



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 12, 2026

From: Todd Gross
Director, Parks Services

File: 03-1085-07/2025-Vol
01

Re: 2026 Environmental Enhancement and Food Security Grants

Staff Recommendations

1. That the Environmental Enhancement and Food Security Grants be awarded for the total recommended amount of \$68,178, as identified in the report titled "2026 Environmental Enhancement and Food Security Grants", dated January 12, 2026, from the Director, Parks Services; and
2. That the grant funds be disbursed accordingly, following Council approval.

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

Att. 3

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

Staff Report

Origin

The City Grant Program was established to assist non-profit community organizations and individuals 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 and individuals under the *Local Government Act*.

This report outlines the 2026 Environmental Enhancement and Food Security (EEFS) Grant Program process and provides grant recommendations.

This report supports Council's Strategic Plan 2022–2026 Focus Area #1 Proactive in Stakeholder and Civic Engagement:

1.2 Advocate for the needs of Richmond in collaboration with partners and stakeholders.

This report supports Council's Strategic Plan 2022–2026 Focus Area #5 A Leader in Environmental Sustainability:

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

5.2 Support the preservation and enhancement of Richmond's natural environment.

5.4 Support agriculture and local food systems to enhance food security.

This report supports Council's Strategic Plan 2022–2026 Focus Area #6 A Vibrant, Resilient and Active Community:

6.1 Advance a variety of program, services, and community amenities to support diverse needs and interests and activate the community.

6.2 Enhance the City's network of parks, trails and open spaces.

Findings of Fact

On July 14, 2025, Council endorsed discontinuing The Supporting Food Security Through Community Driven Events Grant program, with food security related activities instead consolidated into the former Environmental Enhancement Grant, now titled the Environmental Enhancement and Food Security (EEFS) Grant to reflect this change.

There are three application streams for the EEFS Grant:

1. Environmental Enhancement – Individual requests (\$500 or less);
2. Environmental Enhancement – Non-profit organizations requests (\$2,500 or less); and
3. Food Security – Non-profit organizations requests (\$5,000 or less).

2026 EEFS Grant Budget

To support the expanded scope, Council approved the EEFS Grant's budget to increase by \$30,000, bringing the total to \$68,772 for 2026, including the cost of living increase over last year's budget as per City Grant Program Policy 3712. In addition, eligibility requirements and application guidelines for the EEFS Grant were updated prior to the 2026 intake (Fall 2025) to allow food security organizations to apply for up to \$5,000 in funding.

Notice Given and Applications Received

In September 2025, announcements were posted on the City's website, social media channels, Parks, Recreation and Culture e-newsletter and in a press release, advising the public that applications were being accepted for the 2026 City Grant Program from September 10 to October 15, 2025. A link to the City's website was provided for further information, including access to the EEFS Grant application. Previous grant applicants from the past two years were also directly notified by email that the application process was open for submissions.

Analysis

Application Review Process

The EEFS Grant Review Committee (the Committee) reviewed the applications against scoring criteria that were developed based on the expanded City of Richmond EEFS Grant Guidelines (Attachment 1), as well as the City Grant Program. Each application was pre-screened for eligibility and evaluated on 17 Likert scale statements, specifically a five-point range from "Strongly Disagree" to "Strongly Agree", regarding the applicant and their grant proposal's impact on the environment and/or access to food, community impact and engagement, budget, and the quality of the application itself.

2026 Recommended Grant Allocations

This year, three individuals and 14 non-profit organizations applied for the Environmental Enhancement streams and seven non-profit organizations applied for the Food Security stream, for a total of 24 applications with an aggregate request of \$70,678.00. The following table provides a summary of the number and type of applications received and approved from the past two years, along with the number of grants recommended for 2026.

Table 1: EEFS Applications, Requests, Grants Approved and Recommendations

2023–2025 Applications, Requests, Grants Approved and Recommendations*			2026 Recommendations*
Year	2024	2025	2026
Total number of applicants	18	24	24
New applicants	2	9	10
Non-profit applicants	16	21	21
Individual applicants	2	3	3
Grant not recommended (did not meet criteria)	0	3	0
Partial amount of request recommended	1	21	1
Full amount of request recommended	17	0	23
Total amount requested	\$38,150.00	\$50,250.00	\$70,678.00
Total budget	\$37,303.00	\$38,086.00	\$68,772.00
Total EEFS funds recommended	\$37,303.00	\$38,086.00	\$68,178.00

*Some categories overlap, numbers are not intended to be totaled.

This year's intake saw total funding requests exceed the available budget. During the review process, one application was identified as more appropriately aligned with the Environmental Enhancement stream and is recommended to receive the maximum \$2,500 available under that category rather than the \$5,000 requested through the Food Security stream.

After allocating these amounts, a balance of \$594 remained.

A table outlining the 2026 grant requests and recommended grant allocations is provided in Attachment 2. Summary sheets of each application, as well as staff recommendations are provided in Attachment 3. As the contents of these summary sheets are generated verbatim from the applicants' submissions, they replicate any errors or omissions made by the applicants.

Financial Impact

The 2026 EEFS Grant budget of \$68,772 was approved as part of the City's 2026 Operating Budget. A total of \$68,178 in allocations is recommended for the 2026 EEFS Grant, subject to Council's approval. The remaining balance is recommended to be placed in the Grant Provision account for future distribution.

Conclusion

Staff recommend that the 2026 EEFS Grants be allocated as indicated in Attachment 1 for the benefit of Richmond organizations and residents.



Claudia Cravino
Liesure Coordinator, Parks Programs
(604-244-1250)



Alex Kurnicki
Manager, Parks Programs
(604-276-4099)

- Att. 1: 2026 Environmental Enhancement Grant – Guidelines
2: 2026 Environmental Enhancement Grant – Outline of Requests and Recommended Allocations
3: 2026 Environmental Enhancement Grant – Applications



**City of
Richmond**

Environmental Enhancement and Food Security Grant Guidelines

Parks, Recreation and Culture Division
Parks Programs

Program Overview

The Community Environmental Enhancement and Food Security Grant provides financial support to individuals and registered non-profit organizations for action-based projects that have measurable, positive outcomes on Environmental conservation or responsible cultivation of land in Richmond. Under this Grant program, projects will be considered under the following two Grant Categories:

- a) Environmental Enhancement Projects must be inclusive and focus on initiatives that contribute to the enhancement, restoration or preservation of Richmond's unique island natural environment; or
- b) Food Security Projects which improve food access, food security and urban agriculture through the promotion of local food producers, and farmers' markets.

Program Requirements

All projects must demonstrate that initiatives are measurable and will result in positive environmental impacts or improve local food access or security. All applications will be reviewed and prioritized according to the following criteria:

- Activities that will lead to positive environment results or improved food access, food security and urban agriculture within the timeframe of the project;
- Opportunities for community members to be involved;
- Demonstrate the positive environmental, food access, food security and urban agricultural impact that the initiative will yield;
- Consistent with and supportive of the City's environmental goals as presented in chapter [9.0 Island Natural Environment of the Official Community Plan](#);
- Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's [Ecological Network Management Strategy](#) and [Public Tree Management Strategy](#);
- Contributes to healthy, diverse and functioning ecosystems;
- Enables local food producers to grow, distribute or sell produce affordably;
- Supports and creates opportunities for Richmond residents to access local food;
- Addresses food insecurity in innovative ways through local, community based solutions;
- Supports the development of a stewardship ethic in the community;
- Supports resident activation in environmental enhancement, sustainability, and urban agriculture; and
- Supports the City's [circular economy principles](#).

Core Considerations

A successful project should address [Council Strategic Plan 2022-2026: A Leader In Environmental Sustainability](#):

1. Demonstrate leadership in proactive climate action and environmental sustainability;
2. Preservation and enhancement of Richmond's natural environment;
3. Waste reduction and sustainable choices in the City and community; and
4. Agriculture and local food systems to enhance food security.

Richmond's [Ecological Network Management Strategy](#) is the long-term ecological blueprint for the collaborative management and enhancement of the natural and built environments throughout the city, within neighbourhoods, and across land uses and development types in order to achieve ecologically connected, livable and healthy places in which residents thrive. The ecological network is built upon the following four primary goals:

- Goal 1: Manage and enhance our ecological assets;
 - Goal 2: Strengthen City infrastructure;
 - Goal 3: Create, connect and protect diverse and healthy spaces; and
 - Goal 4: Engage through stewardship and collaboration.
-

Eligibility

1. Individuals are eligible for a \$500 Environmental Enhancement Grant and Food Security Grant for environmental enhancement-related (non-food security) projects.
2. Registered non-profit societies (society incorporation number must be provided) are eligible for a \$2,500 Environmental Enhancement and Food Security Grant for environmental enhancement-related (non-food security) projects. These groups include:
 - Environmental groups;
 - Community groups;
 - Youth and seniors groups;
 - Community-led associations; and
 - Service clubs.
3. Registered agricultural non-profit societies with a minimum five (5) years demonstrated, proven experience whom focus on food access and food security activities are eligible for a \$5,000 Environmental Enhancement and Food Security Grant for projects related to food security, food production and urban agriculture. These groups include:
 - Food growers and producers; and
 - Community organizations whom operate farmers' markets and promote food security.

Note: Non-profit organizations operating outside of Richmond are eligible to apply for grant funding for projects occurring in Richmond, however these projects will receive lower prioritization than Richmond based organizations.

Political parties and organizations are not eligible to apply.

Purposes Eligible for Funding

Grants may be used for the following purposes:

- Materials (e.g., plants, soil, amender);
 - Supplies (e.g., equipment rentals, tools, safety equipment);
 - Marketing and promotion;
 - Education;
 - Honorarium (up to \$350); and
 - Insurance.
-

What Type of Projects will be considered for Grant Funding?

The following are examples of eligible projects under the Community Environmental Enhancement and Food Security Grant. These projects may be part of a larger initiative, or be carried out as one-day events:

- Invasive species pulls;
- Native tree and shrub planting;
- Create or enhance bird habitat;
- Create or enhance pollinator and beneficial insect habitat;
- Watercourse enhancement;
- Shoreline and street clean-up's;
- Wildlife education;
- Fruit tree gleaning;
- Projects that expand programs such as [Richmond's Bat Friendly City Certification](#), [Barn Owl Box Program](#), [Pollinator Programs](#);
- Reduce light pollution in natural areas;
- Citizen science engagement and outreach initiatives;
- Water quality monitoring;
- Green infrastructure projects (e.g., rain gardens, bioswales);
- Growing food employing sustainable agricultural practices;
- Distributing sustainably grown, locally produced products to Richmond residents to address local food insecurity; and
- Farmers markets.

Note: Environmental enhancement-related projects on private property will only be considered after all public property projects have been considered and awarded.

Projects are not limited to the above examples, if you have questions on whether or not your project is eligible for grant funding please contact the grant administrator.

What Type of Projects are Not Eligible for Grant Funding?

The following are examples of projects that are not eligible under the Community Environmental Enhancement and Food Security Grant:

- Projects designed only to beautify an area for cosmetic purposes;
- Projects primarily focused on and/or expenses associated with the construction of infrastructure with the exception of projects related to natural infrastructure;
- Purchase of a vehicle or other non-grant related items;
- Lobbying, advocacy or fundraising activities;
- Further disbursement of funds to a third party recipient;
- Projects that take place outside of Richmond;
- Projects only designed for recreation;
- Political activities including, but not limited to:
 - Promoting or serving a political party or organization; and
 - Lobbying of a political party, or for a political cause;
- Programs and services delivered in partnership with political parties and organizations. For clarity, this does not exclude programs and services that receive funding from other levels of government, including funding provided by the Province of British Columbia and the Government of Canada;
- Programs or projects that do not directly address food insecurity in Richmond;
- Food production that is not located in and/or exclusively grown and distributed in Richmond; and
- Activities that are inconsistent with the principles of sustainable agricultural practices and organic food production resulting in detrimental environmental impacts.

What Makes for a Strong Application?

- Enhances, restores, conserves and/or protects the environment;
- Supports local food production for the purposes of addressing food insecurity;
- Supports a farmers market that promotes local food producers and offers Richmond residents increased and affordable access to local food;
- Includes objectives that are realistic, achievable and measurable;
- Demonstrates direct and measurable environmental benefit;
- Demonstrates multiple ways in which food insecurity is addressed;
- Provides an opportunity for community members to become actively engaged in the project activities and educates them on environmental issues or fosters improved food access and security;
- Clearly demonstrates the ability to carry out the project successfully;

- Clear project goals and objectives;
 - Clear action plan, which is realistic and attainable in terms of timing and resources;
 - Evidence of community support and inclusiveness;
 - Evidence of an evaluation plan to measure project effectiveness;
 - Evidence of financial need and fiscal responsibility; and
 - Willingness to work in collaboration with other City-related sustainability initiatives.
-

Awarding of Grants

1. Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes the final decisions.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

2. Grant Disbursement

- Applicants may receive full, partial, or be denied funding for their application.
- Applicants who receive partial funding will have the opportunity to confirm if their project can still be implemented.
- 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.

3. Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results either at year-end or by the time you submit your application for the following year, if you plan to apply again.
- Successful applicants must complete and submit the Environmental Enhancement and Food Security Grant Final Report, which will be disseminated upon application approval.
- 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.

4. Recuperation of Grant

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

5. No Appeal

- There is no appeal to Council's decision.

6. Final Report

- A final report, which will be provided to successful applicants, must be submitted upon project completion.
-

How to Apply

To apply, visit <https://www.richmond.ca/culture/citygrant.htm>.

Contact Information

For any information regarding the Environmental Enhancement and Food Security Grant, contact Parks Programs at parksprograms@richmond.ca or call 604-244-1250.

2026 Environmental Enhancement and Food Security Grant (EEFSG) – Outline of Requests and Recommended Allocations					
Applicant	2025 Grant	2026 Request	2026 Recommended	Application Summary	See Att. 2 Page No.
Environmental Enhancement – Individual Requests (up to \$500)					
Mr. Sargeant	\$0.00	\$500.00	\$500.00	Mr. Sargeant will plant and maintain a community garden space in the cul-de-sac where he lives. This will include planting pollinators and plants of varying heights that have thrived in this environment.	3–8
Richmond High School Green Team	\$0.00	\$470.00	\$470.00	These hands-on monthly sessions focus on wildlife education, sustainability and public space clean-ups. Sessions include: <ul style="list-style-type: none"> • guided clean-ups; • interactive classroom workshops; and • a culminating celebration at a Miyawaki Pocket Forest. These sessions foster leadership, cross-age mentorship and environmental stewardship, all while enhancing local park spaces and inspiring younger students to protect biodiversity and engage in conservation.	9–20
William Bridge Elementary School	\$0.00	\$500.00	\$500.00	William Bridge Elementary plans to plant Indigenous perennials in two entrance planters to create a pollinator-friendly, educational space for students and the wider community.	21–32
Environmental Enhancement – Non-profit Organizations Requests (up to \$2,500)					
Birds Canada	\$0.00	\$2,500.00	\$2,500.00	Birds Canada will offer indoor workshops and outdoor field experiences to participants of all ages. Participants will: <ul style="list-style-type: none"> • learn bird identification skills; • explore the region's ecological importance; and • gain hands-on experience using tools and citizen science to support bird conservation. 	33–44
City Centre Community Association/ECORISE	\$2,075.00	\$2,500.00	\$2,500.00	The ECORISE team at City Centre will host a series of hands-on, environmentally focused activities, including: <ul style="list-style-type: none"> • upcycling workshops; • a local food and artisan market supporting small vendors and food security; and • a final community tree and native plant planting effort to revitalize local parks. 	45–57
Garden City Conservation Society	\$1,992.00	\$2,500.00	\$2,500.00	This application proposes three projects focused on monitoring, education and raising awareness about barn owls and bird diversity at the Bridgeport Trail Mini Forest: <ul style="list-style-type: none"> • year-long bird surveys (conducted by Birds Canada) using in-person observations and remote cameras to track species diversity and assess whether barn owl populations increase over time as habitat is restored; • the development of educational brochures distributed in Richmond; and • the development of a video highlighting the Bridgeport Trail barn owl restoration project to engage and inform the wider community. 	58–65
Greenseeds Music Society	\$2,100.00	\$2,500.00	\$2,500.00	Pedal, Plant and Play is a family friendly eco-art adventure in Richmond that combines physical activity, art and music, with local food education and hands-on learning.	66–77
Hamilton Community Association	\$2,067.00	\$2,500.00	\$2,500.00	The Hamilton Community Association plans to host a week-long Earth Week 2026 celebration featuring free, inclusive activities, including: <ul style="list-style-type: none"> • guided nature hikes; • educational sessions on invasive species; • urban gardening workshops; and • art activities using repurposed materials. The initiative aims to deepen community connections to green spaces while fostering long-term respect and care for the environment.	78–90
Minoru Seniors Society	\$2,117.00	\$2,500.00	\$2,500.00	The Minoru Gardeners program engages seniors in hands-on gardening to enhance the ecological health and beauty of the Minoru Seniors Centre. Activities include: <ul style="list-style-type: none"> • educational excursions to local parks and farmers' markets; and • an intergenerational park clean-up with youth. 	91–103
Rabbitats Rescue Society	\$1,983.00	\$2,500.00	\$2,500.00	This initiative is focused on creating a "Citizen Science" network of stewards who identify and map the colonies of feral rabbits using their mapping system to support monitoring of rabbit colonies and observation of illness or depopulation.	104–115
Richmond Chamber of Commerce	\$0.00	\$2,500.00	\$2,500.00	This initiative involves a shoreline clean up focused on industrial-adjacent sites that accumulate significant river borne debris that would otherwise remain trapped along the banks and affect sensitive riparian areas. Proposed sites for 2026 events are: <ul style="list-style-type: none"> • Nelson Road Beach (7991 Nelson Road); and • River Road beneath the Knight Street Bridge (13115 River Road). 	116–127
Richmond Garden Club	\$2,142.00	\$2,500.00	\$2,500.00	The Richmond Garden Club will identify and permanently tag unique and keystone plants at Paulik Park with the support of experts, using labels and QR codes to provide visitors with accessible educational information about Paulik Park's botanical diversity.	128–146

Applicant	2025 Grant	2026 Request	2026 Recommended	Application Summary	See Att. 2 Page No.
Richmond Nature Park Society	\$2,125.00	\$2,500.00	\$2,500.00	This project proposes to engage the community in building and installing eight bat boxes in a workshop led by a bat specialist. Accompanying educational signage will also be installed across the East and West sides of the Richmond Nature Park to support local bat populations and engage the community in conservation.	147–158
Spul'u'kwuks Elementary	\$0.00	\$2,500.00	\$2,500.00	This initiative supports the restoration and long-term stewardship of the Spul'u'kwuks Elementary Pocket Forest through wildlife education, citizen science and community engagement. Activities include: <ul style="list-style-type: none"> planting native and edible species; installing educational and interpretive signage grounded in Indigenous ways of knowing; and hosting an Indigenous Peoples Celebration with land-based workshops. 	159–170
Terra Nova Nature School	\$1,992.00	\$1,800.00	\$1,800.00	Grant funding will support two initiatives for the Terra Nova Nature School: <ul style="list-style-type: none"> stewardship of the Miyawaki Forest at Terra Nova Rural Park by transforming it into an outdoor classroom where students will partake in hand-on, meaningful activities; and the enhancement of the adjacent food forest, including soil improvements, invasive species removals and new perennials. 	171–183
Thompson Elementary School	\$0.00	\$5,000.00	\$2,500.00	This initiative aims to transform three underused courtyards and a garden at Thompson Elementary School into a green, outdoor learning space featuring Indigenous plants. The project will create areas for planting, learning and storage, establish an Indigenous healing garden with new raised beds, attract pollinators, and provide educational and community benefits for students, families, and local programs. <p>Note: While this application was submitted under the Food Security grant stream, staff determined the proposed project more closely aligns with the criteria under the Environmental Enhancement grant stream. As a result, staff recommend the project receive the maximum available funds for environmental enhancement initiatives.</p>	184–195
Tomekichi Homma Elementary School	\$1,305.00	\$2,500.00	\$2,500.00	Tomekichi Homma Elementary School will be enhancing and expanding their school garden to support learnings around environmental stewardship, agriculture and Indigenous knowledge.	196–207
Web of Life Society	\$0.00	\$2,408.00	\$2,408.00	Web of Life proposes a series of environmental clean-ups focused on removing trash from sensitive natural areas across Richmond. The project uses a direct-action approach to enhance green spaces, support biodiversity and ecosystem resilience, and engage the community in hands-on environmental stewardship.	208–219
Food Security – Non-profit Organizations Requests (up to \$5,000)					
East Richmond Community Association	\$2,142.00	\$5,000.00	\$5,000.00	East Richmond Community Association will offer Garden Tastings and Talk, weekly gatherings that combine tasting, learning and take-home produce. Participants will learn about sustainable food systems and local agriculture. The initiative also seeks to expand its impact by introducing hands-on, nature-based food education for young children to foster early environmental stewardship.	220–233
Kwantlen Farmers' Market (KFM)	\$0.00*	\$5,000.00	\$5,000.00	The Kwantlen Farmers' Market's 2026 theme, "Healthy Together" , emphasizes building healthy people, communities, and environments through collaboration and local food systems. As Richmond's only BC Farmers' Market Association member market, KFM supports food security through the Nutrition Coupon Program while providing essential market access for local farmers and producers. KFM also fosters community well-being by partnering with local organizations to offer education on health, culture, and environmental stewardship.	234–240
Richmond Agricultural and Industrial Society	\$0.00*	\$5,000.00	\$5,000.00	The Steveston Farmers and Artisans Market is a free, inclusive summer gathering that brings residents and visitors together to support local farmers, artisans, and culturally diverse vendors. This market promotes access to fresh, locally produced food while supporting healthy eating for vulnerable populations.	241–252
Society Pursuit Projects Canada	\$0.00	\$5,000.00	\$5,000.00	This initiative leverages locally grown organic produce from the KPU Farm to educate the Richmond community about nutrition, sustainable food production, and urban agriculture while supporting food security. It includes culinary classes for Richmond youth aged 15–25. Meals prepared through the program will be distributed free to schools and vulnerable communities to help address local food scarcity.	253–264
The Sharing Farm	\$2,225.00*	\$5,000.00	\$5,000.00	The Sharing Farm's Farmstand Support project supports the bi-weekly farmstand that serves as both a marketplace and gathering space in Terra Nova Rural Park. This initiative ensures year-round access to fresh, affordable produce for residents of all income levels and enables donations to community partners. Through hands-on volunteering and food distribution, the project supports sustainable urban agriculture while addressing food insecurity in Richmond.	265–277

Applicant	2025 Grant	2026 Request	2026 Recommended	Application Summary	See Att. 2 Page No.
Urban Bounty				The Garden Tastings and Talks initiative offers interactive weekly or bi-weekly sessions at three community centres from June to October. Participants garden together, learn about food origins and preparation, sample seasonal produce and take food home each week in a dignified and inclusive setting. The program also strengthens Richmond's local food system by sourcing from small, climate-friendly farms and connecting residents directly with local producers.	
	\$2,183.00*	\$5,000.00	\$5,000.00		278-289
Totals for 2026		\$70,678.00	\$68,178.00		
2026 EEFSG Budget			\$68,772.00		
Remaining Funds			\$594.00		
*received grant funding under the Supporting Food Security through Community Driven Events Grant.					

2026 ENVIRONMENTAL ENHANCEMENT AND FOOD SECURITY GRANT APPLICATIONS

Contents

Mr. Sargeant	3
Richmond High School Green Team	9
William Bridge Elementary School	21
Birds Canada	33
City Centre Community Association/ECORISE	45
Garden City Conservation Society	58
GreenSeeds Music Society	66
Hamilton Community Association	78
Minoru Seniors Society	91
Rabbitats Rescue Society	104
Richmond Chamber of Commerce	116
Richmond Garden Club	128
Richmond Nature Park Society	147
Spul'u'kwuks Elementary	159
Terra Nova Nature School	171
Thompson Elementary School	184
Tomekichi Homma Elementary School	196
Web of Life Society	208
East Richmond Community Association	220
Kwantlen Farmers' Market (KFM)	234
Richmond Agricultural and Industrial Society	241
Society Pursuit Projects Canada	253
The Sharing Farm	265
Urban Bounty	278



City of
Richmond

Environmental Enhancement and
Food Security Grant Program
Application
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes questions about the applicant.

Applicant/Non-Profit Organization Name: Doug Sargent

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Doug

Last Name: Sargent

Title/Society Role (Optional): _____

Address: 4257 Gander Place

City: Richmond

Province: BC Postal Code: V7E 5R1

Phone No.: 607-341-5226

Email: doug.sargent10@gmail.com

Co-Applicant

First Name: _____

Last Name: _____

Title/Society Role (Optional): _____

Address: _____

City: _____

Province: _____

Postal Code: _____

Phone No.: _____

Email: _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☒ Individual - Up to \$500

☐ Non-Profit Organization - Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization - Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Cul-de-Sac Enhancement Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Continuation of cul-de-sac garden that I have maintained for 5+ years. With the addition of the kiwi plant, multiple holly hocks, summer snapdragons, cone flower & marigolds, pollinators have thrived. The community has enjoyed the garden's aesthetic look & varying heights of plants & trees.

Where in Richmond will your project take place?

neighborhood cul-de-sac

Anticipated Start Date: on-going Anticipated End Date: on-going

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

With the 2 water barrels as a water source, + using a gravity drip system water conservation. Neighboring houses provide water hoses when needed. The maintenance of the garden allows City resources to be used elsewhere. Diverse plants + trees provide different topics of conversation, shade shade, water conservation.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender) p)	450	gravity water kit to replace broken soils/fertilizer, plants
Program Supplies (e.g., equipment rental, tools, safety equipment)	50	weed rakes, pruning shears
Marketing and Promotion	0	gravity water kit is new which allows for a slower drip conserving water requires less freq.
Honorarium (up to \$350)		plants - enhance & replace dying lavender or flowers
Insurance	0	
Other, provide details (optional):		
Total:	500 \$0.00	

Financial Assistance from Other Sources

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?		How will the funding be used?
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Total:	\$ 0.00			

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

depending on the amount, the funds will be allocated to suit the project. watering plants is a high priority which requires a more effective system. it is an on going design/implementation process. Fertilizers/soils would be next.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	510
Amount Requested from Other Funders	✓
Amount You Will Provide	✓
Total:	510 \$0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

☐ Yes

☒ No

Are you partnering with other individuals, organizations and/or for profit businesses?

If yes, please list your partner(s).

--

How will you and your partner(s) (if applicable) promote the project and reach out to/include

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: Doug Last Name: Sargeant

Signature: [Signature] Date: Oct 8/25

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator - Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

- End of Application for Individual Applicants -



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Richmond High School (RHS) Green Team

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Grace **Last Name:** Wang

Title/Society Role (Optional): Green Team President

Address: 7171 Minoru Blvd

City: Richmond **Province:** BC **Postal Code:** V6Y 1Z3

Phone No.: 604-368-8923 **Email:** gracewang2020111@gmail.com

Co-Applicant

First Name: Eileen **Last Name:** Xie

Title/Society Role (Optional): Treasurer

Address: 7171 Minoru Blvd

City: Richmond **Province:** BC **Postal Code:** V6Y 1Z3

Phone No.: N/A **Email:** eileenxhy@gmail.com

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☒ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

GP - 198

9

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Youth-Led Wildlife Education and Community Clean-up Initiative Amount Requested: \$470

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Our project strives to connect high school and elementary students with positive, hands-on environmental action – with a focus on wildlife education and park/street clean-ups. The RHS Green Team will reach out to the Brighthouse Elementary to lead a series of monthly sessions from February to June during our school's collaboration and Pro-D days. Each session will incorporate various environmental themes, such as biodiversity, local wildlife, waste reduction, and sustainability. The RHS Green Team members will lead elementary students in the following activities: guided clean-ups at Minoru Park and nearby streets; in-class mini workshops (including creating seed bombs, paper seeds, and other hands-on planting activities); and a culminating celebration at our Miyawaki Pocket Forest. These events not only provide younger students with opportunities to connect with nature, but also to learn about local biodiversity and the importance of conservation and protecting wildlife. The youth involved with leading this event will also have the opportunity to develop their leadership skills and bridge the gap between younger students, fostering a more holistic community while learning more about sustainable efforts to protect the natural environment. Through these sessions, we aim to help enhance park environments and support wildlife education, thereby inspiring the next generation to take environmental stewardship as they transition into secondary school.

Where in Richmond will your project take place?

A variety of places, listed as following: Minoru Park (7191 Granville Ave), Brighthouse Elementary (6800 Azure Rd), and Richmond Secondary (7171 Minoru Blvd).

Anticipated Start Date: February 2025 Anticipated End Date: June 2025

Number to be Served: 90-100

How many will be Richmond residents? 90-100

How will these numbers be determined?

These numbers will be determined through high school student volunteer sign-ups (from our Green Team) and class participation at Brighthouse Elementary. We can also ask the general student body to involve more high school students with the park clean-up sessions and workshops. We will take attendance and track engagement through surveys after each collaboration session.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Our grant will achieve positive environmental results through our clean-ups at parks, school grounds, and nearby streets. Picking up litter before it reaches sensitive ecosystems will not only provide a cleaner environment for the community but also improve local soil, water quality, and reduce threats to wildlife. The youth-led workshops and clean-ups also bridge the gap between high school and elementary students, providing meaningful opportunities to collaborate environmental activities while fostering shared stewardship experiences. Youth leading workshops and clean-ups have the opportunity to develop their leadership skills, while students that participate in creative sustainability workshops will strengthen their understanding of the importance of conservation, circular resource use, and mindful consumption. We will also choose to make wildflower and native species seed bombs, so that once they are planted on the school grounds of RHS and Brighthouse, they will also contribute to the enhancement of pollinator habitat and biodiversity. This project also aligns with Chapter 9.0 Island Natural Environment of the Official Community Plan through fostering environmental literacy among all students, reducing waste, and promoting the preservation and understanding of green infrastructure such as Minoru Park. In doing so, stewardship ethic is cultivated as well – high school students are able to take ownership of their impact on the environment and inspire younger students to continue this work as they move into high school.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	100	Seed bombs materials (clay, soil, seeds, bags), paper seeds workshop materials(mesh for drying, seeds, paper)
Program Supplies (e.g., equipment rentals, tools, safety equipment)	220	Gloves (\$60), buckets (\$30), Litter pickers (\$100, some to be borrowed from the city), shovels for seed bomb planting (\$30)
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):	150	Healthy snacks for participants
Total:	470	

Financial Assistance from Other Sources

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

If we receive a partial amount of money, we will still direct the money received towards connecting our Green Team with elementary school students at Brighthouse. Most of the funding would most likely go towards the park clean-ups, as their impact is expansive — preserving natural habitats while bridging the gap between high school and elementary schools. We would purchase essential supplies, such as litter pickers and buckets. If possible, we would also purchase necessary supplies for our sustainable workshops (seed bombs, paper seeds, etc.), with a goal of strengthening students' understandings of the importance of environmental stewardship.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	470
Amount Requested from Other Funders	0
Amount You Will Provide	0
Total:	470

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

The Green Ambassadors (GA) program connects different high school Green Teams in the school district to come together and share ideas, environmental initiatives, and methods for community engagement. Through this program, Green Teams are able to plan collaborative projects, build on each other's strengths and weaknesses, and develop their respective outreach methods.

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

The GA program has monthly symposiums where Green Teams are able to promote their projects. During one of these meetings, we plan to share our initiative of connecting with elementary feeder schools, opening up the idea to other schools. We also plan to invite other schools to join some of our monthly clean-ups and workshops if possible.

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

The GA program also provides secondary students with the opportunity to manage recycling initiatives during city-wide events, such as the Salmon festival. This allows students the opportunity to connect with the public, fostering principles of responsible waste reduction and preserving the natural environment — which is a key idea to our project. Furthermore, other schools involved in GA also have experience hosting projects such as shoreline clean-ups, workshops, and other events we can take

How will you measure the short-term and long-term effects of your project?


We will measure short-term effects through feedback from elementary school students (to understand their engagement and participation levels during our workshops and clean-ups) as well as surveys from our own Green Team members. To measure long-term effects, we will also consistently weigh the amount of litter collected from clean-ups to measure progress and contrast the levels of waste pollution over the span of our project. To consider even further into the future, we can measure growth in

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.


Main Applicant Signature

First Name: Grace Last Name: Wang

Signature:  Date: 10 / 13 / 2025

Co-Applicant Signature

First Name: Eileen Last Name: Xie

Signature:  Date: 10/15/2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many participants will be Richmond residents? _____

How will these numbers be determined?

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☐ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☐ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	0	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

--

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	0

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year****Current Year****Explanation for Accumulated Surplus or (Deficit)**☐ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

Society Number: _____

Charitable Number (Optional): _____ Date of Incorporation: _____

Society Website (Optional): _____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Signing Officer 2

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

Environmental Enhancement and Food Security Grant Program Application

Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: William Bridge Elementary

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Colleen Last Name: Orzen

Title/Society Role (Optional): Principal

Address: 10400 Leonard Rd

City: Richmond Province: BC Postal Code: V7A2N5

Phone No.: 6046686236 Email: corzen@sd38.bc.ca

Co-Applicant

First Name: Alli Last Name: Ridley

Title/Society Role (Optional): Indigenous Pedagogy and Curriculum Teacher Consultant

Address: 4151 Jacombs

City: Richmond Province: BC Postal Code: V6V1N7

Phone No.: 6049104127 Email: aridley@sd38.bc.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☒ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Native species planting Amount Requested: 500

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

William Bridge Elementary has two planters at the entrance of the school that we are hoping to plant native plants in. The plan is to spruce up the space with Indigenous perennials which will serve as pollinators and a learning opportunity for the school population and greater community. Students would be able to witness the seasonal changes of local Indigenous plants, providing rich place-based learning. We would like to replace the soil in these planters and purchase Indigenous plants that will beautify and green the space. This project will help with Richmond's environmental enhancement and conservation by providing a space for native plants and providing pollinators for local species.

Where in Richmond will your project take place?

William Bridge Elementary

Anticipated Start Date: asap Anticipated End Date: _____

Number to be Served: 600

How many will be Richmond residents? all

How will these numbers be determined?

School population and greater community

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

By planting Indigenous plants in a community visited space we are contributing to Richmond's healthy ecosystem. We are also encouraging our youth to be stewards of our environment by providing an opportunity for them to learn about local Indigenous plants.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	500	plants and soil
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	500	

Financial Assistance from Other Sources

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

We will use it to supplement partial completion of the project.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	500
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	500

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☒

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: Colleen Last Name: Orzen

Signature: _____ Date: _____

Co-Applicant Signature

First Name: Alli Last Name: Ridley

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many participants will be Richmond residents? _____

How will these numbers be determined?

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☐ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☐ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	0	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	0

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

--

Current Year

--

Explanation for Accumulated Surplus or (Deficit)

--

☐ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

Society Number: _____

Charitable Number (Optional): _____ Date of Incorporation: _____

Society Website (Optional): _____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Colleen Last Name: Orzen

Society Role: Administrator

Signature: [Signature] Date: Oct 8/25

Signing Officer 2

First Name: Ali Last Name: Ridley

Society Role: Teacher Consultant

Signature: [Signature] Date: Oct-10/25

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

Environmental Enhancement and Food Security Grant Program Application

Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Birds Canada

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: David Last Name: Bradley

Title/Society Role (Optional): BC Director

Address: 206-4841 Delta Street

City: Delta Province: BC Postal Code: V4K 2T9

Phone No.: 604 401 6850 Email: dbradley@birdscanada.org

Co-Applicant

First Name: _____ Last Name: _____

Title/Society Role (Optional): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone No.: _____ Email: _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Community Birding and Education Program **Amount Requested:** \$ 2,500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Nestled within one of the most ecologically significant regions in North America, the city of Richmond and its surrounding areas form a vital part of the Pacific Flyway – a huge migratory bird corridor over 8,000 kilometers long stretching along the Pacific Coast from Alaska to Patagonia. Richmond also forms part of the Fraser River Estuary Key Biodiversity Area, a unique landscape that serves as a critical stopover habitat for migratory birds which supports over 1.7 million birds annually. From shorebirds and songbirds to raptors and waterfowl, this region boasts the highest bird productivity in Western Canada, making it a treasure trove for bird enthusiasts, conservationists, and curious minds alike.

Birds Canada's immersive bird education program is designed to inspire, inform, and connect people of all ages with the astonishing diversity of birdlife right outside their door. Whether a seasoned birder or just beginning to notice the birds in your backyard, our sessions offer something for everyone.

Through a blend of indoor workshops and outdoor field experiences, participants in our education program will:

- 1) Learn to distinguish between bird families, recognize key features, and interpret bird calls and songs.
- 2) Gain practical skills in bird identification using binoculars, field guides, and mobile apps.
- 3) Discover the Pacific Flyway and why the Fraser River Estuary is internationally recognized as a Key Biodiversity Area.
- 4) Explore ways to help protect and conserve birds through citizen science research and bird monitoring projects with Birds Canada.

Where in Richmond will your project take place?

Richmond Public Library branches, urban parks such as Terra Nova, Garden City Park, Richmond Nature Park and more.

Anticipated Start Date: 01/05/2026 **Anticipated End Date:** 10/4/26

Number to be Served: 60-70 participants

How many participants will be Richmond residents? 100% of participants

How will these numbers be determined?

Through targeted marketing efforts, we will do our best to engage local Richmond residents.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Not applicable.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☐ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Our program, in partnership with the Richmond Public Library will educate local residents on how to maintain healthy ecosystems through Birds Canada's bird monitoring programs. Community members will develop a stewardship ethic through learning about the various ways to protect and conserve birds. Finally, residents will develop a holistic perspective on conservation and sustainability.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 1,000.00	development of educational materi
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 650.00	Printing of outreach materials and
Marketing and Promotion	\$ 500.00	Promotion on social media platform
Honorarium (up to \$350)	\$ 350.00	For Richmond Public library, use o
Insurance		
Other, provide details (optional):		
Total:	\$ 2,500.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes ☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes ☐ No

If you receive a grant for part of the amount requested, how will it be used?

Cover staff time, preparation of materials and resources

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	\$ 0.00
Amount You Will Provide	\$ 3,000.00
Total:	\$ 5,500.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	13,217,497	3,004,024
Total Expenses	12,509,378	3,661,471
Annual Surplus or (Deficit)	708,119	(657,447)
Accumulated Surplus or (Deficit)	10,779,431	10,121,984

Explanation for Annual Surplus or (Deficit)

Last Complete Year

Excess of revenues over expenses resulted from investment incomes, unrealized gains on investments and donation of a gift in kind received in the last fiscal

Current Year

Current year deficit is expected as of Q1 and is expected to regularize as contributions are received throughout the fiscal year.

Explanation for Accumulated Surplus or (Deficit)

The accumulated surplus or fund balance as of 31 March 2025 stood at \$10.8M comprised of \$8.4M being restricted and \$2.4M unrestricted.

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: 119024313

Charitable Number (Optional): _____ **Date of Incorporation:** 1/1/67

Society Website (Optional): www.birdscanada.org

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Richmond Public Library

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

We will promote the project through physical and digital advertising. Posters will be printed and shared across all Richmond Public Library locations. We will also collaborate on digital posts on social media and target local City of Richmond community members.

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

Birds Canada and the Richmond Public Library have been working collaboratively over the past 3 years. We have hosted over 20 birds walks in the past 3 years. Each bird walk has at least 8 participants. With the new proposed programs, we plan to enhance the educational experience through a combination of indoor and outdoor sessions.

How will you measure the short-term and long-term effects of your project?

Feedback forms will be provided and collected to determine short-term effects. Continued engagement in Birds Canada and other sustainability / conservation programs will help us determine long-term effects of our project.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: David Last Name: Bradley


Society Role: British Columbia Director

Signature:  Date: 10/15/2025

Signing Officer 2

First Name: Laura Last Name: Irvine

Society Role: Ontario Director

Signature:  Date: 10/15/2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Richmond City Centre Community Association

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Mary **Last Name:** Ortega
Title/Society Role (Optional): Youth Development Coordinator
Address: 5900 Minoru Blvd, #105
City: Richmond **Province:** BC **Postal Code:** V6X 0L9
Phone No.: 6042048578 **Email:** mortega@richmond.ca

Co-Applicant

First Name: Helena **Last Name:** Eglis
Title/Society Role (Optional): Community Development Coordinator
Address: 5900 Minoru Blvd, #105
City: Richmond **Province:** BC **Postal Code:** V6X 0L9
Phone No.: 6042048582 **Email:** heglis@richmond.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: ECO-RISE

Amount Requested: \$ 2,500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Our project aims to tackle the environmental impacts of fast fashion and consumerism amongst youth, promote local agriculture, vendors, and food security, and foster a greener, more connected community in our local neighbourhoods. It includes three main interconnected components that build upon one another:

First, we would begin by hosting a series of 2-5 upcycling workshops held at City Centre Community Centre or local Richmond schools. These educational and engaging sessions would introduce how to repurpose old or thrifted clothing into new, unique, and reusable pieces. Participants can take their upcycled creations home to wear, and extra items will be sold at our community market.

Second, we would organize a food and artisan market featuring a diverse range of local food vendors, artisans, and farm produce. This one-time event would have a particular emphasis on the importance of sustainable consumer choices, supporting small businesses and local produce. This would take place at Minoru, City Centre, or the KPU farm in the Spring.

Third, the final step would include giving back to the environment through flower and tree planting, specifically, in local neighbourhood parks. Revitalizing these overlooked spaces is incredibly important to connect the community together and create a greener place overall. Proceeds from upcycled item sales and any remaining funding will fund this final stage. We would plant plants and flowers indigenous to Richmond, such as the Bea Pea, Pearly Everlastings, Yarrow, Black Lily, etc. In addition, if the area permits, we would like to work toward creating the second Miyawaki Pocket Forest in Richmond in a nearby park. The grant would provide thrifted clothes, fabric paint, sewing materials making these workshops accessible to the public.

Where in Richmond will your project take place?

City Centre Community Centre

Anticipated Start Date: 11/01/2025 Anticipated End Date: 6/1/20

Number to be Served: 100 youth

How many participants will be Richmond residents? All

How will these numbers be determined?

Attendance will be recorded at all events: upcycling workshops, artisans, vendors, attendees, and volunteers for planting.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

In Kind contributions:

1) Room Usage: 2 hours per week @ \$50/hour x 45 weeks = \$4500

2) Photocopying/Office supplies: \$220

Total: \$4720

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☒ Other: Promotes the 40 developmental assets for positive youth development

Explain how your grant will meet the selected objectives.

All of these components promote City of Richmond's Circular Economy Strategy to maximize the value of resources by minimizing waste and reusing materials in a more sustainable and low-carbon approach while empowering community members, particularly youth (13-18 years old) to take on leadership roles in creating a more sustainable urban environment. Our project promotes environmental sustainability, food security, and community engagement through three interconnected initiatives. The upcycling workshops reduce textile waste and encourage circular economy principles by teaching youth how to repurpose clothing rather than discard it. These sessions not only divert waste from landfills but also foster environmental stewardship and creativity among participants.

The community market will strengthen local food systems by providing affordable opportunities for small-scale farmers, food vendors, and artisans to sell their goods. This event will enhance access to fresh, locally grown produce and increase public awareness of sustainable consumer choices directly supporting Richmond's food security and local economy goals.

Finally, the planting phase will contribute to a healthier, more connected ecosystem by restoring native vegetation and potentially establishing a Miyawaki Pocket Forest in a local park. This initiative aligns with the City's Ecological Network Management and Public Tree Management Strategies by enhancing biodiversity and community green spaces.

With ECORISE as a youth-led leadership team, this project promotes the 40 developmental assets for positive youth development particularly by empowering youth involvement in sustainability and climate action projects.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 700.00	Miscellaneous supplies (tree seeds
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 0.00	Provided by City Centre Communit
Marketing and Promotion	\$ 100.00	City Centre social media boosts
Honorarium (up to \$350)	\$ 300.00	For guest speakers and workshop
Insurance	\$ 0.00	Miscellaneous supplies (tree seeds
Other, provide details (optional):	\$ 1,400.00	Tent/equipment rentals, event pern
Total:	\$ 2,500.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes ☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes ☐ No

If you receive a grant for part of the amount requested, how will it be used?

The project proposal will be adapted to suit the financial capacities such as reducing the components into two initiatives instead of three. Grant funding will mostly go towards materials and honourarium.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	\$ 0.00
Amount You Will Provide	\$ 0.00
Total:	\$ 2,500.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 1,418,240.00	\$ 1,383,197.00
Total Expenses	\$ 1,375,441.00	\$ 1,375,441.00
Annual Surplus or (Deficit)	\$ 31,309.20	\$ 7,756.00
Accumulated Surplus or (Deficit)	\$ 1,102,984.00	\$ 1,102,984.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year

Revenues for the 2023-2024 fiscal year were lower than projected.

Current Year

Expected to be positive due to operational changes made.

Explanation for Accumulated Surplus or (Deficit)

Accumulated surplus can be attributed to revenue generated over the lifetime of the Richmond City Centre Community Associations lifetime.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: S0031435

Charitable Number (Optional): _____ **Date of Incorporation:** 10/15/25

Society Website (Optional): _____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

CityHive
Foundry BC
KPU Farm

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

EcoRise will promote this project through the following Instagram accounts: @citycentrecyouth, @citycentrec, and @cityofrichmond youth. Other promotions include physical posters put up in community centres, high schools, and partner facilities. Furthermore, our team will launch a unique social media marketing campaign through Instagram reels and posts. CityHive and Foundry are expected to do the same, promoting the project through their social media platforms and towards event attendees. To promote our project and get the community involved, we're partnering with CityHive to help spread the word and bring more people in. CityHive has a lot of experience working with youth and supporting community-driven climate action, so they'll be a big help in reaching new audiences. We'll use social media, posters, and word of mouth to let people know what we're doing, and we'll also connect with local schools and community groups to invite them to join us. We want to make sure our events are welcoming and accessible to everyone. That means choosing locations that are easy to get to, using clear and friendly language in our promotions, and being intentional about reaching out to people who might not usually be involved in environmental projects. With CityHive's support and our team's outreach, we're hoping to build real connections and make sure our project reflects the voices and ideas of our whole community.

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

EcoRise is youth-led, and it is full of individuals with experience towards planning, coordinating, and organizing youth-focused initiatives and events. Many members have had prior experience working with City Centre Community Centre, taking up leadership positions in one of the six weekly youth-led leadership teams. Our team has experience planning and running community-focused events that raise awareness about climate and environmental issues. We've organized things like school-based workshops, community clean-ups, and youth-led events like farmers markets and flower planting days. These projects have helped us build skills in outreach, event planning, and working as a team to bring ideas to life. We've also learned how to adapt and problem-solve along the way, especially when working with limited resources or during unpredictable weather. CityHive brings a lot of valuable experience to the table. They've been leading youth engagement and sustainability-focused projects in Vancouver and Richmond for years. Their team knows how to support youth in leading meaningful events and has built strong relationships with local organizations, schools, and community leaders. With their support, we feel confident in our ability to run a successful project that is both well-organized and inclusive. Together, we have the capacity to create something that brings people together and makes a real impact.

How will you measure the short-term and long-term effects of your project?

To measure the short-term and long-term impact of our EcoRise youth-led environmental projects such as farmers markets, keynote speakers, and flower planting, we will use a combination of surveys, observations, and community feedback. In the short term, we will track how many people attend and participate in each event, and gather information through short surveys or informal conversations to understand what they learned and how they felt about the experience. We will also document our events through photos and videos, and monitor engagement on social media to get a sense of how our message is spreading and how people are responding. For long-term impact, we plan to follow up with participants a few months after each event to see if it led to any lasting changes, such as new environmental habits or continued involvement in local sustainability efforts. We will also observe the physical outcomes of our projects. For example, after planting flowers, we will look for increases in pollinators like bees and butterflies. We will keep track of how our team members develop as leaders and whether they continue to take on roles in environmental or community initiatives. In addition, we will evaluate our relationships with community partners and look for signs that our work has inspired others to start their own projects or continue collaborating with us. By using these methods, we aim to understand both the immediate and lasting effects of our work in the community and on the environment.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Signing Officer 2

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of Richmond Grant Application

Declaration and Signatures

DECLARATION

We certify that to the best of our knowledge the information provided in this grant application is accurate and complete and is endorsed by the society and the partners involved in this proposal. We also certify that in addition to meeting all the eligibility criteria as stated in the Program Guidelines, we meet the following:

- We are a Society in good standing with the Province of British Columbia
- We extend programs, activities and services to the general public in the City of Richmond in a non-discriminatory way
- Voting members of the Board of Directors of a Society receiving funds through the City of Richmond do not concurrently hold any paid staff positions with the Society nor are remunerated for services to the Society (but may be reimbursed for expenses)

If our organization receives a grant from the City of Richmond, we agree to the conditions set out above and as per any other conditions approved by City Council.

1) VOTING BOARD MEMBER 1

Name (printed/typed):

Henry Cigank

Title:

Vice President

Signature:

[Handwritten signature]

Date:

Oct 2, 2025

2) VOTING BOARD MEMBER 2

Name (printed/typed):

Crystal Don

Title:

Secretary

Signature:

[Handwritten signature]

Date:

Oct 6, 2025



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Garden City Conservation Society

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Sharon **Last Name:** MacGougan

Title/Society Role (Optional): President

Address: 7411 Ash Street

City: Richmond **Province:** BC **Postal Code:** V6Y2R9

Phone No.: 6046188866 **Email:** sharonmac@telus.net

Co-Applicant

First Name: _____ **Last Name:** _____

Title/Society Role (Optional): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone No.: _____ **Email:** _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Bird Diversity Study & Video Amount Requested: \$2,500

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Project #1:

Birds Canada bird survey data collection done four times over one year. Information gathered on bird diversity at Miyawaki #8 (Bridgeport Trail) through in person surveys and the use of a camera set up on a light standard that overlooks the forest. Barn owls have lost habitat as Richmond became more urbanized. But they are known to be adaptable to urban settings and have been documented at this site. We want to know through this study if their numbers increase over time.

Project #2

Barn owl brochures will be created by Birds Canada for placement at Richmond libraries and any other appropriate places. \$1900 for the two Birds Canada project.

Project #3

Video on The Bridgeport Trail Barn Owl restoration project. \$600 towards video cost.

Where in Richmond will your project take place?

Bridgeport Trail/Miyawaki #8

Anticipated Start Date: April 2026 Anticipated End Date: April 2027

Don't understand the question.

Number to be Served: _____

How many participants will be Richmond residents? To be determined

How will these numbers be determined?

The research will be undertaken by Birds Canada, not sure how many staff will be involved in total. The numbers of participants in the video (speaking/interviewed) will be around 10/15. Background participants (planting the Miyawaki forest #8 future nesting site for barn owls) will be around 25/30. More footage with interviews upcoming.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

None

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Loss of biodiversity is a worldwide problem in need of local solutions. Bird numbers are dramatically dropping due to loss of habitat (as well as insects). Any time we plant biodiversity we're reversing that trend but doing it in a way that encourages public engagement. Which in turn builds better understanding of our natural world. Birds are part of our extended family and we believe most people would like them to stay with us. Research is really crucial to better understand how we are doing long-term: will barn owl numbers increase through the oldfield restoration and Miyawaki installation at Bridgeport Trail? GCCS believes it will. But we won't know unless we have baseline data to document against.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$1900	Barn owl research/brochures brochures
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):	\$600	Video
Total:	\$2500	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

We will make a decision as to what is our priority.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$2500
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$2500

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$9360	\$3064
Total Expenses		
Annual Surplus or (Deficit)	\$1662	-\$433
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)

Last Complete Year

The Expenses cells did not work properly:
2024 Expenses \$7698 – 2025 Expenses \$1072
Accumulated Surplus/Deficit:
2024 Surplus – \$1662 2025 – \$1072

Current Year

Any surplus funds are from memberships or donations.

Our society is 100% volunteer run and does not have ongoing costs nor paid staff.

Explanation for Accumulated Surplus or (Deficit)

Any surplus funds are from memberships or donations.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

S-0053257

Society Number: _____

15/02/2008

Charitable Number (Optional): _____ **Date of Incorporation:** _____

Society Website (Optional): gardencityconservation.ca

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

We are a Community Partner with the City of Richmond. The bird survey at the Bridgeport Trail Miyawaki is meant to be shared with the appropriate city departments. We have an ongoing partnership with Birds Canada due to our same interest in protecting birds and their habitat. We partner/share data with a national mini-forest organization and Earthwatch (through University of Guelph). And other partners.

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

GCCS website and newsletters, Richmond Library (barn owl brochures) and Nature Park and any other relevant event/organization for distribution of brochures. We expect the Spul'u'kwuks/City of Richmond/GCCS collaborative Miyawaki #6 video to have a wide distribution throughout SD#38 staff, students and parents. It's an innovative collaborative way of the community coming together to plant and care for a forest!

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

Bog stewardship activities on the GCL in collaboration with KPU, Miyawaki forest plantings in collaboration with various partners and as a Community Partner with the City of Richmond.

How will you measure the short-term and long-term effects of your project?

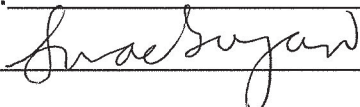
That's the exact reason for baseline studies! Citizen Science can gather data in the future and it can be measured against the baseline.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.


Signing Officer 1

First Name: Sharon Last Name: MacGougan
Society Role: President

Signature:  Date: October 15, 2025

Signing Officer 2

First Name: Bruno Last Name: Vernier
Society Role: Treasurer/Miyawaki Lead

Signature:  Date: October 15, 2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?



Yes



No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –

Garden City Conservation Society

Treasurer's Report for May 1, 2024- Apr 30, 2025

	May 2020	May 2021	May 2022	May 2023	May 2024	May 2025
Opening Balance:	2560	2987	3576	3576	2938	4600
Income:	311	750	1451	14019	9360	3064
Memberships	310	250	280	230	230	220
Earth Literacies			1171	58		
BC Wetlands					1610	
GC Park					2500	
UBC honorarium						500
EE Grant						1992
CoR Grants		500		3961	2500	
Tree Canada				9278		
Nursery inventory					1300	
Donations				490	1220	70
Interest	1			2		282
Expenses:	154	256	1034	14452	7698	1992
Internet	88	16	16	16	57	16
BC filing	40	40	25	40	40	40
Project Expenses	26		989	14037	204	
Volunteer Supplies				348	251	1178
Birds Canada		200			1500	
Insect Study GCL						
Spulukwuks Movie						
Website-newsletter						500
BC Nature insurance						257
KPU+CoR					3500	
Logo					840	
in-kind donations					1300	
Bank expenses			4	11	6	1
Net Change:	157	494	417	-433	1662	1072
Closing Balance	2987	3576	3576	2938	4600	5672



City of
Richmond

Environmental Enhancement and Food Security Grant Program Application

Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: GreenSeeds Music Society (in partnership with Urban Bounty & Hub Cycling)

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Erzsebet **Last Name:** Institoris

Title/Society Role (Optional): ED / GreenSeeds Music Society

Address: #208-5700 Andrews Rd

City: Richmond **Province:** BC **Postal Code:** V7E 6N7

Phone No.: (604) 306-4762 **Email:** erzsi@greenseedsmusic.org

Co-Applicant

First Name: **Last Name:**

Title/Society Role (Optional):

Address:

City: **Province:** **Postal Code:**

Phone No.: **Email:**

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title:_____ **Amount Requested:**_____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date:_____ **Anticipated End Date:**_____

Number to be Served:_____

How many will be Richmond residents?_____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	0	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Pedal, Plant & Play: An Eco-Food Adventure **Amount Requested:** \$ 2,500

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Pedal, Plant & Play: An Eco-Art in Motion Adventure is a family-friendly event promoting food security and environmental stewardship through cycling, art, music and hands-on learning. Held in mid to late August 2026, it is co-hosted by GreenSeeds Music Society, Urban Bounty, and Hub Cycling. Activities include a fruit rescue demo with jam tasting, eco-art prints, live music, a local food info booth, and a guided cycling tour through Richmond's pollinator corridors. The event supports Richmond's environmental and food access goals by reducing waste, restoring habitat, encouraging active transport, and building awareness of sustainable urban agriculture.

Where in Richmond will your project take place?

Terra Nova Park or Garden City Lands, Richmond

Anticipated Start Date: August 1, 2026 **Anticipated End Date:** August 31, 2026

Number to be Served: 30-50

How many participants will be Richmond residents? 100%

How will these numbers be determined?

Eventbrite Pre-registration + on-site check-in

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

none

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

This event connects Richmond residents with local food systems and habitat restoration through engaging, low-barrier activities like cycling, art, and nature-based workshops. It supports environmental goals by promoting pollinator health, reducing food waste, and encouraging stewardship. The fruit rescue and food education stations increase awareness of urban agriculture and community food access, while the rotating format ensures broad participation and intergenerational learning. Together, these actions foster sustainability, resilience, and a sense of shared responsibility.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$230	Pollinator plants, soil, and eco-art printmaking supplies
Program Supplies (e.g., equipment rentals, tools, safety equipment)	500	Tent rental, red barn rental, signage
Marketing and Promotion	\$60	Posters, flyers, paid social ads, printed signage
Honorarium (up to \$350)	1,400	Urban Bounty (\$750), artist, or guest speakers (≤ \$350 each)
Insurance	160	Event liability, City or site-specific
Other, provide details (optional):	150	Fruit-based refreshments, jam-tasting, light catering
Total:	\$2,500	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

If only partial funding is received, we would focus on essentials such as venue rental, basic insurance, and workshop materials. Music and print promotion elements would be reduced or replaced with in-kind support. All critical educational content—pollinator planting, eco-art, and food literacy—would still be delivered with adjusted scope or volunteer-led facilitation.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$2,500
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$2,500

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$3,000.00	\$2,269.62
Total Expenses	\$2,786.86	\$2,100.05
Annual Surplus or (Deficit)	\$213.14	\$169.57
Accumulated Surplus or (Deficit)	\$213.14	\$169.57

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

Left over monies from performance revenue

Current Year

Additional donations received as shown on profit / loss statement.

Explanation for Accumulated Surplus or (Deficit)

Left over monies from donations

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: S-0063613

Charitable Number (Optional): _____ **Date of Incorporation:** February 5, 2015

Society Website (Optional): www.greenseedsmusic.org

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Urban Bounty (food security, facilitation), Hub Cycling (bike education)

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Posters, social media, newsletters, City event pages

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

Partners have co-hosted similar 2025 (Eco-Art in Motion with Urban Bounty) and 2024 (Energize Richmond Bike Tour with Hub Cycling)

How will you measure the short-term and long-term effects of your project?

Pre/post surveys, attendance tracking, qualitative feedback, photo documentation

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Erzsebet Last Name: Institorisz

Society Role: ED / GreenSeeds Music Society

Signature:  Date: 10-15-2025

Signing Officer 2

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Hamilton Community Association

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Sarah **Last Name:** Kennedy

Title/Society Role (Optional): Program Coordinator

Address: 5140 Smith Drive

City: Richmond **Province:** BC **Postal Code:** V6V 2W5

Phone No.: 604-238-8054 **Email:** skennedy@richmond.ca

Co-Applicant

First Name: Ethan **Last Name:** Haldeman

Title/Society Role (Optional): Recreation Leader

Address: 5140 Smith Drive

City: Richmond **Province:** BC **Postal Code:** V6V 2W5

Phone No.: 604-238-8052 **Email:** ehaldeman@richmond.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title:_____ **Amount Requested:**_____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date:_____ **Anticipated End Date:**_____

Number to be Served:_____

How many will be Richmond residents?_____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Earth Week at Hamilton Amount Requested: \$ 2,500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

The Hamilton Community Association (HCA) would like to host a week-long celebration as a part of Earth Week 2026. Through a series of events and activities, HCA will encourage residents to take part in activities that strengthen their relationship with local green spaces and inspire ongoing environmental stewardship within the community. Throughout the week, HCA will offer free, inclusive, programs designed to highlight how individual and collective actions contribute to a healthier ecosystem. A guided community hike around Rice Lake provides a hands-on learning experience that encourages residents to engage directly with the environment and create awareness of how local actions contribute to the preservation of regional habitats. In partnership with the Richmond Nature Park, educational sessions will explore the impact of invasive species and how residents can help protect native plants and wildlife. Workshops facilitated by Urban Bounty will focus on cultivating gardens in urban spaces and empower participants to contribute to the ecological health of the community. Local artists will run workshops using repurposed materials showing how creativity can also reflect environmental values. Through these experiences, Earth Week will not only educate and inspire but also strengthen a sense of belonging grounded in respect for environmental care during Earth Week and beyond.

Where in Richmond will your project take place?

Hamilton Community Centre and Hamilton Community Park

Anticipated Start Date: 04/20/2026 Anticipated End Date: 4/26/26

Number to be Served: 85

How many participants will be Richmond residents? 85

How will these numbers be determined?

Registration will be required for all workshops taking place during Earth Week.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

HCA works in partnership with the City of Richmond (COR) to provide recreational opportunities to the community at Hamilton Community Centre. This is a city-owned recreation facility. Twenty COR staff work at this location, including front desk attendants, programmers, and building service workers.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

HCA's activities will meet the selected objectives through awareness of sustainable practices and promoting positive environmental outcomes. This grant will enable us to strengthen collaboration with leaders in environmental stewardship and promote active learning which will allow participants to develop and understand positive practices in stewardship.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 700.00	Soil, plants, seeds, light refreshments
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 700.00	Bus, bus driver and gardening supplies
Marketing and Promotion	\$ 100.00	Boosted posts on social media
Honorarium (up to \$350)	\$ 350.00	For workshop facilitators
Insurance		
Other, provide details (optional):	\$ 650.00	Contractors and facilitator expenses
Total:	\$ 2,500.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

If HCA receives part of the requested amount, Earth Week activities will still occur. The proposed workshops may have to be scaled down/modified to ensure sufficient funds are available to support honorariums, contractor, and supply fees. Otherwise, costs would have to be absorbed by the HCA.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 2,500.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 866,067.05	\$ 869,419.28
Total Expenses	\$ 796,857.09	\$ 844,681.48
Annual Surplus or (Deficit)	\$ 69,209.96	\$ 24,737.80
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

Surplus is accumulated each fiscal year from registration and drop-in program revenue. This surplus is redistributed back into our programs and events and helps offset financial loss in certain program areas, such as Events, 55+, and Youth programs. Surplus also allows HCA to replace, upgrade, and/or procure equipment and resources that support staff and programs (ie. commercial refrigerator, laptop, etc.).

Current Year

With consideration for an increase in wages and expanded operational hours on Saturdays, we are anticipating a reasonable surplus.

Explanation for Accumulated Surplus or (Deficit)

Surplus is accumulated each fiscal year from registration and drop-in program revenue. This surplus is redistributed back into our programs and events and helps offset financial loss in certain program areas, such as Events, 55+, and Youth programs. Surplus also allows HCA to replace, upgrade, and/or procure equipment and resources that support staff and programs (ie. commercial refrigerator, laptop, etc.).

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ Attach Operating Budget for current year.

Society Number: S0028587

Charitable Number (Optional): 139301451 Date of Incorporation: 1/22/92

Society Website (Optional): <https://www.richmond.ca/parks-recreation/centres/hamiltoncentre.htm>

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☒ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Signing Officer 2

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: ALEX Last Name: YUEN

Society Role: HAMILTON COMMUNITY ASSOCIATION BOARD TREASURER

Signature:  Date: 29-SEP-2025

Signing Officer 2

First Name: Danny Last Name: Yu

Society Role: Vice - President

Signature:  Date: September 29, 2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?



Yes



No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Minoru Seniors Society

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Jim **Last Name:** Kojima

Title/Society Role (Optional): President

Address: 7191 Granville Avenue

City: Richmond **Province:** BC **Postal Code:** V6Y1N9

Phone No.: 604-238-8482 **Email:** seniors@richmond.ca

Co-Applicant

First Name: Amy **Last Name:** Yu

Title/Society Role (Optional): MSS Board Member

Address: 7191 Granville Avenue

City: Richmond **Province:** BC **Postal Code:** V6Y1N9

Phone No.: 604-238-8482 **Email:** seniors@richmond.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: The Minoru Gardeners **Amount Requested:** \$ 2,500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

The Minoru Gardeners program has been an ongoing program for the last two years with a goal to continue to engage seniors in hands-on gardening that works to enhance the natural beauty and ecological health of the Minoru Seniors Centre front entrance and raised garden beds. Through this plots, seniors will look to grow seasonal vegetables, herbs, and flowers, promoting sustainable gardening practices while fostering environmental awareness, wellness, and community connections. In addition, through collaboration with Urban Bounty, we will look to include an educational component for the gardeners to further knowledge development and wisdom sharing opportunities.

As an extension of the program, there will be an addition of educational excursions to Richmond parks, where participants will explore native flora and fauna, and to the Steveston Farmers and Artisan Market to learn about local food producers, urban agriculture, and sustainable food practices. These experiences will strengthen understanding of local food systems and encourage seniors to incorporate locally sourced produce into their gardening and meals.

Looking ahead, an intergenerational park clean-up initiative will pair seniors with local youth to walk the Minoru precinct and collect litter. This project will foster environmental stewardship across generations and preserve the area for the community. Through gardening, educational trips, and collaborative clean-up efforts, the Minoru Gardeners program will continue to conserve and enhance green spaces, promote sustainable practices, support local food systems, and strengthen community connections, while cultivating a lasting respect for Richmond's unique natural and agricultural environment.

Where in Richmond will your project take place?

This project will continue to take place at the Seniors Centre at the Minoru Centre for Active Living. In addition, the out trip will bring participants out to the Terra Nova Rural Farm and the Steveston Farmers and Artisan Market.

Anticipated Start Date: 01/01/2026 **Anticipated End Date:** 12/31/26

Number to be Served: 40

How many participants will be Richmond residents? 35

How will these numbers be determined?

Attendance will be taken at the monthly meet ups and registration at the workshops and out trips.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

The Minoru Seniors Society runs programs and services at the Minoru Centre for Active Living. City of Richmond staff also support the MSS programs and services

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

The 2026 Minoru Gardeners project will advance Richmond's environmental and sustainability objectives by engaging seniors and community members in activities that enhance green spaces, promote food security, and strengthen connections to local ecosystems. Through the care and cultivation of garden beds at the Minoru Seniors Centre, participants will grow seasonal vegetables, herbs, and pollinator-friendly plants, contributing to improved biodiversity and a healthier, more resilient urban ecosystem. These efforts directly support the City's environmental goals outlined in the Ecological Network Management Strategy and Public Tree Management Strategy by promoting a connected, sustainable, and functioning natural environment.

In 2026, the program will expand to include educational field trips to Richmond's local parks and the Steveston Farmers and Artisan Market, where seniors will learn about native plant species, local food producers, and sustainable urban agriculture. These experiences will strengthen community knowledge of Richmond's island ecology, improve understanding of food systems, and encourage the use of locally sourced produce.

Additionally, a new intergenerational park clean-up initiative will bring together seniors and youth to collect litter and restore public spaces within the Minoru precinct, fostering environmental stewardship and cross-generational collaboration. By combining hands-on gardening, education, and community engagement, the Minoru Gardeners project will contribute to a circular economy, promote sustainable food access, and empower residents to take an active role in conserving Richmond's natural environment for future generations.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 1,100.00	2 new gardening beds, potting soil
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 100.00	New pairs of gloves and hand tools
Marketing and Promotion	\$ 100.00	Printing of flyer's and marketing m
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):	\$ 1,200.00	Free gardening workshop for volun
Total:	\$ 2,500.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

If a smaller portion of the funds are received, we would purchase less garden beds and reduce the number of plants for this year. We would utilize local resources and turn to do a seed exchange with the Sharing Farm to try and broaden our variety of plants available while maintaining a low cost for the program.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 2,500.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 1,222,016.05	\$ 1,340,196.78
Total Expenses	\$ 1,214,377.22	\$ 1,214,377.22
Annual Surplus or (Deficit)	\$ 7,638.83	\$ 217.50
Accumulated Surplus or (Deficit)	\$ 239,612.00	\$ 239,829.50

Explanation for Annual Surplus or (Deficit)

Last Complete Year

The Society had a healthier year than expected last year. With the excess funds, new initiatives to offer no-cost programs and meals to low-income and vulnerable seniors, not currently participating at the centre, have already started at the beginning of this fiscal year.

We also had a one-time grant from the Federal Government for 98,000. We have not received any more grants close to this size since.

Current Year

The expected surplus for this year is expected to be 40 percent lower due to the society's new initiatives to better serve the seniors community and provide no cost meals, activities and transportation to vulnerable seniors.

We have not received the current financial statements from the auditor.

Explanation for Accumulated Surplus or (Deficit)

Please note that the Accumulated surplus is from financial statements for the last fiscal year that ended August 31, 2024 as this year's statements have not been prepared yet.

The Society's objective is to have sufficient liquidity to meet its liabilities when due. Liquidity risk exposure is dependent on the receipt of funds from membership fees, services provided, cafeteria and bistro sales, funds from certain government agencies and other miscellaneous receipts. The society monitors its cash balance and cash flows generated from operations to meet its requirement and consistently analyses its actual results compared to budgets.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ Attach Operating Budget for current year.

Society Number: S-0021134

Charitable Number (Optional): _____ Date of Incorporation: 3/21/86

Society Website (Optional): _____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☒ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

We will measure the effects of the program based on registration numbers and by gathering testimonials from participants in order to understand how the program addresses social isolation and provides enjoying for 55+ participants. We will track returning participants, track successful outreach initiatives to seniors in the community who may not have access to gardens and will grow the program to include more garden beds and more program opportunities.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Signing Officer 2

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Jim Last Name: Kojima

Society Role: President

Signature:  Date: 10/14/2025

Signing Officer 2

First Name: Sam Last Name: Zeitoun

Society Role: Board Member

Signature:  Date: 10/14/2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Rabbitats Rescue Society

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Sorelle **Last Name:** Saidman

Title/Society Role (Optional): President

Address: 9231 NO. 6 RD

City: Richmond **Province:** BC **Postal Code:** V6W1E5

Phone No.: 6046081300 **Email:** info@rabbitats.org

Co-Applicant

First Name: _____ **Last Name:** _____

Title/Society Role (Optional): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone No.: _____ **Email:** _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

[illegible]

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 6,000.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☒

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Citizen Science Abandoned Rabbit Tracking **Amount Requested:** \$ 2,500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Rabbitats would like to form a 'Citizen Science' network of stewards who can identify and map the colonies of feral domestic rabbits and keep a rough count of their numbers using our mapping system (<http://map.abandonedrabbits.com>), and set an example for other areas. While the rabbits aren't prolific travelers on their own, we have observed females nesting in vehicle chassis and young rabbits being transported in the undercarriages to new locations. This practice, along with random pet rabbit abandonment, makes their movements unpredictable and observation tools essential. Organized 'bunny spotting' will be a popular activity for families and animal lovers. Volunteers can watch for newly abandoned pets and feral rabbits in new areas allowing action to be taken before they breed as resources become available. They can also watch for any signs of illness or depopulation that may signal Rabbit Hemorrhagic Disease. The results should greatly assist with feral rabbit control and the protection of the environment. While we are choosing to apply under the environmental only category, given the rabbits propensity to eat through both community and private gardens, this project also falls under food security.

Where in Richmond will your project take place?

This will encompass all of Richmond.

Anticipated Start Date: 01/01/2026 **Anticipated End Date:** 12/31/26

Number to be Served: 20,000

How many participants will be Richmond residents? 20,000

How will these numbers be determined?

All residents in areas facing rabbit issues now or who may be in the future will be served.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

n/a

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Rabbitats will produce educational marketing materials outlining the differences between wild and domestic rabbits, and between recently abandoned pets and feral rabbits born in the environment. The materials will describe their usual nesting and feeding locations and other identifiable habits and operate as a guide for the citizen scientists to properly observe and log their observations on our abandonedrabbits.com website. Volunteers will also be assigned to watch for listings on iNaturalist. In addition to the emailed materials, educators will arrange 'Spot the Bunnies' events in the environment to further educate and engage the community.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 150.00	printing
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 350.00	Infrared binoculars, endoscope
Marketing and Promotion	\$ 1,100.00	materials, outreach, social media
Honorarium (up to \$350)	\$ 350.00	Project Coordinator
Insurance		(falls under our general liability)
Other, provide details (optional):	\$ 550.00	Field educators, website assistance
Total:	\$ 2,500.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes ☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Various environmental grants	\$ 5,000.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	augment the technology, increase engagement
Richmond Auto Mall	\$ 1,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	vehicle support
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 6,000.00		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes ☒ No

If you receive a grant for part of the amount requested, how will it be used?

We will be less equipped, produce fewer materials, simplify and do less outreach.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	\$ 6,000.00
Amount You Will Provide	\$ 2,500.00
Total:	\$ 11,000.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 393,070.09	\$ 403,236.17
Total Expenses	\$ 417,068.50	\$ 417,068.50
Annual Surplus or (Deficit)	-\$ 23,998.41	\$ 37,775.77
Accumulated Surplus or (Deficit)	\$ 251,737.92	\$ 289,513.69

Explanation for Annual Surplus or (Deficit)

Last Complete Year

We are currently saving to build a large, expensive barn.

Current Year

Explanation for Accumulated Surplus or (Deficit)

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

Society Number: S0067441

Charitable Number (Optional): 715079695 RR000

Date of Incorporation: 5/17/17

Society Website (Optional): www.rabbitats.org

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

We are partnered with the Richmond Auto Mall for vehicle support and CSS printing for printing materials.

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

We have a very strong social media presence across all platforms, and we also work with many community groups through our rabbit therapy programs, our meet n' treat events and our community volunteer programs.

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

We traditionally promote large advocacy campaigns and we also coordinate hundreds of volunteers at our shelter and sanctuary locations and will move this expertise to the field.

How will you measure the short-term and long-term effects of your project?

The results registered on our abandonedrabbits.com map will show increased and updated information in real time.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Sorelle Last Name: Saidman

Society Role: President

Signature: Sorelle Saidman Date: 10/15/2025

Signing Officer 2

First Name: Terence Last Name: Wong

Society Role: Treasurer

Signature: _____ Date: 10/15/2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Richmond Chamber of Commerce

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Shaena **Last Name:** Furlong

Title/Society Role (Optional): President & CEO

Address: #201 - 13888 Wireless Way

City: Richmond **Province:** BC **Postal Code:** V6V 0A3

Phone No.: 604-278-2822 **Email:** shaenaf@richmondchamber.ca

Co-Applicant

First Name: _____ **Last Name:** _____

Title/Society Role (Optional): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone No.: _____ **Email:** _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Shoreline Cleanup 2026 Amount Requested: \$ 2,500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

The Richmond Chamber of Commerce's Shoreline Cleanup brings local businesses and residents together to restore some of Richmond's most neglected stretches of shoreline. Each year, Chamber volunteers take on multiple cleanup sites. In 2024 and 2025, these included Nelson Road Beach (7991 Nelson Road) and River Road beneath the Knight Street Bridge (13115 River Road), areas often targeted for illegal dumping. Unlike well-maintained public parks such as Garry Point or Terra Nova, these industrial-adjacent sites accumulate significant riverborne debris that would otherwise remain trapped along the banks, continuing to affect sensitive riparian areas.

In 2025 alone, volunteers collected more than 7,800 pounds of waste, much of which was responsibly diverted through the help of event partners Platinum Pro-Claim Restoration and 505-Junk. The cleanup provides an opportunity for Chamber members and the broader community to roll up their sleeves and give back to Lulu Island in a hands-on, impactful way. Everyone is invited and the volunteer force has ranged between 50-80 in the past 4 years.

Among the more memorable finds from the September 2025 cleanup were a burnt-out stove, a commercial truck tire, marine foam, laminate vinyl flooring, and large quantities of wire insulation, evidence of the importance of continued stewardship of our working shorelines.

Following the cleanup, volunteers are invited to a BBQ and waste sorting party at Platinum Pro Claim Restoration. Beyond debris removal, the event promotes environmental literacy by encouraging participants to take continued ownership of Richmond's riparian areas year-round

Where in Richmond will your project take place?

Our 2026 locations are set for the same places as 2024 and 2025: Nelson Road Beach (7991 Nelson Road) and River Road beneath the Knight Street Bridge (13115 River Road)

Anticipated Start Date: 09/18/2026 Anticipated End Date: 9/20/26

Number to be Served: 70-100

How many participants will be Richmond residents? 80%

How will these numbers be determined?

To fulfill grant reporting, we will conduct a post-event survey of volunteers

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

N/A

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Based on past successes, this one-day event will collect thousands of pounds of waste from Richmond's shorelines, promoting a safer environment for wildlife, and protecting our waterways.

Every member of the community is invited to take part, whether they have interacted with the Chamber before or not. Families are also encouraged to come.

This project is entirely aligned with the "Fostering Environmental Stewardship" objective in Chapter 9.0 Island Natural Environment of the Official Community Plan, as it creates a low-barrier opportunity for any member of the community to volunteer and see the significant impact of their work. We aim to foster a sense of comradery and fun. We've heard from many volunteers that this was their first cleanup event and they are eager to buy their own tongs and bucket to do more.

When human activity encroaches into natural areas (whether that is microplastics leaching from marine foam, used-drug paraphernalia endangering people and animals, or old appliances rusting) it has a great affect on our ecosystem.

As previously stated, these cleanups give our volunteers a sense of ownership over Lulu Island. Parents bring children, businesses bring whole teams, and people bond over their shared interest in keeping Richmond beautiful.

Because of our excellent event partners in Platinum Pro-Claim Restoration and 505-Junk, we are able to quantify the amount of waste collected and divert everything possible from the landfill. Pre-sorting bins for plastics and metals are provided at the cleanup sites. Additional sorting happens at the appreciation BBQ.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 1,000.00	volunteer appreciation lunch
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 1,000.00	bags, buckets, tongs, safety equipr
Marketing and Promotion	\$ 500.00	Posters, online advertising, email c
Honorarium (up to \$350)		for volunteer leader to support with
Insurance		
Other, provide details (optional):		
Total:	\$ 2,500.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Private sponsors	5000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Event expenses not otherwise supported by the City, Chamber, or partners
Community Prosperity Fund	300	<input type="checkbox"/> Yes <input type="checkbox"/> No	Put towards any Earth-Week activities in April 2026
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

We will allocate any funds received to event expenses to offset the costs of the Shoreline Cleanup to partners. These costs include dumping fees, safety equipment and PPE, fuel, equipment rentals, marketing costs, and the appreciation lunch. All funds are used exclusively for direct program expenses, ensuring maximum impact per dollar.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	
Amount You Will Provide	\$ 500.00
Total:	\$ 3,000.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 788,249.85	\$ 877,119.48
Total Expenses	\$ 799,763.83	\$ 799,763.83
Annual Surplus or (Deficit)	-\$ 11,513.98	-\$ 17,537.08
Accumulated Surplus or (Deficit)	\$ 362,618.00	698363.72

Explanation for Annual Surplus or (Deficit)

Last Complete Year

Small deficit due to inflationary pressures affecting business community and event revenues.

Current Year

Investment in growth to future-proof organization and drive revenue.

Explanation for Accumulated Surplus or (Deficit)

Cost management and restraint over years.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: XS0069760

Charitable Number (Optional): _____ **Date of Incorporation:** 8/1/25

Society Website (Optional): <https://www.richmondchamber.ca/>

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Platinum Pro-Claim Restoration, 505-Junk

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

The Chamber's primary role in the partnership is to act as convener. Platinum Pro-Claim and 505-Junk recruit volunteers from among their own staff and clients. The Richmond Chamber of Commerce represents approximately 700 member businesses, representing nearly 11,000 employees. We use our existing distribution lists to reach them, and promote the event through social media to the rest of the community.

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

2026 will be the 5th year the Richmond Chamber of Commerce has partnered with PPCR and 505-Junk to host this Cleanup. For the folks at Platinum Pro Claim, this will be their 10th year engaging in a significant cleanup. Annually, the Richmond Chamber hosts over 60 events.

Capacity among the partners:

The Richmond Chamber will: promote the event to the community. Communicate with registered volunteers. Coordinate the pick-up locations. Manage event check-ins, waiver forms and first-aid. Bring PPE.

Platinum Pro Claim will: provide trucks to at least one of the sites. Provide waste-sorting facilities. Coordinate access to the sites. Host the appreciation BBQ. Coordinate waste diversion and dumping with 505-Junk. Rent equipment. Bring PPE.

505-Junk will: provide trucks to at least one of the sites. Provide waste-sorting expertise. Coordinate waste-diversion and dumping with Platinum Pro-Claim. Bring PPE.

How will you measure the short-term and long-term effects of your project?

The success of this event will be measured by the number of volunteers who engage, the mass of waste collected, and the percentage of waste diverted.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Cila Last Name: Kwong

Society Role: Vice-Chair

Signature: _____ Date: _____

Signing Officer 2

First Name: Jason Last Name: Tse

Society Role: Immediate-Past Chair

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

Environmental Enhancement and Food Security Grant Program Application

Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Richmond Garden Club

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Lynda **Last Name:** Pasacreta

Title/Society Role (Optional): Past President

Address: 8631 Myron Court

City: Richmond **Province:** BC **Postal Code:** V6Y 3K2

Phone No.: 604-834-0185 **Email:** lyndap@shaw.ca

Co-Applicant

First Name: Jill **Last Name:** Wright

Title/Society Role (Optional): Paulik Park Coordinator

Address: 8660 Allison Street

City: Richmond **Province:** BC **Postal Code:** V6Y 3J4

Phone No.: 604-649-7428 **Email:** Jill.wright@shaw.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

GP - 317

128

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ **Amount Requested:** _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ **Anticipated End Date:** _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget


Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	0	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

☐ No,

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	0

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Trees, Shrubs, and Plants Discovery Project Phase 1 Amount Requested: \$2500

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Richmond Garden Club adopted stewardship of Paulik Park perennial gardens in 2008. We maintain over 40 gardens developed by Mrs. Paulik. She planted many rhododendrons and azaleas some which are thriving today. Mr. Paulik, a forest engineer, planted a wide variety of coniferous and deciduous trees. With help from experts in horticulture and taxonomy classifications fields we will identify and tag keystone trees, shrubs, and plants within our budget, starting with the most unique. The most unique ones will have a permanent tag identifying the exact species, the latin name, and the common name. Visitors to the park will have access to information about the different species through QR codes linked to a specific page on our website.

Where in Richmond will your project take place?

Paulik Park

Anticipated Start Date: January 1, 2026 Anticipated End Date: December 31, 2025²⁶

Number to be Served: Approximately 100 visitors per day to the park and QR codes linked to our website will drive additional traffic to the special projects

How many participants will be Richmond residents? 80%

How will these numbers be determined?

We measure our success through word of mouth from our visitors. We will also track metrics on our website for number of visits to the specific page on the website to view the specific trees, shrubs, plants identified on the QR code.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Richmond Garden Club receives free meeting space in exchange for the work we do to take care of the Richmond Cultural Centre rooftop garden.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: Supports the Partners in Beautification project and intercultural relations in the City of Richmond

Explain how your grant will meet the selected objectives.

Along with our volunteers, we quite often have different groups of varying abilities help out the maintenance of the gardens. Visitors also quite often love to help out while they are visiting the park. We provide extra tools, gloves, and plenty of instructions to ensure safety and fun. All the work we do in the park is to focus on soil health, plant biodiversity, wildlife habitat which we share with the community when they visit the park. We work with elementary schools (through tours) to teach children the value of a garden in their neighbourhood. A very important part of our work involves reaching out to new immigrants, to non English speaking people in our community and bring them together to strengthen our multi-cultural community. Almost half of our volunteers are English second language folks. We connect through these special projects created from past environmental enhancement grants and through the joy of gardening.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$1500	Permanent tags/markers to identify keystone trees/shrubs/plants
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):	\$1000	Consulting fees for 3-4 horticultural experts
Total:	0	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

We would have to limit number of consultants to help us with the correct name/species of our keystone trees, shrubs, plants chosen for phase 1.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$2500
Amount Requested from Other Funders	
Amount You Will Provide	\$100
Total:	\$2600

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	18353	20715
Total Expenses	18258	17647
Annual Surplus or (Deficit)	\$94	\$3068
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

Successful plant sale

Current Year

Steveston Harbour Authority donated \$4000 to plant an additional 10 planters on the boardwalk for a total of 22 planters now maintained by Richmond Garden Club. We received a number of donations from visitors to Paulik Park.

Explanation for Accumulated Surplus or (Deficit)

Same as above

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: S0015589

Charitable Number (Optional): _____ **Date of Incorporation:** October 15, 2002

Society Website (Optional): www.richmondgardenclub.ca

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☒ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Lynda Last Name: Pasacreta


Society Role: Past President

Signature: _____ Date: October 1, 2025

Signing Officer 2

First Name: Jill Last Name: Wright

Society Role: Past President

Signature:  Date: October 1, 2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parcsprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parcsprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –

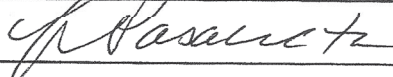
Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Lynda Last Name: Pasacreta

Society Role: Past President

Signature:  Date: October 1, 2025

Signing Officer 2

First Name: Jill Last Name: Wright

Society Role: Past President

Signature: _____ Date: October 1, 2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –

Richmond Garden Club Income Statement For Period Covering 2024-11-01 to 2025-10-31

Revenues

<u>Advertising Revenue</u>	\$560.00
<u>Bank Interest</u>	\$160.00
<u>Calendar Revenue</u>	\$1,160.00
<u>Christmas Party Revenue</u>	\$0.00
<u>Door Prize Donations</u>	\$423.25
<u>Environmental Enhancement Grant Income</u>	\$2,142.00
<u>Event Revenue</u>	\$0.00
<u>Garden Tour Revenue</u>	\$0.00
<u>Membership Dues</u>	\$2,340.05
<u>Misc fundraising revenue</u>	\$0.00
<u>Misc. Donation Revenue</u>	\$0.00
<u>Other Income (Business)</u>	\$0.00
<u>Paulik Park Revenue</u>	\$2,330.00
<u>Plant Sale Revenue</u>	\$4,746.38
<u>Port Authority Revenue</u>	\$0.00
<u>Port Authority Revenue 2024</u>	\$0.00
<u>SHA2025-10 Revenue</u>	\$4,004.00
<u>SHA2025-12 Revenue</u>	\$2,500.00
<u>Grant Revenue</u>	\$350.00
Total Revenue	\$20,715.68

Expenses

<u>Advertising</u>	\$0.00
<u>Bank Fees</u>	\$22.45
<u>Calendar Expenses</u>	\$1,189.42
<u>Christmas Party Expenses</u>	\$0.00
<u>Door Prize Expenses</u>	\$194.00
<u>Dues and Insurance</u>	\$410.00
<u>Environmental Grant Expenses</u>	\$2,980.57
<u>Event Expenses</u>	\$120.00
<u>Garden Tour Expenses</u>	\$0.00

<u>Gifts & Donations Expenses</u>	\$2,162.37
<u>Grant Expense</u>	\$72.15
<u>Meeting Expenses</u>	\$280.69
<u>Misc fundraising expenses</u>	\$0.00
<u>Misc.</u>	\$336.29
<u>Paulik Park Expenses</u>	\$729.12
<u>Plant Sale Expenses</u>	\$2,338.48
<u>Port Authority Expense</u>	\$0.00
<u>Port Authority Expense 2024</u>	\$66.90
<u>POstage and Printing</u>	\$761.61
<u>Prizes and Trophies</u>	\$145.00
<u>Roof Top Garden Expenses</u>	\$0.00
<u>SHA2025-10 Expense</u>	\$2,077.39
<u>SHA2025-12 Expense</u>	\$2,074.34
<u>Speakers , Judges and Programs</u>	\$1,686.33
<u>Unspecified</u>	\$0.00
<u>Website</u>	\$0.00
Total Expenses	\$17,647.11
Net income for Period	\$3,068.57

Richmond Garden Club Balance Sheet 2025-10-31

Assets

<u>Assets</u>	\$0.00
<u>Current Assets</u>	\$0.00
<u>HSBC Chequing</u>	\$15,442.61
<u>HSBC Term Deposits</u>	\$5,000.00
<u>Imbalance-CAD</u>	\$0.00
<u>Misc Receivables</u>	\$0.00
<u>Orphan-CAD</u>	\$0.00
<u>Pre-paid Christmas Tickets</u>	\$0.00
Total Assets	\$20,442.61

Liabilities

<u>Advance from Port Authourity</u>	\$0.00
Total Liabilities	\$0.00

Equity

<u>Equity</u>	\$0.00
<u>Opening Balances</u>	\$4,198.36
<u>Retained Earnings</u>	\$13,175.68
Retained Earnings	\$3,068.57
Total Equity	\$20,442.61

Total Liabilities & Equity	\$20,442.61
---------------------------------------	--------------------

Richmond Garden Club Income Statement For Period Covering 2023-11-01 to 2024-10-31

Revenues

<u>Advertising Revenue</u>	\$280.00
<u>Bank Interest</u>	\$137.40
<u>Calendar Revenue</u>	\$1,320.00
<u>Christmas Party Revenue</u>	\$0.00
<u>Door Prize Donations</u>	\$792.50
<u>Environmental Enhancement Grant Income</u>	\$2,500.00
<u>Event Revenue</u>	\$0.00
<u>Garden Tour Revenue</u>	\$0.00
<u>Membership Dues</u>	\$2,075.00
<u>Misc fundraising revenue</u>	\$0.00
<u>Misc. Donation Revenue</u>	\$325.00
<u>Other Income (Business)</u>	\$0.00
<u>Paulik Park Revenue</u>	\$1,300.00
<u>Plant Sale Revenue</u>	\$8,123.15
<u>Port Authority Revenue</u>	\$0.00
<u>Port Authority Revenue 2024</u>	\$1,500.00
<u>SHA2025-10 Revenue</u>	\$0.00
<u>SHA2025-12 Revenue</u>	\$0.00
<u>Grant Revenue</u>	\$0.00

Total Revenue **\$18,353.05**

Expenses

<u>Advertising</u>	\$0.00
<u>Bank Fees</u>	-\$90.00
<u>Calendar Expenses</u>	\$1,353.36
<u>Christmas Party Expenses</u>	\$0.00
<u>Door Prize Expenses</u>	\$316.60
<u>Dues and Insurance</u>	\$440.00
<u>Environmental Grant Expenses</u>	\$3,292.58
<u>Event Expenses</u>	\$0.00
<u>Garden Tour Expenses</u>	\$153.06

GP - 333

<u>Gifts & Donations Expenses</u>	\$1,794.56
<u>Grant Expense</u>	\$0.00
<u>Meeting Expenses</u>	\$59.03
<u>Misc fundraising expenses</u>	\$0.00
<u>Misc.</u>	\$80.00
<u>Paulik Park Expenses</u>	\$1,745.44
<u>Plant Sale Expenses</u>	\$4,649.05
<u>Port Authority Expense</u>	\$200.73
<u>Port Authority Expense 2024</u>	\$1,319.79
<u>POstage and Printing</u>	\$502.11
<u>Prizes and Trophies</u>	\$73.59
<u>Roof Top Garden Expenses</u>	\$63.66
<u>SHA2025-10 Expense</u>	\$0.00
<u>SHA2025-12 Expense</u>	\$0.00
<u>Speakers , Judges and Programs</u>	\$1,900.00
<u>Unspecified</u>	\$0.00
<u>Website</u>	\$405.16
Total Expenses	\$18,258.72
Net income for Period	\$94.33

Richmond Garden Club Balance Sheet 2024-10-31

Assets

<u>Assets</u>	\$0.00
<u>Current Assets</u>	\$0.00
<u>HSBC Chequing</u>	\$12,374.04
<u>HSBC Term Deposits</u>	\$5,000.00
<u>Imbalance-CAD</u>	\$0.00
<u>Misc Receivables</u>	\$0.00
<u>Orphan-CAD</u>	\$0.00
<u>Pre-paid Christmas Tickets</u>	\$0.00
Total Assets	\$17,374.04

Liabilities

<u>Advance from Port Authourity</u>	\$0.00
Total Liabilities	\$0.00

Equity

<u>Equity</u>	\$0.00
<u>Opening Balances</u>	\$4,198.36
<u>Retained Earnings</u>	\$13,175.68
Total Equity	\$17,374.04

Total Liabilities & Equity	\$17,374.04
---------------------------------------	--------------------



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Richmond Nature Park Society

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Brenda **Last Name:** Bartley-Smith

Title/Society Role (Optional): President

Address: 11851 Westminster Highway

City: Richmond **Province:** BC **Postal Code:** V6X 1B4

Phone No.: 604-238-6188 **Email:** nature@richmond.ca

Co-Applicant

First Name: Reinaldo **Last Name:** Cheng

Title/Society Role (Optional): Director

Address: 11851 Westminster Highway

City: Richmond **Province:** BC **Postal Code:** V6X 1B4

Phone No.: 604-238-6188 **Email:** nature@richmond.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title:_____ **Amount Requested:**_____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date:_____ **Anticipated End Date:**_____

Number to be Served:_____

How many will be Richmond residents?_____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Enhancing Bat Habitat in Richmond Nature Park **Amount Requested:** \$ 2,500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

This project proposes to build and install eight bat boxes and accompanying educational signage across the East and West sides of Richmond Nature Park (RNP) to support local bat populations and engage the community in conservation. The initiative will focus on the Little Brown Myotis, which has been recently detected in RNP as part of a hydrogeological study undertaken by the City. The study explained that these bats forage over water, along edges, and in open areas, and typically roost in tree cavities or in bat boxes. Wetland areas with open water, such as the Pond and Canal, were identified as high-quality foraging habitat, while areas dominated by fruiting shrubs support abundant flying insects, their primary prey.

Due to the small size of most trees in the park, suitable natural roosting habitat is limited. Large trees, particularly black cottonwood, provide the greatest future potential, whereas smaller trees and European birch-dominated areas are less suitable. Installing bat boxes in these areas will provide immediate roosting opportunities, bridging the gap until natural roosts become available.

The project will engage the community through a bat box-building workshop led by a specialist from BC Bats around Earth Day, fostering stewardship and environmental education. Signage will be installed at each post to direct members of the public to the City's website for additional information.

Grant funds will support materials for bat boxes, workshop supplies, educational signage, and posts for installation. By enhancing habitat, increasing foraging opportunities, and promoting public awareness, this project will contribute to the long-term conservation of the Little Brown Myotis in Richmond while strengthening community connection to local biodiversity.

Where in Richmond will your project take place?

Richmond Nature Park West - 11851 Westminster Highway AND
Richmond Nature Park East - 5991 Jacombs Road

Anticipated Start Date: 04/22/2026 **Anticipated End Date:** 6/30/26

Number to be Served: Bat boxes will have the capacity for 160 bats, 20 volunteers

How many participants will be Richmond residents? All bats (kidding aside), 20 volunteers

How will these numbers be determined?

Staff (Parks Programs & Sustainability), alongside local biologists and bat specialists will do an annual bat count and maintain the bat boxes to determine their use and effectiveness. Volunteers will support in building the boxes and the numbers will be tracked through icanhelp.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Operating and License Agreement with the City of Richmond to run programs out of Richmond Nature Park (West & East).

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

This project will enhance habitat for the Little Brown Myotis in Richmond Nature Park by installing eight bat boxes in high-priority areas, immediately increasing roosting opportunities and supporting ecosystem balance through natural insect control. A community workshop led by a BC Bats specialist will engage residents in building and installing the boxes, fostering a stewardship ethic and hands-on learning. Educational signage will raise public awareness of bat ecology and conservation. The project aligns with the City's Island Natural Environment goals, supports the Ecological Network Management Strategy, and strengthens habitat connectivity. It also supports the City's status of being a bat friendly community. By combining habitat enhancement, education, and volunteer participation, this initiative delivers measurable environmental benefits and promotes active community involvement in sustainability.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 1,600.00	8 bat box kits, 4 16' 4x4 cedar post
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 150.00	workshop supplies (paint, sandpap
Marketing and Promotion	\$ 400.00	Permanent educational bat signs o
Honorarium (up to \$350)	\$ 575.00	BC Bat Specialist (RNPS can cove
Insurance		
Other, provide details (optional):		City will cover the cost of installing
Total:	\$ 2,725.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Urban Bounty	5000	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Community Prosperity Fund	300	<input type="checkbox"/> Yes <input type="checkbox"/> No	Put towards any Earth-Week activities in April 2026
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

We can reduce the number of bat boxes we're targeting to install. We are able to install 2 bat boxes per post.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	
Amount You Will Provide	\$ 225.00
Total:	\$ 2,725.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 138,733.00	\$ 123,783.27
Total Expenses	\$ 139,411.00	\$ 139,411.00
Annual Surplus or (Deficit)	-\$ 678.00	-\$ 8,029.63
Accumulated Surplus or (Deficit)	\$ 260,183.00	\$ 261,671.49

Explanation for Annual Surplus or (Deficit)

Last Complete Year

The Richmond Nature Park Society recorded a small deficit of \$678 last year due to timing differences between program expenses and revenue. This minor shortfall represents less than 1% of the annual budget and does not affect the Society's overall financial stability or its ability to deliver programs.

Current Year

Current Year Total Expenses to Sept. 30, 2025 are actually \$131,812.90. The chart above would not let me input the correct number, kept defaulting to the Last year's number.

This year, the society is currently in a deficit as of Sept. 30, 2025 as we are waiting on partial summer grant funding to still come in to offset our summer leader costs.

Explanation for Accumulated Surplus or (Deficit)

The Richmond Nature Park Society's surplus reflects responsible financial stewardship and provides stability for core operations, future capital needs, and unforeseen environmental or facility emergencies. Much of these funds are earmarked for long-term commitments, ensuring the Society can sustain its programs into the future. However, these reserves are not sufficient to cover new, specialized initiatives such as the proposed bat habitat enhancement project. Grant funding will allow us to expand beyond existing commitments and deliver innovative, high-impact environmental improvements that directly support the City's ecological and community goals.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: S115811

Charitable Number (Optional): 898746938RR

Date of Incorporation: 5/9/75

Society Website (Optional): _____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

City of Richmond Parks Department & Sustainability Department.

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Richmond Nature Park Society Facebook & Instagram and City of Richmond Parks Instagram. Richmond Nature Park on site signage. City of Richmond's Nature Park website.

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

We have a dedicated team of directors, staff, and volunteers. We have hosted many volunteer and community workshops and events in the past and have the supplies already required to build the boxes (hammers, gloves, paint brushes etc) to help reduce the costs.

How will you measure the short-term and long-term effects of your project?

In the short term, success will be measured by the completion of eight new bat boxes, the number of community members engaged through the Earth Day workshop, and the installation of educational signage in the park. Participant feedback and workshop attendance will provide clear indicators of immediate community impact, while baseline site photos and vegetation records will document initial habitat conditions. In the long term, we will monitor bat box occupancy annually, track bat activity in collaboration with BC Bats, and assess whether habitat conditions—such as accessibility and reduced vegetation encroachment—improve roosting opportunities. Together, these measures will capture both the immediate benefits of new roosting habitat and education, and the long-term ecological and community impact of fostering stewardship and enhancing bat populations in Richmond Nature Park.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Brenda Last Name: Bartley-Smith

Society Role: President

Signature: B. Bartley-Smith Date: Oct 14, 2025

Signing Officer 2

First Name: Reinaldo Last Name: Cheng

Society Role: Director

Signature: [Signature] Date: Oct. 10, 2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

Environmental Enhancement and Food Security Grant Program Application

Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Spul'u'kwuks Elementary

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Katherine Last Name: Myers

Title/Society Role (Optional): _____

Address: 10641 Hollymount Drive

City: Richmond Province: BC Postal Code: V7E4Z3

Phone No.: 6042305556 Email: kmyers@sd38.bc.ca

Co-Applicant

First Name: Linda Last Name: Mei

Title/Society Role (Optional): _____

Address: 3711 Granville Ave

City: Richmond Province: BC Postal Code: V7C 1C8

Phone No.: 7788340827 Email: lmei@sd38.bc.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title:_____ **Amount Requested:**_____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date:_____ **Anticipated End Date:**_____

Number to be Served:_____

How many will be Richmond residents?_____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results within the timeframe of the project.
- ☒ Opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

[illegible]

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	1500

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Pocket Forest Indigenous Plant Education **Amount Requested:** \$ 2,500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

We aim to continue to enhance, restore, and conserve Richmond's indigenous plants and unique ecosystem through wildlife education and citizen scientific engagement at the Spul'u'kwuks Elementary Pocket Forest site (installed May 15, 2025) - a joint project between the school community, School District 38, Garden City Conservation Society, and City of Richmond.

To achieve this, we will:

1. Plant edible groundcover and native shrubs found in the pocket forest in our school garden beds to teach our community about the role of pollinators, seasonal harvest, ecological / cultural roles of berries, and nutritional / cultural components of herbal teas with a heavy focus on honouring indigenous ways of knowing and learning.
2. Install a message board and create signage to inform, engage, and provoke members of our community to consider and appreciate the ecological benefits and biodiversity of our pocket forest
 - o Contain information about the pocket forest: plant names, ecology, and Indigenous knowledge (shared with permission); stories and rotating provocations (student-created)
 - As educators, we know to inspire advocacy and stewardship practices, we must connect personally to and learn deeply about a space; signage and interactive opportunities at our site is a way to invite community members beyond our classrooms to consider, care, and appreciate the space.
3. Hosting an Indigenous Peoples Celebration event in June with a series of workshops connected to land and place featuring at least one presenter from Musqueam
 - o Proposed workshops include: invasive English ivy removal; the science and benefits of pocket forests; connecting with cedar; numeracy and literacy in nature

Our goal is to support the continued stewardship of the forest with support from community members. Through school newsletters and PAC communications, we will recruit community involvement to replace key plant species as needed, participate in summer watering, weed invasive species/weeds, and participate in learning events.

Where in Richmond will your project take place?

Spul'u'kwuks Elementary Pocket Forest site (Terra Nova neighbourhood)

Anticipated Start Date: 09/30/2025 **Anticipated End Date:** 5/1/26

Number to be Served: ~1500 (425 students, their families, and neighbourhood community members)

How many participants will be Richmond residents? All

How will these numbers be determined?

By our school population and neighbourhood community membership.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

None.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☐ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

The Spul' u' kwuks neighbourhood is home to many new and diverse immigrant communities who would benefit from increased knowledge of the fragile and ecologically significant Fraser estuary ecosystem. Our emphasis on community education through an edibles Indigenous plants garden, signage and public engagement possibilities (co-created with our students) at the Pocket Forest, and an Indigenous Peoples Day celebration of land through workshops, directly supports the development of a stewardship ethic in the community and contributes to healthy, diverse and functioning ecosystems.

In creating an accessible teaching garden with some of the dominant plants of a floodplain forest, such as thimbleberry and salmonberry, we can teach the community about identification and ecology with the intended purpose of conservation. An additional benefit to actively educating about native plant species is to inspire alternative plant choices in personal home gardens, and to move away from the species identified by the BC Invasives program.

Since its installation in May 2025, the Pocket Forest has been stewarded by staff, students, and volunteers from the Garden City Conservation Society and school neighbourhood community. Maintenance tasks have involved weeding and summer watering, and as we head into next spring, an inventory of what plants need to be replaced to help achieve maximum ecological and biodiversity potential of a forest that emulates a thriving climax community in British Columbia.

We often observe members of our community enjoying the space, being curious, and asking questions. One of the Kindergarten classes created a Pocket Forest plant guide with watercolour drawings and notes about their observations and learnings. As our students continue to create more resources to share information and invite interaction, connection and engagement, we know that children will also simultaneously educate their families at home. The message board, coupled with accessible signage that highlight the science and composition of Pocket Forests, positive impacts on climate, habitat restoration, air, soil retention, and mental health, will further promote stewardship of our shared space.

Our land workshops invite opportunities to be involved in invasive species or pocket forest management for environmental enhancement, and in learning about the relationship (and thus, responsibility) we have with the land and environment around us. Dr. Robin Wall Kimmerer speaks of reciprocity, and as educators, that is our hope with this project.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 3,200.00	Message Board, Educational Enga
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 500.00	Message Board installation
Marketing and Promotion		
Honorarium (up to \$350)	\$ 350.00	For Indigenous Peoples' Celebratic
Insurance		
Other, provide details (optional):		
Total:	\$ 4,050.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes ☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Spul'u'kwuks Elementary PAC	\$ 1,500.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	To create an outdoor learning seating space and support educational signage.
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 1,500.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes ☐ No

If you receive a grant for part of the amount requested, how will it be used?

The main educational sign and message board at the pocket forest - we believe that this will serve to engage the public with explorations they can do when they visit the site, inform of broader environmental connections, and invite curiosity and new learning. As we are always actively connecting with the neighbourhood community through our school newsletters and PAC communications, we believe that the more aware people are, the more they will volunteer and get involved with land stewardship and care.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,500.00
Amount Requested from Other Funders	\$ 1,500.00
Amount You Will Provide	
Total:	\$ 4,000.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

--

Current Year

--

Explanation for Accumulated Surplus or (Deficit)

--

☐ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

Society Number: _____

Charitable Number (Optional): _____ Date of Incorporation: _____

Society Website (Optional): _____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Garden City Conservation Society
Spul'u'kwuks Elementary PAC

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Through newsletters, community bulletins, and Spul'u'kwuks PAC website

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

We are educators experienced in participating and hosting in educational events (Anderson Elementary Community Earth Day celebration, Spul'u'kwuks Spring Fair, etc.)

How will you measure the short-term and long-term effects of your project?

The long-term effects of the project can be measured through biodiversity audits (citizen scientists) over time - students from the school frequently access the pocket forest as another learning space; numeracy can be meaningfully taught using hands-on learning at the forest and by interacting with the plants. Students' year-by-year documentation of the plants and species in the forest can provide important data to inspire not only other schools to install their own pocket forest, but other organizations within our community.

The short-term effects will likely be evident based on the number of active volunteers interested in stewarding the pocket forest when the time comes to water, replace plants, weed, run land-based workshops, and be involved with English ivy removal.


Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Elaine Last Name: Stapleton

Society Role: School Principal

Signature:  Date: 10/10/2025

Signing Officer 2

First Name: Colin Last Name: Chan

Society Role: School Vice-Principal

Signature:  Date: 10/10/2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Terra Nova Nature School, Thompson Community Association

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Emily **Last Name:** Vera

Title/Society Role (Optional): Director of Child Care, Terra Nova Nature School

Address: 5151 Granville Ave

City: Richmond **Province:** BC **Postal Code:** V7C 1E6

Phone No.: 604-238-8437 **Email:** natureschool@richmond.ca

Co-Applicant

First Name: **Last Name:**

Title/Society Role (Optional):

Address:

City: **Province:** **Postal Code:**

Phone No.: **Email:**

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

[illegible]

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Forest Keepers

Amount Requested: \$ 1,800.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

TNNS has committed to the care of the Miyawaki Forest located in Terra Nova Rural Park. The care of this forest will primarily be undertaken by the school aged Trailblazer program on Wednesdays and Fridays. The care of the forest will benefit the forest itself and surrounding area. TNNS has already been working with the Garden City Conservation Society to gain knowledge about the care required. The forest will now be an outdoor classroom and as such we want the students to engage with the plants, shrubs and trees in a meaningful way, beyond simply weeding. This grant will support activities that develop observation skills, sketching and documenting skills, and extensions such as pressing leaves for art/ science programming. TNNS is proud to support the enhancement of this forest as it benefits the ecological well-being of the park and also provides value to the park visitors.

Alongside the Miyawaki project, TNNS will continue to grow and care for the Food Forest, a program supported by this same grant for the past 2 years. The year's grant will support the addition of spring soil amender and several new perennials to add to the understory layer.

TNNS will also continue to work to remove invasive species, particularly Himalayan Blackberry, in the park.

Where in Richmond will your project take place?

Terra Nova Rural Park- the Miyawaki Forest and the Food Forest adjacent to the garden beds near the Edwardian Cottage.

Anticipated Start Date: 11/01/2025 Anticipated End Date: 6/30/20

Number to be Served: 125

How many participants will be Richmond residents? Almost all of the participants live in Richmond

How will these numbers be determined?

Approximately 80 children are registered in the Trailblazer program throughout the school year; other children, families and educators will also be working in the Food Forest and blackberry removal. We also have a group of 10 high school students coming in November, 2025 to remove blackberry, as well as a corporate group coming in spring 2026.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Terra Nova Nature School is jointly operated by Thompson Community Association and the City of Richmond. TNNS is located in a city-owned and maintained heritage building within Terra Nova Rural Park; TCA operates a licensed preschool and numerous seasonal programs in and around the Edwardian Cottage. TCA covers the cost of all related equipment and staffing expenses. Children, staff and families all volunteer to maintain the vegetable and garden beds, the Food Forest and surrounding area. The City of Richmond does an incredible job of maintaining the area, including trees and foliage, as well as the Cottage itself.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

The Miyawaki Forest Keeper Project, as well as the Food Forest initiative, will include community members that will gain knowledge and understanding around land stewardship, plant recognition and care, and the concept of community engagement. The projects also will create awareness around the concepts of reciprocity and circular economies as it embodies the First People's Principles of Knowing.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 350.00	
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 1,450.00	
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 1,800.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes ☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes ☒ No

If you receive a grant for part of the amount requested, how will it be used?

We will purchase materials and equipment that the educators feel are a priority, as well as the soil amender.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 1,800.00
Amount Requested from Other Funders	\$ 0.00
Amount You Will Provide	
Total:	\$ 1,800.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)

Last Complete Year

see attached files

Current Year

2025 statements are being prepared after year end of August, 2025 and will not be available in time for grant deadline.

Explanation for Accumulated Surplus or (Deficit)

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ Attach Operating Budget for current year.

Society Number: S0010603

Charitable Number (Optional): _____ Date of Incorporation: 12/10/19

Society Website (Optional): terranovanatureschool.com

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☒ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Signing Officer 2

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of Richmond Grant Application

Declaration and Signatures

DECLARATION

We certify that to the best of our knowledge the information provided in this grant application is accurate and complete and is endorsed by the society and the partners involved in this proposal. We also certify that in addition to meeting all the eligibility criteria as stated in the Program Guidelines, we meet the following:

- We are a Society in good standing with the Province of British Columbia
- We extend programs, activities and services to the general public in the City of Richmond in a non-discriminatory way
- Voting members of the Board of Directors of a Society receiving funds through the City of Richmond do not concurrently hold any paid staff positions with the Society nor are remunerated for services to the Society (but may be reimbursed for expenses)

If our organization receives a grant from the City of Richmond, we agree to the conditions set out above and as per any other conditions approved by City Council.

1) VOTING BOARD MEMBER 1

Name (printed/typed): Jennifer Dahl

Title: Vice President, Thompson Community Association

Signature: 

Date: October 14, 2025

2) VOTING BOARD MEMBER 2

Name (printed/typed): Stephen Morris

Title: President, Thompson Community Association

Signature: 

Date: October 14, 2025



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Thompson Elementary

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Alli **Last Name:** Ridley
Title/Society Role (Optional): Indigenous Pedagogy and Curriculum Teacher Consultant
Address: 6211 Forsyth Cres.
City: Richmond **Province:** BC **Postal Code:** V7C2C4
Phone No.: 6046686420 **Email:** aridley@sd38.bc.ca

Co-Applicant

First Name: Kevin **Last Name:** Vines
Title/Society Role (Optional): Principal
Address: 6211 Forsyth Cres.
City: Richmond **Province:** BC **Postal Code:** V7C2C4
Phone No.: 6046686420 **Email:** kvines@sd38.bc.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☒ Non-Profit Organization – Up to \$5,000



Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	0	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

If yes, please provide information below:			
Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
	?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

☐ Yes☐ No

If you receive a grant for part of the amount requested, how will it be used?

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	0

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Thompson Greenspace Revitalizat Amount Requested: 5000

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Thompson is a unique school with 4 areas being targeted for greening. These are three courtyards and a garden space. The three courtyards have been under utilized for years and the vision is to refurbish these areas as green, outdoor learning spaces full of Indigenous plants and trees that will attract pollinators. One will be a storage area for garden supplies, one will be a planting area and one will be a reading/learning area. Additionally the garden area requires some sprucing up. The district is demolishing our current garden beds and we need to come up with funds to pay for new galvanized steel raised beds. We are hoping to buy local Indigenous plants to create an Indigenous healing garden. These plants have have healing properties, known to the Indigenous peoples' here since time out of memory. This garden will also attract pollinators and will be a source of learning for the students of Thompson, families of Thompson students, the greater community who use the area, the Strong Start attached to Thompson and the Montessori program also running out of Thompson.

Where in Richmond will your project take place?

Thompson Elementary School

Anticipated Start Date: asap Anticipated End Date: ongoing

Number to be Served: 500

How many participants will be Richmond residents? all

How will these numbers be determined?

School population, families associated with, greater community.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Re-building and planting our food gardens will support food security by teaching our students about the growing process.

Planting Indigenous plants will provide learning opportunities for the community around local food sources and ways to utilize plants as medicine.

Providing opportunities for the community to to understand historical food/medicine collection, connects people to their place and the land.

Extending our learning to the larger community through encouraging their participation and joint learning will take place through QR codes connected to plant research and knowledge, as well as reaching out through school newsletter.

Further greening of the space connects to the City's environmental goals, the City's Ecological Network Management Strategy and Public Tree Management Strategy.

~~When people learn about their place and spend time in that place, they are encouraged~~

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	5000	Galvanized steel beds, plants & tre
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	5000	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
PAC	?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	to offset the total cost of the proj
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

It will be used to offset cost of full implimentation. The funds will be used for partial completion.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	5000
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	5000

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

--

Current Year

--

Explanation for Accumulated Surplus or (Deficit)

--

☐ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

Society Number: _____

Charitable Number (Optional): _____ Date of Incorporation: _____

Society Website (Optional): https://thompson.sd38.bc.ca

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☒ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Kevin Last Name: Vines

Society Role: Principal

Signature:  Date: 9/16/25

Signing Officer 2

First Name: Karen Last Name: Fung

Society Role: Administrative Assistant

Signature:  Date: Oct. 7/25

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

Environmental Enhancement and Food Security Grant Program Application

Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Tomekichi Homma Elementary School

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Sarah **Last Name:** Regan

Title/Society Role (Optional): Outdoor Classroom and School Garden Teacher

Address: 5100 Brunswick Drive

City: Richmond **Province:** BC **Postal Code:** V7E6K9

Phone No.: 604-668-7844 **Email:** sregan@sd38.bc.ca

Co-Applicant

First Name: Mark **Last Name:** David

Title/Society Role (Optional): Principal

Address: 5100 Brunswick Drive

City: Richmond **Province:** BC **Postal Code:** V7E6K9

Phone No.: 604-668-7844 **Email:** mdavid@sd38.bc.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title:_____ **Amount Requested:**_____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date:_____ **Anticipated End Date:**_____

Number to be Served:_____

How many will be Richmond residents?_____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

--

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	0	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	0

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Growing our Garden Classroom Amount Requested: \$2500.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

The school garden and outdoor classroom at Tomekichi Homma Elementary School offers an extraordinary opportunity for all learners in our school community to connect with Richmond's unique island and natural environment on a daily basis. From Kindergarten to the end of grade 4, students in the garden classroom learn about the history of Richmond from being outside and learning on the land. Our garden classroom is home to rich learning across the BC curriculum, and also includes intentional opportunities for understanding where our food comes from, how it grows, and our responsibilities as stewards of the environment. Students practice being active stewards of our local environment, and demonstrate the importance of reciprocity in actionable ways by caring for the space throughout the years. Connections are also made throughout the year to the First Peoples Principles of Learning, recognizing the role of Indigenous knowledge and the importance of connection to place.

For this project, we plan to continue to enhance and grow our existing school garden.

Where in Richmond will your project take place?

Tomekichi Homma Elementary School Grounds

Anticipated Start Date: December 2025 Anticipated End Date: June 2026

Number to be Served: Approx 540 students and local community members

How many participants will be Richmond residents? All

How will these numbers be determined?

Population of the school

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

- garbage and compost collection
 - water shut-off and on (hose and ground sprinklers) *Shout out to Tyson - who cares for our watering system

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Activities will lead to:

- positive environmental results: students learn about connection to the land through time spent in nature and being observant, students learn about Indigenous stewardship of lands and teaches new generations how to be in good relationship with the land
- improved food access: we have 18 large food producing garden beds that grow food year round for the students to enjoy!
- urban agriculture: no better way to learn about agriculture when you are in elementary school, than actually having a school garden that you care for year over year, planting seeds, caring for plants, harvesting and eating with your classmates.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	1650.00	soil, plants, seeds, trees, fertilizer,
Program Supplies (e.g., equipment rentals, tools, safety equipment)	500.00	update hand tools for students, a few teacher use garden tools
Marketing and Promotion		
Honorarium (up to \$350)	350.00	TTOC time to organize projects
Insurance		
Other, provide details (optional):		
Total:	2500.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Richmond School District Grants	\$1000.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Eco-Wise initiatives
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$1000.00		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

It will be used to help pay for the ongoing projects and maintenance of the outdoor classroom and garden at our school. Project priorities will be soil, pollinator garden plants, and student garden tools

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	2500.00
Amount Requested from Other Funders	1000.00
Amount You Will Provide	PAC funds will be requested
Total:	3500.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

I am a teacher at my school and don't have access to this information if it is even applicable.

Current Year**Explanation for Accumulated Surplus or (Deficit)**

no financial statements available - Public School

☐ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

Society Number: _____

Charitable Number (Optional): 107961302 RR 0002 Date of Incorporation: _____

Society Website (Optional): https://homma.sd38.bc.ca

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Farm to School BC

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Farm to School supported our school garden in previous years and has shared our successes with thier community. <https://www.instagram.com/farmtoschoolbc/>

We also share our projects and learning with our school community through our school newsletters

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

Not an event, but an ongoing project.

We have had a successful school garden for almost 10 years that is maintained by a teacher, me, who works all year outside in the space with students.

How will you measure the short-term and long-term effects of your project?

Learning outdoors and in the garden classroom transforms many children's experiences of school and we are encouraged by the universally positive feedback we have received from our parent community and the community at large. Over the long term, we measure success in the relationship children build with the land. This is reflected in how they develop an ethic of care for the land and make daily decisions

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Mark Last Name: David

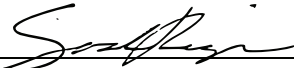
Society Role: Principal

Signature:  Date: October 15th, 2025

Signing Officer 2

First Name: Sarah Last Name: Regan

Society Role: Teacher

Signature:  Date: October 15th, 2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

Environmental Enhancement and Food Security Grant Program Application

Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Web Of Life Society

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Carl Last Name: Ronka

Title/Society Role (Optional): Founder, Lead Coordinator

Address: 7623 17th Ave

City: Burnaby Province: BC Postal Code: V3N1L6

Phone No.: 778-953-1987 Email: carlos.ronka@gmail.com

Co-Applicant

First Name: Sewei Last Name: Liu

Title/Society Role (Optional): Volunteer Coordinator

Address: 8214 Rosewood Place

City: Burnaby Province: BC Postal Code: v5a3v3

Phone No.: 778-889-4558 Email: jadeliu25@gmail.com

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☒ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Richmond Shoreline & Forest Cleanup **Amount Requested:** \$ 2,408.07

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Web of Life proposes the completion of several environmental cleanups focused on the removal of trash from sensitive environmental areas in the City of Richmond. We have completed countless environmental cleanups in Metro Vancouver since 2019 and utilize a direct action approach to removing garbage and other pollutants from the environment to enhance natural green spaces, improve resiliency and biodiversity, and provide an opportunity for community engagement and environmental stewardship.

Where in Richmond will your project take place?

We have identified several trash hot spots in Richmond that our project will focus on addressing, including but not limited to:
West side of Richmond Nature Park
Shoreline of the south arm of the Fraser River
Other trash hot spots in Richmond

Web of Life has expertise identifying trash hot spots from high-resolution satellite imagery and reconnaissance trips. The areas listed above have been identified and selected as potential cleanup sites; however, we are open to staff feedback regarding other trash hot spots that can be addressed through a cleanup.

Anticipated Start Date: 01/01/2026 **Anticipated End Date:** 7/15/20

Number to be Served: 100-150

How many participants will be Richmond residents? 50-100

How will these numbers be determined?

Numbers will be determined based on surveys and registration, on how many attendees are from which municipality

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

none

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☐ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☐ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Through our proven track record of successful ecological cleanup projects, estimated to total over 100,000 pounds of trash removed from our local forests, rivers, shorelines from 2019 until late 2025, we can confidently organize community for thorough and engaging cleanups of natural areas, especially a handful of specific spots in Richmond's forests and shorelines. This will enhance wildlife health and ecosystem health, protect Richmond's unique ecological interface with wildlife and waterways, and create community events to develop social cohesion and promote environmental stewardship to those of all ages.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 1,058.07	10x demo bag boxes, 10x contract
Marketing and Promotion	\$ 500.00	250 social media ads, 250 signage
Honorarium (up to \$350)	\$ 350.00	contribution for facilitation of organi
Insurance	\$ 500.00	insurance for 5 public events
Other, provide details (optional):		
Total:	\$ 2,408.07	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?



Yes



No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Ocean Wise Ocean Action Grant	\$ 5,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	similar items, materials, equipment, marketing, but for different area
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 5,000.00		

Do you require a grant for the full amount requested to implement the proposal?



Yes



No

If you receive a grant for part of the amount requested, how will it be used?

We can scale back equipment expenses and event frequency, marketing costs etc to match the grant level which is approved.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 2,408.07
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 2,408.07

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

N/A - just incorporated in September

Current Year

N/A - just incorporated in September

Explanation for Accumulated Surplus or (Deficit)

N/A - just incorporated in September

☐ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

Society Number: S0083614

Charitable Number (Optional): _____ Date of Incorporation: 9/16/20

Society Website (Optional): @weboflife.ca (Instagram)

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Captain Scott Legacy Society
Four Wheel Drive Association of BC
Metro Vancouver Nature Experiences

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

We utilize our social media pages feeds and stories, sponsored ads, community facebook groups, and our combined email/text lists to notify members of the public about volunteer stewardship events

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

Our organizations have a combined total of more than 15+ years of hosting safe, fun, community and environment related events. We provide safety gear, debrief attendees on safety and protocols, and make sure everyone has a good time.

How will you measure the short-term and long-term effects of your project?

Before and after photos, and site visits after cleanup work is complete. We also utilize satellite imagery to see progress in locations which aren't obscured by conifer trees so that locations can be seen from a birds-eye view.


Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Carl Last Name: Ronka


Society Role: Founder, lead coordinator

Signature:  Date: 10/11/2025

Signing Officer 2

First Name: Siwei Last Name: Liu

Society Role: Volunteer coordinator

Signature: Siwei  Digitally signed by Siwei
Date: 2025.10.11 18:10:47 -07'00' Date: 10/11/2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: East Richmond Community Association

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Vanessa **Last Name:** Stevens

Title/Society Role (Optional): Community Development Coordinator

Address: 12800 Cambie Road

City: Richmond **Province:** BC **Postal Code:** V6V 0A9

Phone No.: 604-238-8382 **Email:** vstevens@richmond.ca

Co-Applicant

First Name: Ryan **Last Name:** Murao

Title/Society Role (Optional): Community Facilities Coordinator (Cambie Community Centre)

Address: 12800 Cambie Road

City: Richmond **Province:** BC **Postal Code:** V6V 0A9

Phone No.: 604-238-8374 **Email:** rmurao@richmond.ca

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☒ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

[illegible]

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 5,300.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Garden Tastings & Talk

Amount Requested: \$ 5,000.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Our centre has had the pleasure of hosting the Garden Tastings & Talks program for the past two years. This program has become a cherished part of our community, with seniors expressing heartfelt appreciation for the social connections and learning opportunities it provides. We are hopeful that this City grant will allow us to continue offering this valuable program. Urban Bounty has generously agreed to keep facilitating the workshops at their own expense, provided we can secure funding to cover fresh produce costs and offer honorariums to seniors who are beginning to take on leadership roles within the program.

The Garden Tastings & Talks program addresses food security by strengthening social bonds, offering inclusive educational experiences, and ensuring consistent access to fresh, locally grown produce. It also supports local farmers and promotes their associated farmer's markets, helping to build resilient local food system.

The anticipated outcomes for this grant include providing dignified and regular access to seasonal fresh produce for Richmond residents experiencing food insecurity. The program's format: gathering to garden, tasting fresh produce, discussing its origins, cultivation methods, and preparation ideas, and taking home produce each week aims to expand the number of residents benefiting from this resource.

Produce is sourced from small Richmond-based farms such as Sweet Digz Farm and The Sharing Farm, both of which prioritize climate-friendly and sustainable growing practices. Through Garden Tastings & Talks, participants build meaningful connections with local farmers, gaining insight into the origins of their food and fostering a deeper understanding of Richmond's local food system.

To expand our impact across generations, we are seeking support to develop a parallel stream of programming for young children. By integrating environmental education into childcare and preschool areas, we aim to foster early connections to nature, sustainability, and food systems through hands-on activities like composting, planting, and garden-based storytelling, cultivating lifelong environmental stewardship from an early age.

Where in Richmond will your project take place?

Programs will take place at Cambie Community Centre as well as at the East Richmond Community Hall and in the adjacent community garden.

Anticipated Start Date: 04/01/2026

Anticipated End Date: 10/31/26

Number to be Served: 20 seniors directly (At least 80+ indirect connections bringing food home to families), 175 children plus their families.

How many participants will be Richmond residents? 100%

How will these numbers be determined?

We track attendance at each session and will provide surveys (in-person and online) to the participants to determine how many people they are sharing the information and produce with. As well as using program registration metrics.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

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 is \$735,695.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Our Garden Tastings & Talks program, alongside the childcare initiative, fosters meaningful environmental and social benefits in Richmond. By sourcing fresh, seasonal produce from local farms practicing sustainable methods specifically through CSA boxes, the program improves food access and security while supporting urban agriculture. Sessions offer hands-on gardening using seedlings provided by the Sweet Digz Farm "Grow Your Own CSA" program, alongside tastings and education about food origins, growing methods, and preparation. This approach helps participants develop a stronger connection to the local food system and deepen their environmental awareness.

The program engages community members of all ages: seniors take on leadership roles, and young children learn about sustainability through age-appropriate activities such as composting and planting. This encourages a stewardship ethic and active participation in environmental efforts.

The initiative supports Richmond's environmental goals by promoting sustainable food systems and contributing to a healthy ecological network. It helps local farmers distribute produce affordably through the CSA boxes and ensures residents have dignified access to fresh, local food. By combining education, social connection, and food provision, the project offers an innovative community-based solution to food insecurity. Additionally, its focus on local production, gardening, and composting supports the City's circular economy principles, fostering sustainability and resilience.

Together, these efforts empower Richmond residents to care for their environment and build a healthier, more sustainable community.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 4,350.00	3,350(CSA produce and garden se
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 250.00	New adaptive gardening equipmen
Marketing and Promotion	\$ 50.00	posters/printing
Honorarium (up to \$350)	\$ 350.00	for volunteer leader to support with
Insurance		
Other, provide details (optional):		
Total:	\$ 5,000.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Urban Bounty	\$ 5,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	to fund the facilitation costs of running the weekly workshops from June to October
Community Prosperity Fund	\$ 300.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Put towards any Earth-Week activities in April 2026
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 5,300.00		

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☒ No

If you receive a grant for part of the amount requested, how will it be used?

Monies will be used to offset proposed program costs. If partial funds are received, we will consider reducing the number of participants that can attend the workshops and childcare plans may be scaled back.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 5,000.00
Amount Requested from Other Funders	\$ 5,300.00
Amount You Will Provide	\$ 0.00
Total:	\$ 10,300.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 1,470,401.32	\$ 1,515,327.00
Total Expenses	\$1,322,076.50	\$1,423,483.00
Annual Surplus or (Deficit)	\$ 148,342.82	\$ 91,845.00
Accumulated Surplus or (Deficit)	\$ 606,518.72	\$ 698,363.72

Explanation for Annual Surplus or (Deficit)

Last Complete Year

Increase of program registrations as programs expand and grow (noted draft statements for the 2024/2025 fiscal year)

Current Year

Increase in program registrations with expansion of programs and growth (noted draft statements for the 2024/2025 fiscal year)

Explanation for Accumulated Surplus or (Deficit)

For projects and community initiatives still in progress - there are still pending transactions for the 2024/25 fiscal year ending August 31, 2025.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: S18934

Charitable Number (Optional): N/A **Date of Incorporation:** 2/23/84

Society Website (Optional): <https://www.richmond.ca/parks-recreation/centres/cambie.htm>

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Local registered charity, Richmond Food Security Society (DBA Urban Bounty)

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Our community centre and Urban Bounty will circulate information directly to our community partners to ensure those most in need have access to the program. We will also share the information on-site and through our networks to encourage participation. We will both distribute event information through our social media channels, on our website, and newsletter, as well as working with Richmond News and the City of Richmond to include it in community event information.

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

We have already been hosting this program with Urban Bounty (at their expense) for the past 2 years and are hoping to continue. Urban Bounty has also planned, organized, and delivered multiple other community events for numerous years where they have provided food demonstrations, offered community garden tours, information, and resources, and supported community members to access information about food security, urban agriculture, and ongoing community programs. Urban Bounty's core services focus on promoting food security education, awareness, cross sectoral participation, and policy advocacy for the development of a sustainable local food system. Urban Bounty hosts these activities in collaboration with its non-profit partners Vancouver Coastal Health, Richmond School District, The Sharing Farm, and local food systems networks. Urban Bounty also employs staff, who are experienced in farmers' market planning, preparation, and event delivery activities.

How will you measure the short-term and long-term effects of your project?

Short-term effects will be measured by participation numbers, that is, measuring regular attendance. We will also work with the participants to capture lessons they learn into a shareable resource for future use, thus extending the potential benefits to more people and providing us with a way to continue to extend and measure results long-term.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Marie Last Name: Murtagh

Society Role: President, Board Memeber

Signature: _____ Date: _____

Signing Officer 2

First Name: Simon Last Name: Lau

Society Role: Board Member

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 5,000.00
Amount Requested from Other Funders	\$ 5,300.00
Amount You Will Provide	\$ 0.00
Total:	\$ 10,300.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 1,470,401.32	\$ 1,515,327.00
Total Expenses	\$ 1,322,076.50	\$ 1,423,483.00
Annual Surplus or (Deficit)	\$ 148,342.82	\$ 91,845.00
Accumulated Surplus or (Deficit)	\$ 606,518.72	\$ 698,363.72

Explanation for Annual Surplus or (Deficit)**Last Complete Year**

Increase of program registrations as programs expand and grow (noted draft statements for the 2024/2025 fiscal year)

Current Year

Increase in program registrations with expansion of programs and growth (noted draft statements for the 2024/2025 fiscal year)

Explanation for Accumulated Surplus or (Deficit)

For projects and community initiatives still in progress - there are still pending transactions for the 2024/25 fiscal year ending August 31, 2025.

☒ **Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Marie Last Name: Murtagh

Society Role: President, Board Memeber

Signature: M. Murtagh Date: Oct. 15, 2025

Signing Officer 2

First Name: Simon Last Name: Lau

Society Role: Board Member

Signature: [Signature] Date: OCT 15 2015

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?



Yes



No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Kwantlen Farmers' Market

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Rebecca **Last Name:** Harbut

Title/Society Role (Optional): President

Address: 4636 Alpha Drive

City: Burnaby **Province:** BC **Postal Code:** V5C3M9

Phone No.: 604-551-4447 **Email:** rebeccaharbut@gmail.com

Co-Applicant

First Name: Lloyd **Last Name:** Norquay

Title/Society Role (Optional): Board Member

Address: #1 8770 Granville St.

City: Vancouver **Province:** BC **Postal Code:** V6P5A7

Phone No.: 604-754-8872 **Email:** tiamoisaboy@hotmail.com

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☒ Non-Profit Organization – Up to \$5,000

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Healthy Together Amount Requested: \$ 5,000.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

The 2026 theme for the Kwantlen Farmers' Market (KFM) will be 'Healthy Together'. The focus will be on the importance of working together to build healthy communities, environments and people. The KFM is a valued gathering place and is the only farmers' market in Richmond that is a member of the BC Farmers' Market Association (BCFMA) which requires that 50% of all vendors are local food producers and allows the KFM to participate in the BCFMA Nutrition Coupon Program. This is a food security program funded through the Provincial Government to address food insecurity in low income, pregnant and senior populations in our community while fostering local food production and community engagement. Local organizations are only eligible to receive support through this program if there is a BCFMA market, like the KFM, in their community. The KFM provides opportunities for local farmers to access the local market to build a 'healthy' food business. Many producers struggle to gain market access due to the requirements of large grocery store chains. The ability for farmers and producers to have diverse market access provides income stability and also allows them to expand their customer base. The KFM will support them through collaborating to highlight their company. This also allows our community to learn about the companies that operate in the region and ensures that food dollars are spent locally on local companies. The KFM also partners with other organizations in the community that provide educational opportunities related to environmental efforts, health and wellness and culture. The community tent at the market is provided by the KFM to community partners. This year as part of our focus on health, we hope to partner with VCH and the City of Richmond Youth Programs with a focus on health and the relationship to land and food.

Where in Richmond will your project take place?

Our weekly event will again be at Minoru Plaza at the Richmond Library and Cultural Centre. In this location, we are very visible to community members and have ample space for vendors, indoor public washrooms, parking, and public transport is close with the 414 on Minoru Blvd, 406 on Granville Ave, and 10 minute walk from the skytrain at Richmond-Brighouse.

Anticipated Start Date: 05/05/2026 Anticipated End Date: 12/22/26

Number to be Served: 1500/per week (23,500 total)

How many participants will be Richmond residents? 1390/wk (19,500 total)

How will these numbers be determined?

In 2024 KPU carried out an economic impact study at the KFM to gather data using the framework provided by the BC Farmers' Market Association. This study has informed our estimates of community engagement and impact. It is hoped that this study will be carried out again in 2026.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Currently, the City of Richmond provides use of Minoru Plaza where the market is held every week. This space is provided free of charge and we are deeply grateful for this contribution to this community market!

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☐ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

As a member of the BCFMA, the KFM is required and committed to prioritize BC primary producer vendors (ie; farmers), have a majority of vendors (ie; 51%) that grow, cook or prepare their own food. This means that every week there is fresh local produce available to our community. As a member we are also able to participate in the BC Nutrition Coupon Program which allows members of our community that are struggling with food insecurity to have access to fresh local produce. By allowing this population to shop at the market, it also provides an opportunity for them to engage with local producers, and learn about foods that are grown in our region and keep the dollars spent in our community. The KFM also provides a community space for local organizations to connect with our community through the community tent. This grant would cover the cost of the vendor fee, sound equipment and provide a tent and table to community organizations.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	4350	co
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 1,000.00	safety equipment/signage/AV equip
Marketing and Promotion	\$ 2,200.00	online, physical signage, campaign
Honorarium (up to \$350)	\$ 350.00	for community event participants
Insurance	\$ 650.00	
Other, provide details (optional):	\$ 800.00	fee waiver for community groups
Total:	\$ 5,000.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Vancity	\$ 5,000.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	salary
Community Prosperity Fund	300	<input type="checkbox"/> Yes <input type="checkbox"/> No	Put towards any Earth-Week activities in April 2026
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 5,000.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

Funds will be used to expand our outreach efforts to community partners, increase activities at the market focused on food preparation, increased investment in marketing and promotion of the market both to attract more vendors as well as customers. Funds will cover the vendor fees for community organizations that provide education and resources to the community, with a focus on healthy people and planet. If partial funding is received, priority will be given to insurance, community partner organizations and marketing and promotion.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 5,000.00
Amount Requested from Other Funders	\$ 5,000.00
Amount You Will Provide	\$ 15,000.00
Total:	\$ 25,000.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 24,222.00	\$ 26,250.00
Total Expenses	\$ 25,000.00	\$ 25,000.00
Annual Surplus or (Deficit)	-\$ 590.00	\$ 1,250.00
Accumulated Surplus or (Deficit)	-\$ 8,850.26	-\$ 7,600.26

Explanation for Annual Surplus or (Deficit)

Last Complete Year

Last year, we paid off many accounts payable that came due related to COVID. So, even though we had greater revenue in the current year, we had past year expenses, leading to a loss.

Current Year

For this year, we are focusing on ensuring we have a positive profit by having more vendors and strictly controlling salaries. We have focused on spending money on positive community impacts, such as adding music and ready-to-eat food, to bring in more vendors and customers.

Explanation for Accumulated Surplus or (Deficit)

Overall, COVID negatively impacted the market's presence, with multiple moves and a large drop in vendors and customers, from which we are now finally recovering and moving back towards an accumulated surplus.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

Society Number: S0075016

Charitable Number (Optional): _____ Date of Incorporation: 6/10/21

Society Website (Optional): _____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

- BC Farmers' Market Association
- KPU Department of Sustainable Agriculture
- BC Nutrition Program Partners

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

- BCFMA - assists with advertising and posting on their website and provides assistance with Coupon Program
- KPU Department of Sustainable Agriculture - partners in community education and outreach at the Farmers' Market. They also inform community members about the market in their community events, and through social media.
- BCNP partners include several organizations in Richmond that provide assistance in the distribution of coupons to people in need. KFM works with these partners to provide information to participants about the food that can be purchased at the KFM

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

The KFM has been providing farm-fresh food and educational experiences since 2015. The market has endured despite the difficulty that emerged during COVID which required a move in location and a subsequent loss of customers. Over the years our vendors have developed a deep commitment to the market and have come to appreciate the value that participation in the Nutrition program brings to the community. The KFM has developed systems to support the vendors in accepting the coupons to ease the administrative burden on vendors. We continue to improve our financial sustainability and have demonstrated improved performance the last two years.

How will you measure the short-term and long-term effects of your project?

The impact the market has on meeting food security needs can be measured through the dollar value of Nutrition Coupons used at the market, this data provides information about the impact to the community. In the current season the KFM has enabled \$26,418 of sales at eligible vendors at the market through this program. If the KFM does not operate in the city, none of the eligible organizations would have access to this source of funding in Richmond. Therefore, the use of these coupons at the KFM is a direct measure of the impact on food security the KFM has in Richmond. The long-term impacts will also be monitored with ongoing participation in economic impact studies to track change over time.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Rebecca Last Name: Harbut

Society Role: President

Signature: Rebecca Harbut Digitally signed by Rebecca Harbut
Date: 2025.10.15 16:19:01 -07'00' Date: 10/15/2025

Signing Officer 2

First Name: Lloyd Last Name: Knordkvist

Society Role: Board Member

Signature:  Date: 10/15/2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Richmond Agricultural and Industrial Society

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Pinky **Last Name:** Blois

Title/Society Role (Optional): _____

Address: 4111 Moncton Street

City: Richmond **Province:** BC **Postal Code:** V7E 3A8

Phone No.: 604 238 8094 **Email:** marketmanager@sfam.ca

Co-Applicant

First Name: _____ **Last Name:** _____

Title/Society Role (Optional): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone No.: _____ **Email:** _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☒ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

[illegible]

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	0	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	0

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Steveston Farmers and Artisans Market **Amount Requested:** 5000.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Steveston Farmers and Artisans Market has become a great summer hub for community residents and visitors to gather and support local vendors at the same time. It is free to attend which makes it an affordable outing. As an inclusive event, vendors of different backgrounds are able to share cultural and talent diversity through a wide range of offerings. The market day is run by volunteers which promotes pride within the community and enables valuable work experience at the same time.

As a member of the BC Association of Farmers Markets, our market is dedicated to supporting locally grown and produced items. SFAM is a platform for local farmers to bring community access to fresh produce directly. SFAM is a proud partner of the Farmers Market Nutrition Program, a program incentive to encourage healthy eating in vulnerable population, and at the same time, supporting local farmers.

The farmers market has been a great draw for residents and tourists. The event has been a good way to highlight the beauty of Garry Point Park and the historical Steveston Village.

Where in Richmond will your project take place?

Garry Point Park

Anticipated Start Date: 05/01/2026 **Anticipated End Date:** 9/30/26

Number to be Served: 2200 each day

How many participants will be Richmond residents? 1500 per day

How will these numbers be determined?

Volunteer counters

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Facilities (Parking Lot)
Equipment (Stanchions/Barricades)
Waste management bins

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

SFAM will continue to create an inclusive, community event, with an objective to bring access to local food within the community.
The funding will help covers costs associated with operations, including supplies/equipment to support sustainability.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 1,000.00	equipment supplies
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$ 2,800.00	rentals, safety equipment
Marketing and Promotion	\$ 1,000.00	
Honorarium (up to \$350)		
Insurance	\$ 1,200.00	
Other, provide details (optional):		
Total:	\$5,000.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes ☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:			

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes ☐ No

If you receive a grant for part of the amount requested, how will it be used?

The operating costs to execute this regular farmers market are high and we need grant support to give this event the opportunity to merely breakeven. The market vendors can't afford the fees it would take to stage this event and it only makes financial sense because of the army of volunteers we have and the grant support.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 5,000.00
Amount Requested from Other Funders	
Amount You Will Provide	\$ 29,000.00
Total:	\$ 38,000.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 274,000.00	\$ 274,000.00
Total Expenses	\$ 248,000.00	\$ 248,000.00
Annual Surplus or (Deficit)	\$ 50,000.00	\$ 26,000.00
Accumulated Surplus or (Deficit)	\$ 238,000.00	\$ 264,000.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year

The Richmond Agricultural and Industrial Society runs two major events: the Annual Salmon Festival and the Steveston Farmers Market. The Society has been around for decades and the annual surplus for the latest completed financial period (y/e Aug 31, 2024) reflects the total operations of the Society

Current Year

The Current year column reflects the preliminary financial results for the y/e Aug 31, 2025. The financial statements have yet to be reviewed and published by our external accountants.

Explanation for Accumulated Surplus or (Deficit)

The Society was incorporated in June 1965 and the accumulated surplus reflects the cumulative financial results since incorporation. Again the primary activities of the Society have been from the Steveston Salmon Festival and the Steveston Farmers Market

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ Attach Operating Budget for current year.

S-0007171

Society Number: _____

Charitable Number (Optional): _____ Date of Incorporation: June 1965

Society Website (Optional): _____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Alan Last Name: Sakai

Society Role: Director

Signature: _____ Date: _____

Signing Officer 2

First Name: Susan Last Name: Epp

Society Role: Director

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Society Pursuit Projects Canada

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Rodel **Last Name:** Elias

Title/Society Role (Optional): Executive Director

Address: 23021 Abernethy Lane

City: Maple Ridge **Province:** BC **Postal Code:** V2X 0S6

Phone No.: 604-518-9108 **Email:** Rodel@pursuitprojects.ca

Co-Applicant

First Name: Lu **Last Name:** Elias

Title/Society Role (Optional): Vice President, Board of Directors

Address: 23021 Abernethy Lane

City: Maple Rldge **Province:** BC **Postal Code:** V2X 0S6

Phone No.: 604-401-2960 **Email:** Lulu_algena@hotmail.com

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☒ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	0	

Financial Assistance from Other Sources

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No


If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	0		

Do you require a grant for the full amount requested to implement the proposal?

☐ No

If you receive a grant for part of the amount requested, how will it be used?



Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	0

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Pursuit Kitchen w/ KPU Farm Amount Requested: \$5,000.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Three Phases of Pursuit Kitchen (PK)

1. Food System from KPU (Kwantlen Polytechnic University) Farm at Garden City, Richmond: using local organic produce grown vegetable production from KPU Farm
 - a. Strategic utilization of the KPU Farm, and educating the Richmond community on nutrition, preparation, and production of KPU Farm, and City of Richmond initiatives
 - b. Champion the Garden City Land's vitality by engaging the Richmond initiatives on how food security can be managed with urban agriculture, food access and production, and environmental and food sustainability
2. Culinary Classes for Richmond Youth: from the food system and production of KPU Farm, PK will provide culinary classes to ages 15-25 in Richmond, BC
 - a. Provides an opportunity for Richmond Youth to become actively engaged in the project activities, and educates them for food access, sustainability, and security
3. Distribution of Healthy Food in Richmond, BC: the food from the culinary class will be distributed for free to schools and vulnerable communities
 - a. Address food scarcity and serve Richmond communities, especially the vulnerable

Where in Richmond will your project take place?

Kwantlen Polytechnic University Farm at Garden City Lands, Richmond

Anticipated Start Date: December 2025 Anticipated End Date: December 2026

Number to be Served: 3,060

How many participants will be Richmond residents? 3,060

How will these numbers be determined?

We are expected to have 4 Batches and 5 Classes in each batch.
We will accommodate 15 students(youth) in each batch = total of 60 students
We are feeding for free 150 individuals in each class = total of 3,000 recipients

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

None. We are not receiving in services nor funds from City of Richmond

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☒ Other: youth leadership training, Richmond-based volunteer opportunities

Explain how your grant will meet the selected objectives.

- A. Strategic utilization of the KPU Farm through PK to showcase and disseminate information to Richmond communities regarding sustainable production, nutritional education, and food preparation techniques, in collab with City of Richmond
- B. Fostering the vitality of the Garden City Lands, through the development of a community stewardship ethic that enhances environmental sustainability, local food access, and food security via urban agricultural practices
- C. Provides a critical opportunity for Richmond's youth to become actively engaged in project activities, thereby facilitating life-skills learning, leadership training, education on crucial topics of food access, sustainability, and security
- D. Serving and supporting vulnerable Richmond residents by empowering their access to healthy food and engagement through local, and community-based solutions

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$1700	Kitchenwares, knives, burners, etc
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$1250	Safety equipment and tools
Marketing and Promotion	\$500	Marketing and promotion
Honorarium (up to \$350)	\$350	Honorarium for chefs
Insurance	\$1200	Insurance payment
Other, provide details (optional):		
Total:	\$5000	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☒ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Coldest Night of the Year	\$3500	<input type="checkbox"/> Yes <input type="checkbox"/> No	Honorarium for chefs, transpo
Filipino Seniors Club of BC	\$1000	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rentals and facilities
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$4500		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes

☐ No

If you receive a grant for part of the amount requested, how will it be used?

It will be primarily used for the kitchen materials, safety equipment, and program supplies for food distribution in Richmond, BC

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$5000
Amount Requested from Other Funders	\$4500
Amount You Will Provide	\$2500
Total:	\$12000

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$18,445.35	\$8,490.59
Total Expenses	\$15,547.90	\$12,924.57
Annual Surplus or (Deficit)	\$12,897.45	\$5,566.02
Accumulated Surplus or (Deficit)	\$12,897.45	\$5,566.02

Explanation for Annual Surplus or (Deficit)

Last Complete Year

Our annual surplus reflects responsible financial management and long-term sustainability planning. We maintain a modest surplus each year to ensure we can continue our programs without interruption, even during periods of funding uncertainty. We leverage and maximize programs that are cost-effective

Current Year

The surplus is reinvested into our mission by supporting future initiatives, program development, and capacity building. It also provides a financial cushion for unexpected costs and ensures we can meet our commitments to participants and partners.

Explanation for Accumulated Surplus or (Deficit)

Rather than being excess funds, our surplus demonstrates prudent budgeting and helps us build a stable foundation to expand our impact over time. In spite of a very prudent budgeting, we have served to thousands of individuals and families through our program. The greatest appreciation is to our staffs who maximized our time and resources, and to our amazing volunteers who donated their time, talent and treasure.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ Attach Operating Budget for current year.

Society Number: S0072660

Charitable Number (Optional): _____ Date of Incorporation: January 30, 2020

Society Website (Optional): www.pursuitprojects.ca

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Kwantlen Polytechnic University (KPU) Farm, Richmond; CityReach Care Society; Filipino Seniors Club of British Columbia (FSCBC), and School Board Richmond

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

(1.) KPU Farm will help us with the Supply of Fresh Produce, Sustainability & Sourcing Education, and Food Rescue Stream. (2) CityReach Care Society will help us with Food Rescue Link, Targeted Community Access, and Supply of Rescue Food. (3) FSCBC will help us with Meal Recipients & Volunteers, and (4) School Board Richmond will help us with Youth Recruitment, and Addressing Student Hunger

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

Together with CityReach Care Society, St Thomas More Collegiate, Lord Kelvin Elementary School, The Burnaby Homeless, Youth with a Mission (YWAM), and other partners, we have served to thousands of vulnerable societies, empowered more than a hundred students, and rescued thousands of dollars of rescue food

How will you measure the short-term and long-term effects of your project?

I. Richmond Youth Engagement and Skill Development — The short and long term will be measured through post-program engagement, class completion rate, culinary skills and education, youth engagement and leadership, & youth and community feeding
II. Food Security and Sustainability — It will be measured in waste diversion, partnership leverage and growth, operational efficiency, food supply metric

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Rodel Last Name: Elias

Society Role: Executive Director

Signature:  Date: October 14, 2025

Signing Officer 2

First Name: Lu Last Name: Elias

Society Role: Vice President, Board of Directors

Signature:  Date: October 14, 2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: The Sharing Farm Society

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Leslie **Last Name:** Williams

Title/Society Role (Optional): Executive Director

Address: 2771 Westminster Highway

City: Richmond **Province:** BC **Postal Code:** _____

Phone No.: 604-227-6210 **Email:** V7C 1A8

Co-Applicant

First Name: _____ **Last Name:** _____

Title/Society Role (Optional): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone No.: _____ **Email:** _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☒ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

[illegible]

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Sharing Farm - Farmstand Support Project **Amount Requested:** \$5000

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

The Sharing Farm's Farmstand Support Project will strengthen local food access, community engagement, and sustainable urban agriculture in Richmond by supporting our much-loved bi-weekly Farmstand. Located in a neighbourhood in Terra Nova Rural Park, we are proud to operate our Farmstand as both a marketplace for local produce and a gathering space where residents connect directly with the people and land that feed them. It is a place where wildlife, community, and farming coexist. This funding will invest in farm supplies to ensure the Farmstand remains a reliable source of nutritious food for residents of different income levels, for as much of the year as possible. At the Farmstand, Richmond residents can buy our produce and flowers as well as become part of a weekly CSA program. Many of our customers have been coming back year after year and even begun bringing children, grandparents, and friends. Our community partners also meet at the Farmstand to pick up their donated produce. For example, Richmond Family Place recipients bring their families to pick up designated Harvest Baskets and take a tour of the fields, while Urban Bounty selects from our array of produce for their food literacy programs. This funding will also go towards volunteer programming. The Farmstand is a community-powered local food system and relies on our community volunteers who participate in volunteer sessions held three to five times per week, from spring to fall. These sessions invite residents of all ages and backgrounds to learn about food production while helping to grow the food sold and donated through the Farmstand. Through hands-on involvement in farm tasks, volunteers play a vital role in addressing food insecurity by enabling us to donate fresh produce to those in need.

Where in Richmond will your project take place?

The Sharing Farm - 2771 Westminster Hwy, Richmond, BC, V7C 1A8

Anticipated Start Date: April 1, 2026 **Anticipated End Date:** October 31, 2026

Number to be Served: 2500

How many participants will be Richmond residents? 2300

How will these numbers be determined?

We will track the number of people served through our Farmstand sales records and Point of Sale system, annual CSA sign-ups, and weekly volunteer sign-in sheets. This will allow us to monitor customer participation, household reach through our CSA program, and the number of community members taking part in our volunteering programs.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

The City of Richmond provides the Sharing Farm with access to the land on which we farm at Terra Nova Rural Park. In addition, the City provides an on-site commercial kitchen, which we use to prepare meals for our regular farm programs and community events. The City also provides office space on-site at the farm, which is where we work on day-to-day operations, staff coordination, and volunteer management.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☐ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Activities will lead to positive environmental results or improved food access, food security and urban agriculture: This project increases access to fresh, locally grown food while engaging residents in sustainable growing practices. We are in our second year of transitioning to PACS Certified Organic standards to protect soil health and Terra Nova biodiversity. Demonstrates the positive environmental, food access, and urban agricultural impact: By maintaining the Farmstand and volunteer-powered growing program, the project models community-based food security and sustainable urban agriculture in Richmond. Provides opportunities for community members to be involved: Volunteers join three to five times per week to grow food for sale and donation, gaining skills and building a sense of belonging through shared work and connection. Enables local food producers to grow, distribute or sell produce affordably: The Farmstand distributes affordable produce to residents and community partners. Our CSA program includes both paying and sponsored members, ensuring accessibility while supporting the local food system. Supports and creates opportunities for Richmond residents to access local food: The Farmstand serves as a central point for residents and partner organizations to access nutritious, locally grown food within their own neighbourhood. Addresses food insecurity in innovative, community-based ways: The project combines urban farming, volunteerism, and partnerships with groups like Richmond Family Place and Urban Bounty to deliver dignified, community-driven food access. Supports resident activation in sustainability and urban agriculture: Through hands-on involvement in growing food, residents advance Richmond's sustainability goals and become advocates for local food systems.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$4,000.00	Seeds, compost, soil amendments,
Program Supplies (e.g., equipment rentals, tools, safety equipment)	\$300.00	Hand tools for volunteers.
Marketing and Promotion	\$350.00	Signage and posters to promote Fa
Honorarium (up to \$350)	\$350.00	Local speaker/workshop leader for
Insurance		
Other, provide details (optional):		
Total:	\$5000	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?



Yes



No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
New Horizons for Seniors	25,000	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Volunteer programming supplies
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

Do you require a grant for the full amount requested to implement the proposal?



Yes



No

If you receive a grant for part of the amount requested, how will it be used?

If only part of the requested funding is received, it will be used to cover essential supplies that keep our Farmstand running. This includes seeds, compost, soil amendments, and small hand tools used by staff and volunteers. These items are vital for growing fresh produce and supporting our regular volunteer sessions, which together help improve local food access and strengthen community involvement in urban agriculture.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$5000
Amount Requested from Other Funders	\$25000
Amount You Will Provide	\$5000
Total:	30000

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	455,452.81	469,203.60
Total Expenses	see attachment	see attachment
Annual Surplus or (Deficit)	60,609.02	172,586.58
Accumulated Surplus or (Deficit)	473,478.77	646,065.33

Explanation for Annual Surplus or (Deficit)

Last Complete Year

Expenses stayed within budget and we hosted a successful Richmond Garlic Festival.

Current Year

Expenses stayed within budget and we hosted a successful Richmond Garlic Festival.

Explanation for Accumulated Surplus or (Deficit)

The accumulated surplus has been built up over many years. It is invested in working capital, operating assets and a contingency provision. The farm has been diligent in recent years in building up a contingency fund that will prevent us from having to scale back operations or lay off staff in the event of unforeseen circumstances. If contingency funds become surplus, they will eventually be invested in operational assets, expansion plans, and investment in human resources.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: 86323 8515 RR0001

Charitable Number (Optional): _____ **Date of Incorporation:** July 16, 2002

Society Website (Optional): sharingfarm.ca

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

Richmond Food Bank Society, Richmond Family Place, Urban Bounty, Afghan Women's Group, Minoru Seniors Society, local corporate volunteer teams, various youth groups and school programs, and numerous individual community volunteers.

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Our partners both contribute to and benefit from the food grown and shared through the Farmstand. Groups such as Richmond Family Place, Urban Bounty, and the Richmond Food Bank visit during Farmstand hours to collect produce for their programs, connecting participants directly with local food production. We also host weekly volunteer groups from the Afghan Women's Group, Minoru Seniors Society, corporate teams, and youth programs, along with many individual community members. These volunteers help grow and harvest the food that feeds Richmond residents while fostering inclusion and connection. To reach more residents, we attend farmers markets and community events to share information about the Farmstand, rely on word of mouth from volunteers and customers, and continue to use social media and digital outreach to highlight it as a welcoming space for all.

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

The Sharing Farm has been operating since 2001 and running its on-site Farmstand for four years. We also work with more than 500 volunteers annually. We have a dedicated Volunteer Coordinator and a CSA Coordinator who manage the Farmstand.

How will you measure the short-term and long-term effects of your project?

We will measure the short-term and long-term effects of this project through both participation and impact data. In the short term, we track volunteer engagement using sign-in sheets to record attendance and hours, and we monitor farm productivity by recording the amount of produce grown, sold, and donated. We also track Farmstand sales and customer visits through our point-of-sale system. Each year, we conduct a CSA and customer survey to measure satisfaction and identify opportunities for improvement. Over the longer term, we assess ongoing engagement with our community food distribution partners, review volunteer feedback through end-of-year surveys, and monitor overall organizational sustainability, including our ability to maintain the Farmstand and volunteer program through stable staffing and funding.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Signing Officer 2

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒

Yes

☐

No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: Melissa Last Name: Desousa

Society Role: Board of Directors Co-Chair

Signature: [Signature] Date: Oct 14, 2025

Signing Officer 2

First Name: DORIS Last Name: BRUCE

Society Role: Board of Directors Co-Chair

Signature: [Signature] Date: Oct 14, 2025

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: Richmond Food Security Society (DBA Urban Bounty)

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: Cheney **Last Name:** Creamer

Title/Society Role (Optional): Executive Director

Address: 7611 Ash Street

City: Richmond **Province:** BC **Postal Code:** V6Y2S2

Phone No.: 604-244-7377 **Email:** director@urbanbounty.ca

Co-Applicant

First Name: _____ **Last Name:** _____

Title/Society Role (Optional): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone No.: _____ **Email:** _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☒ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many will be Richmond residents? _____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:	\$ 0.00	

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 0.00		

☐ No

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	\$ 0.00

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐

Yes

☐

No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: Garden Tastings & Talks **Amount Requested:** \$ 5,000.00

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Urban Bounty has been facilitating the program, Garden Tastings & Talks, for the past 2 years. In 2024 it was piloted at 2 community centres (Hamilton and ERCH) with seniors' groups on a bi-weekly basis. By request, the program was doubled in 2025, to include weekly intergenerational sessions at a third community centre (South Arm).

Many have come to love and appreciate all that this program brings. We hope that this City grant will support us with some of the funding to keep it going.

This program provides 60–90-minute interactive sessions at 3 different community centres, weekly or bi-weekly depending on location. It runs from June to October to correspond with local farm CSA deliveries.

This program improves food security in our community by enhancing social networks, providing inclusive education, and creating reliable consistent access to fresh, local farm produce (which in turn expands the promotion of local food producers and their associated farmers' markets).

The expected outcomes are:

- Dignified access to fresh seasonal produce for Richmond residents experiencing food insecurity through the program's design of gathering to garden; sampling fresh produce; discussion on the origins of the produce, growing methods, and preparation tips along with ideas for recipes; and going home with produce each week, extending the number of Richmond residents who benefit from the program.
- Support of local agriculture. Produce is procured from small, Richmond-based farms, which supports those businesses and their employees directly. We have sourced food from Sweet Digz Farm and The Sharing Farm, both of which focus on climate-friendly, sustainable agriculture practices. Through the Garden Tasting & Talks, participants are connected to the farmers who contribute to Richmond's local food system, demystifying how food is produced and by whom.

Where in Richmond will your project take place?

Pending funding, Urban Bounty plans to run this program in 2026 at the same 3 community centres as we did this year: Hamilton, South Arm, and East Richmond Community Hall. Each of these locations have an associated community garden. The sessions will be primarily held in the community garden that is adjacent to the community centre but will be held indoors in the centre when weather conditions are not suitable for the participants to be outdoors.

Anticipated Start Date: 06/01/2026 **Anticipated End Date:** 11/1/26

Number to be Served: 60 directly (at least 200+ indirect connections bringing food home to families)

How many participants will be Richmond residents? 100%

How will these numbers be determined?

We track attendance at each session and will provide surveys (in-person and on-line) to the participants to determine how many people they are sharing the information and produce with.

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

\$52,009 is the City's valuation of aggregate use of 5.14 acres for the community gardens program and is based on many things such as location of land purpose/activity for use of land, infrastructure, utilities/other services provided as part of that location.

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☒ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☒ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☒ Provides opportunities for community members to be involved.
- ☒ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☒ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☒ Contributes to healthy, diverse and functioning ecosystems.
- ☒ Enables local food producers to grow, distribute or sell produce affordably.
- ☒ Supports and creates opportunities for Richmond residents to access local food.
- ☒ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☒ Supports the development of a stewardship ethic in the community.
- ☒ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☒ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

This program focuses on connecting community members with dignified access to fresh seasonal produce. Each session will be educational, interactive, and provide an opportunity to taste local produce (and take some home!) while sharing stories about the origins of the produce, growing methods, and preparation tips along with ideas for simple recipes. There will be a tasting component, and a gardening element provided at each session.

The series will utilize local farm CSA boxes for the "tasting" produce, and seedlings for the "gardening" portion will be obtained through the Sweet Digz Farm "Grow Your Own CSA" program. This will greatly enhance the connections between farmers and residents and will improve food security in an innovative way. Connecting residents to our farmers in this way also helps to spread environmental awareness of sustainable practices, and why our farmers are choosing to grow food in this way.

This initiative will support individuals to build knowledge, confidence, and skills through offering lessons and shared learning opportunities about how to grow, prepare, and enjoy healthy food. This program has also been a reminder and demonstration of how gathering around food helps to connect people socially. The relationships and bonds formed in this program have been immeasurable. Overall, this will support dignified access to fresh local farm food in our neighbourhoods, increasing not only food security but overall health and wellness for households that will gain numerous benefits from the food, gardening, and connections.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)	\$ 5,000.00	local CSA farm produce, seedlings
Program Supplies (e.g., equipment rentals, tools, safety equipment)		New adaptive gardening equipmen
Marketing and Promotion		posters/printing
Honorarium (up to \$350)		for volunteer leader to support with
Insurance		
Other, provide details (optional):		
Total:	\$ 5,000.00	

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes ☒ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
Vancouver Coastal Health	\$ 14,220.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Operational expenses that supports project incl staffing and travel costs for events
BC Community Gaming	\$ 7,200.00	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Operational expenses that supports project incl staffing and travel costs for events
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Total:	\$ 21,420.00		

Do you require a grant for the full amount requested to implement the proposal?

☒ Yes ☐ No

If you receive a grant for part of the amount requested, how will it be used?

The total costs to run this program at 3 centres, running 2 sessions each week (Hamilton and ERCH only every second week, South Arm weekly) is estimated to cost Urban Bounty \$26,420 in 2026. This includes staff for facilitation, local travel, produce from farmers, materials like printing and paper bags, etc. Considering this cost and lack of current grant funding available, Urban Bounty has requested that the community centres also look for additional funding to help support these costs.

Therefore, all \$5,000 of this grant is required to help fund the costs of food and seedlings to be purchased from local farms and distributed at the community centres (minimum estimated cost of food and seedlings to operate the program at the same level as 2025 is \$10,500).

If we only receive a portion of the funding, we will consider limiting the number of community centres where we can offer the program. While we have not applied for funding for this project specifically from other funders, we have the support of other grantors (listed above) for this program and with the City's support, we can expand the reach and demonstrated benefits to Richmond residents.

Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	\$ 5,000.00
Amount Requested from Other Funders	
Amount You Will Provide	\$ 21,420.00
Total:	\$ 26,420.00

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue	\$ 333,341.00	\$ 395,830.00
Total Expenses	372,197.00	392,200.00
Annual Surplus or (Deficit)	-\$ 38,856.00	\$ 3,630.00
Accumulated Surplus or (Deficit)	\$ 240,408.00	\$ 244,038.00

Explanation for Annual Surplus or (Deficit)

Last Complete Year

The deficit FYE 2025 was intended to draw down on the accumulated surplus to bring it in line with the lower end of range for charity reserves (6-12 months in monthly expenses). This resulted in a drop from 9 months of expenses in reserve to 7 months.

Current Year

The current year surplus is estimated to be small and fairly close to planned expenses.

Explanation for Accumulated Surplus or (Deficit)

The estimated accumulated surplus for the current year is expected to remain at a level equivalent to 7 months worth of expenses - within standard charity reserve levels.

☒ Attach Financial Statements for last year.

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☒ **Attach Operating Budget for current year.**

Society Number: S-54738

Charitable Number (Optional): 816326094RR0001

Date of Incorporation: 2/19/09

Society Website (Optional): www.urbanbounty.ca

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☒ Yes

☐ No

If yes, please list your partner(s).

We will be partnering with Sweet Digz Farm and The Sharing Farm to purchase the CSA shares and seedlings, and we will be partnering with the 3 community centres, South Arm, Hamilton, and East Richmond Community Hall to coordinate participants and serve as the location sites.

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

We will circulate information directly to our community partners to ensure those most in need have access to the program. We will also share the information on-site at our community gardens and through our networks to encourage participation. We will both distribute event information through our social media channels, on our website, and newsletter, as well as working with Richmond News and the City of Richmond to include it in community event information.

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

Urban Bounty piloted this "Garden Tastings & Talks" program in 2024 with great success! We then expanded the program this year to provide double the sessions we did last year, and now include 3 community centres.

Urban Bounty has also planned, organized, and delivered multiple other community events for numerous years where we have provided food demonstrations, offered community garden tours, information, and resources, and supported community members to access information about food security, urban agriculture, and ongoing community programs.

Urban Bounty's core services focus on promoting food security education, awareness, cross sectoral participation, and policy advocacy for the development of a sustainable local food system. Urban Bounty hosts these activities in collaboration with its non-profit partners, City of Richmond, Vancouver Coastal Health, Richmond School District, The Sharing Farm, and local food systems networks. Urban Bounty also employs staff, who are experienced in farmers' market planning, preparation, and event delivery activities.

How will you measure the short-term and long-term effects of your project?

Short-term effects will be measured by participation numbers, that is, measuring regular attendance. We will also work with the participants to capture lessons they learn into a shareable resource for future use, thus extending the potential benefits to more people and providing us with a way to continue to extend, and measure results long-term.

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: PHIL CARRIERE Last Name: _____

Society Role: President and Board Chair

Signature: [Signature] Date: Oct. 14/25

Signing Officer 2

First Name: CHRISTINE Last Name: MIDDLEMASS

Society Role: RECORDING SECRETARY

Signature: [Signature] Date: Oct 14/25

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report either one year following the receipt of the grant, or, if applying again, at the time that the new application is made.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☒ Yes

☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –