



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** January 10, 2023
From: Keith Miller **File:** 03-1085-01/2023-Vol 01
 Director, Recreation and Sport Services
 Todd Gross
 Director, Parks Services
Re: **2023 Parks, Recreation and Community Events Grants**

Staff Recommendation

1. That the 2023 Parks, Recreation and Community Events Grants be awarded for the total recommended amount of \$120,017, as identified in Attachment 1 of the staff report titled "2023 Parks, Recreation and Community Events Grants," dated January 10, 2023, from the Director, Recreation and Sport Services and the Director, Parks Services; and
2. That the grant funds be disbursed accordingly following Council approval.

Keith Miller
 Director, Recreation and Sport Services
 (604-247-4475)

Todd Gross
 Director, Parks Services
 (604-247-4942)

Att. 4

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

Staff Report

Origin

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

This report outlines the 2023 Parks, Recreation and Community Events Grant process, and provides grant recommendations.

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

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

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

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

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

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

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

Background

2023 Parks, Recreation and Community Events Grant Budget

The 2023 Parks, Recreation and Community Events Grant budget is \$120,017. This includes a 3.98 per cent cost of living increase over last year's budget as per City Grant Program Policy 3712.

Notice Given and Applications Received

At the beginning of September 2022, announcements were posted on the City's website, social media channels, Community Services e-newsletter and in a press release, advising the public that applications were being accepted for the 2023 City Grant Programs from September 14 to October 19, 2022. A link to the City's website was provided for further information and for access to the City's online application system.

In the Parks, Recreation and Community Events category, a total of 12 applications were received with an aggregate request of \$169,158. The following table provides a summary of the

number and types of applications received, along with the number of grants approved for the past three years and the number of grants recommended for 2023.

Table 1: Applications, Requests, Grants Approved and Recommendations

2020–2022 Applications, Requests, Grants Approved and Recommendations*				2023 Recommendations*
Year	2020	2021	2022	2023
Total number of applications	15	10	15	12
New applicants	3	2	4	4
Minor requests received (\$5000 or less)	8	3	7	5
Multi-year funding requests received	5	2	2	3
Grant not recommended (did not meet criteria)	3	1	4	2
Partial amount of request recommended	11	8	11	9
Full amount of request recommended	1	1	0	1
Total amount requested	\$237,762	\$200,374	\$222,595	\$169,158
Total budget	\$112,828	\$112,828	\$115,423	\$120,017
Total Parks, Recreation and Community Events Grant funds approved/ recommended	\$112,828	\$112,828	\$115,423	\$120,017

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

A table outlining the 2023 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 replicate any errors or omissions made by the applicants.

New Applicants

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

1. London Heritage Farm Society, which was incorporated in 1976, was formed with a mission to:
 - Collect historical objects associated with farming, reflecting the lives of pioneer Richmond farm families, and the London family in particular, during the period 1880 to the 1940s;

- Provide visitors the opportunity to discover how the early Richmond pioneer farmers contributed to the development of Richmond; and
 - Preserve London Heritage Farm.
2. Sacrificium Society of Production, incorporated in 2021, is a Chinese-speaking performing arts organization in Metro Vancouver that was “established by a group of Christians who are passionate about sharing their faith in Jesus Christ through creative arts”.
 3. Voices of Muslim Women Foundation, which was incorporated in 2017, is a Muslim woman led organization that empowers all women and girls to become connected and informed leaders through educational and professional development opportunities.
 4. WS Immigrant and Multicultural Services Society, which was incorporated in 2016, works to build happier families, healthier communities and foster cultural harmony through quality service delivery and intercultural services, including planning, organizing and hosting cross-cultural events, workshops, seminars, conferences and book launches.

Minor/Major Grant Requests

There are two application streams for Parks, Recreation and Community Events Grants: one for minor grant requests (\$5,000 or less) and one for major grant requests (over \$5,000). This year, six organizations applied for minor grant (\$5,000 or less) and six organizations applied for major grant (over \$5,000).

Multi-Year Funding Requests and Recommendations

Applicants that have received a Parks, Recreation and Community Events Grant for the same purpose for the past five consecutive years have the option of applying for a three-year funding cycle. In the first year of a cycle, a comprehensive application form is required, while only a short application form is required for the following two years. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

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

1. Sea Island Community Association, which meets the criteria for multi-year funding, is recommended for approval for the first year of a three-year funding cycle;
2. Steveston Community Society – Richmond Summer Project, which meets the criteria for multi-year funding, is recommended for approval for the third year of a three-year funding cycle; and
3. The Sharing Farm Society, which meets the criteria for multi-year funding, is recommended for approval for the third year of a three-year funding cycle.

Analysis

Application Review Process

The Parks, Recreation and Community Events Grants Review Committee reviewed the applications against 24 scoring criteria (Attachment 3) that were developed based on the 2023 Grant Program Guidelines for Health, Social and Safety, and Parks, Recreation and Community Events (Attachment 4). Each application was evaluated on five dichotomous (yes/no) questions regarding grant eligibility and 19 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.

2023 Grant Recommendations

Ten out of 12 applicants are recommended for a Parks, Recreation and Community Events Grant for funding. As the total amount requested exceeds the 2023 City Grant budget, providing partial assistance to multiple organizations is preferable to providing full assistance to only a few. A table outlining the 2023 grant requests and recommended grant allocations is provided in Attachment 1.

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

- Ineligible funding purpose;
- Insufficient community benefit demonstrated;
- City provides other forms of support to the organization;
- Duplication of services;
- Other funding partners have not been sought;
- Lack of partnerships;
- Uncommitted, substantial surplus; and
- Quality, including completeness, of the application.

Two applicants are not recommended for a Parks, Recreation and Community Events Grant as outlined below:

1. Sacrificium Society of Production is not recommended for a grant due to a vague application, which made it difficult to assess the uniqueness and quality of the deliverables, the demonstrated community benefit and the organization's capacity to deliver at events.
2. WS Immigrant and Multicultural Services Society is not recommended for a grant due to a vague application, which made it difficult to assess the uniqueness and quality of the deliverables, the location for the majority of the proposed events, the demonstrated community benefit and the organization's capacity to deliver at events.

Financial Impact

The 2023 Parks, Recreation and Community Events Grants budget of \$120,017 was approved as part of the City's 2023 Operating Budget. A total of \$120,017 in allocations is being recommended for the 2023 Parks, Recreation and Community Events Grants, subject to City Council's approval.

Conclusion

The Parks, Recreation and Community Events Grants contribute 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 2023 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Sheila Porlier
Manager, Administration and Program Support
(604-233-3359)

- Att. 1: 2023 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2023 Parks, Recreation and Community Events Grants – Application Summary Sheets
- 3: 2023 Parks, Recreation and Community Events Grants – Application Scoring Criteria
- 4: City of Richmond 2023 Grant Program Guidelines for Health, Social and Safety and Parks, Recreation and Community Events

2023 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	2022 GRANT	2023 REQUEST	2023 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT. 2 PAGE NO.
East Richmond Community Association	\$ 1,500	\$ 2,500	\$ 2,000	Single Year	Personnel, volunteer support, supplies and entertainment expenses for five free in-person summer events geared towards youth, seniors, and families. The events focus on positive social connections through group and solo activities.	Pages 1-3
KidSport - Richmond Chapter	\$ 24,000	\$ 25,000	\$ 25,000	Single Year	Subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC, affiliated sport programs. The program promotes wellness by giving children and youth a chance to be physically active.	Pages 4-6
London Heritage Farm Society	N/A	\$ 5,000	\$ 2,500	Single Year	Personnel to support a community event geared towards farm focused interactive activities for families, and education on farm life as it existed in the past.	Pages 7-9
Richmond Chinese Community Society	N/A	\$ 5,000	\$ 3,000	Single Year	Personnel, supplies and program materials to host a seniors lunch day in August. The ethnically diverse group of attendees will enjoy a full course healthy Chinese lunch and be celebrated for their contributions. The event will provide an opportunity for seniors to socialize while strengthening the bonds between cultures.	Pages 10-13
Richmond City Centre Community Association	\$ 1,000	\$ 5,000	\$ 1,000	Single Year	Personnel, volunteer support, operating expenses for a new series of health and fitness programs and workshops focusing on at-risk and/or financially disadvantaged youth. The programs will encourage fitness and community connectivity, as well as offer mental health and violence prevention education and conversation.	Pages 14-16
Richmond Food Security Society	\$ 12,000	\$ 18,000	\$ 16,000	Single Year	Personnel, volunteer support, and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, Honeybee and Pollinator Program, and beehives.	Pages 17-20
Sacrificium Society of Production	N/A	\$ 5,000	\$ 0.00	Single Year	Personnel, volunteer support, and operating expenses to develop personal potentials, express self in creative ways, experience team work in a group, offer creative arts training, provide drama productions and host workshops, seminars and public forums.	Pages 21-23
Sea Island Community Association	N/A	\$ 1,500	\$ 1,000	Multi-Year - Year 1	Supplies to host Burkeville Daze, an event intended to nurture community connectivity and socialization while sharing information about community events, programs and services. Activities, food and entertainment will be offered.	Pages 24-26
Steveston Community Society - Richmond Summer Project	\$ 31,000	\$ 41,620	\$ 37,017	Multi-Year - Year 3	Personnel (Summer Support Workers) and operating expenses for the coordination of the Richmond Summer Project, which helps numerous community associations and partners provide equitable summer day camp programs and services to residents.	Pages 27-29
The Sharing Farm Society	\$ 21,000	\$ 30,000	\$ 29,500	Multi-Year - Year 3	Personnel expenses for education programs, food skills workshops, and to grow fresh, organic produce for low-income Richmond families through its delivery program and donations to the Food Bank, Community Meals, and other charitable organizations.	Pages 30-32
Voices of Muslim Women Foundation	N/A	\$ 10,538	\$ 3,000	Single Year	Personnel, volunteer support, supplies, program materials and venue expenses to host two professional development workshops related to "Sports and Athletic Leadership" and "Creative Arts and Media".	Pages 33-35

2023 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	2022 GRANT	2023 REQUEST	2023 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT. 2 PAGE NO.
WS Immigrant and Multicultural Services Society	N/A	\$ 20,000	\$0.00	Single Year	Personnel, consultant services, volunteer support, office rent, utilities and supplies to attend various events for the purpose of creating awareness, understanding and appreciation of multiculturalism, building happier families and healthier communities and foster intercultural harmony.	Pages 36-38
Totals		\$ 169,158	\$ 120,017			
2023 PRCE Grant Budget			\$ 120,017			
Remaining Funds			\$0.00			



Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	East Richmond Community Association
Grant Type:	\$5,000 or Less Grant
Grant Request:	\$2,500.00
Proposal Title:	Cambie's Afternoon in the Park and Open House Barbecue
Grant Purpose:	Community Service / Program / Event - One-time Activity
Start Date (if applicable):	July 05, 2023
End Date (if applicable):	August 30, 2023
Number To Be Served:	500
Richmond Residents:	400

Grant Request Summary:

The East Richmond Community Association (ERCA) invites the community to five events of varying scale throughout the summer of 2023. Events will be in-person in line with current public health guidelines. Events may be adapted to virtual, registered or will operate at a lower capacity with changing public health guidelines. ERCA's new Afternoon in the Park series offers four unique outdoor events providing a variety of activities, crafts, games and entertainment. Free to the public, this series fosters positive social connections between families, while participating in group or solo activities based on a theme. Families will also have the opportunity to borrow one of the Park Activity Buckets for solo park exploration, education and play. To end the summer ERCA will host its Open House Barbecue. This event showcases games and activities led by Cambie Community Centre's various program areas that allow participants to learn about the centre's program offerings in a direct, personal way. Having all of Cambie's program areas represented allows the event to reach a wide audience of all ages and interests. Community groups are invited to host interactive booths or partner with Cambie's program areas and have previously included the Richmond Public Library, Richmond Addiction Services Society and the City of Richmond's Environmental Programs. ERCA will host an always popular concession stand that will allow members to interact with and give back to the community they serve. These two low-cost/no-cost initiatives allow East Richmond families the opportunity to connect to their community socially and to Cambie Community Centre without financial barrier. Volunteers play an integral part in ERCA programs, and many youth volunteers come from HJ Cambie Secondary, further developing a positive relationship between ERCA and the school. Community partnership and sponsorship

opportunities will be available for East Richmond businesses where there will be an opportunity for promotion during ERCA's summer events.

Richmond Services Received by Your Organization:

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with the City of Richmond and Richmond School District 38. Estimated value \$735,695.

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$1,137,235.54	\$1,348,901.15
Total Expenses	\$1,116,659.01	\$1,346,321.43
Annual Surplus or (Deficit)	\$20,576.56	\$2,579.72
Accumulated Surplus or (Deficit)	\$382,834.15	\$385,413.87

Explanation for Annual Surplus or (Deficit)

Last Complete Year: Increase of program registrations as programs expand with public health regulations.

Current Year: Increase of program registrations as programs expand with public health regulations.

Explanation for Accumulated Surplus or (Deficit)

For projects and community initiatives still in progress.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$1,848.00	Child Care Capital Grant
2022	\$1,500.00	Parks, Recreation & Community Events
2021	\$1,800.00	Parks, Recreation & Community Events
2020	\$1,800.00	Parks, Recreation & Community Events

Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$700.00

Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$100.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$1,000.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$2,500.00
Fees: \$2000 Entertainment \$500 Entandem	
Total:	\$5,800.00

Financial Assistance From Other Sources (if applicable)

Item	Amount
Coast Capital Savings	\$500.00
Mr. Handyman	\$500.00
Volendam Automotive	\$500.00
Amount Your Society will Provide:	\$2,000.00
Total Proposed Budget:	\$5,800.00

Grant Recommendations

Recommended Amount: \$2,000.00

Recommendation:

A (single year) grant is recommended to assist with personnel, volunteer support, supplies and entertainment expenses for five free in-person summer events, that are geared towards youth, seniors, and families.

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	Kidsport - Richmond Chapter
Grant Type:	Single Year Funding Over \$5000 Grant Program
Grant Request:	\$25,000.00
Proposal Title:	KidSport™ Richmond 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 season of 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; or qualify within published Low Income Cut-Off values supported by a CRA notice of assessment showing the families taxable income. The sport organization must be affiliated with Sport BC. Grants up to a maximum of \$700 per applicant per calendar year may be granted and can be applied only to registration fees during the season the sport is in session. The season of sport must be a minimum of 8 weeks in duration. We currently fully fund more than 78% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The community need for sport funding will increase in 2023 due to the many economic impacts on financially challenged families.

Richmond Services Received by Your Organization:

None

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$50,000.00	\$90,000.00
Total Expenses	\$90,000.00	\$120,000.00
Annual Surplus or (Deficit)	(\$40,000.00)	(\$30,000.00)
Accumulated Surplus or (Deficit)	\$161,016.00	\$131,016.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year: The COVID pandemic caused a reduction in fundraising activities in 2021. We were not able to host our annual Gala fundraiser, resulting in a significant decline in revenue for 2021.

With the return of community sporting activities in 2021 we experienced an increase in athlete grants paid out over 2020. These factors resulted in a deficit for the year.

Current Year: In 2022 we have received unexpected funding through SportBC from both the Federal and Provincial Governments. This has helped to supplement our revenue as we were not able to host our annual Gala fundraiser.

Applications received and grants paid out in 2022 have been returning to past years levels as community sporting activities return to normal levels.

The need for sport funding will steadily increase with the complete return to sporting activities and the financial strains impacting many families.

Explanation for Accumulated Surplus or (Deficit)

The surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month and are not guaranteed annually. This enables us to have sufficient financial resources on hand to fund approved applications each month and not having to wait for needed grants or donations. Our goal is to have an accumulated cash surplus to cover a minimum of 12 months of operating costs to enable us to keep awarding grants should we experience a significant disruption in our funding sources.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$19,000.00	Parks, Recreation & Community Events

2021	\$19,000.00	Parks, Recreation & Community Events
2020	\$19,000.00	Parks, Recreation & Community Events

Proposed City Grant Use

Item	Amount (\$)
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: Provide partial sport registration fees (up to \$700) for financially challenged children and youth who reside in Richmond to participate in community sports that are affiliated to Sport BC..	\$25,000.00
Total:	\$25,000.00

Financial Assistance From Other Sources (if applicable):

Item	Amount
Sport BC funding	\$25,000.00
n/a	\$0.00
none	\$0.01

Amount Your Society will Provide: \$0.00

Grant Recommendations

Recommended Amount: \$25,000.00

Recommendation:

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

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	London Heritage Farm Society
Grant Type:	\$5,000 or Less Grant
Grant Request:	\$5,000.00
Proposal Title:	Family Farm day coordinator
Grant Purpose:	Community Service / Program / Event - One-time Activity
Start Date (if applicable):	June 12, 2023
End Date (if applicable):	August 11, 2023
Number To Be Served:	1000+
Richmond Residents:	1000+

Grant Request Summary:

All offerings are geared towards having parents and children participate in appropriate activities that contribute to their understanding and enjoyment of what might have been experienced on a farm in days past (and perhaps present). It is a community event designed to bring people together. Activities include things such as: interaction with animals; games; entertainment; seed planting and various crafts.

Richmond Services Received by Your Organization:

The City provides maintenance of the site, e.g. lawn cutting. They also provide a care taker on site for maintenance of the washrooms and cleaning of rooms in the London farm house.

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$34,480.00	\$8,300.00
Total Expenses	\$2,8049.00	\$7,270.00
Annual Surplus or (Deficit)	\$6,341.00	\$1,030.00
Accumulated Surplus or (Deficit)	\$61,801.00	\$62,831.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year: Two successful plant sales resulted in more revenue than anticipated

Current Year: The year is not yet up so the surplus is not able to be determined

Explanation for Accumulated Surplus or (Deficit)

Surplus is intended for use for all items, large and small, to ensure the materials and resources necessary can be purchased for on-going maintenance and enhancement of the farm as they relate to the Society's mandate and responsibility.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$5,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$0.00
Total:	\$5,000.00
Amount Your Society will Provide:	\$4,000.00
Total Proposed Budget:	\$5,000.00

Grant Recommendations

Recommended Amount: \$2,500.00

Recommendation:

A (single year) grant is recommended to support Family Farm Day, a community event geared towards farm focused interactive activities for families intended to enhance their understanding of farm life as it existed in the past.

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	Richmond Chinese Community Society
Grant Type:	\$5,000 or Less Grant
Grant Request:	\$5,000.00
Proposal Title:	RCCS Annual Senior Lunch Day
Grant Purpose:	Community Service / Program / Event - Ongoing
Start Date (if applicable):	
End Date (if applicable):	
Number To Be Served:	500
Richmond Residents:	475

Grant Request Summary:

The RCCS Annual Senior Lunch Day is a community event that happens in August every year. Each year, we invite over 500 Richmond Seniors of different ethnic background to celebrate and have lunch together. The gathering aims to honour the role and contributions of seniors in our communities. It is a great opportunity for the seniors to socialize and to strengthen the bonds between cultures. During the 2 years of pandemic, we still try our best to honour this tradition by sending out small food gift fortune bags to seniors in Richmond but many aspect of the event, esp. the social aspect, was lost. In 2023, we hope to host this lunch day in person again. During the event, seniors are treated to a full course Chinese lunch specially designed to be healthy, delicious and suited to the appetite of seniors. Everyone participants will also be given a fortune bag full of healthy food items and a lucky red packet. The 10 oldest seniors in the gathering will be honoured and given a red packet to celebrate their good health. We have had seniors participated in past years that were over 100 years old! During the lunch, there are performances by community members as well as from participants of various classes offered by RCCS. These include various types of dance, martial arts, singing and other musical performances. We see this event as also a platform to let our program participants showcase what they've learnt from RCCS community programs and share their joy with the seniors. We feel that this is a particular important year for the event as seniors in the community have been isolated during COVID, and we feel that this gathering will not only energize them and reconnected them to the community and each other. As everyone, especially businesses are recovering slowly from the pandemic, there are uncertainties

as to how much sponsorship we will be able to raise from local businesses. Thus we are looking to the City of Richmond to be one of our supporters for this event.

Richmond Services Received by Your Organization:

None

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$70,771.00	\$163,845.00
Total Expenses	\$105,572.00	\$163,845.00
Annual Surplus or (Deficit)	(\$34,801.00)	\$0.00
Accumulated Surplus or (Deficit)	\$121,170.00	\$121,170.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year: The deficit of \$34,801 in 2021 was mostly due to the pandemic. Because of the uncertainty of the COVID situation, RCCS had not applied for our annual BC Community Gaming Grant as we were unsure whether we can deliver some of the programs we usually apply for the Gaming Grant for. We could not hold our fundraising event, and we also could not host a number of our community activities, which usually attract around \$18,000 of revenue. Because of the difficult situation everyone has been in during the past 2 years, RCCS has also waived most of our membership fees. However, RCCS still had a number of fixed costs that remain in our expenses, these include rent, telephone, utilities, insurance, and so on. Although office expenses and staff salaries were reduced, we still could not avoid a deficit.

Current Year: Current year figures are based on RCCS' annual budget.

RCCS has been working on a balanced budget when we produce our annual budget. In budgeting for 2022, RCCS estimated that pandemic restrictions would gradually ease and we can resume a number of activities and programs we used to host and deliver. Thus we budgeted for a more "normal" year although we are still cautious and therefore had not budgeted up to 2019 level. To date, our expenses have been on track, although we are a bit behind on revenue. For example, we have yet to fully deliver all the Gaming Grant supported programs and thus we have deferred our Gaming Grant application to April of 2023. However, we are confident that we will be delivering a full slate of programs and applying for grants and working on fundraising at pre-pandemic level.

Explanation for Accumulated Surplus or (Deficit)

RCCS has a surplus in 2019, just prior to the pandemic and that has been carried through the COVID years. In addition, we have received the Gaming Grant in 2020 but could not deliver the supported programs during the pandemic. We've also had a good year of fundraising in 2019 but again, could not host some of the activities during the past 2 years. In 2022 and 2023, we will be working to provide a more normal slate of programs and will draw down on the accumulated surplus.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$150.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$3,850.00
Local Travel	\$0.00
Other:	\$0.00
Total:	\$5,000.00

Financial Assistance From Other Sources (if applicable)

Item	Amount
Vancouver Shaughnessy Lions Club	\$3,000.00
Other community sponsors	\$3,000.00
Other business sponsors	\$3,000.00

If You Have More Than 3 Funding Sources, Please Provide Additional Information Below: The expense included in the budget form above are the expenses to be paid for by the City of Richmond Grant.

Other expenses to be covered for by other community funders and RCCS include:

- Restaurant lunch and food cost \$12,500

- Thank you gifts for guest performers \$100
- Thank you gifts for restaurant staff \$100

Personnel salaries are based on prorating one of our part-time staff's staff time. This is our estimate of how much time she will be spending on the program, supported by volunteer board members, and community volunteers. (We usually have around 20 volunteers helping the day before and on the day of the lunch. We have entered 0 hrs in the "Detail of Staffing" list because the volunteers do not work a work week.)

Amount Your Society will Provide:	\$3,700.00
Total Proposed Budget:	\$5,000.00

Grant Recommendations

Recommended Amount: \$3,000.00

Recommendation:

A (single year) grant is recommended to assist with personnel, supplies and program materials to host an senior lunch day in August, for the purposes of connecting with community and celebrating their community contributions.

Grant Conditions:

None.



Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	Richmond City Centre Community Association
Grant Type:	\$5,000 or Less Grant
Grant Request:	\$5,000.00
Proposal Title:	Youth Health and Fitness Program
Grant Purpose:	Community Service / Program / Event - Ongoing
Start Date (if applicable):	
End Date (if applicable):	
Number To Be Served:	100+
Richmond Residents:	100+

Grant Request Summary:

This grant will fund new Health and Fitness Programs that will be added to the Youth Facility Pass (for ages 13 to 18) at City Centre Community Centre. This program will target all youth who may be at risk or financially unable to pay for specific fitness classes and workshops that they could benefit from. Fitness programs and workshops of this project would encourage youth to engage in activities in a safe space, have a constructive use of their time, and connect with other youth and role models. Some proposed fitness activities include girls' only workout classes led by certified group fitness instructors, youth only fitness classes, and access to a gymnasium sports. Not only will these activities provide youth with a constructive use of their time in a safe space, but it will also increase their confidence and self esteem, as a foundational component of the 40 developmental assets. The grant would also allow youth to attend informational workshops related to their overall health and wellbeing. Workshops often interest youth but are too costly. Some proposed workshops would include Safe Talk's Suicide Alertness for Everyone, BCRPA's HIGHFIVE Principles of Healthy Childhood Development, Safe Teen's Violence Prevention for Secondary Students and West Coast Leaf's Youth in the Workplace. The proposed fitness classes would run on a regular weekly basis, dependent on youth interest. The proposed workshops would run throughout the year. Through this Health and Fitness Program, youth would be able to attain more developmental assets and grow into healthier adults who make responsible actions and positive impacts on their community.

Richmond Services Received by Your Organization:

In Kind contributions: 1) Room Usage: 2 hours per week @ \$50/hour x 45 weeks = \$4500 2) Photocopying/Office supplies: \$220 Total: \$4720

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$880,784.00	\$1,300,922.00
Total Expenses	\$721,284.00	\$1,301,330.00
Annual Surplus or (Deficit)	\$159,500.00	(\$480.00)
Accumulated Surplus or (Deficit)	\$771,533.00	\$771,053.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year: Surplus was generated, largely due to the Canada Emergency wage subsidy.

Current Year: Our organization is forecasted to run into a deficit of \$480 this operating year. Our team is hoping that through securing grants and finding efficiencies throughout the year, that we can at least break even at the end of the fiscal.

Explanation for Accumulated Surplus or (Deficit)

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

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$1,000.00	Parks, Recreation & Community Events
2021	\$3,764.00	Parks, Recreation & Community Events
2021	\$11,813.00	Child Care Capital Grant
2020	\$2,014.16	Parks, Recreation & Community Events

Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$2,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00

Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other:	\$2,500.00
Fees to invite in professionals to host workshops for youth (safeTALK suicide alertness, HIGH FIVE principles of healthy childhood development, Safe Teen safe relationships and post secondary life skills workshops)	
Total:	\$5,000.00
Amount Your Society will Provide:	\$0.00
Total Proposed Budget:	\$5,000.00

Grant Recommendations

Recommended Amount: \$1,000.00

Recommendation:
 A (single year) grant is recommended to assist with personnel, volunteer support and operating expenses for new health and fitness programs and workshops for at-risk and/or financially disadvantaged youth (13-18 years), encouraging fitness, community connectivity, as well as mental health and violence prevention education and conversation.

Grant Conditions:
 None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	Richmond Food Security Society
Grant Type:	Single Year Funding Over \$5000 Grant Program
Grant Request:	\$18,000.00
Proposal Title:	Building a Food Secure Richmond
Grant Purpose:	Operating Assistance
Start Date (if applicable):	
End Date (if applicable):	
Number To Be Served:	4949
Richmond Residents:	4949

Grant Request Summary:

Urban Bounty is engaging in a resilient food system through education, advocacy, and community-building initiatives and is requesting core funding to continue this work. Our vision is healthy people, community, and environment, and to that end, we run five ongoing community programs, produce empowering resources, and organize hands-on workshops and engaging events. Community Gardens: 714 plots at 15 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 and other community organizations fruit that otherwise would be wasted, Get Rooted Youth Program: training youth as food security leaders in action, Kids in the Garden: This program educates children in hands-on, integrative gardening workshops collaboratively integrated into the classroom. Honeybee and Pollinator Program; Beehives across four city sites Events include Seedy Saturday, supporting Garlic Fest, and partnering with the City on Farm Festival. We have 4 strategic priorities for the next 3 years: 1) Grow an ENGAGED food literate community by offering high-quality programs and events, 2) Nurture Urban Agriculture by becoming a key partner in the Garden City Lands Park, expanding community garden plots, increasing the amount of fruit we glean, and increasing the number of seeds saved, 3) Enrich our organizational foundation by developing consistent, reliable, and diverse funding streams, professionalizing our communications, and enhancing our board and governance structure, 4) Cultivate (grow) a strong presence as a community resource agency. Working towards a robust food

system is a long-term endeavour, and we aim to balance on-the-ground initiatives with long-term planning.

Richmond Services Received by Your Organization:

We receive office space from the City of Richmond, currently in Paulik Park at Ash and Blundell. The City kindly supports us for facility maintenance, utilities, and staple office furnishings. We provide our own phone and internet.

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$397,488.00	\$450,805.00
Total Expenses	\$375,525.00	\$472,680.00
Annual Surplus or (Deficit)	\$21,963.00	(\$21,875.00)
Accumulated Surplus or (Deficit)	\$25,730.00	\$3,855.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year: We continued to work hard to stabilize the organization financially last year and ended the last fiscal year with a surplus. We plan to continue building this surplus until we have three months of operating funds to protect us from the unexpected such as COVID. Surplus funds will also be allocated to shed replacements at community gardens, increasing the living wage for staff, legal fees associated with being a charity, and building new program streams. We have reached the limits of staff capacity and will require opening a new staff position. This staffing cost will require a total of \$50,000 per year.

Current Year: The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management. We are on track towards another year of growth and stability in 2023. At just over halfway through the year, we are projecting revenues of close to \$450,805.00. We are actively working to continue building our financial surplus to protect us against the unexpected. We have reached the limits of staff capacity and will require opening a new staff position. This staffing cost will require a total of \$50,000 per year.

Explanation for Accumulated Surplus or (Deficit)

We continue to further increase an unrestricted financial surplus to ensure quick response to community needs and financial and operational demands and tackle projects that are harder to fund.

Striving to elicit long-term food systems change and 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 400 Richmond residents).

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$12,000.00	Parks, Recreation & Community Events
2021	\$13,764.00	Parks, Recreation & Community Events
2020	\$12,000.00	Parks, Recreation & Community Events

Proposed City Grant Use

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

Financial Assistance From Other Sources (if applicable):

Item	Amount
Vancouver Coastal Health	\$43,129.00
BC Gaming	\$30,500.00
TD Friends of the Environment	\$8,650.00
Amount Your Society will Provide:	\$75,000.00

Grant Recommendations

Recommended Amount: \$16,000.00

Recommendation:

A (single year) grant is recommended to assist with personnel, volunteer support, and operating expenses for five ongoing food system programs, as well as events, and community initiatives.

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	Sacrificium Society Of Production
Grant Type:	\$5,000 or Less Grant
Grant Request:	\$5,000.00
Proposal Title:	Parks, Recreation and Community Events
Grant Purpose:	Operating Assistance
Start Date (if applicable):	
End Date (if applicable):	
Number To Be Served:	100
Richmond Residents:	80

Grant Request Summary:

SSOP Resources And Training Center is a platform to general public in performing-arts, to develop personal potentials, to express own in creative ways, to experience team work in group, to offer various training curriculum of creative arts, to provide quality drama productions as well as continue to host workshops, seminars and pubic forums.

Richmond Services Received by Your Organization:

In September, we have joined Richmond Culture Days for a small blackbox theatre in Performance Hall as free of charge. Other than that, we do not have using or having subsidy from others.

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$39,572.00	\$3,240.00
Total Expenses	\$48,219.00	\$9,012.00
Annual Surplus or (Deficit)	(\$8,647.00)	(\$5,772.00)
Accumulated Surplus or (Deficit)	(\$15,496.00)	(\$21,268.00)

Explanation for Annual Surplus or (Deficit)

Last Complete Year: As of pandemic three years, our live production has been cancelled and lack of donations and supporters for our operating funds. All activities in person at our Resources And Training Center have restricted to cancel or postpone. Although difficult years, we still promote our activities to general public by free online meetings, free workshops and/or public forums.

Current Year: As of lack of finance and supporters this year, we can only have small group events and workshops, plus a small production in blackbox theatre coming up in November 2022.

Explanation for Accumulated Surplus or (Deficit)

SSOP have no grants, lack of donations and sponsorships. All activities in person have restricted to cancel or move to online services that are free of charge to general public. Most of our volunteers have donated their times, efforts and even paid out of pockets for keeping our center in active. Therefore, we still try hard to find supports or all others stream for our monthly operating costs. Plus SSOP children programs have to be closed temporarily until further notice.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$2,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$1,500.00
Utilities and Telephone	\$200.00
Supplies	\$200.00
Equipment	\$200.00
Photocopying	\$50.00
Program Materials	\$100.00
Local Travel	\$50.00
Other:	\$0.00
Total:	\$5,000.00

Amount Your Society will Provide:

GP – 104

\$0.00

Total Proposed Budget:

\$5,000.00

Grant Recommendations

Recommended Amount: \$0.00

Recommendation:

Not recommended for funding due to a vague application, which made it difficult to assess the uniqueness and quality of the deliverables, the demonstrated community benefit and the organization's capacity to deliver at events.

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	Sea Island Community Association
Grant Type:	Multiple Year Funding Cycle - (Year 1 of 3) \$5,000 or Less Grant
Grant Request:	\$1,500.00
Proposal Title:	Burkeville Daze 2023
Grant Purpose:	Community Service / Program / Event - One-time Activity
Start Date (if applicable):	Jun 25, 2023
End Date (if applicable):	Jun 26, 2023
Number To Be Served:	1000
Richmond Residents:	1000

Grant Request Summary:

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

Richmond Services Received by Your Organization:

use of Sea island Hall and the support of City staff both at Sea Island and at Thompson community centres.

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$10,215.68	\$78,961.76
Total Expenses	\$12,287.00	\$91,121.66
Annual Surplus or (Deficit)	(\$2,071.32)	(\$12,159.90)
Accumulated Surplus or (Deficit)	\$115,151.08	\$102,991.18

Explanation for Annual Surplus or (Deficit)

Last Complete Year: Our Association had a deficit in 2020/21 as a result of Public health order closures which affected our Preschool as well as seasonal programming revenues.

Current Year: Sea Island suffered another deficit year as we struggle to come back from Public health Order closures.

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 \$198,000, We are glad to have this bit of insurance to cover our expenses in the event of further Public Health Orders or a different setback for recreation.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2020	\$750.00	Parks, Recreation & Community Events

Proposed City Grant Use

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

Financial Assistance From Other Sources (if applicable):

Item	Amount
Vancouver Airport Authority	\$3,000.00
Amount Your Society will Provide:	\$1,000.00

Grant Recommendations

Recommended Amount: \$1,000.00

Recommendation:

A (Year 1 of 3) grant is recommended to assist with operating expenses and supplies to host Burkeville Daze, an event that nurtures community connectivity and socialization while learning about the City, community events, programs and services.

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	Steveston Community Society - Richmond Summer Project
Grant Type:	Multiple Year Funding Cycle - (Year 3 of 3) Over \$5000 Grant Program
Grant Request:	\$41,620.00
Proposal Title:	Richmond Summer Project
Number To Be Served:	4000
Richmond Residents:	4000

Grant Request Summary:

Funds contribute to the overall organization and coordinating abilities of the Richmond Summer Project 2023. The grant money ensures 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. The funds would be distributed citywide between 13 facilities. The City Grant enables low or no-cost services to Richmond residents by offsetting staff salaries, summer support workers, general program expenses, and training expenses for staff and volunteers. One key component of funds from the City Grant is to hire "Summer Support Workers". These staff members, paid by the Richmond Summer Project, provide support to children who otherwise might not be able to safely and successfully participate in summer day camps and are not eligible for Ministry funding. It provides the opportunity for Richmond families requiring additional support and equitable access to any City of Richmond summer day camp program. If the Richmond Summer Project is not able to provide support at the same time to multiple centres, the grant would be used to support centres that have additional staff but require financial support to allow the additional children into their day camps. Another key component of funds from the City Grant would be to restart our Outreach Program, "Summer Free Play Opportunities", which would involve hiring 1-2 outreach leaders, equipment, and supplies. The outreach program would enable low or no-cost programs to be offered to Richmond residents. The primary target group would be children ages 6-12 years but will be open to children and youth interested in joining. The outreach program would provide programming including science, art, and sports. 200+ staff and volunteers were provided training opportunities in 2022 to ensure 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. The training also ensures staff and volunteers had at least 20 hours of relevant training, in order to meet childcare licensing standards. The training provides the opportunity to build cohesion among staff and volunteers, which is an important component of providing safe, creative and joyful summer day camp experiences

for Richmond children. Steveston Community Society is submitting the grant application for Summer 2023 on behalf of the following City of Richmond partners in Parks, Recreation and Community Social Services: Steveston Community Society, Thompson Community Association, East Richmond Community Association, South Arm Community Association, City Center Community Association, Sea Island Community Association, Hamilton Community Association, West Richmond Community Association, Richmond Nature Park Society, Richmond Museum Society, Arts Centre, Arena Services, Britannia Heritage Shipyard Society, and Diversity Services.

Changes that will impact grant use:

Richmond Summer Project requests \$41,620.00 in order to increase our city-wide availability for Summer Support Leaders, Outreach Programs, and training opportunities. In the summer of 2022, the Richmond Summer Project was able to fund 430 hours to cover additional staff costs to centres to help support children who otherwise might not be able to safely and successfully participate in summer day camps and are not eligible for Ministry funding. With increased support from the grant, the Richmond Summer Project would be able to provide 1-2 support staff in 2023 and additional funding for centres unable to be supported by support staff. This would enable the Richmond Summer Projects to support more children through the summer to have a successful day camp experience. In 2022, 250+ staff and volunteers were provided training opportunities and provided at least 20 hours of relevant training, in order to meet childcare licensing standards. With the increased support from the grant, we would be able to provide more training to support our staff and volunteers with working children who otherwise might not be able to safely and successfully participate in summer day camps. Summer Support Leaders are key components to the Richmond Summer Projects being able to continue to offer equitable and inclusive city-wide summer programming. We will be able to provide a safe, creative, and joyful summer day camp experience for all Richmond children by providing the toolkits to support our staff and volunteers via training.

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$210,954.00	\$273,482.08
Total Expenses	\$204,800.43	\$267,247.45
Annual Surplus or (Deficit)	\$6,153.57	\$6,234.63
Accumulated Surplus or (Deficit)	\$16,153.57	\$22,388.20

Explanation for Annual Surplus or (Deficit)

Last Complete Year: Richmond Summer Project carries some money over for start-up costs as the Summer Administrator job starts prior to funding 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 receive HRDC funding until later in the year.

Current Year: Numbers shown are complete to October 6, 2022 and our fiscal year end is December 31, 2022.

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 funding 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 receive HRDC funding until later in the year.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$31,000.00	Parks, Recreation & Community Events
2021	\$24,000.00	Parks, Recreation & Community Events
2020	\$32,000.00	Parks, Recreation & Community Events

Grant Recommendations

Recommended Amount: \$37,017.00

Recommendation:

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

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	The Sharing Farm Society
Grant Type:	Multiple Year Funding Cycle - (Year 3 of 3) Over \$5000 Grant Program
Grant Request:	\$30,000.00
Proposal Title:	The Sharing Farm Operating Assistance
Number To Be Served:	8,494
Richmond Residents:	7000

Grant Request Summary:

This City of Richmond grant will enable The Sharing Farm to continue to meaningfully impact our community through the following: growing food to feed Richmond families facing food insecurity; practicing and demonstrating small-scale sustainable agriculture; and being a thriving community hub where people can gather for community events, volunteer to support our mission and connect with others, and learn about sustainable agriculture and the surrounding ecosystem. The Sharing Farm is run by and for community members, and is dedicated to providing fresh, healthy, local and sustainably-grown produce to folks in our community, those facing food insecurity, as well as those committed to food security through the support of local, sustainable agriculture. The Sharing Farm has successfully put fresh vegetables on people's plates since 2002, donating our fresh produce to the Richmond Food Bank, Community Meal programs and other organizations distributing food to those facing food insecurity. The pandemic and climate change have proven how food security is truly vital, and a key component of food security is access to fresh produce. We will continue our donations to the Food Bank and community meal programs, including for delivery to the homebound. We will continue to sell produce to 115 families through our Harvest Basket program, as well as to an additional 300 customers (estimated) who will purchase our produce online, at our Farm Stand, and at Kwantlen St Market. Our target groups include all demographics in Richmond. Between the recipients of our produce, our volunteers and our program attendees, we attract people from a wide variety of cultural and economic backgrounds, and from across generations. Goal 1 - A Community Gathering Place. As Covid-19 restrictions lifted we began to bring our programming back to pre-pandemic levels, involving 300+ volunteers a year, and we aim to increase our volunteer opportunities next year and reach more organizations and individuals. Our volunteers include people with physical and mental disabilities, seniors, students, new Canadians, refugees and many others. We will again partner with other community groups, such as the Afghan Women's Refugee Group and Minoru Seniors Centre, to bring their clients to the farm for regular volunteer sessions. Goal 2 - Sustainably Grown Vegetables for

Families Facing Food Insecurity. To date we have donated 15,000 pounds of produce, and there is still much yet to be harvested. We have also filled our greenhouses with produce for harvest from late fall to early spring, a period that is particularly challenging for the Richmond Food Bank to acquire fresh produce. We will continue this vital partnership and seek to resume pre-pandemic partnerships with Richmond Family Place, Gilmore Church and the Jewish Food Bank. Goal 3 - Educate and Collaborate. The Sharing Farm significantly increased our in-person educational programs and workshops as Covid restrictions eased, and we will continue and increase this initiative next year. We will host numerous food skills workshops, native plant/ pollinator workshops, mason bee and native bee workshops, craft workshops, 1-3 cobb oven community gathering events, and, last but not least, the Richmond Garlic Fest.

Changes that will impact grant use:

There are no changes that will impact grant use.

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$327,484.00	\$371,632.00
Total Expenses	\$301,262.00	\$371,075.00
Annual Surplus or (Deficit)	\$26,222.00	\$557.00
Accumulated Surplus or (Deficit)	\$242,143.00	\$242,700.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year: Better than expected revenues.

Current Year: Close to budget expectations

Explanation for Accumulated Surplus or (Deficit)

20 years of accumulated surplus invested in farm assets plus a small contingency reserve

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
2022	\$21,000.00	Parks, Recreation & Community Events
2021	\$22,000.00	Parks, Recreation & Community Events

Grant Recommendations

Recommended Amount: \$29,500.00

Recommendation:

A (year 2 of 3) grant is recommended to assist with personnel expenses for education programs, food skills workshops, and to grow fresh, organic produce for low-income Richmond families through its delivery program and donations to the Food Bank, Community Meals, and other charitable organizations.

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	Voices Of Muslim Women Foundation
Grant Type:	Single Year Funding Over \$5000 Grant Program
Grant Request:	\$10,538.00
Proposal Title:	Women and Girls in Media Arts and Sports
Grant Purpose:	Community Service / Program / Event - One-time Activity
Start Date (if applicable):	Feb 26, 2023
End Date (if applicable):	Jun 23, 2023
Number To Be Served:	160
Richmond Residents:	80

Grant Request Summary:

The professional development workshops will be two-fold for youth interested in either Sports and Athletic leadership or Creative Arts and Media. This two-session program will facilitate leadership skills, representation, and confidence in youth who wish to be a leaders on and off the field, ice, or court and in all creative fields. The objective for these workshops are to showcase the importance of representation in all industries particularly focusing on sports and athletic careers for women in one workshop, and creative arts and media in our second workshop. Women are an underrepresented minority in sports and creative media who are not paid equally, given equal opportunities, and often limited to gender-bias within those industries. Community leaders, industry professionals, and people who know the true meaning of sportsmanship will be invited to speak and offer workshops. Female and Muslim characters are not accurately represented in media and are limited to stereotypical roles and racial biases. This workshop will unpack why and look at solutions. We will determine the results by the number of registrations indicating the amount of public interest for topics regarding females in sports or youth interested in careers in sports journalism, analysts, and coaches, our sports leadership workshop is a fantastic opportunity. For youth interested in creative arts and media who want to be actors, writers, directors, authors etc. Young women will learn the true meaning behind teamwork. This workshop will increase the quality of life of Richmond residents through community programs that offer confidence building, professional development and educational workshops. The event will cater people of all faiths and backgrounds including Muslim women. There is a large diaspora of Muslims in Richmond. The

Richmond mosque is the first mosque in British Columbia. It is revered as a place of worship and has catered to Muslims within Richmond as well as across the lower mainland.

Richmond Services Received by Your Organization:

none

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$17,397.00	\$39,903.00
Total Expenses	\$12,563.00	\$36,617.00
Annual Surplus or (Deficit)	\$4,835.00	\$3,286.00
Accumulated Surplus or (Deficit)	\$9,324.00	\$12,610.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year: Our last complete year was 2020-2021 and the audited financial statement has been attached.

In 2021-2022 fiscal year, we received charitable status on August 11, 2022. This ended our fiscal year early and the audited financial statement is currently in approval stages. It can be provided upon request in the next two weeks. In the last year, our foundation strictly adhered to any changing provincial healthcare guidelines regarding COVID-19. Due to this, we had to reschedule many events to later dates that fell into our current fiscal year. We also rescheduled many events to be virtual events that cut down on the costs of venue rental, food and refreshments, equipment rental and supplies.

Current Year: The current year began on Oct 1, 2022 and the surplus is from a grant received from Vancity last year which will be spent by the end of the calendar year.

Explanation for Accumulated Surplus or (Deficit)

The accumulated surplus is based on lack of spending due to virtual events, cancellation of travel plans to support the expansion of VMW and assumptions on events that did not come true such as no fundraising or awards gala etc.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$2,488.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$50.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other: \$6000 to partially cover Richmond based venues (Cineplex Riverport, Richmond Oval meeting rooms)	\$6,000.00
Total:	\$10,538.00

Financial Assistance From Other Sources (if applicable):

Item	Amount
Air Canada	\$7,000.00

Amount Your Society will Provide: \$3,200.00

Grant Recommendations

Recommended Amount: \$3,000.00

Recommendation:

A (single year) grant is recommended to assist with personnel, volunteer support, supplies and program materials, to support two educational sessions that explore the importance of female representation in the areas of "Sports and Athletic Leadership" and "Creative Arts and Media".

Grant Conditions:

None.

Grant Application Summary for 2023 Parks Recreation and Community Events Grants Program

Society:	WS Immigrant and Multicultural Services Society (WSIMS)
Grant Type:	Single Year Funding Over \$5000 Grant Program
Grant Request:	\$20,000.00
Proposal Title:	Community Events
Grant Purpose:	Community Service / Program / Event - Ongoing
Start Date (if applicable):	
End Date (if applicable):	
Number To Be Served:	10000
Richmond Residents:	10000

Grant Request Summary:

1. New Year Greetings from WS: Jan 1, 2023; 2. Poetry/Film Workshop with Poet Canada and the USA Poets/Directors: Jan 8, 2023; 3. WSIMS will participate Spring Festival Parade 2023, hosted by Chinese Benevolent Association of Vancouver on Jan 29, 2023; 4. Lunar New Year, WS Choir will be invited to perform at the Spring Festival, hosted by Chinese Benevolent Association of Vancouver and Guangdong Community Association of Canada on Jan 30, 2023; 5. Community gathering: Feb 1, 2023; 6. Women Leadership FireSide Chat, Mar 8, 2023; 7. National Poetry Month/Earth Day/Mother's Day: Apr 8, 2023 8. The 9th Greater Van Asian Heritage Celebration 2022: May 28, 2023 9. World Environment Day volunteer cleaning, April 2023 10. WS Choir and Vancouver Ball Dancer gathering: June 27, 2023 11. Canada Day celebration: will be selected for a booth by City of Burnaby on July 1, 2023 12. WS singing and poetry celebration with hotdogs: Jul 9, 2023 13. Will be selected for a booth by Burnaby City Fair: Jul 13, 2023 14. WS singing and poetry celebration with pizza: Jul 13, 2023 15. WS poetry online gathering: Jul 17, 2023 16. Perform at Water Splashing Festival: Jul 31, 2023 17. Participate in other Richmond BBQ, Summer 2023; 18. Summer online Gathering, Aug 28, 2023; 19. Culture Booth for Middle Autumn Festival by Canadian Alliance of Chinese Associations: Sep 9, 2023; 20. Participants in other Richmond community events on Sep 12, 2023; 21. Community Dialogue BBQ: Sep 18, 2023 22. Participating other BC Amateur Opera Association celebration on Sep 25, 2023; 23. Senior Care Home, visiting and singing on Oct 4, 2023; 24. The 9th Canada Multicultural Creative Festival 2022: Oct 8, 2023 25. Thanksgiving, WS General meeting and the 18th Giving Heart

Community Feast: Oct 8, 2023 26. BC Multicultural Week Celebration: Nov 8, 2023 27. Holiday celebration: Dec 8, 2023

Richmond Services Received by Your Organization:

Venue, etc.

Financial Information

Your Society's Budget:

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	\$26,354.33	\$1,500.00
Total Expenses	\$33,112.30	\$31,280.04
Annual Surplus or (Deficit)	-\$6,757.97	-\$29,780.04
Accumulated Surplus or (Deficit)	-\$6,757.97	-\$36,538.01

Explanation for Annual Surplus or (Deficit)

Last Complete Year: Total revenue in 2021: \$66,354.33;
 Total expense in 2021: \$33,112.30;
 Need to pay back CEBA by Dec 31, 2024: \$40,000;
 Annual deficit in 2021: \$6,757.97

Current Year: Total revenue in 2022 so far: \$1,500;
 Total expense in 2022 so far and expectation: \$31,280.04;
 Annual deficit expectation in 2022: \$29,780.04

Explanation for Accumulated Surplus or (Deficit)

Whenever there is deficit in the previous years, Sophia Zhang covered it by donation.
 Therefore, the WS Accumulated deficit in 2021 is \$6,757.97.
 If adding WS Accumulated deficit in 2022 in the amount of \$29,780.04, total will be \$36,538.01.

Most Recent Previous Grant(s) (if applicable)

Year	Amount	Grant Program
N/A	N/A	N/A

Proposed City Grant Use

Item	Amount (\$)
Personnel (Salaries and Benefits)	\$500.00
Consultant Services	\$500.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$5,000.00
Utilities and Telephone	\$1,000.00
Supplies	\$2,000.00
Equipment	\$2,000.00
Photocopying	\$1,000.00
Program Materials	\$3,000.00
Local Travel	\$2,000.00
Other: 0	\$2,000.00
Total:	\$20,000.00

Financial Assistance From Other Sources (if applicable):

Amount Your Society will Provide: \$0.00

Grant Recommendations

Recommended Amount: \$0.00

Recommendation:

Not recommended for funding due to a vague application, which made it difficult to assess the uniqueness, quality, and location of the proposed events, the demonstrated community benefit, and the organization's capacity to deliver the events or at events.

Grant Conditions:

None.

2023 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 a 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.									

Scoring									
□	←-----→								
0 <i>No Answer</i>	1 <i>Strongly Disagree</i>	2	3 <i>Somewhat Disagree</i>	4	5 <i>Neutral</i>	6	7 <i>Somewhat Agree</i>	8	9 <i>Strongly Agree</i>
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.								

Scoring									
□	←-----→								
0 <i>No Answer</i>	1 <i>Strongly Disagree</i>	2	3 <i>Somewhat Disagree</i>	4	5 <i>Neutral</i>	6	7 <i>Somewhat Agree</i>	8	9 <i>Strongly Agree</i>
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

2023 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

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1. Overview

(i) City Grant Policy

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

(ii) Purpose

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

(iii) Principles

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

(iv) Goal

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

(v) Objectives

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

2. Program Funding

(i) Base Program Funding

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

(ii) Annual Cost of Living Increase

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

(iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are deposited to the City's Grant Provision Account.

3. Definitions

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

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

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

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

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

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

4. Eligibility

(i) Who is Eligible

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

(ii) Who Cannot Apply

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

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

(iv) Items Eligible For Funding

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

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

(v) Items Not Eligible For Funding

The following items will not be funded:

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

(vi) Grant Limitations

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

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

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

(ii) Assessment Considerations

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

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

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

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

(iv) Financial Statements

Applicants must submit:

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

(v) User Pay Principle

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

(vi) Multi-Year Funding Criteria

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

6. The Grant Review Process

(i) The Grant Review Process

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

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

(ii) Program Guidelines and Web-based Application

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

- 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/citygrants) for dates.

(iv) Late Applications

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

(v) Staff Review

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

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

(vi) General Purposes Committee Review

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

7. Awarding of Grants

(i) Council Decision

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

(ii) Grant Disbursement

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

(iii) Reporting and Acknowledgement of Grant Benefits

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

(iv) Recuperation of Grant

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

(v) No Appeal

There is no appeal 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/citygrants 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.