



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** December 8, 2020
From: Elizabeth Ayers **File:** 11-7000-01/2020-Vol
 Director, Recreation and Sport Services 01
 Todd Gross
 Director, Parks Services
Re: 2021 Parks, Recreation and Community Events Grants

Staff Recommendation

1. That the 2021 Parks, Recreation and Community Events Grants be awarded for the total recommended amount of \$110,800, as identified in Attachment 1 of the staff report titled "2021 Parks, Recreation and Community Events Grants," dated December 8, 2020, from the Director, Recreation and Sport Services and the Director, Parks Services; and
2. That disbursement of grant funds be issued once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

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

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: CJ	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 2021 Parks, Recreation and Community Events Grant Program process, and provides grant recommendations.

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

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

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

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

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

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

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

Background

2021 Parks, Recreation and Community Events Grants Budget

The 2021 Parks, Recreation and Community Events Grants budget is \$112,828. Due to a significant reduction in casino funding (the funding source of the City Grant Program) as a result of the COVID-19 pandemic, an annual Cost of Living increase was not applied to the 2021 grant budget as per City Grant Policy 3712 in order to maintain the fiscal health of the City Grant Program's funding source for future years.

Notice Given and Applications Received

In September 2020, 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 2021 City Grant Program until October 28, 2020. A link to the City's website was provided for further information and for access to the City's online

application system. Previous grant applicants and City Area Coordinators were also directly notified that the online application system was open for submissions. This is the eighth year that the City has employed a web-based system.

In the Parks, Recreation and Community Events category, a total of ten applications were received with an aggregate request of \$200,374. 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 2021.

Table 1: Applications, Requests, Grants Approved and Recommendations

2018–2020 Applications, Requests, Grants Approved and Recommendations*				2021 Recommendations*
Year	2018	2019	2020	2021
Total number of applications	15	15	15	10
New applicants	2	4	3	2
Minor requests received (\$5000 or less)	7	8	8	3
Multi-year funding requests received	4	5	5	2
Grant not recommended (did not meet criteria)	2	3	3	1
Partial amount of request recommended	13	11	11	8
Full amount of request recommended	0	1	1	1
Total amount requested	\$257,483	\$216,660	\$237,762	\$200,374
Total budget	\$108,235	\$110,616	\$112,828	\$112,828
Total Parks, Recreation and Community Events Grant funds approved/recommended	\$108,235	\$110,616	\$107,828[†]	\$110,800

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

[†] At the direction of Council, \$5,000 in grant funds were held back to be administered by City staff for subsidized sport program fees for children and youth of low-income families participating in sports not recognized by Sport BC.

A table outlining the 2021 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.

As per City Grant Policy 3712, no late applications were accepted after the October 28, 2020 deadline. No post-deadline applications were received.

Flexible Uses for the 2020 City Grant Program

In May 2020, Council approved flexible uses of the 2020 City Grants to help local non-profit community organizations adapt to the changing needs and public health requirements of the COVID-19 pandemic. 2020 grant recipients could:

- Change elements of their approved program or event or postpone it to a later date in 2020;
- Defer their unused grant to 2021 if the approved program or event could not be held in 2020 (the specific program or program component would not be funded again in a 2021 grant); or
- Propose a new grant use that met Parks, Recreation and Community Events Grants criteria.

The following grant recipients fully or partially deferred their 2020 grant to 2021:

- BC Kitefliers Association deferred a grant of \$900 for kite kits for a children's workshop at the Pacific Rim Kite Festival in Garry Point Park;
- Hamilton Community Association deferred a grant of \$1,364 for entertainment expenses for Hamilton Night Out at McLean Park;
- Sea Island Community Association deferred a grant of \$750 for supplies for Burkeville Daze at Burkeville Park; and
- Steveston Community Society – Richmond Summer Project deferred \$10,000 of a \$32,000 grant for outreach programs and support staff to help 13 City community partners provide equitable summer day camp programs and services, and decreased their 2021 grant request to exclude these specific program components.

New Applicants

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

1. CLF Cultural Canada Association, which was incorporated in April 2020 by the Executive Director of CLF Kung Fu Club Ltd. to promote the exchange of culture, diversity and dialogue, and to provide cultural performances for civic and charitable functions; and
2. Richmond BC Pickleball Association, which was incorporated in July 2019, with 120 members, to advocate for the growth of pickleball racquet sports in Richmond.

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).

The application for minor grant requests contains fewer sections to complete, while a more comprehensive application is required for major grant requests. This year, three organizations applied for minor grants (\$5,000 or less), and seven organizations applied for major grants (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.

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

1. Sharing Farm Society, whom meets the criteria for multi-year funding, is recommended for approval for the first year of a three-year funding cycle; and
2. Steveston Community Society – Richmond Summer Project, whom meets the criteria for multi-year funding, is recommended for approval for the first year of a three-year funding cycle.

Analysis

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of four staff members from the Community Services Division, reviewed the applications against 23 scoring criteria (Attachment 3) that were developed based on the 2021 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 18 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget, financials, and the quality of the application itself.

2021 Grant Recommendations

Nine out of ten applicants are recommended for a Parks, Recreation and Community Events Grant for full or partial funding. As the total amount requested exceeds the 2021 City Grant budget, providing partial assistance to multiple organizations is preferable to providing full

assistance to only a few. A table outlining the 2021 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;
- Other funding partners have not been sought;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- Duplication of services;
- Uncommitted, substantial surplus;
- Fee-based (user pay) budget should be used;
- City provides other forms of support to the organization; and
- Quality, including completeness, of the application.

One applicant, the CLF Cultural Canada Association, is not recommended to receive a 2021 Parks, Recreation and Community Events Grant due to duplication of services and an ineligible funding purpose (operating deficits) under Section 4(v) of the 2021 Grant Program Guidelines for Parks, Recreation and Community Events. The applicant also scored low on its overall grant application.

Financial Impact

The 2021 Parks, Recreation and Community Events Grant budget is \$112,828. A total of \$110,800 in grant allocations is recommended for disbursement. Disbursement of grant funds will only be made if the 2021 Parks, Recreation and Community Events Grants budget is approved as part of the 2021 budget process, and once the Consolidated 5 Year Financial Plan (2021-2025) is adopted by Council.

Conclusion

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

Staff recommend that the 2021 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Beayue Louie
Park Planner
(604-244-1293)

- Att. 1: 2021 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2021 Parks, Recreation and Community Events Grants – Application Summary Sheets
- 3: 2021 Parks, Recreation and Community Events Grants – Application Scoring Criteria
- 4: City of Richmond 2021 Grant Program Guidelines for Health, Social and Safety and Parks, Recreation and Community Events

2021 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	2020 GRANT	2021 REQUEST	2021 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT 2 PAGE NO.
CLF Cultural Canada Association	\$ -	\$ 20,000	\$ -	N/A	Personnel and operating expenses to host a Health and Wellness Interactive Online Seminar with seminars on tai chi, strengthening muscles, flexibility and agility, and increasing mental focus and stamina.	Pages 1-3
East Richmond Community Association	\$ 1,800	\$ 1,800	\$ 1,800	Single Year	Personnel, supplies and entertainment expenses for three free in-person and online summer events, geared towards youth, seniors, and families.	Pages 4-6
KidSport - Richmond Chapter	\$ 19,000	\$ 25,000	\$ 24,000	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.	Pages 7-9
Richmond BC Pickleball Association	\$ -	\$ 1,000	\$ 500	Single Year	Maintenance equipment to clear water and leaves from the pickleball courts at Hugh Boyd Community Park and South Arm Community Park.	Pages 10-12
Richmond City Centre Community Association	\$ 2,014	\$ 4,959	\$ 3,000	Single Year	Personnel, supplies, marketing and program expenses for a LGBTQ2S+ youth leadership program to enable youth volunteers to explore their own event and project ideas with a focus on diversity and inclusion.	Pages 13-15
Richmond Fitness and Wellness Association	\$ 13,500	\$ 18,000	\$ 15,500	Single Year	Consultant fees, supplies and program expenses to facilitate free walking programs and opportunities in Richmond.	Pages 16-18
Richmond Food Security Society	\$ 12,000	\$ 18,000	\$ 13,000	Single Year	Personnel and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, and the Honeybee and Pollinator Program.	Pages 19-22
Richmond Winter Club	\$ 5,000	\$ 56,615	\$ 7,000	Single Year	Personnel and operating expenses for the Richmond Curling Centre, including maintenance and repair expenses for its refrigeration plant and building.	Pages 23-25
Sharing Farm Society	\$ 19,000	\$ 30,000	\$ 22,000	Multi-Year - Year 1	Personnel expenses 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 26-28
Steveston Community Society - Richmond Summer Project	\$ 32,000	\$ 25,000	\$ 24,000	Multi-Year - Year 1	Personnel (summer administrator) and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.	Pages 29-32
Totals*	\$ 104,314	\$ 200,374	\$ 110,800			
2021 PRCE Grant Budget			\$ 112,828			
Remaining Funds†			\$ 2,028			

*Total for 2020 does not include 2020 PRCE Grants awarded to applicants whom elected not to apply for a 2021 PRCE grant or whom deferred their 2020 PRCE Grant to 2021 due to the pandemic, or the \$5,000 in 2020 PRCE Grant funds held back at the direction of Richmond City Council for subsidized sport program fees for children and youth of low-income families participating in sports not recognized by Sport BC (to be administered by City staff). The aggregate total of PRCE Grants awarded in 2020 was \$107,828.32.

†Remaining funds to be distributed at Council's discretion.



Grant Application for 2021
Parks, Recreation & Community Events Program

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

Society: CLF Cultural Canada Association

Grant Type: Over \$5000 Single Year

Grant Request: \$20,000

Proposal Title: Health and Wellness Interactive Online Seminars

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:

The main purpose of the Health and Wellness Interactive Online Seminar is to make available community-based events to enhance the quality of life for Richmond residents. The interactive seminars will promote a healthy lifestyle through techniques and tips to enhance health and wellness through different aspects of physical, mental, and social well-being. There will be seminars, including but not limited to, Tai chi which is a low-impact, slow-motion exercise often described as "meditation in motion". Tai chi involves the mind and body together with breathing techniques. It can also be easily adapted for everyone, even to those who may be confined to a wheelchair or those who are recovering from surgery. There will also be seminars which will help to strengthen muscles, encourage flexibility and agility; and focus on increasing mental focus and stamina. Also, there will be demonstrations on practical and effective self-defence strategies suitable for anyone ranging from children to seniors. Seminars may also include special guests to speak about healthy lifestyle and food choices. Especially during these difficult times where everyone is adhering to social distancing measures and self-isolation due to COVID-19, it is not easy for Richmond residents to partake in exercises and health awareness classes that would normally take place in-person in a public setting. There are obviously benefits to healthy exercise, but when it's done correctly, in a safe manner, and together with children, adults, and seniors at the same time, the results are more than amazing. There are many benefits to intergenerational learning and exercise where both young and old will learn new fun skills together; motivate, invigorate and energize the older adults with the boundless energy of the youths; help children understand and alleviate their fears that children may have of the elderly; and reduce the isolation and likelihood of depression in the elderly. The benefits are endless.

Richmond Services Received by Your Organization:

We do not currently receive any City of Richmond services.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$0.00	\$52,000.00
Total Expenses:	\$0.00	\$61,000.00
Annual Surplus or (Deficit):	\$0.00	\$9,000.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Zero amounts as CLF Cultural Canada Association was incorporated this year in April 2020.

Current Year:

The deficit for this year is due to the affects of COVID as there are many performance opportunities that had to be cancelled. There has also been a disruption of in-person training classes and competition opportunities which leads to sponsorships.

Explanation for Accumulated Surplus or (Deficit):

There is no accumulation of surplus or deficit as CLF Cultural Canada Association was incorporated this year in April 2020.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,000.00
Consultant Services	\$400.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$5,800.00
Utilities and Telephone	\$1,000.00
Supplies	\$500.00
Equipment	\$700.00
Photocopying	\$100.00
Program Materials	\$300.00
Local Travel	\$0.00
Other	\$1,000.00

Rentals (Video Equipment, Training Equipment)

TOTAL \$20,000.00

Financial Assistance from Other Sources (if applicable):

2021 Parks, Recreation & Community Events
CLF Cultural Canada Association

Over \$5000

Single Year
Summary Page 3

Funder 1 Name CLF Kung Fu Club Ltd.

\$3,000

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:

\$1,000.00

Total Proposed Budget:

\$24,000.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$0

Recommendation:

Not recommended for funding due to duplication of services and an ineligible funding purpose (operating deficits are not eligible for a Parks, Recreation and Community Events Grant under s. 4(v) of the City's 2021 Grant Program Guidelines).

Staff Comments /

Conditions:

None



**Grant Application Summary for 2021
Parks, Recreation & Community Events Program**

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

Society: East Richmond Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$1,800
Proposal Title: Summer Fun Event Series
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 11, 2021 **End Date (if applicable):** August 27, 2021
Number To Be Served: 1050
Richmond Residents: 1000

Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to three events held in the summer of 2021. They are planned to be a combination of in-person and virtual offerings to support changes to health regulations that may be in place. These events will be themed to attract specific demographics: youth, seniors and families. The youth event will help to build connections between other youth and their community while celebrating the diversity found in our neighborhood and across Richmond. Seniors will be entertained by a series of multicultural performances that highlight the different backgrounds of our community. They will be encouraged to share their own cultural knowledge and experiences to enrich the whole community. The Family event is a chance for neighbors to connect and build relationships as well as learn more about their neighborhood spaces and services. We hope that this event will entice families to be more involved in creating a supportive community. All events will be free and inclusive, attended by a cross-section of Richmond residents though the majority will be from East Richmond. The events will provide fun, interactive, social and educational experiences. Community partnerships will be promoted with businesses in East Richmond as well as strengthening the long existing partnership between ERCA and HJ Cambie Secondary, whose students regularly volunteer their time to organize and run the games and activities.

Richmond Services Received by Your Organization:

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

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$961,555.72	\$1,139,920.48
Total Expenses:	\$808,938.63	

Annual Surplus or (Deficit):	\$152,617.09	(\$1,920.79)
Accumulated Surplus or (Deficit):	\$266,000.16	\$264,079.37

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

A decrease in expenses with With the surplus ERCA will continue to offer programs to its community at low/no cost.
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Current Year:

Program registrations decreased due to COVID.

Explanation for Accumulated Surplus or (Deficit):

For projects and community initiatives in progress
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MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1,800.00	Parks, Rec and Community Events
2018	\$950.00	Parks, Rec and Community Events
2017	\$2,384.00	Child Care Capital

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$100.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$4,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	2950.00

Fees (Entandem) \$450, Entertainment \$2500

TOTAL \$8,050.00

Financial Assistance from Other Sources (if applicable)

2021 Parks, Recreation & Community Events
East Richmond Community Association

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

Funder 1 Name	Patsy Hui - Re/MAX	Amount	500
Funder 2 Name	Volendam Automotive	Amount	500
Funder 3 Name	TELUS	Amount	500
Amount Your Society will Provide:			<u>\$4,750.00</u>
Total Proposed Budget:			<u>\$8,050.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$1,800

Recommendation: A (single year) grant is recommended to assist with personnel, supplies and entertainment expenses for three free in-person and online summer events, geared towards youth, seniors, and families.

Staff Comments / Conditions:

None



**Grant Application for 2021
Parks, Recreation & Community Events Program**

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

Society: Kidsport - Richmond Chapter

Grant Type: Over \$5000 Single Year

Grant Request: \$25,000

Proposal Title: KidSport™ Richmond Grant

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 350

Richmond Residents: 350

Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - children and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to a maximum of \$700 per applicant per year may be granted and can be applied only to registration fees during the season the sport is in session. We currently fully fund more than 80% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The sport organization must be affiliated with Sport BC.

The community need for sport funding will increase in 2021 due to the economic impact of the COVID pandemic on financially challenged families.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$152,292.00	\$120,192.00
Total Expenses:	\$127,957.00	\$73,967.00

**2021 Parks, Recreation & Community Events
Kidsport - Richmond Chapter**

**Over \$5000 Single Year
Summary Page 2**

Annual Surplus or (Deficit):	\$24,335.00	\$46,224.00
Accumulated Surplus or (Deficit):	\$110,598.00	\$156,823.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We have experienced a strong increase in revenue over the past 3 years due to increase in our net revenue from our annual Community Champions Banquet.

Current Year:

2020 grants paid out have been disrupted by the COVID pandemic due to the stop in community sporting activities. We were fortunate that our 20202 Banquet was held before the pandemic caused a shut down in fundraising activities. We were able to generate almost \$71,000 in net revenue from that event. Corresponding grants paid out stopped for the last 6 months. We are expecting an increase in applications for the remainder of 2020 and into 2021 the need for sport funding will steadily increase due the economic impacts to the community of the pandemic.

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 9 months of operating costs to enable us to keep awarding grants should we experience a significant disruption in our funding sources. We are expecting a sharp decline in revenue for 2021 as we will not be hosting our annual banquet and an increase in grants required to support the community, putting us in a deficit position in 2021.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00

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

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..

TOTAL **\$25,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name **BC Government (Sport BC funding)** **\$4,000**

Funder 2 Name

Funder 3 Name

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

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

GRANT RECOMMENDATIONS

Recommended Amount: \$24,000

Recommendation:

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

Staff Comments / Conditions:

None



**Grant Application Summary for 2021
Parks, Recreation & Community Events Program**

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

Society: Richmond BC Pickleball Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$1,000
Proposal Title: Year Round Pickleball
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 160
Richmond Residents: 120

Grant Request Summary:

Pickleball will be played year round, as long as it's not raining. When it does rain and water or leaves accumulate in puddles, the courts become dangerous and unusable. Our association would like to help maintain the courts so that people can play year round.

We have purchased a squeegee and broom for Hugh Boyd and require the same equipment for South Arm (\$300). In addition, we are in need of a leaf blower/mulcher at both courts. These are \$500 ea. The RYOBI Leaf Vacuum and Mulcher from Home Depot.

The City of Richmond has agreed to provide lock boxes and sheds at both sites to store the equipment. The executive committee will have access and clean the courts as needed.

Richmond Services Received by Your Organization:

The use of the outdoor Pickleball Courts at South Arm and Hugh Boyd.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$2,441.09	\$3,177.50
Total Expenses:	\$1,108.47	\$2,194.47
Annual Surplus or (Deficit):	\$1,332.62	\$983.03
Accumulated Surplus or (Deficit):	\$1,332.62	\$2,315.65

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Please see attached financial file below.

As we are a new non-profit organization, and the outdoor dedicated courts just opened in August, we have just started to accumulate funds and expenses. Mostly through membership fees and selling t-shirts. Expenditures have included registration as an association and setting up the web site. We purchased t-shirts with our logo for sale and have purchased some equipment to help maintain the Hugh Boyd Courts. Due to COVID, we are somewhat restrained by what we are able to provide. We hope to be able to hold tournaments next year.

Current Year:

As above.

Please see attached file for details

Explanation for Accumulated Surplus or (Deficit):

As above.

Please see attached file for details

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$1,000.00

2021 Parks, Recreation & Community Events
Richmond BC Pickleball Association

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

Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$1,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Clean and Dry Courts	Amount	\$500.00
Funder 2 Name	N/A	Amount	0.01
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$300.00**

Total Proposed Budget: **\$1,800.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$500

Recommendation: A (single year) grant is recommended to assist with maintenance equipment to clear water and leaves from the pickleball courts at Hugh Boyd Community Park and South Arm Community Park.

Staff Comments / Conditions: None



**Grant Application Summary for 2021
Parks, Recreation & Community Events Program**

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

Society: Richmond City Centre Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$4,959
Proposal Title: We're Here! Youth Leadership - Diversity, LGBTQ2S+, and Inclusion
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): January 4, 2021 **End Date (if applicable):** December 17, 2021
Number To Be Served: 10-75
Richmond Residents: all

Grant Request Summary:

"We're Here!" is a proposed youth leadership program for LGBTQ2S+ youth and allies to coordinate and plan initiatives that celebrate diversity and foster inclusion. While the primary objective of the project is asset building for the youth volunteers, a secondary objective is to connect members of the LGBTQ2S+ community and allies through the events and initiatives. Some of these events may include:

- Webinars
- Virtual Pride Week Celebrations
- LGBTQ2S+ youth hangouts
- LGBTQ2S+ Blog / Social Media project

An aspect of "We're Here!" is providing youth volunteers with the opportunity to explore and try their own original event and project ideas. However all projects will have a focus around diversity and inclusion. This project benefits the community by providing opportunities for youth empowerment, development of pre-employment skills and bridging services for vulnerable youth. When it is safe to do so, we are also hoping to integrate City Centre's past LGBTQ2S+ hangout program "AllWays" into "We're Here!" by having youth volunteers lead, plan, and implement the weekly hangout. By integrating a youth involved process, we hope to be able to show youth how to create safe spaces for others. Activities will be online but may be moved indoors in the future when it is safe to do so.

Richmond Services Received by Your Organization:

Supplies that are in-kind for this program: 1) Use of City Centre Community Centre - Room Booking (\$1800) 2) Photocopying/Office Supplies (\$120). Total is \$1920.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$1,363,897.00	\$868,152.96
Total Expenses:	\$1,257,192.00	\$854,099.59
Annual Surplus or (Deficit):	\$106,705.00	\$14,053.37
Accumulated Surplus or (Deficit):	\$212,308.32	\$237,635.83

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

Transfer of amortization funds has not yet occurred.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$3,409.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$100.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$550.00
Equipment	\$200.00
Photocopying	\$0.00
Program Materials	\$400.00
Local Travel	\$0.00
Other	300.00

Marketing \$100. Honorarium for guest speakers \$200.

TOTAL

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00
Amount Your Society will Provide:		<u>\$2,971.36</u>
Total Proposed Budget:		<u>\$7,930.36</u>

GRANT RECOMMENDATIONS

Recommended
Amount: \$3,000

Recommendation:

A (single year) grant is recommended to assist with personnel, supplies, marketing and program expenses for a LGBTQ2S+ youth leadership program to enable youth volunteers to explore their own event and project ideas with a focus on diversity and inclusion.
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Staff Comments /
Conditions:

None



**Grant Application for 2021
Parks, Recreation & Community Events Program**

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

Society: Richmond Fitness and Wellness Association

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: Walk Richmond Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3000

Richmond Residents: 3000

Grant Request Summary:

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

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

Richmond Services Received by Your Organization:

We currently do not receive any services, however, anticipate continued support from the City of Richmond, Manager of Arena and Aquatic Services.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$37,590.00	\$233,736.12
Total Expenses:	\$36,823.00	\$232,345.37
Annual Surplus or (Deficit):	\$767.00	\$1,390.75
Accumulated Surplus or (Deficit):	\$60,310.06	\$66,291.02

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Even with expenses increasing last year a surplus was realized due to increase in administration revenue and unexpected decrease in activity and expenses due to COVID -19 pandemic.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received. Increase in overall budget revenue and expenses is due to administration of payroll for RFWA fitness staff .

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$13,500	Parks, Rec and Community Events
2018	\$12,617.5	Parks, Rec and Community Events
2017	\$11,500	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$14,500.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$500.00
Photocopying	\$0.00
Program Materials	\$1,500.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$18,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:

\$5,500.00

Total Proposed Budget:

\$23,500.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$15,500

Recommendation:

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

Staff Comments /

Conditions:

None



**Grant Application for 2021
Parks, Recreation & Community Events Program**

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

Society: Richmond Food Security Society

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: Building a Food Secure Richmond

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 5610

Richmond Residents: 5605

Grant Request Summary:

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

Community Gardens: 358 plots at nine sites for residents to grow organic delicious organic produce,

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

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

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

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

Honeybee and Pollinator Program; Beehives across four city sites

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

We have 3 strategic priorities for the next 3 years, to:

Grow a food literate community, by offering high-quality programs and events, and helping form a Food Systems Action Team,

Nurture Urban Agriculture, by becoming a key partner in the Garden City Lands Park, expanding community garden plots, increasing the amount of fruit we glean, and increasing the number of seeds saved,

Enrich our organizational foundation, by achieving charitable status, developing consistent, reliable and diverse funding streams, professionalizing our communications, and enhancing our board and governance structure.

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

Richmond Services Received by Your Organization:

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

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$252,688.00	\$262,200.00
Total Expenses:	\$236,228.00	\$252,871.00
Annual Surplus or (Deficit):	\$16,460.00	(\$9,329.00)
Accumulated Surplus or (Deficit):	\$16,460.00	(\$25,789.00)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We continue to work hard to stabilize the organization financially in 2019/20, and ended the last fiscal year with a surplus. We plan to continue building this surplus until we have three months of operating funds to protect us for the unexpected. Surplus funds will also be allocated to shed replacements at community gardens, increasing the living wage for staff, legal fees for our charity status application with CRA as well as hiring a facilitator to develop out the strategic plan for the next three years.

Current Year:

The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2020/21 fiscal year. At just over halfway through the year, we are projecting revenues of close to \$260,000, and expenses close to \$250,000. We are actively working to continue building our financial surplus to protect us against the unexpected such as COVID.

Explanation for Accumulated Surplus or (Deficit):

We continue to further an unrestricted financial surplus to ensure quick response to community need, financial and operational demands, as well as tackle projects that are harder to fund. Striving to elicit long-term food systems change, support in the form of core funding would be extremely beneficial for our financial resilience and ability to meet high community demand for programs such as the Community Gardens Program (for which there is currently a waitlist of 350+ Richmond residents).

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

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

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$41,000
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2021 Parks, Recreation & Community Events
Richmond Food Security Society

Over \$5000

Single Year
Summary Page 4

Funder 2 Name	BC Gaming	\$29,500
Funder 3 Name	VCH One time only	\$10,000

Amount Your Society will Provide:	<u>\$163,700.00</u>
Total Proposed Budget:	<u>\$262,200.00</u>

GRANT RECOMMENDATIONS

Recommended
Amount: \$13,000

Recommendation:

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

Staff Comments /
Conditions:

None



**Grant Application for 2021
Parks, Recreation & Community Events Program**

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

Society: Richmond Winter Club
Grant Type: Over \$5000 Single Year

Grant Request: \$56,615
Proposal Title: Richmond Winter Club Operating Assistance
Grant Purpose: Operating Assistance

Start Date (if applicable): _____ **End Date (if applicable):** _____

Number To Be Served: 2717
Richmond Residents: 2030

Grant Request Summary:

Richmond Winter Club is requesting assistance for facility operating expenses including wages, utilities, repairs and maintenance of the refrigeration plant. We are also requesting a one-time funding for a fire safety plan required by Richmond Fire Rescue estimated to cost between \$3800-\$5000 (grant funding was received last spring for this project however with the pandemic, funds were redirected to operating costs as approved by the city). The quote received for this project has been guaranteed by the service provider.

Richmond Services Received by Your Organization:

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

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$577,880.00	\$392,731.00
Total Expenses:	\$690,135.00	\$516,152.00
Annual Surplus or (Deficit):	(\$112,255.00)	(\$123,421.00)
Accumulated Surplus or (Deficit):	(\$66,395.00)	(\$77,561.00)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Richmond Winter Club was forecasting a break-even year after three years of hardship due to ongoing upgrades and maintenance required to the ice plant by Technical Safety BC when the coronavirus struck in early March. The resulting shut-down happened just as the club was entering its final week of league competition and a few weeks shy of three major events that cumulatively would have provided over 40% of the club's annual operating revenue.

Current Year:

Since the pandemic forced the facility closure in March of 2020 the curling club has suffered a catastrophic financial hardship with revenue falling by over 90% yet fixed costs remaining relatively unchanged other than a drop in wages. The club has undertaken all options for government support however the situation remains tenuous. The budget has been retooled to focus on fixed costs and offering basic programming and services within limits permitted by public health orders. Revenue options are severely impacted by the pandemic as much of the club's public programs and events have been restricted or simply not permitted due to health and safety orders. The club's food service and all non-essential staff have been eliminated for the 2020-21 year. The plant start up in September also did not go well as unexpected repairs were required which further impacted our available resources.

Explanation for Accumulated Surplus or (Deficit):

The Richmond Winter Club deficit is due to a catastrophic chain of events starting with plant upgrades over a three year period which depleted reserve funds and subsequent coronavirus pandemic forcing a shut-down which eliminated over 40% of anticipated revenue to conclude the 2020 fiscal year. The club intended to open in early October but due to an unexpected repair to the ice plant the season has been delayed by one month and expected to open mid-November and start generating revenue again.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$25,969.00
Consultant Services	\$5,000.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$16,516.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$9,130.00

refrigeration plant repairs and maintenance

TOTAL	<u>\$56,615.00</u>
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Financial Assistance from Other Sources (if applicable):

Funder 1 Name Province of BC	\$41,350
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2021 Parks, Recreation & Community Events
Richmond Winter Club

Over \$5000

Single Year
Summary Page 3

Funder 2 Name Canada

\$40,000

Funder 3 Name

Amount Your Society will Provide:

\$378,187.00

Total Proposed Budget:

\$516,152.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$7,000

Recommendation:

A (single year) grant is recommended for the development of a fire safety plan for the Richmond Curling Club, and health and safety costs during the pandemic. A portion of the application request cannot be considered due to ineligible funding purposes (operating deficits, and building construction and repairs are not eligible for a Parks, Recreation and Community Events Grant under s. 4 (v) of the City's 2020 Grant Program Guidelines).

Staff Comments /
Conditions:

None



**Grant Application for 2021
Parks, Recreation & Community Events Program**

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

Society: Sharing Farm Society

Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$30,000

Proposal Title: The Sharing Farm Operating Assistance

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3020

Richmond Residents: 3000

Grant Request Summary:

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

Despite the COVID-19 crisis The Sharing Farm planted as usual in 2020. Our mission to grow food for the food bank was more important than ever during this uncertain time. The pandemic has proven how food security is truly vital and most important of all is access to fresh produce. We continued our donations to the food bank, added a delivery program for 35 families and also sold produce to 100 families through our Harvest Basket program as well as an additional 220 customers (to date) who purchased our garlic and honey online.

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

Richmond Services Received by Your Organization:

Use of land in the Terra Nova Park (4 acres at est. \$500/year per acre = \$2,000); rental of Buemann house (\$1,400/month x 12 months = \$16,800/year utilities

included); rental of the Red Barn 332 hours @ \$20 per hour = \$6,640

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$321,341.00	\$301,052.00
Total Expenses:	\$275,333.00	\$313,708.00
Annual Surplus or (Deficit):	\$460,008.00	(\$12,656.00)
Accumulated Surplus or (Deficit):	\$184,477.00	\$171,831.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Provision for 2020 working capital

Current Year:

Some reduction of available grants, plus hiring a Field Assistant (new position) to support the Farm Manager

Explanation for Accumulated Surplus or (Deficit):

Invested in farm assets plus a small contingency reserve

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$30,000.00
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

2021 Parks, Recreation & Community Events
Sharing Farm Society

Over \$5000

Multi Year - Year 1
Summary Page 3

Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00

TOTAL **\$30,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Service Canada: New Horizons for Seniors	\$25,000
Funder 2 Name	Service Canada: Canada Summer Jobs	\$50,000
Funder 3 Name	Community Gaming Grant	\$26,000

Amount Your Society will Provide: **\$100,000.00**

Total Proposed Budget: **\$290,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$22,000

Recommendation:

A (Year 1 of 3) grant is recommended to assist with personnel expenses 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.
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Staff Comments / Conditions:

None



**Grant Application for 2021
Parks, Recreation & Community Events Program**

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

Society: Steveston Community Society - Richmond Summer
Grant Type: Over \$5000 Multi Year - Year 1
Grant Request: \$25,000
Proposal Title: Steveston Community Society - Richmond Summer Project
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**

Number To Be Served: 4000
Richmond Residents: 4000

Grant Request Summary:

Funds contributed to the overall organization and coordinating abilities of the Richmond Summer Project 2020. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners to provide equitable summer daycamp programs and services to City of Richmond residents. Funds would be distributed between 13 facilities Citywide. The City Grant enables low or no-cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers. One key component of funds from the City Grant is to hire "Roving Support Leaders". These staff members, paid by the Richmond Summer Project, provide up to 360 hours of support throughout the summer to children who otherwise might not be able to safely and successfully participate in summer daycamps and who are not eligible for Ministry funding. This is an integral aspect of the Richmond Summer Project as it provides the opportunity for Richmond families requiring additional support equitable access to any City of Richmond summer daycamp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre. We will be utilizing the \$10,000.00 surplus from 2020 to fund the Roving Support Leaders in 2021. In 2020, 150 online training opportunities were provided to summer staff discussing topics such as Physically Distant Camps, Supporting Behaviour and Setting Up Your Outdoor Camp for Success, Having Difficult Conversations with Kids and Parents, and more. This training ensured staff and volunteers have at least 20 hours of relevant training, in order to meet childcare licensing standards, as well as increase knowledge on new COVID-19 procedures. Steveston Community Society is submitting the grant application for Summer 2020 on behalf of the Richmond Summer Project.

Richmond Services Received by Your Organization:

The use of City facilities and City Staff support throughout the planning and execution of programs.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$228,326.72	\$237,427.03
Total Expenses:	\$221,708.06	\$194,945.47
Annual Surplus or (Deficit):	\$6,618.66	\$42,481.56
Accumulated Surplus or (Deficit):	\$11,090.85	\$29,217.78

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

Numbers shown are complete to October 15, 2020 and our fiscal year end is December 31, 2020. Additional funds can be seen here compared to last year due to COVID-19 and having to cut the Roving Support Leader position and outreach programs. We are also extending the Summer Administrator position to December in order to maintain the HRDC Canada Summer Jobs Grant extension so extra funds are needed to compensate this. 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 August/September.

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. Additionally, we are seeing a larger surplus than usual that will also be carried over due to COVID-19 and having to cut support workers and outreach programs.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits) \$21,326.43

2021 Parks, Recreation & Community Events Over \$5000 Multi Year - Year 1
Steveston Community Society - Richmond Summer Project Summary Page 3

Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$5,020.00

Accounting: \$2,625.00

Bank Charges: \$245.00

City Wide Training: \$800.00

Misc: \$550.00

TOTAL \$27,846.43

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	HRDC Canada Summer Jobs - Sea Island	\$81,441
Funder 2 Name	HRDC Canada Summer Jobs - Steveston	\$82,892
Funder 3 Name		

Amount Your Society will Provide: \$0.00

Total Proposed Budget: \$189,333.00

GRANT RECOMMENDATIONS

Recommended Amount: \$24,000

Recommendation: A (Year 1 of 3) grant is recommended to assist with personnel (summer administrator) and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.

Staff Comments /

Conditions:

None

2021 Parks, Recreation and Community Events Grants – Application Scoring Criteria

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

<i>Scoring</i>										
<input type="checkbox"/>	←—————→									
0	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									
<input type="checkbox"/>									
0	1	2	3	4	5	6	7	8	9
No Answer	Strongly Disagree		Somewhat Disagree		Neutral		Somewhat Agree		Strongly Agree
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.								

<i>Scoring</i>										
□	←————— —————→									
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>	
<i>Quality of Application</i>										
23	The application is complete and provides detailed explanations.									
24	Information is presented in a clear, coherent and convincing manner.									

City of Richmond

2021 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 returned to the City's General Revenue Account.

3. Definitions

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

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

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

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

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

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

4. Eligibility

(i) Who is Eligible

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

(ii) Who Cannot Apply

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

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

(iv) Items Eligible For Funding

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

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

(v) Items Not Eligible For Funding

The following items will not be funded:

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

(vi) Grant Limitations

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

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

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

(ii) Assessment Considerations

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

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

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

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

(iv) Financial Statements

Applicants must submit:

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

(v) User Pay Principle

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

(vi) Multi-Year Funding Criteria

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

6. The Grant Review Process

(i) The Grant Review Process

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

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

(ii) Program Guidelines and Web-based Application

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