater Vancouver	
2.	Grant Request	\$70,000.00	For: Operating Assistance & Programs and Services
3.	Summary of Request	<p>The grant would be used for funding the operation of the counselling service and to increase counselling service operating hours.</p> <p>The Richmond Counselling Program has been an integral part of the community of Richmond for the last 28 years. The confidential counselling service is for individuals, couples and families, and has an average waitlist of 15 Richmond residents at any given time.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	1800	
6.	Services received from City	The Richmond Counselling Program is a tenant of the Richmond Caring Place.	
7.	Amount of Previous Year Grant and Spending Details	\$45,000.00	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 137,224.00	\$ 157,151.00
	Total Expenses	\$ 141,483.00	\$ 157,151.00
	Surplus or (Deficit)	\$ (4,259.00)	\$ 0
	Accumulated Surplus or (Deficit)	\$ 44,997.00	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 45,000.00	\$ 70,000.00
	Other Grants (Federal, Provincial, Municipal)	\$ 92,224.00	\$ 24,321.00
	Total Grants	\$ 137,224.00	\$ 94,321.00
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	Operation costs and counselling hours	
12.	Grant Recommendation Comments/Conditions	<p>\$45,000 (same as 2007)</p> <p>Service with a high community need that reaches the most vulnerable across all cultural communities.</p>	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Heart of Richmond AIDS Society	
2.	Grant Request	\$15,000.00	For: Operating Assistance & Programs and Services
3.	Summary of Request	<p>The grant would be used primarily for partial funding of rent and partial funding of outreach services.</p> <p>Heart of Richmond AIDS Society provides a wide range of services, that include a weekly support group, monthly dinners, grocery vouchers, emergency funding, outreach and counselling to persons with HIV/AIDS, their families, friends and caregivers. Also active in areas of education, awareness and prevention with programs aimed at youth and young adults.</p>	
4.	Category	1.	
5.	No. of Richmond residents served by group	70 direct, 105 indirect	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	\$6,000.00 – For outreach services	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 127,895.00	\$ 161,100.00
	Total Expenses	\$ 123,132.00	\$ 161,100.00
	Surplus or (Deficit)	\$ 4,763.00	\$ 0
	Accumulated Surplus or (Deficit)	\$ 1,008.00	\$ 1,008.00
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 4,000.00	\$ 8,000.00
	Other Grants (Federal, Provincial, Municipal)	\$ 83,941.00	\$ 124,100.00
	Total Grants	\$ 87,941.00	\$ 139,100.00
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	<p>\$8,000 Rent.</p> <p>\$7,000 Outreach Worker Services</p>	
12.	Grant Recommendation Comments/Conditions	<p>\$6,000 (same as 2007)</p> <p>Unique service that meets a identified community need.</p>	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Integration Youth Services Society	
2.	Grant Request	\$120,250.00	For: Operating Assistance & Programs and Services
3.	Summary of Request	<p>The grant would be used primarily for partial funding for administrative support and partial funding for three programs, Youth Book Research Program, Mustard Seed Children Theatre and Personal Growth Program.</p> <p>75% of the participants of the Mustard Seed Theatre Program as well as the majority of the users of IYSS' programs and services are Richmond residents. Funding ensures these services will continue and it will improve the accessibility if some of these programs can be offered free-of-charge.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	3669 in 2006-2007	
6.	Services received from City	Use of meeting space at East Richmond Community Hall for the Society's Christmas parties in 2004 and 2005.	
7.	Amount of Previous Year Grant and Spending Details	None	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 78,005.00	\$ 133,750.00
	Total Expenses	\$ 93,152.00	\$ 133,750.00
	Surplus or (Deficit)	\$ (15,147.00)	\$ 0
	Accumulated Surplus or (Deficit)	\$ (15,429.00)	\$ 0
9.	Justification for Accumulated Surplus (Deficit)	None provided	
10.	Richmond Grant	\$ 0	\$ 120,250.00
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 73,200.00
	Total Grants	\$ 0	\$ 193,450.00
	Grant Surplus	\$ 0	\$
	Other	\$ 78,005.00	\$ 13,500.00
11.	Budget for Grant Request	<p>Operating Assistance - \$56,640</p> <p>Youth Book Research Program - \$26,000</p> <p>Mustard Seed Childrens Theatre - \$25,610</p> <p>Personal Growth Program - \$16,000</p>	
12.	Grant Recommendation Comments/Conditions	\$5000.00 to assist with operating expenses. The program serves many Richmond youth.	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Multicultural Helping House Society	
2.	Grant Request	\$20,000.00	For: Operating Assistance
3.	Summary of Request	<p>The grant would be used primarily for partial funding of rent and utilities, partial funding for wages and partial funding for operating costs that support the day-to-day operation of the Richmond office.</p> <p>MHHS provides services to immigrants and low-income families through a variety of services, most notably through their Maple Bamboo Initiative program.</p>	
4.	Category	1.	
5.	No. of Richmond residents served by group	458	
6.	Services received from City	Support for Maple Bamboo Initiative by hosting inaugural event in Council Chambers and City advisory committees hosting trainees.	
7.	Amount of Previous Year Grant and Spending Details	\$10,000.00 \$6,259.00 – Administration Salary \$3,025.00 – Office Supplies/Utilities \$716.00 – Programming Costs	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 661,805.00	\$ 753,500.00
	Total Expenses	\$ 632,027.00	\$ 730,606.00
	Surplus or (Deficit)	\$ 29,778.00	\$ 22,894.00
	Accumulated Surplus or (Deficit)	\$ 8,962.00	\$ 31,856.00
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 10,000.00	\$ 20,000.00
	Other Grants (Federal, Provincial, Municipal)	\$ 442,124.00	\$ 577,500.00
	Total Grants	\$ 452,124.00	\$ 597,500.00
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$20,000 (of total Richmond office budget of \$25,560.45) Wages \$18,455.00 Office Supplies and Materials \$ 5,105.45 Rental and Utilities \$ 2,000.00 Total Budget \$25,560.45 (funds provided by Multicultural Helping House Society \$5,560.45)	
12.	Grant Recommendation Comments/Conditions	\$10,000 Same level as 2007. Immigrant serving agency that provides services to members of cultural groups not served by other immigrant serving agencies in Richmond (particularly the Filipino community).	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Pacific Post Partum Support Society	
2.	Grant Request	\$5,000	For: not indicated
3.	Summary of Request	To develop a training program for mentors representative of multicultural population to assist women suffering from post partum depression	
4.	Category	1	
5.	No. of Richmond residents served by group	170 Richmond families	
6.	Services received from City	Meeting space at Garratt Wellness Centre	
7.	Amount of Previous Year Grant and Spending Details	\$0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2006-07 (e.g. Financial Statement)	Budget for 2007-08 Year
	Total Revenue	\$ 261,838	\$ 272,300
	Total Expenses	\$ 239,265	\$ 272,300
	Surplus or (Deficit)	\$ 22,573	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	unspent gaming revenues and salary \$	
10.	Richmond Grant	\$ 0	\$ 5,000
	Other Grants (Federal, Provincial, Municipal)	\$ 22,461	\$ 35,530
	Total Grants	\$ 22,461	\$ 40,530
	Grant Surplus	\$ 5,500	\$
11.	Budget for Grant Request	\$ not provided	
12.	Grant Recommendation Comments/Conditions	\$2,500 (to develop a new program, one time only funding required)	
13.	Assessor	Shawn Issel	



1.	Applicant	Richmond Addiction Services	
2.	Grant Request	\$265,132	For: Programs & Services
3.	Summary of Request	To employ 1) addiction specialist/youth outreach counsellor 2) problem gambling prevention specialist/councillor	
4.	Category	1	
5.	No. of Richmond residents served by group	8,253	
6.	Services received from City	n/a	
7.	Amount of Previous Year Grant and Spending Details	\$171,950 1 addition speciality ¾ time (for 3 months) 1 youth outreach counsellor 1 addition speciality ½ time	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007-08 Year
	Total Revenue	\$ 1,934,209	\$ 2,010,100
	Total Expenses	\$ 1,807,949	\$ 2,193,481
	Surplus or (Deficit)	\$ 115,260	\$ (183,381)
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	result of not receiving funding from Richmond Health Services until the end of August 2005.	
10.	Richmond Grant	\$ 171,950	\$ 171,950
	Other Grants (Federal, Provincial, Municipal)	\$ 1,642,242	\$ 1,823,449
	Total Grants	\$ 1,814,192	\$ 1,995,399
	Grant Surplus	\$ 115,260	\$
11.	Budget for Grant Request	\$ 114,027 (Substance Abuse Prevention Program – salaries, benefits, training, program resources, etc. 121,060 (Problem Gambling Prevention – salaries, benefits, training, program resources, etc.)	
12.	Grant Recommendation Comments/Conditions	\$171,950 same level as last year	
13.	Assessor	Shawn Issel	



City of Richmond

2008 Grant Application Summary Sheet

1.	Applicant	Richmond Carefree Society	
2.	Grant Request	\$2,500	For: operating assistance/programs and services
3.	Summary of Request	to cover some administrative costs and the purchase of equipment	
4.	Category	1	
5.	No. of Richmond residents served by group	22 families	
6.	Services received from City	space at East Richmond Community Centre	
7.	Amount of Previous Year Grant and Spending Details	\$3,000	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 24,533	\$ 20,577
	Total Expenses	\$ 15,104	\$ 20,577
	Surplus or (Deficit)	\$ 9,428	\$ 0
	Accumulated Surplus or (Deficit)	\$ 0	\$ 0
9.	Justification for Accumulated Surplus (Deficit)	none give	
10.	Richmond Grant	\$ 3,000	\$ 2,500
	Other Grants (Federal, Provincial, Municipal)	\$ 10,000	\$ 10,000
	Total Grants	\$ 13,000	\$ 12,500
	Grant Surplus	\$ 566	\$
11.	Budget for Grant Request	\$ 1,500 insurance 566 transportation 500 music therapy 500 equipment	
12.	Grant Recommendation Comments/Conditions	\$2,500 A decrease from last year (\$500 unspent from previous grant)	
13.	Assessor	Shawn Issel	



1.	Applicant	Richmond Family Place Society	
2.	Grant Request	\$22,000	For: Operating Assistance
3.	Summary of Request	operating assistance for salaries and utilities	
4.	Category	1	
5.	No. of Richmond residents served by group	5,000	
6.	Services received from City	Facility space at Minoru Park, will be moving to Debeck House this year (double the size of their previous space). They have committed \$104K as their portion of the cost of renovations.	
7.	Amount of Previous Year Grant and Spending Details	\$16,000 7,000 .2 FTE administrative salary 7,600 .2 FTE playroom coordinator 1,400 heat, electricity, phone	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007-08 Year
	Total Revenue	\$ 467,993	\$ 640,732
	Total Expenses	\$ 462,129	\$ 636,987
	Surplus or (Deficit)	\$ 5,865	\$ 3,745
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 16,000	\$ 18,000
	Other Grants (Federal, Provincial, Municipal)	\$ 340,000	\$ 555,166
	Total Grants	\$ 356,000	\$ 573,166
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 22,000 8,000 .25 Admin Salary 2,000 Operating costs 8,000 .2 Coordinator salary E. Rmd. 4,000 .1 Coordinator salary main site	
12.	Grant Recommendation Comments/Conditions	\$18,000 increase to contribute to DeBeck House program expansion	
13.	Assessor	Shawn Issel	



1.	Applicant	Richmond Mental Health & Friends Society	
2.	Grant Request	\$17,059.28	For: Operating Assistance/Programs & Services
3.	Summary of Request	Continuation of Peer Companion Program	
4.	Category	1	
5.	No. of Richmond residents served by group	200	
6.	Services received from City	Disability passes to community centres, rent a van from the City for recreation program, meeting space at City Hall.	
7.	Amount of Previous Year Grant and Spending Details	\$3,900	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 471,860	\$ *
	Total Expenses	\$ 385,144	\$ *
	Surplus or (Deficit)	\$ 86,716	\$ *
	Accumulated Surplus or (Deficit)	\$ 87,318	\$ *
9.	Justification for Accumulated Surplus (Deficit)	depend on cumulative surplus to make up for program shortfalls.	
10.	Richmond Grant	\$ 3,900	\$ *
	Other Grants (Federal, Provincial, Municipal)	\$ 243,653	\$ *
	Total Grants	\$ 247,553	\$ *
	Grant Surplus	\$	\$ *
11.	Budget for Grant Request	\$ *	
12.	Grant Recommendation Comments/Conditions	\$3,000 decrease \$900 of last year's grant unspent	
13.	Assessor	Shawn Issel	



1.	Applicant	Richmond Multicultural Concerns Society (RMCS)	
2.	Grant Request	\$15,000	For: Operating Assistance
3.	Summary of Request	<p>The Society assists newcomers settle and integrate in Richmond. It provides information and referrals on issues such as Canadian culture, legal matters, employment, citizenship, housing, education, etc.</p> <p>The grant will be used to defray operational expenses including salaries of core staff and facility rental.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	4,000	
6.	Services received from City	none	
7.	Amount of Previous Year Grant and Spending Details	<p>\$7,500</p> <p>Salaries \$5,000 Rent \$2,500 TOTAL \$7,500</p>	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) as of August 31, 2007	Budget for 2008 Year
	Total Revenue	\$ 232,939	\$ 423,900
	Total Expenses	\$ 213,338	\$ 423,900
	Surplus or (Deficit)	\$ 19,601	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	The surplus in the fiscal year ended is due to the challenge in hiring staff to implement new programs for which the Society received funding.	
10.	Funding	Actual (2007)	Proposed (2008)
	Richmond Grant	\$ 7,500	\$ 15,000
	Other Grants (Federal, Provincial, Municipal)	\$ 215,582	\$ 399,000
	Total Grants	\$ 223,082	\$ 414,000
	Grant Surplus	\$	\$
11.	Budget for Grant Request	<p>\$ 15,000</p> <p>Salaries & Benefits \$ 8,000 Facilities Rental \$ 5,000 Office Equipment \$ 2,000 TOTAL \$15,000</p>	
12.	Grant Recommendation Comments/Conditions	<p>\$7,500 – Same level as last year.</p> <p>The Society provides services needed in the community and its work generally meets the principles outlined in the City's Grants Policy.</p>	
13.	Assessor	Aida Sayson	



1.	Applicant	Richmond Poverty Response Committee c/o Richmond Food Bank	
2.	Grant Request	\$6,000	For: Operating Assistance & Programs and Services
3.	Summary of Request	The grant will provide operating assistance for the Richmond Poverty Response Committee and its Task Forces and support for programs and services sponsored by RPRC.	
4.	Category	1	
5.	No. of Richmond residents served by group	Potentially 38,945	
6.	Services received from City	Use of meeting rooms at City Hall - up to 6 times/year Value\$	
7.	Amount of Previous Year Grant and Spending Details	\$6,000 \$3000 Operating Assistance – staff expenses related to coordinating activities and projects; event planning, etc. \$3000 Programs and Services – maintaining website <i>Richmond Shares</i> ; updating <i>Low Income Resource Directory</i> , etc.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 39,608	\$ ⊕
	Total Expenses	\$ 23,965	\$ ⊕
	Surplus or (Deficit)	\$ 15,653	\$ ⊕
	Accumulated Surplus or (Deficit)	\$	\$ ⊕
9.	Justification for Accumulated Surplus (Deficit)	\$15,653 This amount is not a surplus but represents deferred revenue to be carried over to the next fiscal year to continued activities of RPRC.	
10.	Richmond Grant	\$ 6,000	\$ ⊕
	Other Grants (Federal, Provincial, Municipal, other)	\$ 33,000	\$ ⊕
	Total Grants	\$ 39,000	\$ ⊕
	Grant Surplus	\$ n/a	\$ ⊕
11.	Budget for Grant Request	\$6,000 \$3000 Operating Assistance – staff expenses related to coordinating activities and projects; event planning, etc. \$3000 Programs and Services – maintaining website <i>Richmond Shares</i> ; updating <i>Low Income Resource Directory</i> , etc.	
12.	Grant Recommendation Comments/Conditions	\$6,000 Same as last year to assist in Operating Services / Programs and Services	
13.	Assessor	Cathy Russell	



1.	Applicant	Richmond Society for Community Living	
2.	Grant Request	\$20,000	For: Programs and Services
3.	Summary of Request	The Family Resource Program provides information, resources and support to families who have a family member with a disability. The program provides family to family networking; training and information sessions. Through the Family Resource Program, parents are given an opportunity to share their experiences and important information with others. The Family Resource Coordinator also participates on committees to increase awareness about developmental disabilities.	
4.	Category	1	
5.	No. of Richmond residents served by group	Over 1000 people	
6.	Services received from City	6 group homes are tax exempt Lease the Treehouse Early Learning Centre from COR for \$1/year \$ Tax Exempt Value: \$7669.27; Lease Value: \$43,168	
7.	Amount of Previous Year Grant and Spending Details	\$11,000 Funds used to help fund the Family Resource Coordinator, the key resource for the Family Resource Program.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) Mar 31/07	Budget for 2007/2008 Year
	Total Revenue	\$ 8,113,600	\$ 7,911,098.56
	Total Expenses	\$ 7,977,804	\$ 7,825,704.35
	Surplus or (Deficit)	\$ 135,796	\$ 85,394.21
	Accumulated Surplus or (Deficit)	\$ 1,326,498	\$
9.	Justification for Accumulated Surplus (Deficit)	⊗	
10.	Richmond Grant	\$ 11,000	\$ ⊗
	Other Grants (Federal, Provincial, Municipal)	\$ 76,343	\$ ⊗
	Total Grants	\$ 87,343	\$ ⊗
	Grant Surplus	\$ ⊗	\$ ⊗
11.	Budget for Grant Request	\$ 20,000 To help fund the Family Resource Coordinator's wage and benefits. \$1800 computer maintenance, software and licensing, office supplies, mileage reimbursement	
12.	Grant Recommendation Comments/Conditions	\$11,000 Same as last year to help fund Programs and Services.	
13.	Assessor	Cathy Russell	



1.	Applicant	Richmond Women's Resource Centre Association (RWRC)	
2.	Grant Request	\$43,500	For: Operating Assistance
3.	Summary of Request	To be used for Operating Assistance which includes the office lease at Caring Place (\$18,675) and 30% wages for part-time RWRC staff (\$24,825)	
4.	Category	1	
5.	No. of Richmond residents served by group	4600 Drop in or program visits / 3300 phone inquiries	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	\$12,000 The money into paying the office lease in Caring Place, enabling the group to use their other funding source to pay for service programs. There was no surplus.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2006 (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 59,563	\$ *
	Total Expenses	\$ 78,071	\$ *
	Surplus or (Deficit)	\$ (18,508)	\$ *
	Accumulated Surplus or (Deficit)	\$	\$ *
9.	Justification for Accumulated Surplus (Deficit)	*	
10.	Richmond Grant	2007	2006
	Other Grants (Gaming))	\$ 12,000	\$ 12,000
	Total Grants	\$ 41,325	\$ 18,544
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 43,500 \$18,675 Office Lease at Caring Place telephone, Photocopies, rental, office supplies \$24,825 30% of wages for part time RWRC staff	
12.	Grant Recommendation Comments/Conditions	\$13,600 Increase level to assist with Grandmothers' Program	
13.	Assessor	Cathy Russell	



1.	Applicant	Richmond Youth Service Agency (RYSA)	
2.	Grant Request	\$12,000	For: Programs and Services
3.	Summary of Request	The grant would be used to fund part of the 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.	Category	1	
5.	No. of Richmond residents served by group	2500 with direct services; additional 40,000 supported indirectly (residency not confirmed)	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	\$8,500 Grant monies were fully and solely used to fund a part time position for the RYC and to support the summer student positions for the RYC.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) Mar 31/, 2007	Budget for 2006 Year Mar 31/2006
	Total Revenue	\$ 697,261	\$ 673,323
	Total Expenses	\$ 697,404	\$ 721,254
	Surplus or (Deficit)	\$ (143)	\$ (47,931)
	Accumulated Surplus or (Deficit)	\$ None	\$ None
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant Gov't of BC Gov't of Canada Gaming United Way School District Total Grants Grant Surplus	\$ 8,500 \$ 144,871 \$ 247,920 \$ 20,000 \$ 52,436 \$ 97,525 \$ \$ None	\$ 8,500 \$ 111,997 \$ 319,020 \$ \$ 57,145 \$ 86,761 \$ \$ None
11.	Budget for Grant Request	\$ 12,000 To fund youth worker position 2 days a week.	
12.	Grant Recommendation Comments/Conditions	\$9,800 Increased level to assist with the Generations Homework Club	
13.	Assessor	Cathy Russell	



1.	Applicant	Solidarity Bridge	
2.	Grant Request	\$2,000	For: Operating Assistance/Programs & Services
3.	Summary of Request	Financial help for Air Canada and Aeroplan employees waiting for disability benefits	
4.	Category	1	
5.	No. of Richmond residents served by group	600+	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ N/A (pilot project)	\$ 4,000
	Total Expenses	\$	\$ 4,000
	Surplus or (Deficit)	\$	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ N/A	\$ 2,000
	Other Grants (Federal, Provincial, Municipal)	\$ N/A	\$ N/A
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ Entirely for grants to Richmond families in need	
12.	Grant Recommendation Comments/Conditions	\$0 - Grants Program Policy excludes agencies which primarily fund other organizations (Air Canada and Aeroplan employees) - Non-profit status has not yet been secured - Late application	
13.	Assessor	Lesley Sherlock	



1.	Applicant	SUCCESS	
2.	Grant Request	\$23,660	For: Operating Assistance
3.	Summary of Request	To cover the salary of a full-time Program Assistant and to partially cover administrative costs, e.g., photocopying, postage, etc.	
4.	Category	1	
5.	No. of Richmond residents served by group	12,150	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$1,000 spent on office supplies, postage, photocopying and volunteer transportation	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007/08 Year
	Total Revenue	\$ 11,078,758.00	\$ 12,010,213.00
	Total Expenses	\$ 11,066,982.00	\$ 12,689,213.00
	Surplus or (Deficit)	\$ 11,776.00	\$ (679,000.00)
	Accumulated Surplus or (Deficit)	\$ 507,319.00	\$ (40,828.00)
9.	Justification for Accumulated Surplus (Deficit)	2006/07: Surplus reflects all operations (11 offices in Lower Mainland) 2007/08: Richmond office projects \$0 net surplus	
10.	Richmond Grant	\$ 1,000.00	\$ 23,660.00
	Other Grants (Federal, Provincial, Municipal)	\$ 5,017,046.00	\$ 9,349,612.00
	Total Grants	\$ 5,018,046.00	\$ 9,373,272.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ Not specified – for general operating expenses	
12.	Grant Recommendation Comments/Conditions	\$1,000.00 Same level as last year	
13.	Assessor	Lesley Sherlock	



1.	Applicant	Visually Impaired People's Club of Richmond	
2.	Grant Request	\$6,000.00	For: Operating Assistance, Project, Programs and Services, Events
3.	Summary of Request	VIP requires assistance with rent, phone, insurance, travel, recreation and other costs. A rental increase of \$100.30 per month will begin September 2008.	
4.	Category	1	
5.	No. of Richmond residents served by group	25	
6.	Services received from City	Minoru Activity Centre – Community Bus (nominal rate charged)	
7.	Amount of Previous Year Grant and Spending Details	\$1,500 Rent	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 3916.79	\$
	Total Expenses	\$ 4916.82	\$ 7304.60
	Surplus or (Deficit)	\$ (1000.03)	\$ *
	Accumulated Surplus or (Deficit)	\$	\$ *
9.	Justification for Accumulated Surplus (Deficit)	Increased costs, particularly rent (almost doubled) and recreation	
10.	Richmond Grant	\$ 1,500	\$ 6,000
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$ 1,500	\$ 6,000
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$4,000 Operating costs \$2,000 Recreation	
12.	Grant Recommendation Comments/Conditions	\$2,500 Rental increase has nearly doubled their rental expenses. They provide much needed social and recreational opportunities to the visually impaired and would like to provide more. This group operates on a minimal budget.	
13.	Assessor	Lesley Sherlock	



1.	Applicant	Volunteer Richmond Information Services Society	
2.	Grant Request	\$40,000	For: Operating Assistance
3.	Summary of Request	Operating expenses and staff costs involved with operating the Volunteer Centre and Information and Referral Services	
4.	Category	1	
5.	No. of Richmond residents served by group	13,000 volunteer hours	
6.	Services received from City	<ul style="list-style-type: none"> - Use of Brighthouse Park Pavilion, radios and safety vests, and Brighthouse parking for Christmas Fund activities - Use of City Hall, West Richmond and Minoru Seniors meeting rooms 	
7.	Amount of Previous Year Grant and Spending Details	\$35,000 Unspecified – for general operating expenses including staff costs pertaining to promotion of volunteers and voluntarism, capacity building with the voluntary sector, connecting through recruitment and referral service, leadership and convening.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007/08 Year
	Total Revenue	\$ 1,094,690.00	\$ 1,223,335
	Total Expenses	\$ 1,157,461.00	\$ 1,223,335
	Surplus or (Deficit)	\$ (62,771)	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	Unrestricted assets of \$76,226 for operational expenses	
10.	Richmond Grant Other Grants (Federal, Provincial, Municipal) Total Grants Grant Surplus	\$ 35,000 \$ 550,473 \$ 585,473 \$	\$ 40,000 \$ 542,565 \$ 582,565 \$
11.	Budget for Grant Request	\$ Unspecified – for general operating expenses including staff costs	
12.	Grant Recommendation Comments/Conditions	\$35,000 Same level as last year	
13.	Assessor	Lesley Sherlock	



1.	Applicant	Canada Asia Pacific Business Association	
2.	Grant Request	\$20,000	For: Operating Assistance
3.	Summary of Request	To fund the expansion of the Support Team Activities of our Association. The grant will be used to hire a part time staff, Purchase Supplies and pay for transportation and office expenses.	
4.	Category	1	
5.	No. of Richmond residents served by group	200	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$18,761	\$
	Total Expenses	\$16,813	\$ not provided
	Surplus or (Deficit)	\$ 1,948	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	No explanation given. It appears to be left over from 2005 and carried forward.	
10.	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 20,000 Staff Salary \$12,000 Office Expenses \$ 1,000 Transportation \$ 3,000 Cost of Programs \$ 4,000	
12.	Grant Recommendation Comments/Conditions	\$0. This grant does not meet the city's mandate and appears to duplicate other organizations of similar nature that already exist, therefore staff are recommending no funding.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



1.	Applicant	Canadian Low Income Seniors Affordable Housing Society	
2.	Grant Request	\$25,000	For: Event
3.	Summary of Request	Finance the Richmond Moon Festival. Included: Entertainment programs, rental of stages, tents, portable washrooms, payment for traffic management personnel and insurance plus other related expenses.	
4.	Category	1	
5.	No. of Richmond residents served by group	2500	
6.	Services received from City	Not provided.	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 17,990	\$ 49,400
	Total Expenses	\$ 57,362	\$ 59,300
	Surplus or (Deficit)	\$ (\$39,372)	\$ (9,900)
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ N/A	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 3,000 – Liability Insurance 6,000 – Rental of Stage 3,000 – Rental of Tent 5,000 – Traffic management 1,000 – Rental of parking 7,000 – Cost of Programs	
12.	Grant Recommendation Comments/Conditions	\$ 0. This request does not reflect the mandate of the organization. The City already provided services in kind to help offset the cost of this festival. City costs were not identified on the application.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



1.	Applicant	Diversity Community Resources Society	
2.	Grant Request	\$10,000.00	For: Events
3.	Summary of Request	<p>The grant would be used for the 13th Annual Cultural "Diversecity Awards for Business" on April 3, 2008.</p> <p>Intent of the gala awards event is to bring 400-500 business representatives from the Lower Mainland together to network and celebrate those who actively embrace culturally diverse business initiatives in the workplace.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	N/a - The event showcases Richmond as the host city.	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	None	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ Not provided	\$ Not provided
	Total Expenses	\$	\$
	Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$10,000 Event sponsorship	
12.	Grant Recommendation Comments/Conditions	<p>\$0</p> <p>No direct benefits for Richmond residents. Diversity Community Resources Society does not operate it's core services (immigrant support services) in Richmond. Staff suggestion that Diversity approach Chamber of Commerce and Richmond businesses for sponsorship.</p>	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Fraser Educational Foundation	
2.	Grant Request	\$58,000	For: Operating Assistance
3.	Summary of Request	Establish and maintain a web sight to provide copyright-secured articles to Foreign Desk Editors of Major Media Outlets.	
4.	Category	1	
5.	No. of Richmond residents served by group	School District 38	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ N/A	\$
	Total Expenses	\$	\$
	Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ N/A	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 58,000	
		To build and maintain a reliable Web source of historical documents and complete (unabridged) issues of the first (founding issues) of Canada's first national (quarterly magazine) with editorials, feature articles, and comment by distinguished Canadian artists who helped shape the cultural mosaic that spans more than half a century.	
12.	Grant Recommendation Comments/Conditions	\$ 0. The applicant does not meet the requirements for funding and it also appears from supporting documentation provided that the funds will not be going to Richmond Residents, therefore staff cannot support this request and recommend no funds.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



City of Richmond

2008 Grant Application Summary Sheet

1.	Applicant	Goan Overseas Association	
2.	Grant Request	\$50,000	For: Programs and Services
3.	Summary of Request	Sports programs, cultural programs and special community events. Events: Soccer, Basketball, Volleyball, Field Hockey Programs: Traditional Cooking, dance classes and language Cultural Events: Nite in Goa, Youth Talent Contest.	
4.	Category	1	
5.	No. of Richmond residents served by group	500	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 33,636	\$ 37,000
	Total Expenses	\$ 26,175	\$ 37,000
	Surplus or (Deficit)	\$ 7,460	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ N/A	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 50,000 Sports Events: 20,000 Programs: 15,000 Cultural Events: 15,000	
12.	Grant Recommendation Comments/Conditions	\$ 0. Services proposed can be met within existing facilities. The executive board is 75% non Richmond Residents. As a result of information provided staff cannot support this request and recommend no funding.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



1.	Applicant	Gulf of Georgia Cannery Society	
2.	Grant Request	\$4,450	For: Event
3.	Summary of Request	Host: Summer Salmon Stomp 2008 Funds for musician's fees, materials and promotional materials for the event.	
4.	Category	1	
5.	No. of Richmond residents served by group	2,000 approx	
6.	Services received from City		
7.	Amount of Previous Year Grant and Spending Details	\$0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 633,381	\$ 615,000
	Total Expenses	\$ 604,064	\$ 594,900
	Surplus or (Deficit)	\$ 29,317	\$ 20,100
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	The Society will need to replace film/video presentation which is shown to our visitors in the Boiler House Theatre. "A Journey Through Time" was produced by the Society in 1994 for \$68,000, but it is expected that a new film will require a budget in the range of \$100,000 – 120,000. As well, the Society must maintain sufficient working capital to ensure funds are in place to cover operating costs between the quarterly receipt of contract payments from Parks Canada.	
10.	Richmond Grant	\$ N/A	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 4,450 Musicians Fees: 1,300 Dance Floor: 1,600 Promo. Materials: 1,550	
12.	Grant Recommendation Comments/Conditions	\$ 1,000. In support of special events that attract visitors to our city, staff are recommending \$1,000 towards assisting with this program.	
13.	Assessor	Mark Stephen Mansfield/Anne Stevens	



1.	Applicant	Hamilton Community Association	
2.	Grant Request	\$1,000.00	For: Events
3.	Summary of Request	<p>The grant would be used to support the annual Hamilton Festival.</p> <p>The Hamilton Festival promotes a sense of community and raises awareness of community organizations and resources. As a fairly isolated community, Hamilton residents appreciate the need to build and maintain community strength and develop neighbourly relations.</p>	
4.	Category	1.	
5.	No. of Richmond residents served by group	5,000	
6.	Services received from City	The City of Richmond provides the Hamilton Community Association with office space, equipment and staffing.	
7.	Amount of Previous Year Grant and Spending Details	The grant was used to provide entertainment at the Festival.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 392,187	\$ 438,175
	Total Expenses	\$ 352,299	\$ 438,175
	Surplus or (Deficit)	\$ 39,889	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	Intended to be used for a major capital project planned in conjunction with the City of Richmond.	
10.	Richmond Grant	\$ 9942,00	\$ 8142
	Other Grants (Federal, Provincial, Municipal)	\$ 58,293	\$ 43133
	Total Grants	\$ 68,235	\$ 56175
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$1000, Entertainment at special event	
12.	Grant Recommendation Comments/Conditions	\$1000 (same as 2007). Event promotes citizen involvement and volunteer participation and meets a demonstrated community need in one of Richmond's more isolated communities.	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Kapamilya Multicultural Society	
2.	Grant Request	\$10,000.00	For: Operating Assistance and Project
3.	Summary of Request	The grant would be used primarily for purchasing supplies, funding of instructor salaries and for utilities.	
4.	Category	1	
5.	No. of Richmond residents served by group	"Many families"	
6.	Services received from City	Subsidised room rental at the Richmond Art Centre.	
7.	Amount of Previous Year Grant and Spending Details	None.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ Not provided	\$ Not provided
	Total Expenses	\$	\$
	Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 0	\$
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$
	Total Grants	\$ 0	\$
	Grant Surplus	\$ 0	\$
11.	Budget for Grant Request	Not provided	
12.	Grant Recommendation Comments/Conditions	\$0 No financial information supplied (despite follow up call and a letter from City staff) No contact details supplied for their Board or Directors. No evidence of seeking funds from a variety of sources.	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Pacific Piano Competition Society	
2.	Grant Request	\$2,500.00	For: Operating Assistance
3.	Summary of Request	The grant would be used for the 12 th annual Pacific Piano Competition occurring February 20-23, 2008.	
4.	Category	1.	
5.	No. of Richmond residents served by group	1200	
6.	Services received from City	Gateway Theatre will provide the use of the facility at a discounted rate and provides use of office space. Website promotion on the Gateway's website.	
7.	Amount of Previous Year Grant and Spending Details	\$1,000.00 \$350.00 – Technical crew fees \$400.00 – Advertising \$250.00 – Printed material	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 12,535.11	\$ 70,892.00
	Total Expenses	\$ 23,634.13	\$ 70,892.00
	Surplus or (Deficit)	\$ (\$11,099.02)	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant Other Grants (Federal, Provincial, Municipal) Total Grants Grant Surplus	\$ 1,000.00 \$ 1,000.00 \$ 2,000.00 \$ 0	\$ 2,500.00 \$ \$0 \$ 2,500.00 \$
11.	Budget for Grant Request	Technical Crew Fees - \$700 Printed Promotional Material - \$800 Advertising - \$1000	
12.	Grant Recommendation Comments/Conditions	\$1,000 (same as 2007) An established and unique event.	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Richmond Animal Protection Society	
2.	Grant Request	\$100,000.00	For: Operating Assistance & Programs and Services
3.	Summary of Request	<p>The grant would be used primarily to assist with the increased veterinary expenses and partial funding for the hiring of additional staff.</p> <p>RAPS is a no-kill facility. They assist low-income families and seniors with access to vet care and animal provisions.</p>	
4.	Category	1.	
5.	No. of Richmond residents served by group	33,000	
6.	Services received from City	Operation of the city shelter and animal control program using the city property on Number 5 Road.	
7.	Amount of Previous Year Grant and Spending Details	None	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 352,339.58	\$ 517,322.00
	Total Expenses	\$ 382,181.02	\$ 473,722.00
	Surplus or (Deficit)	\$ (29,841.44)	\$ 43,600.00
	Accumulated Surplus or (Deficit)	\$ 0	\$ 43,600.00
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 0	\$ 155,000.00
	Other Grants (Federal, Provincial, Municipal)	\$ 35,000.00	\$ \$0
	Total Grants	\$ 35,000.00	\$ 150,000.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	The grant would be used primarily to assist with the increased veterinary expenses and partial funding for the hiring of additional staff.	
12.	Grant Recommendation Comments/Conditions	<p>\$0</p> <p>This group already has a contract with the City to operate the city shelter and animal control services using a City facility on Number 5 Road. Renegotiation of this contract would be a more sustainable method of potentially increasing City support.</p>	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Richmond Artists Guild	
2.	Grant Request	\$1,500.00	For: Events
3.	Summary of Request	The grant would be used primarily for funding of the promotion and operation of the 5 th Annual Fraser River Festival.	
4.	Category	1.	
5.	No. of Richmond residents served by group	75 + hundreds of event attendees.	
6.	Services received from City	Subsidised meeting space for classes held at the Richmond Cultural Centre.	
7.	Amount of Previous Year Grant and Spending Details	None.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 4,885.85	\$ 6,100.00
	Total Expenses	\$ 4,575.90	\$ 7,359.50
	Surplus or (Deficit)	\$ 309.95	\$ (1,259.50)
	Accumulated Surplus or (Deficit)	\$ 309.95	\$ 949.55
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 0	\$ 1,500.00
	Other Grants (Federal, Provincial, Municipal)	\$ 750.00	\$
	Total Grants	\$ 750.00	\$ 1,500.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	The grant would be used primarily for funding of the promotion and operation of the 5 th Annual Fraser River Festival.	
12.	Grant Recommendation Comments/Conditions	\$750 Money to be used for advertising for the 5 th Annual Fraser river festival. Existing community arts event with an established community need.	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Richmond Chinese Community Society	
2.	Grant Request	\$10,000	For: Events
3.	Summary of Request	- 5,000 for Lunar New Year Celebrations at Richmond Centre Mall and Lansdowne Centre Mall - 5,000 Mid-autumn Festival Celebrations at Richmond Centre Mall and Lansdowne Centre Mall	
4.	Category	1	
5.	No. of Richmond residents served by group	10,000	
6.	Services received from City	0	
7.	Amount of Previous Year Grant and Spending Details	\$1,500 This was split between the two events held annually	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 347,157	\$
	Total Expenses	\$ 335,921	\$
	Surplus or (Deficit)	\$ 11,236	\$
	Accumulated Surplus or (Deficit)	\$ 60,891	\$
9.	Justification for Accumulated Surplus (Deficit)	none given	
10.	Richmond Grant Other Grants (Federal, Provincial, Municipal) Total Grants Grant Surplus	\$ 1,500 \$ 40,000 \$ 41,500 \$	\$ \$ \$ \$
11.	Budget for Grant Request	\$ not supplied	
12.	Grant Recommendation Comments/Conditions	\$1,500 Same level as last year	
13.	Assessor	Margot Small	



1.	Applicant	Richmond Community Orchestra & Chorus Association	
2.	Grant Request	\$15,000	For: Operation Assistance, Programs and Services and Events
3.	Summary of Request	<p>To assist with production costs for a concert series, contractual support staff costs, events, fundraising and regular operating expenses.</p> <p>Operating – 3,100 Programs – 10,000 Events – 2,000</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	185,400	
6.	Services received from City	Affiliated with leisure services Photocopying One time funding of rental cost at venue	
7.	Amount of Previous Year Grant and Spending Details	\$1,000 - directed towards the fee for the part time general manager	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$ 94,958	\$ 119,750
	Total Expenses	\$ 100,826	\$ 119,750
	Surplus or (Deficit)	\$ (5,668)	\$
	Accumulated Surplus or (Deficit)	\$ 35,847	\$
9.	Justification for Accumulated Surplus (Deficit)	- A contingency fund has been established with surplus funds to be used in the event of a financial emergency	
10.	Richmond Grant Other Grants (Federal, Provincial, Municipal) Total Grants Grant Surplus	\$ 1,000 \$ 24,200 \$ 25,200 \$	\$ \$ \$ \$
11.	Budget for Grant Request	\$ 25,200 20,000 – Outreach program 1,000 – production costs for November program 1,200 – production costs for April program 2,000 – production costs for "Richmond Sings"	
12.	Grant Recommendation Comments/Conditions	\$1,000 Same level as last year	
13.	Assessor	Margot Small	



1.	Applicant	Richmond Gateway Theatre Society	
2.	Grant Request	\$ 10,000	For: Programs and Services
3.	Summary of Request	These funds would be used to provide training for the Gateway Academy. This academy provides programs for students between the ages of 8-18.	
4.	Category	1	
5.	No. of Richmond residents served by group	400 children, 89% of the participants are from Richmond	
6.	Services received from City	Gateway has an operating agreement with the City to operate the facility. The City subsidizes the admin costs and maintenance. The City also has an affiliated list of renters who receive subsidized rental rates.	
7.	Amount of Previous Year Grant and Spending Details	\$3,000 The above was spent on artists fees for Sea of Stories; Richmond residents were invited to submit a story in either a play or performance. This was then archived in a DVD documentary.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007/8 Year
	Total Revenue	\$ 1,138,367	\$ 135,495
	Total Expenses	\$ 1,137,972	\$ 135,495
	Surplus or (Deficit)	\$ 395	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	n/a	
10.	Richmond Grant	\$	\$10,000
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 10,000 The above requested funds will be spent on the Academy. In addition to annual activities/operations, there will be a pilot program in conjunction with Vancouver Children's Art Gallery and literacy centre. This program will demand additional fees for instructors and a significant amount of extra time for curriculum building and administration.	
12.	Grant Recommendation Comments/Conditions	\$0 – Funding is not recommended because it is a school-based program.	
13.	Assessor	Margot Small	



1.	Applicant	Richmond Lions Club	
2.	Grant Request	\$7,000.00	For: Operating Assistance
3.	Summary of Request	The grant money would be used to purchase a water tight cargo trailer for storage of various fundraising articles.	
4.	Category	1	
5.	No. of Richmond residents served by group		
6.	Services received from City	n/a	
7.	Amount of Previous Year Grant and Spending Details	\$ 0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2008 Year
	Total Revenue	\$	\$
	Total Expenses	\$	\$
	Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$	
12.	Grant Recommendation Comments/Conditions	\$ 0 This is an agency which primarily funds other organizations and does annual fund raising campaigns.	
13.	Assessor	Margot Small – Richmond Fire-Rescue	



1.	Applicant	Richmond Music School Society	
2.	Grant Request	\$10,000	For: Operating Assistance
3.	Summary of Request	These funds will be used to cover the increase in the cost of payroll due to the addition of office staff for 2 more days.	
4.	Category	1	
5.	No. of Richmond residents served by group	411 Richmond Music School members and their families	
6.	Services received from City	A one line listing in the Richmond Community Services guide.	
7.	Amount of Previous Year Grant and Spending Details	\$ not applicable	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007/8 Year
	Total Revenue	\$ 404,940	\$ 476,590
	Total Expenses	\$ 451,181	\$ 486,614
	Surplus or (Deficit)	\$ (46,241)	\$ 10,024
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	none given	
10.	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$ 51,380 + 2,000	\$
	Total Grants	\$ 53,380	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 10,000	
		to cover the increase in the cost of payroll due to the addition of 2 days per week of office staff	
12.	Grant Recommendation Comments/Conditions	\$0 – Funding not recommended because the music school has a cash balance of \$122,286.	
13.	Assessor	Margot Small	



1.	Applicant	Richmond Nature Park Society	
2.	Grant Request	\$12,030	For: Programs and Services
3.	Summary of Request	<p>The grant will be used to deliver nature programs in French. Specifically, the funding will be used to augment the salary of the Education Program Assistant who will convey the nature programs in both English and French, and to purchase props that are in French. The Society currently offers programs in French to elementary schools and charges a \$105 fee for every class that attends their French program.</p> <p>The Society would like to reach as many as 15,200 Richmond school children (in both public and private schools), i.e. those in French immersion and students in Grades 5-8 who are required to study French.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	all of Richmond residents	
6.	Services received from City	administrative staff time; office supplies; classroom space; use of a computer, photocopier; phones and mailing costs	
7.	Amount of Previous Year Grant and Spending Details	<p>\$4,000</p> <p>6 specimen cases for taxidermy \$1,500</p> <p>6 travelling cases for taxidermy \$ 210</p> <p>skulls & scat for each animal \$ 450</p> <p>additional staff salary \$1,690</p> <p>office supplies \$ 150</p> <p>Total \$4,000</p>	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) as of December 31, 2006	Budget for 2007 Year
	Total Revenue	\$ 59,324	\$ 71,050
	Total Expenses	\$ 66,345	\$ 70,530
	Surplus or (Deficit)	\$ (9,209)	\$ 520
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	no justification provided	
10.	Funding	Actual (2007)	Proposed (2008)
10.	Richmond Grant	\$ 4,000	\$ 12,030
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$ 29,000	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	<p>\$ 12,000</p> <p>\$3,885 to augment hourly rate of assistant who will be working in both languages</p> <p>\$4,095 to pay for the assistant to come in an extra day/week</p> <p>\$1,050 to come in two extra weeks during January to assist in developing the winter program</p> <p>\$3,000 for props, specifically for the First Nations Program "Les plantes autochtones"</p>	
12.	Grant Recommendation Comments/Conditions	<p>\$0</p> <p>While the proposal to deliver nature programs in French is laudable, it is recommended that the Society seek financial support for this initiative from organizations and agencies whose primary focus is education. These</p>	

		organizations/agencies would include the Richmond Board of Education, the Provincial Government, and the Federal Government. It is also suggested that the Society continue to collect a fee for conducting their programs in French and to have their staff assistant convey the programs in French whenever possible.
13.	Assessor	Aida Sayson



1.	Applicant	Richmond Responsible Dog Owners Group (RRDOG)	
2.	Grant Request	\$30,500	For: Operating Assistance Programs & Services
3.	Summary of Request	<p>As stated in their grant application, the RRDOG is a grassroots initiative interested in safety and environmental issues surrounding dogs. Their mandate is primarily on education and environmental initiatives.</p> <p>RRDOG is requesting "seed money" to fund the Group's programs and initiatives. Specifically, this year's grant request would be used primarily for recruitment of members. It is their view that with increased membership, there would be a far better opportunity to have greater and wider impact in the community.</p>	
4.	Category	1.	
5.	No. of Richmond residents served by group	With an estimated 12,000 dogs in Richmond and an average family size of three, RRDOG has indicated that its initiatives will directly serve 36,000 people.	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	<p>\$1,000</p> <p>printing expense \$ 472.97</p> <p>office & administration \$ 534.68</p> <p>website development & domain name fees \$ 49.55</p> <p>Total \$1,057.20</p>	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) as of September 30, 2007	Budget for 2008 Year
	Total Revenue	\$ 2,540.07	\$ 34,500
	Total Expenses	\$ 2,273.52	\$ 34,500
	Surplus or (Deficit)	\$ 176.55	\$ 0
	Accumulated Surplus or (Deficit)	\$	
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Funding	2007 (Actual)	2008 (Requested)
	Richmond Grant	\$ 1,000	\$ 30,500
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 0
	Total Grants	\$ 1,000	\$ 30,500
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	<p>\$ 10,000 administrative support salaries (part-time)</p> <p>\$ 7,000 printing educational brochures</p> <p>\$ 4,000 mailing educational brochures</p> <p>\$ 4,000 office & administrative expenses</p> <p>\$ 2,500 communications expenses</p> <p>\$ 1,500 liability insurance</p> <p>\$ 750 mileage reimbursement</p> <p>\$ 750 initiatives programming expenses</p> <p>\$ 30,500 TOTAL</p>	

12.	Grant Recommendation Comments/Conditions	\$ 0 A report from the City's Dogs in Parks Task Force will be presented to City Council in March 2008. It is anticipated that the report will include a comprehensive strategy with specific recommendations on education, enforcement, design, and partnerships. The provision of funding to RRDOG prior to presentation of the staff report is not recommended.
13.	Assessor	Aida Sayson



1.	Applicant	Richmond Summer Project c/o Steveston Community Society	
2.	Grant Request	\$55,000	For: Project
3.	Summary of Request	<p>This grant will support summer program activities at no cost/low cost in 16 facilities for Richmond residents. Specifically, the funding will help offset the cost of staff salaries, training expenses for staff and volunteers, and other general expenses. The Steveston Community Society is submitting the grant application this year on behalf of the following partners involved in the delivery of 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.	Category	1	
5.	No. of Richmond residents served by group	48,000	
6.	Services received from City	The City provides the facilities to carry out the project, and staff to assist with programming, monitoring, and evaluation of the summer project. Staff also provide advice on hiring, training, and staff development.	
7.	Amount of Previous Year Grant and Spending Details	\$50,000 – Monies contributed to student wages working at over 15 locations throughout the City and covered expenses related to volunteer and staff training, volunteer recognition, supplies, photo identification, and outreach programming. The funding, in part, also supported the Getting Richmond Moving Initiative and Diversity Services within summer programs.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) as of October 15, 2007	Budget for 2008 Year
	Total Revenue	\$ 211,443.54	\$ 150,200
	Total Expenses	\$ 207,786.35	\$ 147,450
	Surplus or (Deficit)	\$ 3,657.19	\$ 2,750
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	The surplus amount of \$3,657.19 is largely due to the fact that at the time the 2008 grant request was submitted, they had not reached the end of the 2007 fiscal year and additional wage expenses and WCB expenses have not yet been recorded. A net surplus is not anticipated at the end of the year.	
10.	Funding	2007 (Actual)	2008 (Requested)
	Richmond Grant	\$ 50,000	\$ 55,000
	Other Grants (Federal, Provincial, Municipal)	\$ 100,720	\$ 100,000
	Total Grants	\$ 150,720	\$ 155,000
	Grant Surplus	\$ none anticipated	\$ none anticipated

11.	Budget for Grant Request	<p>\$ \$50,000</p> <p>The funding will be divided amongst a wide variety of programs and services across the City. Specifically, the funding will go directly to outreach services (Raise the Roof), City wide staff and volunteer training, administrative costs including wage support and general operating expenses.</p>
12.	Grant Recommendation Comments/Conditions	<p>\$50,000 -same level as last year</p> <p>The project generally meets the principles outlined in the City's Grants Policy.</p>
13.	Assessor	Aida Sayson



1.	Applicant	Richmond Youth Concert Band Association	
2.	Grant Request	\$8100	For: Operating Assistance and Events
3.	Summary of Request	To purchase new instruments and music and to offset the production costs of our spring concert.	
4.	Category	1	
5.	No. of Richmond residents served by group	185,400	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$800 in 2005 Used to offset operating costs	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) 2006-2007	Budget for 2008 Year
	Total Revenue	\$ 42,581.79	\$ *
	Total Expenses	\$ 39,069.44	\$ *
	Surplus or (Deficit)	\$ 3,512.35	\$ *
	Accumulated Surplus or (Deficit)	\$ 22,980.54	\$ *
9.	Justification for Accumulated Surplus (Deficit)	Surplus will be directed to this year's operating expenses.	
10.	Richmond Grant	\$ n/a	\$ *
	Other Grants (Gaming))	\$ 32,246.04	\$ *
	Total Grants	\$	\$ *
	Grant Surplus	\$ 15,088.56	\$ *
11.	Budget for Grant Request	\$ 8100 \$6550 Operating Assistance – offset purchase of music, new instrument. \$1550 Events – to offset the cost of producing bi-annual concert at the Gateway Theatre in May 2008	
12.	Grant Recommendation Comments/Conditions	No Grant Recommended – Group has accumulated surplus	
13.	Assessor	Cathy Russell	



1.	Applicant	Sea Island Community Association	
2.	Grant Request	\$1,200	For: Events
3.	Summary of Request	The grant will assist the Community Association in hosting their annual, one-day community celebration event called "Burkeville Daze". Specifically, the funding will help cover the cost of entertainment, including children's rides and games.	
4.	Category	1	
5.	No. of Richmond residents served by group	4,500	
6.	Services received from City	For the "Burkeville Daze" event, the City provides: 1-2 staff members to help with set-up and registration of participants in programs; extra garbage cans in the park; park lawns cut prior to event; outdoor toilets cleaned prior to event; insurance for event.	
7.	Amount of Previous Year Grant and Spending Details	\$1,000 – hired musicians, assisted with the provision of "bouncy" attractions, etc.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) as at August 31, 2007	Budget for September 1, 2007 to August 31, 2008 Year
	Total Revenue	\$ 95,047	\$ 89,175
	Total Expenses	\$ 94,511	\$ 88,550
	Surplus or (Deficit)	\$ 536	\$ 625 (anticipated)
	Accumulated Surplus or (Deficit)	\$ 40,561	\$
9.	Justification for Accumulated Surplus (Deficit)	justification not provided	
10.	Funding	2007 (Actual)	2008 (Requested)
	Richmond Grant	\$ 0	\$ 0
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 0
	Total Grants	\$ 28,022	\$ 21,000 (anticipated)
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ 1,200 – cost of entertainment including children's rides and games	
12.	Grant Recommendation Comments/Conditions	\$1,000 – same level of funding as last year the event will be of benefit to Burkeville residents and to the rest of the Richmond community	
13.	Assessor	Aida Sayson	



1.	Applicant	Steveston Community Society	
2.	Grant Request	\$59,000	For: Programs and Services / Project / Event
3.	Summary of Request	1. "Spirit of Steveston" – update the past 20 years since the original book of Steveston was published = \$15,000 2. Newsletter – assist with the cost of the bi-monthly distribution = \$9,000 3. To support the Salmon Festival expenses: parade, garden show, market, entertainment etc.. = \$35,000	
4.	Category	1	
5.	No. of Richmond residents served by group	185, 400	
6.	Services received from City	Facility staffing, Parks & Recreation Department assist with the preparation of the Salmon Festival and supplies.	
7.	Amount of Previous Year Grant and Spending Details	\$7,000 They used the grant to offset the operating costs of the Salmon Festival.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year August 31 st , 2006	Budget for 2008 Year
	Total Revenue	\$ 1,090,693.00	\$ 1,024,147.10
	Total Expenses	\$ 1,089,199.00	\$ 1,041,400.62
	Surplus or (Deficit)	\$ 1,494	\$ (17,253.52)
	Accumulated Surplus or (Deficit)	\$ 899,160.00	\$
9.	Justification for Accumulated Surplus (Deficit)	Any surplus generated by the Steveston Community Society is directed towards our on-going commitment to upgrading our children's playground.	
10.	Richmond Grant Other Grants (Federal, Provincial, Municipal) Total Grants Grant Surplus	\$ 7,000 \$ 4,000 Heritage Canada \$ 11,000 \$	\$ 59,000 \$ Direct Access & Heritage Canada grants \$ \$
11.	Budget for Grant Request	\$ 59,000 1. \$15,000 – to assist with printing costs 2. \$9,000 – to assist with the cost of printing, postage, and distribution. 3. \$35,000 – to help with the annual operating costs of the Salmon Festival.	
12.	Grant Recommendation Comments/Conditions	\$7,000 Grant money to be used for the Salmon Festival only. Same level as last year.	
13.	Assessor	Alisa Carey	



1.	Applicant	Steveston Historical Society	
2.	Grant Request	\$18,000	For: Programs and Services
3.	Summary of Request	The grant would be used to fund a pilot project; a small amount for supplies and the majority of the funds to hire programming staff for the Steveston Museum.	
4.	Category	1	
5.	No. of Richmond residents served by group	Approximately 508 in 2006, estimate of 10,000 online -potentially all Richmond residents	
6.	Services received from City	Steveston Museum, receives park and building maintenance, heat & light costs, telephone line, janitorial supplies and a staff liaison to work with volunteers.	
7.	Amount of Previous Year Grant and Spending Details	\$n/a Did not apply in 2006. 2005 = \$7,000 2002 = \$1,500	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year December 31 st , 2006	Budget for 2008 Year
	Total Revenue	\$ 6,288	\$ 23,200
	Total Expenses	\$ 8,413	\$ 23,200
	Surplus or (Deficit)	\$ (2,146) the year	\$ 0
	Accumulated Surplus or (Deficit)	\$ 22,086 all years	\$ 0
9.	Justification for Accumulated Surplus (Deficit)		
		2006/2007 Grants Received	2007/2008 Grant Requests
10.	Richmond Grant	\$ n/a	\$ 18,000
	Other Grants (Federal, Provincial, Municipal)	\$ HRDC-hiring of collections ass't	\$ 6,000 Steveston Community Society
	Total Grants	\$	\$ 24,000
	Grant Surplus	\$ 0	\$
11.	Budget for Grant Request	\$ 18,000 \$3,000 – programming supplies \$15,000 – contract for 21 hours per week for 32-35 weeks to hire a programming staff to work with volunteers to plan, deliver, and evaluate the project.	
12.	Grant Recommendation Comments/Conditions	\$0 Received additional level of \$38,000 from the City to program and animate the museum. Thus, this application is not needed.	
13.	Assessor	Alisa Carey	



City of Richmond

2008 Grant Application Summary Sheet

1.	Applicant	Terra Nova Schoolyard Society	
2.	Grant Request	\$30,000	For: Programs and Services
3.	Summary of Request	Funds will be used to support an ongoing project that aims to grow engaged citizens. Open to Elementary and High School children in Richmond, the program instills a value of fresh food, healthy eating habits, personal and social responsibility. It also supports community involvement in the project.	
4.	Category	1	
5.	No. of Richmond residents served by group	1000+, 450 children	
6.	Services received from City	8,000 sq feet of land, maintenance & upkeep of Terra Nova parklands, construction of foundation of a new shed, and building of a kitchen for community. Land value based on purchase in 1998: \$108,000 Infrastructure costs including site prep & soil: \$10,000 Costs to construct the kitchen: \$40,000 (lan use on average 1day/week)	
7.	Amount of Previous Year Grant and Spending Details	\$n/a Society was established in December 2006.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year December 2006-present	Budget for 2008 Year
	Total Revenue	\$ 9,500	\$?
	Total Expenses	\$ 11,000	\$ 64,350
	Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$ n/a – no statements for most recent fiscal year	\$
9.	Justification for Accumulated Surplus (Deficit)	n/a	
		2006/2007 Grants Received	2007/2008 Grant Requests
10.	Richmond Grant	\$ n/a	\$ 30,000
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 31,850
	Total Grants	\$ 0	\$ 61,850
	Grant Surplus	\$ 0	\$
11.	Budget for Grant Request	\$ 30,000 Project Coordinator 30 hours per week at \$30.00 per hour, 50 week/year. = \$45,000 - Funds from City = \$17, 500 IT expert to create & maintain web portal - funds from City= \$4,000 Tools = \$8,000, funds from City = \$3,500 Admin./Insurance/Camera/Misc= \$7,350, funds from City = \$5,000	
12.	Grant Recommendation Comments/Conditions	\$5,500 \$3,500 to assist in the purchase of tools and \$2,000 towards their operating costs (admin, insurance, camera, misc).	
13.	Assessor	Alisa Carey	



1.	Applicant	Textile Arts Guild of Richmond	
2.	Grant Request	\$2,000	For: Operating Assistance
3.	Summary of Request	To purchase fabrics, batting, and backing for quilts and other appropriate supplies in order to keep up with the requests from the various organizations, for example, Richmond Maternity Department, Richmond Special Care Nursery, Public Health Nurses, Richmond Health Services, Oncology Clinic at the Richmond Hospital, Salvation Army, Rotary Hospice House, Food bank, Richmond Archives.	
4.	Category	1	
5.	No. of Richmond residents served by group	unknown, many	
6.	Services received from City	Textile room of the Cultural Centre on Monday's and Friday's from 10:00 a.m. – 2:00 p.m. at no charge.	
7.	Amount of Previous Year Grant and Spending Details	\$ n/a	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year April 30 th , 2007	Budget for 2007/2008 Year
	Total Revenue	\$ 5,319	\$ 5,400
	Total Expenses	\$ 7,169	\$ 5,400
	Surplus or (Deficit)	\$ (1,850)	\$ 0
	Accumulated Surplus or (Deficit)	\$ 1,532.10	\$
9.	Justification for Accumulated Surplus (Deficit)	Budget to have a surplus as they never know when machines need repair and also the cost of lecturers, rent, and supplies increases each year.	
10.	Richmond Grant	\$ n/a	\$ 2,000.00
	Other Grants (Federal, Provincial, Municipal)	\$ 1,400.00	\$ 800.00
	Total Grants	\$ 1,400.00	\$ 2,800.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 2,000 To continue their outreach program by purchasing supplies needed for various projects.	
12.	Grant Recommendation Comments/Conditions	\$1,000 To purchase supplies needed for their outreach program.	
13.	Assessor	Alisa Carey	