



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 14, 2019

From: Elizabeth Ayers
Director, Recreation and Sport Services

File: 11-7000-01/2019-Vol
01

Re: 2019 Parks, Recreation and Community Events Grants

Staff Recommendation

That the 2019 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$109,100, as identified in Attachment 1 of the staff report titled "2019 Parks, Recreation and Community Events Grants," dated January 14, 2019, from the Director, Recreation and Sport Services.

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

Att. 4

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

CNCL - 496

Staff Report

Origin

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

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

Findings of Fact

2019 Parks, Recreation and Community Events Grant Budget

The 2019 Parks, Recreation and Community Events Grant budget is \$110,616. This includes a 2.2 per cent Cost of Living increase over the 2018 budget as per City Grant Program Policy 3712.

Notice Given and Applications Received

In August 2018, announcements were placed on the City website and circulated via press release and social media channels, advising the public that applications were being accepted for the 2019 City Grant Program until November 5, 2018. A link to the City website was provided for further information and for access to the City's online application system. Previous grant applicants and City Area Coordinators were also notified directly that the online application system was open for submissions. This is the sixth year that the City has employed a web-based system to facilitate a more efficient and effective application process.

The main goal of the City Grant Program is to assist non-profit community organizations in the delivery of programs and services that primarily benefit Richmond residents. In the Parks, Recreation and Community Events category, a total of 15 applications were received with an aggregate request of \$216,660. The following table provides a summary of the number and types of applications received, along with the number of grants recommended for the past three years, and the number of grants recommended for 2019.

Table 1: Applications, requests and recommendations.

2016–2018 Applications, Requests and Recommendations*				2019 Recommendations*
	2016	2017	2018	2019
Total number of applications	15	14	15	15
New applicants	5	2	2	4
Minor requests received (\$5000 or less)	4	6	7	8
Multi-year funding requests received	3	2	4	5
Grant not recommended (did not meet criteria)	2	3	2	3
Partial amount of request recommended	13	11	13	11
Full amount of request recommended	0	0	0	1
Total amount requested	\$210,974.22	\$252,466.60	\$257,482.51	\$216,660.00
Total budget	\$103,828.00	\$106,008.00	\$108,235.00	\$110,616.00
Total Parks, Recreation and Community Events Grant funds recommended	\$100,700.00	\$103,250.00	\$106,600.00	\$109,100.00

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

A table outlining the 2019 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, generated directly from information submitted via the City's online application system, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

New Applicants

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

- B.C. Kitefliers' Association;
- Foolish Operations Society;
- Growing Chefs Society; and
- Rabbitats Rescue Society.

Minor/Major Grant Requests

There are two streams of applications: one for minor grant requests (\$5,000 or less), and one for major grant requests (over \$5,000). Although both grant streams require supporting financial

documents, a minor grant application requires fewer details. A full application form is required for major grant requests and the first year of multi-year funding cycle requests.

In the Parks, Recreation and Community Events category, eight organizations applied for minor grants of \$5,000 or less, and seven organizations applied for major grants of greater than \$5,000.

Table 2: Minor and Major Grant Requests

Minor Grant Requests	Major Grant Requests
<ol style="list-style-type: none"> 1. B.C. Kitefliers' Association 2. East Richmond Community Association 3. Foolish Operations Society 4. Growing Chefs Society 5. Gulf of Georgia Cannery Society 6. Hamilton Community Association 7. Sea Island Community Association 8. WEqual Foundation 	<ol style="list-style-type: none"> 1. Kidsport – Richmond Chapter 2. Rabbitats Rescue Society 3. Richmond Fitness and Wellness Association 4. Richmond Food Security Society 5. Steveston Community Society – Richmond Summer Project 6. The Sharing Farm Society 7. WildResearch Society

Multi-Year Funding Requests

In order to streamline the grant application process for applicants with consistent, ongoing operations, services or events, City Grant Policy 3712 provides organizations the option of applying for a maximum three-year funding cycle, provided that the applicant has received a grant for the same purpose as the current year’s application for at least each of the past five years.

In the first year of a multi-year funding cycle, a full application form is required regardless of the amount of the grant request. For the remaining two years of a cycle, only a short application form is required. Council reviews the status of multi-year funding cycles on an annual basis as approval is required to fund each year of a cycle. Council approval to enter into the first year of a multi-year funding cycle does not guarantee that subsequent years will be funded.

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

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

Analysis

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of six staff members from the Community Services Division, reviewed the applications against 23 criteria (Attachment 3) that were developed based on the 2019 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 4). Each application was systematically evaluated on five dichotomous (yes/no) questions regarding grant eligibility, and 18 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget, financials, and the quality of the application itself.

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

2019 Multi-Year Funding Recommendations

Two applicants are recommended for multi-year funding:

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

Three applicants are not recommended for multi-year funding due to a failure to meet the requirements for a multi-year funding cycle:

1. B.C. Kitefliers' Association applied for the first year of a multi-year funding cycle, but it is ineligible as it has not received a City Grant for the same purpose for the past five consecutive years. It is recommended that B.C. Kitefliers' Association not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application.
2. Sea Island Community Association applied for the second year of a multi-year funding cycle, but it is ineligible as it was denied a multi-year funding cycle in 2018 as it failed to submit a full application form as required for the first year of a multi-year funding cycle. It is recommended that Sea Island Community Association not be approved for the second year of a multi-year funding cycle, but be approved for consideration as a minor grant application.

3. WildResearch Society applied for the second year of a multi-year funding cycle, but it is ineligible as it was denied a multi-year funding cycle in 2018 as it had not received a City Grant for the same purpose for the past five consecutive years. It is recommended that WildResearch Society not be approved for the second year of a multi-year funding cycle.

2019 Grant Recommendations

Twelve out of 15 applicants are recommended for a Parks, Recreation and Community Events Grant for full or partial funding. A table outlining the 2019 grant requests and recommended grant allocations is provided in Attachment 1.

The principal reasons for partial funding are:

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

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

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

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

1. Growing Chefs Society is not recommended to receive a 2019 Parks, Recreation and Community Events Grant due to an ineligible funding purpose under Sections 4(ii) and 4(v) of the 2019 Grant Program Guidelines for Parks, Recreation and Community Events, and insufficient community benefit demonstrated. The applicant also scored low on its overall grant application.
2. WEqual Foundation is not recommended to receive a 2019 Parks, Recreation and Community Events Grant due to an ineligible funding purpose under Sections 4(ii) and

4(v) of the 2019 Grant Program Guidelines for Parks, Recreation and Community Events. The applicant also scored low on its overall grant application.

3. WildResearch Society is not recommended to receive a 2019 Parks, Recreation and Community Events Grant due to insufficient community benefit demonstrated. The applicant also scored low on its overall grant application.

Financial Impact

The 2019 Parks, Recreation and Community Events Grant budget is \$110,616. Staff recommend that a total of \$109,100 in grant allocations as indicated in Attachment 1 be approved for disbursement.

Conclusion

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

Staff recommend that the 2019 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Beayue Louie
Park Planner
(604-244-1293)

- Att. 1: 2019 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2019 Parks, Recreation and Community Events Grants – Application Summary Sheets
- 3: 2019 Parks, Recreation and Community Events Grants – Application Scoring Criteria
- 4: 2019 Grant Program Guidelines for Parks, Recreation and Community Events

2019 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations

APPLICANT NAME	2018 GRANT	2019 REQUEST	2019 RECOM.	MULTI YEAR RECOM.	COMMENT SUMMARY	SEE ATT 2 PAGE NO.
B.C. Kitefliers' Association	N/A	\$ 3,000.00	\$ 600.00	Single Year	Supplies for a Children's Kite Making Workshop as part of the Pacific Rim Kite Festival - a free community event in June at Garry Point Park.	Page 1
East Richmond Community Association	\$ 950.00	\$ 1,800.00	\$ 1,200.00	Single Year	Personnel expenses to support three free summer events at King George Park, geared towards youth, seniors, and families.	Page 4
Foolish Operations Society	N/A	\$ 5,000.00	\$ 1,000.00	Single Year	Personnel and operations expenses to run a "Dancing for Generations" pilot program at Minoru Centre for Active Living, which encourages dance activities and socialization between seniors and their grandchildren.	Page 7
Growing Chefs Society	N/A	\$ 5,000.00	\$ -	N/A	Operational expenses to run a Classroom Gardening & Cooking Program at a Richmond school in Spring 2019, which teaches children about healthy eating and healthy food systems.	Page 11
Gulf of Georgia Cannery Society	N/A	\$ 5,000.00	\$ 1,000.00	Single Year	Supplies, volunteer support and performer fees for the Cannery Farmer's Market (12 Sundays from November to April), which offers locally made products under the "Make it, Bake it, Grow it, Catch it" philosophy to promote healthy local eating.	Page 14
Hamilton Community Association	\$ 850.00	\$ 4,400.00	\$ 1,000.00	Single Year	Marketing and entertainment/interactive game expenses to expand marketing reach, and community engagement for the annual Hamilton Night Out.	Page 17
Kidsport - Richmond Chapter	\$ 22,617.50	\$ 25,000.00	\$ 23,000.00	Single Year	Subsidized sport program fees for children of low-income families, who may not otherwise be able to participate.	Page 20
Rabbitats Rescue Society	N/A	\$ 45,460.00	\$ 1,000.00	Single Year	Operating expenses for the rescue and control of feral rabbits in Richmond.	Page 23
Richmond Fitness and Wellness Association	\$ 12,617.50	\$ 18,000.00	\$ 13,500.00	Single Year	Consultant fees and supplies to facilitate free walking programs and opportunities in Richmond.	Page 26
Richmond Food Security Society	\$ 10,000.00	\$ 18,000.00	\$ 12,000.00	Single Year	Operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, Local Eating Guide.	Page 29
Sea Island Community Association	\$ 800.00	\$ 1,000.00	\$ 800.00	Single Year	Funds requested for Burkeville Daze annual event.	Page 33
Steveston Community Society - Richmond Summer Project	\$ 27,500.00	\$ 50,000.00	\$ 35,000.00	Multi-Year - Year 2	Personnel and operations expenses for the organization and coordination of the Richmond Summer Project 2019, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.	Page 35
The Sharing Farm Society	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	Multi-Year - Year 2	Operating expenses to grow fresh, organic produce for low-income Richmond families through the Food Bank, Community Meals, and other charitable organizations.	Page 37
WEEqual Foundation	\$ -	\$ 5,000.00	\$ -	N/A	Personnel and program expenses to implement a badminton training program in seven elementary schools (K-7) as part of their PE classes.	Page 39
WildResearch Society	\$ 2,000.00	\$ 11,000.00	\$ -	N/A	Operating expenses for wildlife monitoring and research programs (for breeding, wintering and migratory birds at Iona Beach Regional Park), which provide education on conservation science.	Page 42
Totals	\$ 96,335.00	\$ 216,660.00	\$ 109,100.00			
2019 PRCE Grant Budget			\$ 110,616.00			
Remaining Funds			\$ 1,516.00			



**Grant Application for 2019
Parks, Recreation & Community Events Program**

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

Society: B.C. KITEFLIERS' ASSOCIATION

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

Grant Request: \$3,000

Proposal Title: Pacific Rim Kite Festival at Garry Point Park

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

Start Date (if applicable): 6/15/2019

End Date (if applicable): 6/16/2019

Number To Be Served: 600

Richmond Residents: 400

Grant Request Summary:

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

Gregg Wheeler

Manager of Sport and Community Events

Community Services

City of Richmond

604-244-1274

Richmond Services Received by Your Organization:

Power for our sound system

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$5,845.00	\$4,371.00
Total Expenses:	\$5,807.00	\$9,073.00
Annual Surplus or (Deficit):	\$38.00	(\$4,702.00)
Accumulated Surplus or (Deficit):	\$7,905.00	\$3,159.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

same as above

Explanation for Accumulated Surplus or (Deficit):

no accumulated surplus

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$100.00
Equipment	\$300.00
Photocopying	\$0.00
Program Materials	\$1,800.00
Local Travel	\$0.00
Other	\$700.00

Toilet rental \$300	
Sound system rental \$200	
Drinks/snacks/lunch for volunteers	
Advertising \$200	CNCL - 505

Transportation cost of featured kite flyers	
TOTAL	<u>\$3,200.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name
Funder 2 Name
Funder 3 Name

Amount Your Society will Provide:

\$0.00

Total Proposed Funding:

\$3,000.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$600

Recommendation:

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

**Staff Comments /
Conditions:**

None

Society: East Richmond Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$1,800
Proposal Title: Summer event series
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 19, 2019 **End Date (if applicable):** August 28, 2019
Number To Be Served: 800
Richmond Residents: 750

Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to three events at King George Park in the summer of 2019. These events will be themed to attract specific demographics: youth, seniors and families.

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

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

The Family event will have a "meet your neighbour" theme with games, activities and entertainment. This gathering will help children practice social skills in a safe, supportive environment and give parents a chance to meet and speak with other parents.

This event series is an excellent example of the community celebrating the many people that make up this diverse neighbourhood. It also provides the community with the opportunity to learn more about their community centre and how they can become involved within their community. All events will be free and inclusive, attended by a cross section of Richmond residents though the majority will be from East Richmond. The events will provide fun, interactive, social and educational experiences. Community partnerships will be promoted with businesses in East Richmond as well as strengthening the long existing partnership between ERCA and HJ Cambie Secondary, whose students regularly volunteer their time to organise and run the games and activities.

Richmond Services Received by Your Organization:**CNCL - 507**

percentage basis with the City of Richmond and Richmond School District.

Estimated value: \$744,000

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$595,599.00	\$1,014,563.00
Total Expenses:	\$921,797.00	\$957,226.00
Annual Surplus or (Deficit):	\$38,102.00	\$57,336.00
Accumulated Surplus or (Deficit):	\$57,911.00	\$33,012.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Program registrations exceeded projections.

Current Year:

A decrease in expenses with an increase in registration in some areas. Significant savings to expenses due to staff time loss.

Explanation for Accumulated Surplus or (Deficit):

Surplus is used for projects and community initiatives and for ERCA to continue to offer its programs and services at low/no cost to the community.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2018	\$950.00	Parks, Rec and Community Events
2017	\$2,384.00	Parks, Rec and Community Events
2016	\$750.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,800.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
CNCL - 508	

Parks, Recreation & Community Events 2019
East Richmond Community Association

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

Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$1,800.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Patsy Hui - Re/MAX	Amount	\$500
Funder 2 Name	Volendam Automotive	Amount	\$150
Funder 3 Name	Richmond Funeral Home	Amount	\$500

Amount Your Society will Provide: **\$4,850.00**

Total Proposed Funding: **\$7,800.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$1,200

Recommendation:

Staff Comments / Conditions:

Society: Foolish Operations Society**Grant Type: \$5,000 or Less Single Year****Grant Request: \$5,000****Proposal Title: Dancing for Generations****Grant Purpose: Community Service / Program / Event - One-time Activity****Start Date (if applicable): March 1, 2019 End Date (if applicable): December 20, 2018****Number To Be Served: 550****Richmond Residents: 550****Grant Request Summary:**

This innovative pilot project aims to serve seniors and their grandchildren through healthy dance activities and movement exploration.

“Dancing for Generations” recognizes a need within the community for intergenerational programming that targets seniors providing childcare for their extended families who also may face language barriers to accessing regular programming. By creating an environment where both seniors and their grandchildren have a chance learn and explore together that intentionally promotes connections with other members of the community, we intend to reduce the risk of isolation for the seniors, while promoting physical and social connectedness for the group as a whole. The “Dancing For Generations” program supports Council Term Goal: A Vibrant, Active and Connected City as well as the Seniors Services Plan Direction #3 and the soon to be adopted Community Wellness Strategy focus #2.

The program is located centrally, at the Minoru Centre for Active Living. Classes start with the sharing of children’s songs in all the participant’s languages. The warm-up also includes introduction to the “BrainDance”, a warm up using the Developmental Movement Patterns, that are fun and healthy for everyone.

It is our intention to publicize and reach out in innovative ways to bring community members from diverse neighbourhoods. “Dancing for Generations” starts with a “Try It Class” during Seniors Week, on the first week of 2019. It continues in the fall for 8 weeks,

once a week. Drop-ins will always be allowed.

Please refer to Roles and Activities in the partner information section for more details on our strategies to remove barriers for participation, outreach, and details on our program evaluation.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$39,915.00	\$91,040.00
Total Expenses:	\$44,669.00	\$90,992.00
Annual Surplus or (Deficit):	(\$4,754.00)	\$48.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In 2016-2017, we omitted to forward \$2000 in grants that was received in 2016-2017 but for a project that was in the 2017-2018 financial year. Therefore, in 2016-2017, we had a "surplus" in our financial statement. In 2017-2018 we decided to invest part of our accumulated surplus in our program costs. Please note that we have in-kind revenues of expenses of \$29 000 in 2017-2018. See notes in our financial statements.

Current Year:

Our budget this year is substantially higher because we are touring performances in BC and Ontario. We have included \$26 000 in-kind in this year's budget. Finally, we do not have included this project full grant amount in this budget as most of the grant, if received, will be spent in the 2019-2020 financial year.

Explanation for Accumulated Surplus or (Deficit):

Our annual surplus is forecasted to be minimal.

Financial statements: see our 2016-2017 and 2017-2018 financial statements attached. Our AGM is on November 10, therefore the 2017-2018 are not signed yet. We do not foresee any changes to these statements to be added at the AGM. We are happy to confirm with you that they have been approved, at your request, or provide the signed statements after November 10, at your request. Thank you for your understanding.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$5,050.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$50.00
Supplies	\$25.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$500.00
Local Travel	\$150.00
Other	\$2,175.00

Administrative Expenses:

- bookkeeping: \$175

In kind room rental (\$50 per hour) total= \$1220:

- 8 sessions @ 2 hours per session (\$800)
- Try it class during seniors week = 1 session (\$100)

TOTAL \$7,950.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name Seniors Centre	Amount	\$750
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

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

Total Proposed Funding: **\$7,950.00**

GRANT RECOMMENDATIONS

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

Recommendation:

**Staff Comments /
Conditions:**

Society: Growing Chefs Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Classroom Gardening & Cooking Program
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): March 1, 2019 **End Date (if applicable):** June 30, 2019
Number To Be Served: 26
Richmond Residents: 26

Grant Request Summary:

We are requesting funding of \$5,000 to bring our 7-lesson Classroom Gardening & Cooking Program to one Richmond classroom in the spring of 2019.

Growing Chefs! teaches children and families about healthy eating and healthy food systems by placing chef and community volunteers into elementary schools. We increase food security awareness, reduce childhood obesity, increase urban agriculture skills and practices, and improve physical health and nutrition among children by offering hands-on experience growing and preparing their own food. Growing Chefs! strives to teach children skills that foster independence and to cultivate deeper connections between children and the food that they eat by teaching them how their food choices impact their community, health, and environment. Plus, the kids have a blast learning! The Growing Chefs! Classroom Gardening and Cooking Program is a 3.5-month hands-on program that teaches children gardening and cooking skills in elementary school classrooms Grades 1 - 7. On the volunteers' first visit, they help the students plant a fast-growing indoor vegetable garden. The same volunteers return every two weeks to do capacity and awareness-building activities on urban agriculture skills, gardening skills, healthy eating, food security, and food preparation.

Each child will participate in our program for a minimum of 14 hours (7 lessons x 2 hours). The program lessons are delivered by our chef and community volunteers in the classroom. We also provide additional extension and integration lessons that the classroom teacher can use to expand upon the hands-on activities delivered.

Food literacy - healthy eating, how food is grown, and where food comes from - is not currently part the B.C. school system's curriculum. This valuable knowledge is also not present at home for some families, particularly for those children that come to school hungry and rely on hot breakfast and lunch programs. In many cases children are not involved in the preparing o

CNCL - 514

Richmond Services Received by Your Organization:

Currently, we do not receive funding from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$316,309.00	\$0.00
Total Expenses:	\$345,687.00	\$0.00
Annual Surplus or (Deficit):	(\$29,378.00)	\$0.00
Accumulated Surplus or (Deficit):	\$149,363.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The last complete year we have records for was our 2016/2017 FY. Please contact us for additional details.

Current Year:

We began our current year on October 1, 2018. We are still finalizing our numbers for our 2017/2018 FY.

Explanation for Accumulated Surplus or (Deficit):

Please contact us for additional details.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

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

CNCL - 515

It currently costs us approximately \$5,000 to deliver our Classroom Gardening & Cooking Program to one classroom. This is an average and we can provide more details and a more accurate division if needed.

The costs associated with one classroom fall under your sections of Personnel, Volunteer Support, Office Rent, Utilities and Telephone, Supplies, Equipment, Printing, Program Materials, Local Travel, and Other (fresh produce).

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Vancouver Airport Authority (YVR)	Amount	\$10,000
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

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

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

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Recommendation: Not recommended for funding (due to an ineligible funding purpose).

Staff Comments / Conditions: None

Society: Gulf of Georgia Cannery Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Cannery Farmers' Market
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): October 4, 2015 **End Date (if applicable):** April 17, 2016
Number To Be Served: 15000
Richmond Residents: 10000

Grant Request Summary:

The Cannery Farmer's Market is uniquely situated inside the Gulf of Georgia National Historic Site, a 120 year old historic building celebrating the West Coast fishing industry. Free to the public, the Market offers a variety of locally made products, adhering to the "Make it, Bake it, Grow it, Catch it" philosophy to promote healthy, local eating. The Market operates between November and April every other Sunday for a total of 12 dates. In addition to providing a location to purchase locally grown and made food and craft items, each Market also serves as a local economic stimulant, a source for regional tourism in the winter season, and a gathering place for Richmond residents.

This year, the Gulf of Georgia Cannery Society is seeking funds to offer increased cultural programming inside the site to increase the community engagement, artistic performances by local musicians and entertainers, and workshops on topics related to local food production, preservation, and sustainability. Capitalizing on its unique location, the Cannery Farmer's market aims to build stronger community ties with local residents while supporting local artisans and merchants.

In the 2016-17 season, the Cannery Farmer's market showcased roughly 90 local merchants, over 20 local artists and entertainers and attracted over 15,000 local residents.

Richmond Services Received by Your Organization:

We receive no regular or ongoing support from the City.

FINANCIAL INFORMATION**Your Society's Budget:**Last Complete YearProposed Year

Parks, Recreation & Community Events 2019
Gulf of Georgia Cannery Society

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

Total Revenue:	\$1,027,094.00	\$1,266,216.00
Total Expenses:	\$1,001,728.00	\$1,266,216.00
Annual Surplus or (Deficit):	\$24,380.00	\$0.00
Accumulated Surplus or (Deficit):	\$134,676.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2017 was free admission for Canada 150, this led to record numbers of attendance, event and store revenue. Our income exceeded budgeted expectations and was routed to our contingency fund and re-invested into the organization to facilitate a break even budget.

Current Year:

We are projecting to break event in 2018.

Explanation for Accumulated Surplus or (Deficit):

Our accumulated surplus funds are required to support our operation in the high season when our expenses exceed our revenue. Each summer our surplus is drawn down to cover the cost of added staffing.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$750.00	Parks, Rec and Community Events
2016	\$500.00	Parks, Rec and Community Events
2015	\$1,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$700.00
Local Travel	\$0.00
Other	\$2,300.00
CNCL - 518	

Performers Fees & Honoraria - \$1200
Promotion - \$1100

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Amount	
Funder 2 Name N/A	Amount	\$1.00
Funder 3 Name N/A	Amount	\$1.00

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

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

GRANT RECOMMENDATIONS

Recommended Amount: \$1,000

Recommendation:

Recommended for single year funding.

Staff Comments / Conditions:

None



**Grant Application Summary for 2019
Parks, Recreation & Community Events Program**

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

Society: Hamilton Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$4,400
Proposal Title: Hamilton Night Out
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 21, 2019 **End Date (if applicable):** June 21, 2019
Number To Be Served: 2000
Richmond Residents: 1750

Grant Request Summary:

We would like to request to have the potential grant funds to be allocated to a variety of areas of local entertainment, marketing strategy plan, and interactive sport games to community members of all ages. This will create an opportunity for community connectedness and foster sense of belonging in the Hamilton Community.

Richmond Services Received by Your Organization:

We are seeking funds from the City of Richmond to execute our plans for further growth and community engagements for the annual Hamilton Night Out. Last year was our first year which we were able to advertise with additional funding from City of Richmond and Richmond Community Foundation grants. In 2018, we implemented a strategic marketing plan on social media. We were able to create a Facebook event and books the event page with a \$300.00 budget, two months prior to the event. We hope to continue this strategic marketing plan with hopes of receiving this grant. We will continue to target to Richmond residents that are not currently engaged with Hamilton Community Association online. A larger strategic placement of marketing budget will allow us to reach an additional 6,500 - 20,000 potential attendees that have not heard about Hamilton Night Out. This plan will lead to a growth in our attendance from 900 - 1,500 attendees.

FINANCIAL INFORMATION

Your Society's Budget:

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

Explanation for Annual Surplus or (Deficit): CNCL - 520

Last Complete Year:

2017

Current Year:

2018

Explanation for Accumulated Surplus or (Deficit):

We accumulate very little surplus each year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2018	\$850.00	Parks, Rec and Community Events
2014	\$500.00	Parks, Rec and Community Events
2013	\$1,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$4,400.00

<p>\$500.00 in additional marketing posters distributed in the community</p> <p>\$400.00 Social Media Advertising Plan</p> <p>\$1,750 Entertainment by local Richmond</p> <p>\$1,750 Interactive sport games</p>
--

TOTAL **\$4,400.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	TD Ready Commitment Grant	Amount	\$6,000
Funder 2 Name	n/a	Amount	\$0.01
Funder 3 Name		Amount	\$0.00
Amount Your Society will Provide:			<u>\$0.00</u>
Total Proposed Funding:			<u>\$4,400.00</u>

GRANTRECOMMENDATIONS

Recommended Amount: \$1,000

Recommendation:

Staff Comments / Conditions:

Society: Kidsport - Richmond Chapter
Grant Type: Over \$5000 Single Year
Grant Request: \$25,000
Proposal Title: KidSport™ Grant
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 300
Richmond Residents: 300
Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - children and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to a maximum of \$500 per applicant per year may be granted and can be applied only to registration fees during the season the sport is in session. We currently fully fund more than 70% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The sport organization must be affiliated with Sport BC.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION
Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$129,423.00	\$76,864.00
Total Expenses:	\$111,561.00	\$108,486.00
Annual Surplus or (Deficit):	\$19,245.00	(\$31,622.00)
Accumulated Surplus or (Deficit):	\$46,203.00	\$14,581.00

Explanation for Annual Surplus or (Deficit):
Last Complete Year: CNCL - 523

Revenue for 2017 was greater than expected due to donations received from one time donors such as: Mayor Brodie's fundraising dinner \$13,500 and White Spot \$3,100. The accumulated surplus also includes a carry-over surplus of \$27,000 from 2016.

Current Year:

Current year revenue are lower than previous years and athlete funding has increased due to increased number of applications for funding.

Explanation for Accumulated Surplus or (Deficit):

The surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month and are not guaranteed annually. This way we always have sufficient financial resources to fund approved applications each month and not having to wait for needed grants or donations.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2018	\$22,617	Parks, Rec and Community Events
2017	\$20,758	Parks, Rec and Community Events
2016	\$19,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

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

Provide partial sport registration fees (up to \$500) for needy children and youth who reside in Richmond to

CNCL - 524

participate in community sports that are affiliated to Sport BC..

TOTAL **\$25,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Sunrise Rotary Club	\$5,000
Funder 2 Name	BC Government	\$3,000
Funder 3 Name	SpencerCreo Foundation	\$5,000

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

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

GRANT RECOMMENDATIONS

Recommended Amount: \$23,000

Recommendation:

Staff Comments / Conditions:

Society: Rabbitats Rescue Society
Grant Type: Over \$5000 Single Year

Grant Request: \$45,460

Proposal Title: Rabbitats Rabbit Control Development Program

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 100000

Richmond Residents: 95000

Grant Request Summary:

Rabbitats wants to facilitate the rescue and control of the many abandoned pet rabbits in Richmond by first developing infrastructure and housing then embarking on a multi-year, innovative relocation plan.

Rabbitats was formed in 2012 after its founder volunteered for the successful relocation of close to 1000 rabbits from the UVic campus. The organization went on to successfully relocate 400 rabbits from the Richmond Auto Mall among other rescue efforts.

We built and maintain a sanctuary in South Surrey and a number of smaller 'rabbitats' around the lower mainland.

We will be identifying and reaching out to non-traditional destinations, soliciting support from other agencies, businesses, governments and communities, and building at least a temporary rabbit sanctuary at our newly rented Richmond headquarters.

Donors and fundraisers have been covering costs for the 250 rabbits still in our care and we now have donated materials and funding for phase one of the construction, but development and infrastructure costs are a challenge.

The society is insured, keeps good records, has active social media accounts, stages a number of fundraisers annually, and has partnered with (or at least cooperated with) with all other relevant rescues, associations and government departments. We actively seek sponsorship.

Individual rabbits will invariably be taken out of the environment over the course of the year but the planning and resource gathering will be preparing for aggressive trapping next winter.

CNCL - 526

The first areas tackled will depend on geography and the level of local support. Trapped rabbits will be processed at our headquarters and mostly relocated to secure enclosures on farms and sanctuaries, although businesses and even parks may take advantage of the rabbits as an attraction.

Rabbitats remains responsible for the rabbits for life; if a situation doesn't work out, our organization will be tasked with finding alternatives.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$30,365.16	\$62,334.34
Total Expenses:	\$28,964.59	\$60,600.45
Annual Surplus or (Deficit):	\$1,400.57	\$1,733.89
Accumulated Surplus or (Deficit):	\$3,717.00	\$6,852.16

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We try to keep a small surplus for contingency and risk management purposes.

Current Year:

We've been developing our contingency and emergency funding while hoping to save funds for sanctuary development.

Explanation for Accumulated Surplus or (Deficit):

We've been developing our contingency and emergency funding while hoping to save funds for sanctuary development.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$800.00
Volunteer Support (e.g. expenses, recognition)	\$2,050.00
Office Rent or Mortgage	\$19,200.00
Utilities and Telephone	\$8,560.00
Supplies	\$2,500.00
Equipment	\$1,500.00

CNCL - 527

Parks, Recreation & Community Events 2019

Over \$5000

Single Year

Rabbitats Rescue Society

Summary Page 3

Photocopying		\$1,000.00
Program Materials		\$2,650.00
Local Travel		\$300.00
Other		\$6,900.00
Insurance (\$3000), Trailer (\$3900)	_____	

	TOTAL	<u>\$45,460.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Richmond Auto Mall	\$8,000
Funder 2 Name	Oxbow Animal Health	\$6,000
Funder 3 Name	Private Donor	\$8,400

Amount Your Society will Provide:	<u>\$35,500.00</u>
Total Proposed Funding:	<u>\$114,160.00</u>

GRANTRECOMMENDATIONS

Recommended Amount: \$1,000

Recommendation:

Staff Comments / Conditions:



**Grant Application for 2019
Parks, Recreation & Community Events Program**

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

Society: Richmond Fitness and Wellness Association

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: Walk Richmond Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3000

Richmond Residents: 3000

Grant Request Summary:

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

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

Richmond Services Received by Your Organization:

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

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$23,447.12	\$26,483.00
Total Expenses:	\$25,655.52	\$22,645.02
Annual Surplus or (Deficit):	(\$2,208.40)	\$3,837.98
Accumulated Surplus or (Deficit):	\$57,913.48	\$59,543.06

CNCL - 529

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

All of the programs the RFWA offers are at no cost to the public and therefore ran a deficit last year.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2018	\$12,617	Parks, Rec and Community Events
2017	\$11,500	Parks, Rec and Community Events
2016	\$11,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

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

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

TOTAL **\$18,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:

\$0.00

Total Proposed Funding:

\$18,000.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$13,500

Recommendation:

Recommended for single year funding.

Staff Comments /

Conditions:

None

Society: Richmond Food Security Society**Grant Type: Over \$5000 Single Year****Grant Request: \$18,000****Proposal Title: Building a Food Secure Richmond****Grant Purpose: Operating Assistance****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 10590****Richmond Residents: 10590****Grant Request Summary:**

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

Our current programs are:

Community Gardens: 340 plots at nine sites for residents to grow organic delicious organic produce,

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

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

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

Kids in the Garden: a new initiative launched in 2018 building on the success of Richmond Schoolyard Society, this program educates children in hands-on, integrative gardening workshops, collaboratively integrated into the classroom.

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

A change in leadership happened during the first quarter of this year. Ian Lai, an established ED with 12 years of experience now leads RFSS. The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2018/2019 fiscal year. At just over half way through the year, we are projecting revenues of close to \$212,000, and expenses close to \$206,000. We are actively working to continue building our financial surplus to protect us against the unexpected.

Explanation for Accumulated Surplus or (Deficit):

We continue to further an unrestricted financial surplus to ensure quick response to community need, financial and operational demands, as well as tackle projects that are harder to fund. Having successfully held our annual fundraiser - Richmond Eats: the Local Eating Challenge for three consecutive years, we intend to join our efforts with external funding to further our mission, increase organizational stability, and optimize the quality and capacity of our core programs. Striving to elicit long-term food systems change, support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens program (for which there is currently a waitlist of 500+ Richmond residents).

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2018	\$10,000	Parks, Recreation & Community Events
2017	\$9,800	Parks, Recreation & Community Events
2016	\$5,166	Health, Social & Safety

PROPOSED CITY GRANT USE

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

CNCL - 534

TOTAL

\$18,000.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$39,000
Funder 2 Name	BC Gaming	\$29,500
Funder 3 Name	Lush	\$18,000
Amount Your Society will Provide:		<u>\$88,537.00</u>
Total Proposed Funding:		<u>\$206,537.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$12,000

Recommendation:

**Staff Comments /
Conditions:**

Society: Sea Island Community Association
Grant Type: \$5,000 or Less Multi Year - Year 2
Grant Request: \$1,000
Proposal Title: Burkeville Daze 2019
Number Served: 1000 **Richmond Residents:** 1000

Grant Request Summary:

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

Changes that will impact grant use:

No significant changes.

FINANCIAL INFORMATION

Your Society's Budget:

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

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Our Association had a surplus in 2017/18 as a result of increased registration and new program offerings in conjunction with careful spending. Our current City Staff are experimenting with new ideas and the Centre is busier.

Current Year:

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

Explanation for Accumulated Surplus or (Deficit):

In over forty years of providing programs, the Sea Island Community Association has retained a surplus of just over \$103,000.00, These funds will be used in the event of a less successful year, or to continue to offer programs and services which do not produce a surplus. We may need to replace old equipment to purchase new items.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$800	Parks, Rec and Community Events
2017	\$750	Parks, Rec and Community Events
2016	\$750	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended

Amount: \$800

Recommendation:

Recommended for single year funding. Not eligible for multi-year funding, as the applicant was not approved for year 1 of a multi-year funding cycle in 2018 (due to failure to submit the required full application form).

**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2019
Parks, Recreation & Community Events Program**

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

Society: Steveston Community Society - Richmond Summer Project

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

Grant Request: \$50,000

Proposal Title: Richmond Summer Project

Number Served: 4000 Richmond Residents: 4000

Grant Request Summary:

Funds contributed to the overall organization and coordinating abilities of the Richmond Summer Project 2019. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners to provide equitable summer day camp programs and services to City of Richmond residents. Funds would be distributed between 13 facilities citywide. The City Grant enables low or no-cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers. One key component of funds from the City Grant is to hire "Roving Support Leaders." These staff members, paid by the Richmond Summer Project, provide 1 week of support to children who otherwise might not be able to safely and successfully participate in summer day camps and who are not eligible for Ministry funding. This is an integral aspect of the Richmond Summer Project as it provides the opportunity for Richmond families requiring additional support equitable access to any City of Richmond summer day camp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre. In 2018, 275 staff and volunteers attended City-Wide training the weekend of June 23, 2018. A well-organized, informative and inspiring training day ensures that a consistent message of City initiatives, such as Move for Health, Physical Literacy and Inclusion, are provided to all summer staff and volunteers across Richmond. This training also ensures staff and volunteers have at least 20 hours of relevant training, in order to meet childcare licensing standards. Further, the training provides the opportunity to build cohesion among staff and volunteers – an important component in providing a safe, creative and joyful summer day camp experiences for Richmond children. Steveston Community Society is submitting the grant application for Summer 2018 on behalf

Changes that will impact grant use:

We are applying for \$50,000 for 2019 with the goal of hiring an additional two Roving Support Leader, in order to provide increased inclusive opportunities for children who require additional support the opportunity to participate in Summer Daycamps at all of the facilities listed above.

FINANCIAL INFORMATION

Your Society's Budget: CNCL - 538

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$133,881.54	\$215,834.44
Total Expenses:	\$143,772.24	\$208,076.19
Annual Surplus or (Deficit):	(\$9,890.70)	\$7,758.25
Accumulated Surplus or (Deficit):	(\$25,363.64)	(\$17,605.39)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

Numbers shown are complete to October 31/18 and our fiscal year is Dec 31/18.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$27,500	Parks, Rec and Community Events
2017	\$27,500	Parks, Rec and Community Events
2016	\$30,000	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended Amount: \$35,000

Recommendation: Recommended for year 2 of a multi-year funding cycle.

Staff Comments / Conditions: None



**Multi-Year Grant Application for 2019
Parks, Recreation & Community Events Program**

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

Society: **Sharing Farm Society**
Grant Type: **Over \$5000 Multi Year - Year 2**
Grant Request: **\$19,000**
Proposal Title: **The Sharing Farm Operating Assistance**
Number Served: **9300 Richmond Residents: 8500**

Grant Request Summary:

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

to the Food Bank, Community Meals and other organizations

distributing food to vulnerable people. In 2018 we were able to donate 23,000 lbs of fresh produce, our most successful year to date. While we enjoy the support of a large group of volunteers, we operate on a small budget and funding has always been a challenge. In 2018, we have continued several social enterprise activities, which allowed us to earn about 25% of our total funding ourselves. We have been able to gradually grow this self-earned portion every year. We have also further developed relationships with sponsors and donors. However, grants will remain indispensable to enable TSF to continue the necessary work in 2019.

Changes that will impact grant use:

No changes

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$294,289.00	\$241,092.00
Total Expenses:	\$233,548.00	\$237,465.00
Annual Surplus or (Deficit):	\$60,740.00	(\$3,873.00)
Accumulated Surplus or (Deficit):	\$108,654.00	\$104,781.00

Explanation for Annual Surplus or (Deficit): **CNCL - 540**

Last Complete Year:

Funds used to purchase assets, including a \$32,000 Kubota Tractor

Current Year:

We anticipate to complete the year close to break even.

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus of \$108,654 at December 31, 2017 represents the approximately \$60,000 invested in fixed assets (including 3 greenhouses, tools, a Grillo tractor, and a Kubota tractor) plus the \$50,000 of working capital on hand at December 31, 2017 to bridge the farm in to the 2018 operating season.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$19,000	Parks, Rec and Community Events
2017	\$18,000	Parks, Rec and Community Events
2016	\$18,000	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended Amount: \$19,000

Recommendation: Recommended for year 2 of a multi-year funding cycle.

Staff Comments / Conditions: None

Society: **WEqual Foundation**
Grant Type: **Over \$5000 Single Year**

Grant Request: **\$5,000**

Proposal Title: **Richmond School Badminton Program**

Grant Purpose: **Operating Assistance**

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: **2110**

Richmond Residents: **2110**

Grant Request Summary:

Richmond has capacity and resources to create more opportunities in sports, especially in badminton. WEqual hopes to help Richmond create more access and inclusive opportunities for Richmond elementary students to learn badminton through PE badminton, badminton season, and badminton league. WEqual will deliver three main outcomes through this project. The project will start by teaching badminton in PE classes and delivering instructional sessions to school P.E teachers. Through this, students will develop interest and be equipped with badminton skills and knowledge, and teachers will have the capacity to deliver improved badminton experiences. The project will then host afterschool badminton clubs/teams to start a badminton season in schools so students can continue to engage in badminton beyond PE class to meet friends, engage in sports, and develop physical literacy. Having established afterschool teams, WEqual will start a badminton league by inviting schools to play with each other to increase sport-related interactions among schools and for students to experience a sport league. The project will reach 2100 elementary school students, and by the end of the project, they will be equipped with badminton knowledge and skills, PE teachers will be able to deliver badminton education with enhanced student experience, participating schools will have its own badminton team to further engage students in sports, and schools will have a chance to interact with each other through badminton. Project benefits are 1. Increase access for students to learn badminton and increase student participation in badminton 2. Healthier community as children will have more options to be physically active 3. Long--term adoption of badminton and sport involvement 4. Improve student experience in PE class 5. Creates more volunteering opportunities 6. More interactions between schools and build friendships through badminton league.

Richmond Services Received by Your Organization:

City of Richmond will help us print flyers and distribute them to the community. Total cost is worth 100\$.

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$161,103.49	\$204,989.97
Total Expenses:	\$97,741.94	\$238,822.84
Annual Surplus or (Deficit):	\$63,361.55	(\$33,832.87)
Accumulated Surplus or (Deficit):	\$63,361.55	\$29,528.68

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus in 2016-2017: Kept as a backup cash source. This surplus is reinvested in the company in 2017-2018 to fill the deficit originating from employee training.

Current Year:

Deficit in 2017-2018: Although we generated more revenue this year, we also provided more training for volunteers and employees. Since we are launching projects in elementary schools, we must train our coaches and volunteers to interact with children and prepare them mentally and technically. Thus, leadership development and umpire trainings were offered to our volunteers and coaches once every month as to equip them with communication and technical skills to succeed in the school badminton project. However, the training expense will decrease next year as most of our staff and volunteers are already equipped with skills such as umpiring.

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus will be used to back up our projects and make our contributions in the project. It is also a backup source to other projects.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

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

CNCL - 543

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Badminton BC	\$2,200
Funder 2 Name	WEqual Foundaiton	\$10,000
Funder 3 Name	Richmond Community Foundation	\$5,000

Amount Your Society will Provide: **\$10,000.00**

Total Proposed Funding: **\$67,200.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation:

Not recommended for funding (due to an ineligible funding purpose).

**Staff Comments /
Conditions:**

None

Society: WildResearch Society**Grant Type: Over \$5000 Multi Year - Year 2****Grant Request: \$11,000****Proposal Title: Conservation Outreach and Citizen Science at Iona Island Bird Observatory****Number Served: 500 Richmond Residents: 500****Grant Request Summary:**

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

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

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

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

CNCL - 545

Changes that will impact grant use:

Funds received will be used to hire a bander-in-charge that will be best able to engage with the public. Many visitors to the park stumble upon Iona Island Bird Observatory (IIBO) where we are given an opportunity to educate and make the visitors aware of the importance of migratory birds and the habitat needed for the birds to make their voyage.

As well, to bring to the public's attention, more signage will be created (not in the budget but an organizational goal) to point visitors towards IIBO whiel visiting Iona Island Regional Park.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$55,072.52	\$19,486.59
Total Expenses:	\$49,283.52	\$23,565.88
Annual Surplus or (Deficit):	\$5,789.00	(\$4,079.29)
Accumulated Surplus or (Deficit):	\$94,728.64	\$90,749.35

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Surplus funds are remnant from program based grant funding and fundraising events in 2017.

Current Year:

Deficit funds are from the not running high revenue generating fundraising event

Explanation for Accumulated Surplus or (Deficit):

A proportion of our accumulated surplus is tied up in the WildResearch Foundation Account (\$35,000.00 as of Sept. 31, 2018) managed by the Vancouver Foundation. Further, the Sitka Foundation who has supported our research programs at Iona for the last 5 years has ceased providing financial support due a change in their funding priorities and we are anticipating deficits from 2018 onwards unless we can secure other funding sources.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$2,000	Parks, Rec and Community Events
2016	\$5,000	Parks, Rec and Community Events

GRANTRECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation:

**Staff Comments /
Conditions:**

2019 Parks, Recreation and Community Events Grants – Application Scoring Criteria

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

		<i>Scoring</i>										
		<input type="checkbox"/>	←—————→									
		0	1	2	3	4	5	6	7	8	9	
		<i>No Answer</i>	<i>Strongly Disagree</i>		<i>Somewhat Disagree</i>		<i>Neutral</i>		<i>Somewhat Agree</i>		<i>Strongly Agree</i>	
Applicant												
6	The applicant has a reputation for: <ul style="list-style-type: none"> • high quality; • credible; • efficient; • effective; and • stable; operations and programs (e.g. accreditation, licenses).											
7	The applicant demonstrates efficiency and effectiveness.											
8	The applicant has sufficient organizational capacity to deliver the proposed project or service.											
9	The applicant is self-sufficient and does not rely largely on City funding, assistance, programs or services for its operations.											

Impact on Community and Engagement		
10	The grant will be used to improve quality of life for Richmond residents, build community or improve the applicant's organizational capacity.	
11	The proposed project or service: <ul style="list-style-type: none"> • is inclusive; and • will reach a large number of Richmond residents or a vulnerable population. 	
12	Primarily Richmond residents will be served.	
13	There is a demonstrated community need for the proposed project or service.	
14	The proposed project or service is unique (a similar project or service is not currently offered).	
15	The proposed project or service will engage a large number of volunteers.	
16	Partnerships and/or collaborative relationships with other organizations have been established.	

Financials		
17	The applicant submitted: <ul style="list-style-type: none"> • financial statements; • an operating budget for the current fiscal year; and • a budget for the proposed project or service. 	
18	The applicant has sought funding from sources other than the City for the proposed project or service.	
19	The applicant requires financial assistance to implement the proposed project or service.	
20	The applicant is working towards not being dependent on City funding or assistance for the project or service.	
21	The budget is reasonable and realistic for the proposed project or service.	
22	The applicant applied the "user pay" principle where appropriate.	

Quality of Application		
23	The application is complete and provides detailed explanations.	
24	Information is presented in a clear, coherent and convincing manner.	

City of Richmond

2019 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

Table of Contents

1. Overview	3
(i) City Grant Policy.....	3
(ii) Purpose.....	3
(iii) Principles.....	3
(iv) Goal.....	3
(v) Objectives.....	3
2. Program Funding	3
(i) Base Program Funding.....	3
(ii) Annual Cost of Living Increase.....	3
(iii) Unused Program Funds.....	3
3. Definitions	4
4. Eligibility	4
(i) Who is Eligible.....	4
(ii) Who Cannot Apply.....	4
(iii) Purposes Eligible for Funding.....	4
(iv) Items Eligible For Funding.....	4
(v) Items Not Eligible For Funding.....	5
(vi) Grant Limitations.....	5
5. Application Assessment Criteria	5
(i) Key Assessment Criteria.....	5
(ii) Assessment Considerations.....	6
(iii) Less Favourably Considered Applications.....	6
(iv) Financial Statements.....	6
(v) User Pay Principle.....	6
(vi) Multi-Year Funding Criteria.....	6
6. The Grant Review Process	7
(i) The Grant Review Process.....	7
(ii) Program Guidelines and Application Forms.....	7
(iii) Application Deadline.....	7
(iv) Late Applications.....	7
(v) Staff Review.....	7
(vi) Council Review.....	7
7. Awarding of Grants	8
(i) Council Decision.....	8
(ii) Grant Disbursement.....	8
(iii) Reporting and Acknowledgement of Grant Benefits.....	8
(iv) Recuperation of Grant.....	8
(v) No Appeal.....	8
8. Further Information	8

1. Overview

(i) City Grant Policy

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

(ii) Purpose

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

(iii) Principles

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

(iv) Goal

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

(v) Objectives

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

2. Program Funding

(i) Base Program Funding

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

(ii) Annual Cost of Living Increase

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

(iii) Unused Program Funds

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

3. Definitions

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

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

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

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

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

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

4. Eligibility

(i) Who is Eligible

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

(ii) Who Cannot Apply

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

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

(iv) Items Eligible For Funding

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

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

(v) Items Not Eligible For Funding

The following items will not be funded:

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

(vi) Grant Limitations

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

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

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

(ii) Assessment Considerations

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

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

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

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

(iv) Financial Statements

Applicants must submit:

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

(v) User Pay Principle

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

(vi) Multi-Year Funding Criteria

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

6. The Grant Review Process

(i) The Grant Review Process

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

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

(ii) Program Guidelines and Web-based Application

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

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

(iii) Application Deadline

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

(iv) Late Applications

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

(v) Staff Review

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

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

(vi) General Purposes Committee Review

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

7. Awarding of Grants

(i) Council Decision

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

(ii) Grant Disbursement

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

(iii) Reporting and Acknowledgement of Grant Benefits

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

(iv) Recuperation of Grant

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

(v) No Appeal

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

8. Further Information

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



City Grant Policy

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

It is Council Policy that:

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