



City of Richmond

Report to Committee

To: General Purposes Committee
From: Terry Crowe
Manager, Policy Planning
Re: 2007 City Grants Program

Date: February 14, 2007
File: 1085

Staff Recommendation

That, as per the report from the Manager of Policy Planning, dated February 14, 2007, the 2007 City Grants be allocated as follows (see **Attachment 2**):

- The organizations in the Health, Social and Safety Services category be awarded the recommended grant amounts and cheques disbursed for a total of \$414,750.00.
- The organizations in the Cultural and Community Events category be awarded the recommended grant amounts and cheques disbursed for a total of \$69,500.00.

Terry Crowe
Manager, Policy Planning

Att. 3

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Budgets	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Law	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

The following report was first presented to General Purposes on February 5th, 2007 and was referred back to staff for additional information. All sections of this report in italics are additions, and the non-italicized parts are the same as presented on February 5th, 2007.

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

*On February 5th, 2007, General Purposes Committee received the 2007 City Grants Program report (**Attachment 1**) and moved the following:*

That the report (dated January 24th, 2007, from the Manager of Policy Planning), regarding the 2007 City Grants be referred to staff to:

- (1) provide comments on the merits of the Multicultural Helping House Society grant application and on the category to which the application had been assigned;*
- (2) provide comments on the CARS grant application;*
- (3) provide additional comments on the merits of the VIP grant application;*
- (4) (a) provide comments on the merits of the Kajaks Track and Field Club grant application, and to clarify why staff were recommending that a grant not be approved;*
(b) examine all sporting groups with similar requests to the Kajaks Track and Field Club, and give consideration to the preparation of a policy and/or guidelines for this type of application; and
(c) provide an explanation on the purpose of the City Grants budget;
- (5) provide comments on the Richmond Responsible Dog Owner's Group grant application; and*
- (6) provide comments on the Chinese Mental Wellness Association of Canada grant application.*

Information pertaining to this motion is provided in Analysis, below (Analysis, Section 6).

Findings Of Fact

1. Grants Budget

The 2007 Grants Budget is \$500,000.00

2. Applications Received

Advertisements were placed on the City Page and City Notice Board in the Richmond Review and on the City website in August and September, 2006 advising the community of the grants process and the closing date for applications of October 13, 2006.

A total of 43 applications were received for a requested total of \$960,361 as follows:

Program Area	Total Requested 2007
Health, Social & Safety Services	\$759,878
Cultural & Community Events	\$200,483
Total	\$960,361

Requests amount to 192% of the budget.

A summary of requests for the 2007 Grants Program is included as **Attachment 2**.

3. Late Applications

Of the 43 applications received, two were received after the October 13th, 2006 deadline.

Late Applications		
Organization	2006 Allocation	2007 Request
Multicultural Helping House Society (MHHS)	\$10,000.00	\$20,000.00
Visually Impaired People's Club of Richmond (VIP)	\$1,500.00	\$1,500.00

Staff has not recommended grants to these organizations as it clearly states on the application form that "late submissions will not be considered".

Multicultural Helping House Society was a new applicant last year. The VIP Club has been receiving City Grants since at least 1993.

4. Two Categories of Grant Applications

The City's Grants Policy defines two eligible categories for applicants:

- Category 1 applicants are those "providing unique and essential services to the community of Richmond". Applicants who are deemed to be Category 1 may apply for funding in subsequent years. All 43 applications in 2007 were deemed to be Category 1.
- Category 2 applicants are not eligible to apply for or receive funding for two subsequent years. No 2007 applications were designated Category 2.

For 2007 funding, only one application was received from an organization deemed Category 2 in 2006:

- Multicultural Helping House Society (MHHS), requesting \$20,000.00

The reasons for not recommending funding to MHHS in 2007 are:

- in accordance with the Policy, this applicant would not be eligible to apply for or receive funding for two subsequent years.
- this was also a late application.

A Grants Policy review currently underway (see Analysis, #5) will include an assessment of the usefulness of the Category 2 designation.

5. New Applications

Seven (7) new applications were received for the 2007 Grants Program, as follows:

2007 Grants Program – New Applications	
Health, Social & Safety Services	Cultural & Community Events
Gingergread House Parent Participation Preschool Society	Manoah Steves Elementary School PAC
Richmond Jewish Day School	Richmond Music School Society
Richmond Mental Health Consumer & Friends Society	Richmond Responsible Dog Owner's Group (RRDOG)
	Westcoast Choir Society

6. Application Review Process

A City Grants Review Committee, consisting of staff volunteers from a range of departments, reviewed the 2007 applications.

City Grants Review Committee	
Staff Member	Division
Stephanie Eby	Minoru Aquatic Centre
Alisa Carey	West Richmond Community Centre
Sean Davies	Diversity Services
Allan Hill	Diversity Services
Donna Lee	West Richmond Community Centre
Mark Mansfield	Business and Financial Services
Cathy Russell	Parks Design and Programs
Aida Sayson	City Administration
Lesley Sherlock	Policy Planning
Anne Stevens	Community Recreation Services
Anna Wilczewski	Public Works Administration

Staff members were assigned applications to review and completed the Grant Application Summary Sheets (**Attachment 3**) attached to this report. Recommended allocations were determined by the Committee.

Analysis

1. Summary of Grant Applications

The attached Grant Application Summary Sheets (**Attachment 3**) summarize each application with respect to the purpose of the request, services received from the City, use of previous year's grant, financial status, and recommended grant. A binder of the full 2007 Grant Applications has been placed in the Councillors' Lounge.

Youth CounterAttack and RoadSense Society of BC (CARS) Withdrawal:
One summary sheet has been revised since the February 5th, 2007 General Purposes meeting: that of Youth CounterAttack and RoadSense Society of BC (CARS), who have withdrawn their application because they have closed. [This makes \$1,000 available].

The Grant allocations and recommendations from 2005 - 2007 are:

Grant Allocations and Recommendations Summary			
	2007	2006	2005
Total Number of Applications	43*	42	52
New applicants	7	6	12
Grants denied including late and Category 2	12	12	10
Maintained at previous year's level	20	13	16
Total amount recommended	\$484,250	\$456,650	\$374,600

**Youth CounterAttack and RoadSense of BC (CARS) withdrew their application as of February 12th, 2007; leaving 42 applications for consideration at February 19th, 2007 General Purposes Meeting.*

The Grants Budget was increased from \$316,500 in 2005 to \$500,000 in 2006. Most of the difference was allocated to Richmond Addiction Services to provide both substance abuse (Youth Outreach Counsellor) and problem gambling prevention programs.

2. Summary of 2007 Staff Grant Recommendations (revised)

Of the 2007 Grant Applications:

Type	#	%
Recommended for full allocation		
- Community Meal at St. Alban's Hall	3	7
- Hamilton Community Association		
- Sea Island Community Association		
Recommended for no allocation – late:		
- Multicultural Helping House Society	2	5
- Visually Impaired People's Club of Richmond		
Recommended for no allocation – other:		
- Gingerbread House Parent Participation Preschool Society	10	23
- Richmond Jewish Day School		
- Gulf of Georgia Cannery Society		
- Kajaks Track & Field Club		
- Manoah Steves Elementary School PAC		
- Richmond Art Gallery Association		
- Richmond Music School Society		
- Richmond Responsible Dog Owner's Group (RRDOG)		
- Richmond Weavers and Spinners Guild		
- Westcoast Choir Society		
- <i>Youth CounterAttack and RoadSense Society of BC application withdrawn</i>		
Recommended for partial allocation	27	65
Total	42	100%

3. Summary of Reasons for Partial or No Funding

Partial funding of requests is typically recommended because requests exceed the capacity of the Grants Program budget to fully fund. As almost all applications are only partially funded, partial funding does not necessarily imply any criticism of a program or organization. The primary reason for partial funding is that the total amount requested exceeds the Grants Program budget.

Other reasons for partial or no payment may include:

- Programs have previously been funded by other levels of government
- Funding responsibility lies in other jurisdictions
- Other funding partners have not been sought (e.g., looking to City as sole source)
- Not partnering with other organizations
- Insufficient community benefit demonstrated
- Unaccounted for or an available surplus
- Fee-based (user pay) budget should be used
- City provides other forms of support to organization.

4. Restorative Justice Program (Touchstone Application)

The Province has been supporting restorative justice programs in two ways:

(1) Restorative Justice Programs:

To assist people after they go to Court, the BC Ministry of Public Safety and Solicitor General funds Restorative Justice approaches. This funding continues.

(2) Richmond Youth Restorative Justice Program

- To assist Richmond youth (e.g., first offenders) before they go to court, the Richmond RCMP and Touchstone Family Association signed an MOU in Dec. 2003, to deliver a youth restorative justice program. Richmond's Law and Community Safety Department, [Youth Intervention Program] support the program. It was funded by the

RCMP, Touchstone and the Province (BC Ministry of Children and Family Development [MCFD]). MCFD provided one time direct pilot funding of \$5,000 and another one time \$17,000 which was from another program source.

- These dollars are now spent. The City supports, but has not funded the Program.

Touchstone has applied for \$95,000 funding, annually, to support the ongoing coordination of the Richmond Restorative Justice Program.

The Grants Program does not have sufficient resources to fully fund programs on an annual or ongoing basis.

Staff recommend that:

- for 2007, a grant of \$15,000 be approved to assist Touchstone while other funding sources are explored, and
- Council write the BC Ministry of Public Safety and Solicitor General, and the BC Ministry of Children and Family Development (MCFD), and ask them to fully fund the program, as the Province has a responsibility towards youth restorative justice.

As well, the City's Law and Community Safety staff will explore ways that the program might be supported.

5. Review of Grant Policy 3075

A review of the Grants Policy (**Attachment 1**) is being led by Cllrs. Evelina Halsey Brandt and Linda Barnes. Staff participating in the review are Anne Stevens, Cathy Russell, Terry Crowe and Lesley Sherlock. Suggestions from the 2007 Grant Applications Review Team have been forwarded to the Policy Review Team for consideration.

The Richmond Community Services Advisory Committee and the Council of Community Associations will be consulted in the review of the Grants Policy to seek ways to make it effective and user-friendly.

A staff report is anticipated in June 2007.

6. Information requested at February 5th, 2007 General Purposes

(1) Multicultural Helping House Society (MHHS)

Background

MHHS Richmond opened in 2005. MHHS provides services to immigrants and low-income families including settlement counselling, employment assistance, support for individuals and families facing challenges, free legal clinic and information and referral. Also, MHHS works with the youth in community organizing, leadership development, education and outreach on youth integration, anti-racism and other issues. It also provides support to seniors in accessing services and to continue to become active members of the community.

In 2006, MHHS applied for a City Grant of \$25,000 and was awarded \$10,000 for operating expenses.

MHHS applied for a 2007 City Grant of \$20,000 for operating expenses and was not recommended because the application was received after the October 13th, 2006 deadline.

On October 24, MHHS became aware of the missed deadline and contacted City staff who advised that late applications, while not recommended for funding, are forwarded to Council for review. A complete but late application package was received from MHHS on November 1, 2006.

Merits of the Application

- *request is for operating assistance which enables MHHS to offer a wide variety of programs and services to the Richmond community, as identified above,*
- *services offered are important to a culturally diverse community such as Richmond,*
- *serves smaller cultural groups for whom fewer culturally-sensitive services are available,*
- *MHHS offers new programs (e.g. the Maple Bamboo Initiative: Training Newcomers in Public Involvement).*

Category Designation

- *In 2006, MHHS was designated Category 2, which would render them ineligible for funding in 2007 (**Policy 3705, Attachment 1**)*
- *In 2007, MHHS was designated Category 1, deemed a unique and essential service and therefore eligible to apply again next year. The designation was changed due to the types of services and innovative programs that this organization offers, and the needs of their target groups.*

Conclusion

- *As the application form clearly states that late applications will not be considered, staff are not recommending funding.*
- *Should Council wish to allocate a grant, staff suggest that a grant of \$10,000 (\$20,000 requested) may be considered (same level as last year).*

(2) Youth CounterAttack and RoadSense Society of BC (CARS)

On February 12th, 2007, CARS staff indicated that they are withdrawing their application for funding because the organization is closing. Therefore, the \$1,000 grant to CARS is no longer recommended.

(3) Visually Impaired People's Club of Richmond (VIP)

Background

The VIP Club was formed in 1989 to offer support, information and recreation for blind and visually impaired adults in Richmond. They hold monthly meetings featuring guest speakers, subsidize pottery classes for members, organize recreational activities, and provide transportation for members to attend VIP events.

Records going back to 1993 show that the VIP Club has received City Grants since that time on an annual basis. In 2006, they applied for and received \$1,500.

In 2007, the VIP submitted a late application, received on October 30, 2006, requesting \$1,500 to cover office rental. The reason for the late application is that the VIP President was experiencing health problems and had recently been hospitalized.

Merits

- *VIP provides social and recreational activities for blind and visually impaired Richmond residents.*
- *VIP occasionally provides office space to the Canadian Institute for the Blind (CNIB) so that members do not have to travel to Vancouver for CNIB services.*

- *VIP undertakes fund-raising activities to help support their activities.*
- *VIP operates on a minimal budget of under \$5,000.00.*

Conclusion

- *As the application form clearly states that late applications will not be considered, staff are not recommending funding.*
- *Should Council wish to allocate a grant, staff suggest that a grant of \$1,500 (\$1,500 requested) may be considered (same level as last year).*

(4) Kajaks

Background

Kajaks is a recreational and high-level performance track and field club based at the Clement Track in Minoru Park. Kajaks has over 200 members. They provide high quality training in track disciplines and host several races per year.

City Grants records dating from 1993 indicate that Kajaks applied for but was denied a City Grant in 1993. They did not apply again until this year.

Kajak's 2007 Grant Application is for \$15,000 for equipment replacement. Staff did not recommend a grant to this organization (see reasons below).

Merits

- *Kajaks offers an opportunity for structured exercise to all residents of Richmond*
- *Kajaks equipment and concession stand are used by over 8,000 Richmond school students*
- *Kajaks is Richmond's only track and field club*
- *Kajaks provides high-level performance coaches and prepares athletes to compete at national and international levels, including the Olympics.*

Rationale For Denying Grant

- *Kajaks is primarily a member-serving organization*
- *The equipment purchased with the grant would be for members' rather than public use,*
- *The proposed use of grant funds was specified for less than \$5,000 of the \$15,000 request,*
- *Kajaks has \$40,000 in reserve funds designated for equipment replacement and hiring a coach.*

All Sporting Groups with Similar Requests to Kajaks

No other sporting groups with similar requests applied to the 2007 City Grants program.

Prior to 2007, similar organizations applying for grants and Council decisions are as follows:

- *In 2000, the Richmond Tennis Club applied for \$50,000 to complete their clubhouse, was denied a grant, and was classified as Category 2. In addition to being a late application, the rationale for denial was that, although the organization provided an opportunity to Richmond residents to play tennis, "the Tennis Club has the opportunity to approach their membership for additional funding to complete the clubhouse". They have not applied since.*

- In 2001, the Richmond Gymnastics Association applied for \$4,829 for equipment and was awarded \$1,500. They applied again in 2005 for equipment, were denied a grant based on the rationale that the organization has sufficient funding in their accumulated surplus to cover the expenses, and were classified as Category 2 (ineligible to receive for 2 consecutive years, until 2007). This group did not apply in 2007.
- While not applying directly to the Grants Program, in 2003 the Steveston Judo Club sought City support for their 50th Anniversary celebration. In September 2003, the Club was awarded \$5,500 from the remainder of the 2003 Grants budget, on a one-time only basis, for the publication of their 50th Anniversary Memory Book.

No other comparable requests have been made of the City Grants program since 1993.

Policy/Guidelines for this type of Application

The Preparation of a policy and/or guidelines for this type of application will be addressed in the upcoming 2008 Grants Policy.

Conclusion

The history of Council decisions pertaining to membership-based sports organizations indicates that the City expects such organizations to be self-supporting in terms of equipment supply.

Although recognizing their significant contribution to Richmond athletics, staff do not recommend that a grant be awarded to the Kajaks Track and Field Club (see reasons above).

Should Council wish to allocate a grant, staff suggest that a grant of \$2,500 (\$15,000 requested) may be considered to assist with equipment purchase, on a one-time only basis.

(5) Richmond Responsible Dog Owner's Group (RRDOG)

Background

RRDOG is a non-profit volunteer advocacy group whose purpose is to establish a culture of socially acceptable dog management standards, etiquette and behaviour beneficial to everyone. They have approximately 50 members.

RRDOG has applied to the 2007 City Grants Program for \$26,000 for operating costs, projects and programs and services. They have never before applied for a City Grant.

Merits

- RRDOG appears to fill a unique role in Richmond by advocating on behalf of dog owners
- RRDOG strives to ensure appropriate dog behaviour in public places
- RRDOG is a grassroots initiative started by Richmond dog owners.

Rationale For Denying Grant

- \$20,300 of request is for copying & mailing of brochures, surveys and membership forms to all licensed dog owners in Richmond, but the requested access to the City's mailing list of registered dog owners or inclusion in City mailing is not permitted by the City
- \$2,000 of request is for website design and maintenance but staff feel that members should explore ways of reducing and bearing the cost

- \$3,700 of request is for operational expenses (previously donated by members), reference materials (may be available on web), expanded presence at dog-related events, (e.g., Pet Wellness Expo. although attendance at conferences, etc. not funded by City Grants Program), and liaising with other groups.

Staff feel that this organization needs to further explore partnerships. In addition, RRDOG has not requested funding from other sources for 2007.

Conclusion

As staff consider that expenses have not been fully justified and that two principles of the City Grants policy (partnerships and seeking funding from a range of sources) have not been sufficiently demonstrated, staff do not recommend a grant for 2007.

Should Council wish to allocate a grant, staff suggest that a grant of \$1,000 (\$26,000 requested) for operating expenses be considered from the 2007 City Grants Budget.

(6) Chinese Mental Wellness Association of Canada (CMWAC)

Background

CMWAS provides a no-fee, fast access ethnic-match mental wellness professional counselling, wellness line, and peer support to Richmond residents, including a Chinese Peer Support Volunteer Program. Of the 1,680 people served by their organization, 1,452 are Richmond residents.

History

- *CMWAS applied to the 2007 City Grants Program for \$40,900. Of this request, \$12,000 was for operating expenses, with the remainder for support programs and services. Staff recommended a grant of \$7,400 to fund the Choir of Love Program.*
- *In 2002, CMWAS first applied to the City Grants program (as the Richmond Chinese Mental Health Support Group), requesting \$7,000 for programs and services. The organization was not awarded a grant on the basis that other community organizations provided similar programs and services.*
- *In 2003, CMWAS requested \$23,000 for operating expenses, programs and services and was awarded \$5,000.*
- *In 2004, CMWAS applied for \$51,860 for programs and services and was awarded \$5,000.*
- *In 2005, CMWAS applied for \$25,000 for programs and services and was awarded \$5,000.*
- *In 2006, CMWAS applied for \$30,000 for operating assistance, programs and services, and was awarded \$12,000 "to continue offering this unique service that bridges the gaps between the multicultural groups and mainstream society".*

Merits

- *offers culturally sensitive and appropriate mental health services for non-English speakers*
- *provides alternative for clients wanting to avoid the stigma of seeking professional help from traditional sources*
- *seeks funding from a range of sources and conducts fund-raising activities.*

Rationale For Recommended Grant

- the Choir of Love Program seems to provide a unique opportunity for Chinese-speaking people living with mental illness
- while receiving referrals from and co-organizing events with other agencies, partnering with other organizations to provide quality services was not demonstrated in the application
- staff sought clarification of partners' roles and contact information but did not receive this information in time to be considered for this report.

Conclusion

Staff recommend that a grant of \$7,400 for the Choir of Love Program be provided to CMWAS as it seems to provide a unique social opportunity for Chinese-speaking people living with mental illness.

(7) Summary

In summary, should Council wish to allocate grants to the following organizations from the 2007 City Grants budget, staff suggest that the following be considered:

1. Multicultural Helping House Society, a change from \$0 to \$10,000,
2. Visually Impaired People's Club, a change from \$0 to \$1,500,
3. Kajaks, a change from \$0 to \$2,500, on a one-time only basis,
4. Richmond Responsible Dog Owner's Group, a change from \$0 to \$1,000,
5. Chinese Mental Wellness Association of Canada, maintain the initial recommendation of \$7,400.

The initially recommended allocation of \$1,000 to the Youth CounterAttack and RoadSense Society of BC is to be omitted.

Financial Impact

The 2007 Grants Program has a budget of \$500,000.00

1. Initial Report (to General Purposes, February 5th, 2007)**□ Proposed Allocation:**

Health, Social & Safety Services	\$415,750.00
Cultural & Community Events:	\$69,500.00
Total	\$485,250.00

□ Remaining \$14,750.00

2. This Report (to General Purposes, February 19th, 2007)

Following withdrawal of the CARS application, staff recommends the following 2007 grant allocations:

□ Proposed Allocation:

Health, Social & Safety Services	\$414,750.00
Cultural & Community Events:	\$69,500.00
Total	\$484,250.00

□ Remaining \$15,750.00

3. Considerations

Should Council wish to allocate remaining funds (\$15,750.00) as identified in this report , the following allocations are suggested:

- Multicultural Helping House Society	\$10,000
- Visually Impaired People's Club	\$1,500
- Kajaks	\$2,500
- <u>Richmond Responsible Dog Owner's Group</u>	<u>\$1,000</u>
Total additional expenditures	\$15,000

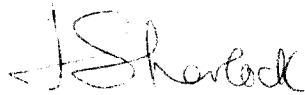
Remaining **\$750.00**

Remaining funds may be allocated at Council's discretion. Funds remaining at year-end are returned to General Revenue.

Conclusion

The recommended grant allocations fall within the budget of the 2007 Grant Program.

The City Grants program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities make Richmond a livable community.



Lesley Sherlock
Social Planner (4220)
LS:cas



City of Richmond

Page 1 of 3

Adopted by Council: June 12, 2000

POLICY 3705

File Ref: 1085-00

GRANTS PROGRAM**POLICY 3705:**

It is Council policy that:

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

A. GENERAL PRINCIPLES:

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

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

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

and on the understanding, that:

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



City of Richmond

Page 2 of 3

Adopted by Council: June 12, 2000

POLICY 3705

File Ref: 1085-00

GRANTS PROGRAM

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

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

B. DEFINITIONS OF ELIGIBLE GRANT CATEGORIES:

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

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

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

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

2. **Operating Assistance**

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

3. **Projects**

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

4. **Programs and Services**

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

5. **Events (Community Promotion)**

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



City of Richmond

Page 3 of 3

Adopted by Council: June 12, 2000

POLICY 3705

File Ref: 1085-00

GRANTS PROGRAM

6. Council Discretion

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

C. EXCLUSIONS FROM ELIGIBILITY FOR CITY GRANT:

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

D. GRANTS REVIEW CONSIDERATIONS

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

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

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

Summary of Requests for 2007 Grants Program

HEALTH, SOCIAL & SAFETY SERVICES				
APPLICANT NAME	CATEGORY	2007 REQUEST	2007 RECOMMENDATION	RATIONALE/COMMENTS/CONDITIONS
Big Brothers of Greater Vancouver	1	\$ 3,500.00	\$ 3,000.00	Same level as last year, although they are serving more children now than they have in the last 5 years.
Big Sisters of BC Lower Mainland	1	\$ 5,000.00	\$ 3,000.00	Same level as last year.
Canadian Mental Health Association	1	\$ 25,000.00	\$ 14,000.00	Same level as last year.
CARS BC	1	\$ 25,000.00	\$ 1,000.00	Same level as last year-for Volunteer Recognition
CHIMO Crisis Services	1	\$ 48,000.00	\$ 40,000.00	Same level as last year. For crisis response and education programs
Chinese Mental Wellness Association of Canada	1	\$ 40,900.00	\$ 7,400.00	To offset costs for the Choir of Love program. This seems to be a unique social opportunity for Chinese-speaking people living with mental illness. The level was decreased from last year as there is no evidence of partnering with other organizations for service delivery.
Community Meal – St. Alban's Hall	1	\$ 1,500.00	\$ 1,500.00	Same level as last year- The program meets the general principles outlined in the Grants Policy (ie. Responds to demonstrated need in the community, promotes volunteer participation and citizen involvement, etc.)
Family Services of Greater Vancouver	1	\$ 70,000.00	\$ 45,000.00	Same level as last year.
Gingerbread House Parent Participation Preschool Society	1	\$ 4,000.00	\$ -	Like other pre-schools, the Gingerbread House provides an important service in the community. However, while the preschool is a registered charity, it is also a private enterprise. The provision of operational assistance to a pre-school will be precedent setting.
Heart of Richmond AIDS Society	1	\$ 12,000.00	\$ 6,000.00	Funds to be used for outreach services
Minoru Seniors Society	1	\$ 7,000.00	\$ 4,000.00	It is a unique project and meets the grant principles.
Multicultural Helping House Society *	1	\$ 20,000.00	\$ -	Late application
Richmond Addiction Services	1	\$ 223,560.00	\$ 171,950.00	Same level as last year
Richmond Carefree Society	1	\$ 4,500.00	\$ 3,000.00	Same level as last year
Richmond Family Place	1	\$ 22,000.00	\$ 16,000.00	Same level as last year
Richmond Jewish Day School	1	\$ 4,900.00	\$ -	Research opportunities with Fruit Tree sharing program, parks, Evergreen grant application.

Summary of Requests for 2007 Grants Program

HEALTH, SOCIAL & SAFETY SERVICES				
APPLICANT NAME	CATEGORY	2007 REQUEST	2007 RECOMMENDATION	RATIONALE/COMMENTS/CONDITIONS
Richmond Mental Health Consumer & Friend Society	2	\$ 10,150.00	\$ 3,900.00	For project coordinator
Richmond Multicultural Concerns Society	1	\$ 15,000.00	\$ 7,500.00	Same level as last year
Richmond Poverty Response Committee	1	\$ 8,000.00	\$ 6,000.00	Same level as last year
Richmond Society for Community Living	1	\$ 22,000.00	\$ 11,000.00	To be used on staff expenses for six months
Richmond Womens' Resources Centre Association	1	\$ 28,000.00	\$ 12,000.00	Same level as last year
Richmond Youth Service Agency	1	\$ 13,000.00	\$ 8,500.00	Same level as last year. Have applied for grants totalling 30,500
SUCCESS – Receptionist	1	\$ 22,368.00	\$ 1,000.00	Same level as last year
Touchstone Family Services	1	\$ 95,000.00	\$ 15,000.00	A grant would contribute to program costs for approximately two months and hopefully assist in the leveraging of other funds
VIP Club of Richmond *	1	\$ 1,500.00	\$ -	Late application
Volunteer Richmond Information Services	1	\$ 40,000.00	\$ 35,000.00	Same level as last year
TOTAL		\$ 771,878.00	\$ 415,750.00	

* Groups that missed the deadline.

Summary of Requests for 2007 Grants Program

CULTURAL SERVICES & COMMUNITY EVENTS					RATIONALE/COMMENTS/CONDITIONS	
APPLICANT NAME	CATEGORY	2007 REQUEST	2007 RECOMMENDATION			
Gateway Theatre	1	\$ 10,000.00	\$ 3,000.00			
Gulf of Georgia Cannery	1	\$ 8,850.00	\$ -			
					This organization is funded by the Federal government and has never received a City grant. Staff feel this request does not repond to a demonstrated need in the Community and that the organization is not in real financial need.	
Hamilton Community Association	1	\$ 1,000.00	\$ 1,000.00			
					The application meets the general principles outlined in the Grants Policy. The proposed event will meet the needs of/benefit the residents of the Hamilton area. It will also promote volunteer participation & citizen involvement.	
Kajaks Track and Field Club	1	\$ 15,000.00	\$ -			
Manoah Steves Elementary School	1	\$ 15,000.00	\$ -			
					The grant monies would not benefit Richmond	
					The grants program has never financed schools	
Pacific Piano Competition Society	1	\$ 3,000.00	\$ 1,000.00			
Richmond Art Gallery Association (RAGA)	1	\$ 500.00	\$ -			
					For printed promotional material	
					The proposed activity is an educational program much like other offerings by the Art Gallery and other community facilities. As such, the proposed tour should be cost-recoverable in it's entirety through registration fees.	
Richmond Chinese Community Society	1	\$ 10,000.00	\$ 1,500.00			
Richmond Community Orcestra and Chorus Assoc.	1	\$ 5,000.00	\$ 1,000.00			
					Same level as last year	
					Same level as last year	
Richmond Music School Society	1	\$ 2,080.00	\$ -			
					The grants program does not fund school-based programs	
Richmond Nature Park Society	1	\$ 5,290.00	\$ 4,000.00			
					Unique and beneficial program for the community. It would also fulfill phase 2 of the wildlife project.	
Richmond Responsible Dog Owner's Group	1	\$ 26,000.00	\$ -			
Richmond Summer Project c/o Thompson Community Association	1	\$ 55,000.00	\$ 50,000.00			
					Research links with bylaws, parks, SPCA	
					Provides maximum benefit to a large number of residents	
Richmond Weavers & Spinners Guild	1	\$ 900.00	\$ -			
Sea Island	1	\$ 1,000.00	\$ 1,000.00			
					Membership fees to cover costs	
Steveston Community Society	1	\$ 35,000.00	\$ 7,000.00			
					Promotes community	
					Promotes community	

Summary of Requests for 2007 Grants Program

CULTURAL SERVICES & COMMUNITY EVENTS					
APPLICANT NAME	CATEGORY	2007 REQUEST	2007 RECOMMENDATION	RATIONALE/COMMENTS/CONDITIONS	
Westcoast Choir Society	1	\$ 16,863.25	\$ -	Many Concerts Take place outside of Richmond	
TOTAL		\$ 210,483.25	\$ 69,500.00		

ATTACHMENT 3
Grant Application Summary Sheets



1.	Applicant	Big Brothers of Greater Vancouver	
2.	Grant Request	\$3500	For: Operating Assistance
3.	Summary of Request	<p>Big Brothers offers programs for boys aged 7-12 and newcomer families. The mentoring coordinators in Richmond recruit volunteers and families, screen, train and monitor matches between caring adults and children from primarily single parent families; and ensure that the programs are relevant, effective and safe for the children and youth they serve.</p> <p>Monies will help to offset the cost of providing services to children and families in Richmond.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	19	
6.	Services received from City	none	
7.	Amount of Previous Year Grant and Spending Details	\$ 3000 funds were applied towards the salaries of the professionally qualified Mentoring Coordinators who directly administer the mentoring programs within Richmond.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 1,425,831	\$ 1,507,100
	Total Expenses	\$ 1,445,317	\$ 1,506,745
	Surplus or (Deficit)	\$ (19,485)	\$ 355
	Accumulated Surplus or (Deficit)	\$ 18,048	\$ 27,400
9.	Justification for Accumulated Surplus (Deficit)	Application states that all grant money was spent towards the program.	
10.	Richmond Grant	\$ 3000	\$ 3500
	Other Grants (Federal, Provincial, Municipal)	\$ 249,524	\$ 189,524
	Total Grants	\$ 352,524	\$ 193,024
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$	
12.	Grant Recommendation Comments/Conditions	\$3,000 Same level as last year, although they are serving more children now than they have in the last five years.	
13.	Reviewed by	Stephanie Eby	



1.	Applicant	Big Sisters of BC Lower Mainland							
2.	Grant Request	\$5000	For: Programs and Services						
3.	Summary of Request	This grant will be used for the salary of the Richmond counsellor, who facilitates matches between Big and Little Sisters in Richmond and outreach to the Chinese-Canadian community, primarily with children from low-income, single-parent families.							
4.	Category	1							
5.	No. of Richmond residents served by group	65							
6.	Services received from City	N/A							
7.	Amount of Previous Year Grant and Spending Details	\$3000 1. Little Sister activities for Richmond residents (eg. snowshoeing, summer camp, crafts, etc); 2. Regular newsletters (printed and electronic); and 3. Volunteer training. Total cost of providing programs in Richmond is over \$65,000/year.							
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year Dec. 31, 2005 (e.g. Financial Statement)	Budget for 2006 Year						
	Total Revenue	\$ 723,766	\$ 791,450						
	Total Expenses	\$ 668,224	\$ 820,315						
	Surplus or (Deficit)	\$ 55,542	\$ 27,847						
	Accumulated Surplus or (Deficit)	\$ 258,593	\$ 286,440						
9.	Justification for Accumulated Surplus (Deficit)	Surpluses cover capital and future operating expenses, including: Office equipment \$12,000 Renovations \$22,000+ Building contingency \$ 6,000 New staff positions \$30,000 Also, Big Sisters' largest fundraising event is held in late October each year. Because this revenue is variable and not guaranteed, Big Sisters does not plan to spend the money before they receive it.							
10.	Funding	2006 (Estimated)	2007 (Requested)						
	Richmond Grant	\$ 3,000	\$ 5,000						
	Other Grants (Federal, Provincial, Municipal)	\$ 184,200	\$ 165,250						
	Total Grants	\$ 187,200	\$ 170,250						
	Grant Surplus	\$ 0	\$ 0						
11.	Budget for Grant Request	<table border="0"> <tr> <td>\$ 5,000</td> <td>Salary – Rmd Counsellor</td> <td>\$5,000</td> </tr> <tr> <td></td> <td>Total</td> <td>\$5,000</td> </tr> </table> Total Salary for Richmond Counsellor is \$49,560 (projected).		\$ 5,000	Salary – Rmd Counsellor	\$5,000		Total	\$5,000
\$ 5,000	Salary – Rmd Counsellor	\$5,000							
	Total	\$5,000							
12.	Grant Recommendation Comments/Conditions	\$3000 Same level as last year.							
13.	Reviewed by	Donna Lee							



1.	Applicant	Canadian Mental Health Association	
2.	Grant Request	\$25,000	For: Operating Assistance
3.	Summary of Request	An \$11,000 increase from last year due to increase of food and hydro. The grant subsidizes the meal program which enables members to have affordable and nutritional meals. Pathways Clubhouse is the only program in Richmond for people recovering from mental illnesses.	
4.	Category	1	
5.	No. of Richmond residents served by group	301	
6.	Services received from City	Property Tax Relief – 8911 Westminster Hwy. (supported housing building)	
7.	Amount of Previous Year Grant and Spending Details	\$ 14,000 Food – 7,600 Rent – 4,000 Utilities – 1,200 Phone – 800 GST – 400	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2006/07 Year
	Total Revenue	\$ 2,651,782	\$ 1,991,949
	Total Expenses	\$ 2,655,217	\$ 1,998,047
	Surplus or (Deficit)	\$ (3,435)	\$ 3902
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	All grant monies goes towards operating costs, however a large amount of money appears to be invested.	
10.	Richmond Grant	\$ 14,000	\$ 25,000
	Other Grants (Federal, Provincial, Municipal)	\$ 10,000	\$ pending
	Total Grants	\$ 24,000	\$ 25,000
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	Food –11,000 Rent – 4,200 Utilities – 2,000 Phone – 800 Supported Education – 6,600 GST – 600 Total - \$25,000	
12.	Grant Recommendation Comments/Conditions	\$14,000 Same level as last year. This would help to offset operating costs. It does not include the supported education.	
13.	Reviewed by	Stephanie Eby	



1.	Applicant	Youth Counter Attack/Road Sense Society of BC (CARS BC)	
2.	Grant Request	\$25,000	For: Programs and Services
3.	Summary of Request	<p>The grant will be used to support partial costs of some of the program and services.</p> <p>Funding for 3 on-going programs: webzine, campaigns and volunteer program.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	30 members; 55 volunteers; 4 schools that have CARS Teams	
6.	Services received from City	Criminal Records checks for Volunteers are done in-kind.	
7.	Amount of Previous Year Grant and Spending Details	<p>\$1000</p> <p>Volunteer Training/Recognition.</p>	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2005	Budget for 2006 Year
	Total Revenue	\$ 280,235	\$ n/a for 2006
	Total Expenses	\$ 260,046	\$
	Surplus or (Deficit)	\$ 20,189	\$
	Accumulated Surplus or (Deficit)	\$ 118,384	\$
9.	Justification for Accumulated Surplus (Deficit)	CARS BC has been fortunate to have ongoing support from ICBC and Autoplan Brokers. They do not anticipate ongoing support from both organizations – working towards building a financial reserve.	
10.	Richmond Grant	\$ n/a	\$ 1000
	Other Grants (Federal, Provincial, Municipal)	\$ 266,590	\$ 251,823 *
	Total Grants / Funding	\$	\$ 254,023
	Grant Surplus	\$	\$
			* Autoplan Brokers of BC; ICBC; Hub International, others
11.	Budget for Grant Request	<p>\$ 25,000</p> <p>Volunteer - recruitment, screening, training & recognition \$12,500</p> <p>Campaigns – development, workshops & presentations \$ 9,500</p> <p>Webzine – development, editing, marketing & publish \$ 3,000</p> <p>\$25,000</p>	
12.	Grant Recommendation Comments/Conditions	\$0 <i>Application Withdrawn</i>	
13.	Reviewed By	Cathy Russell	



1.	Applicant	CHIMO Crisis Services	
2.	Grant Request	\$48,000	For: Programs and Services
3.	Summary of Request	<p>The grant will be used to deliver CHIMO's:</p> <p>1) Volunteer-based crisis response/ support services - telephone crisis line, telephone outreach to isolated seniors, walk-in crisis outreach, poverty law advocacy in 13 languages and pro bono law clinics; and</p> <p>2) Crisis prevention community education program – workshops and programs for grades 6-12, parent programs in English and Chinese.</p> <p>The increase in funding is to expand program offerings and increase volunteer capacity to support this growth.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	8,000	
6.	Services received from City	<p>Reduced rate on 60-year lease – Terra Nova Transition House</p> <p>Property tax relief – Terra Nova Transition House</p>	
7.	Amount of Previous Year Grant and Spending Details	<p>\$40,000</p> <p>Crisis Response/Support Services \$24,470</p> <p>Crisis Prevention Community Education Prog. \$15,530</p> <p>Total \$40,000</p>	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year	Budget for 2007 Year
		Mar. 31, 2006 (e.g. Financial Statement)	
	Total Revenue	\$ 1,384,136	\$ 1,497,035
	Total Expenses	\$ 1,362,748	\$ 1,496,410
	Surplus or (Deficit)	\$ 21,388	\$ 625
	Accumulated Surplus or (Deficit)	\$ 481,109	\$ 547,522
9.	Justification for Accumulated Surplus (Deficit)	<p>Accumulated surplus is allocated for:</p> <p>1. Contingency operating and capital funds</p> <p>2. Innovation and Development Fund, which is used to create, pilot and develop new resources to meet changing needs.</p> <p>Examples include: offering a management intern position and developing new service models (such as crisis outreach and advocacy program for those who live in poverty).</p>	
10.	Funding	2006 (Actual)	2007 (Requested)
	Richmond Grant	\$ 40,000	\$ 48,000
	Other Grants (Federal, Provincial, Municipal)	\$ 86,851	\$ 90,250
	Total Grants	\$ 126,851	\$ 135,250
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	<p>\$ 48,000</p> <p>Crisis Response/Support Services \$27,500</p> <p>Crisis Prevention Community Education Prog. \$20,500</p> <p>Total \$48,000</p>	
12.	Grant Recommendation Comments/Conditions	<p>\$40,000</p> <p>Same level as last year – For crisis response and education programs.</p>	
13.	Reviewed by	Donna Lee	



1.	Applicant	Chinese Mental Wellness Association of Canada	
2.	Grant Request	\$40,900	For: Operating Assistance & Programs and Services
3.	Summary of Request	<p>The grant will assist operating expenses (rent and administration support), as well, in the continuation of programs including counselling services, the Wellness Line Program, the Peer Support Resource Centre, the Choir of Love, and ESL classes.</p> <p>The Chinese Mental Wellness Association of Canada acts as a bridge between the Chinese community and the mainstream mental health community.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	1452	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	\$12,000	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year March 31, 2006 (e.g. Financial Statement)	Budget for 2007 Year 2006/07 Budget (Att. 5C)
	Total Revenue	\$ 80,560	\$ 123,900
	Total Expenses	\$ 94,047	\$ 123,900
	Surplus or (Deficit)	\$ (13,487)	\$ 0
	Accumulated Surplus or (Deficit)	\$ 18,947	\$ 18,947
9.	Justification for Accumulated Surplus (Deficit)	<p>\$ 2,455 VanCity General Account</p> <p>\$ 16,492 Retained Earnings from Previous Year</p> <p>\$ 18,947 Total</p>	
10.	Richmond Grant	\$ 12,000	\$ 40,900
	Other Grants (Federal, Provincial, Municipal)	\$ 39,290	\$ 133,826
	Total Grants	\$ 51,290	\$ 174,726
	Grant Surplus	\$ 0	\$ 133,826
11.	Budget for Grant Request	<p>\$ 4,000 Rent</p> <p>\$ 8,000 Salary for Administrative Assistant</p> <p>\$ 5,400 Counselling Programs</p> <p>\$ 7,400 Choir of Love</p> <p>\$ 5,000 Wellness Line</p> <p>\$ 6,100 Peer Support Resource Centre</p> <p>\$ 5,000 ESL Classes</p> <p>\$ 40,900 Total</p>	
12.	Grant Recommendation Comments/Conditions	<p>\$ 7,400</p> <p>To offset costs for the Choir of Love program. This seems to be a unique social opportunity for Chinese-speaking people living with mental illness. The level was decreased from last year as there is no evidence of partnering with other organizations for service delivery.</p>	
13.	Reviewed by	Stephanie Eby and Donna Lee	



1.	Applicant	Community Meal at St. Alban's Hall (c/o St. Alban's Anglican Church)	
2.	Grant Request	\$1,500	For: Operating Assistance Programs and Services
3.	Summary of Request	The grant will be used to support the complimentary one-day a week meal program which runs for 10 months during a fiscal year (September – June). The meal is served every Tuesday evening. People who partake in the meal include: single and two-parent families, new immigrants, seniors, teens, and people with physical, emotional and/or mental disabilities.	
4.	Category	1	
5.	No. of Richmond residents served by group	approximately 120 people served each week; over 4000 meals served during the 10-month community meal program; around 90% of people served are Richmond residents	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	\$1,500 - food and kitchen supplies (e.g. dishwasher, soap, gloves, etc.)	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year Jan. 1 – Dec. 31/05 (e.g. Financial Statement)	Budget for 2006 Year
	Total Revenue	\$25,874.00	\$26,000.00
	Total Expenses	\$21,726.00	\$not yet determined
	Surplus or (Deficit)	\$ 4,148.00	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	Surplus serves as a contingency, in the event that grant applications are unsuccessful.	
10.	Funding	2006 (Actual)	2007 (Requested)
	Richmond Grant	\$ 1,500.00	\$ 1,500.00
	Other Grants (Federal, Provincial, Municipal)	\$	\$ 3,500.00
	Total Grants	\$	\$ 5,000.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 1,500 – This amount represents the cost of meals & supplies for one month. The grant money will again be used to purchase food and related supplies to run the program. It is estimated that the cost of one meal is \$2.75.	
12.	Grant Recommendation Comments/Conditions	\$1,500 Same level as last year. The program meets the general principles outlined in the Grants Policy (i.e. responds to a demonstrated need in the community, promotes volunteer participation & citizen involvement, etc.)	
13.	Reviewed by	Aida Sayson	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Family Services of Greater Vancouver	
2.	Grant Request	\$70,000	For: Operating Assistance & Programs and Services
3.	Summary of Request	Funds to be used to continue counselling service in Richmond to meet the community's current needs. Counselling will be provided in English, Cantonese and Mandarin.	
4.	Category	1	
5.	No. of Richmond residents served by group	Richmond Counselling Program: 80% of clients live in Richmond, 20% work in Richmond	
6.	Services received from City	The Counselling Program is a tenant of the Caring Place.	
7.	Amount of Previous Year Grant and Spending Details	\$45,000 Last year's grant money was spend in providing counselling services to families in Richmond.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2005-2006	Budget for 2006 Year Richmond Counselling Program
	Total Revenue	\$ 19,784,404	\$ 96,461
	Total Expenses	\$ 19,569,749	\$ 96,797
	Surplus or (Deficit)	\$ 214,655	\$ (336)
	Accumulated Surplus or (Deficit)	\$ 419,840	\$
9.	Justification for Accumulated Surplus (Deficit)	\$419,840 Surplus due to hiring lags, delay in start-up of programs and timing of revenue and expenditures.	
10.	Richmond Grant	\$ 45,000	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$ 96,461	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 45,000 The City grant is integrated with other funding sources in order to provide a more seamless provision of services.	
12.	Grant Recommendation Comments/Conditions	\$45,000 Same level as last year. Funds to be used to continue counselling service in Richmond to meet the community's current needs.	
13.	Reviewed By	Cathy Russell	



City of Richmond

2006 Grant Application Summary Sheet

1.	Applicant	Gingerbread House Parent Participation Preschool Society	
2.	Grant Request	\$4,000	For: Operating Assistance
3.	Summary of Request	The grant will be used to help with the preschool's operational expenses, e.g. rent, telephone, photocopying, and the purchase of school supplies.	
4.	Category	1	
5.	No. of Richmond residents served by group	up to 102 (to include the 34 children who can be accommodated in the preschool plus their parents)	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) as of July 31, 2006 (unaudited) statement of operations – combined	Budget for 2006/2007 Year
	Total Revenue	\$ 56,065.09	\$ 65,610.00
	Total Expenses	\$ 69,838.26	\$ 65,377.00
	Surplus or (Deficit)	\$ (13,773.17)	\$ 233.00 (projected)
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 0	\$ 4,000.00 requested
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 13,500.00
	Total Grants	\$ 7,000.00	\$ 17,500.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 4,000 Breakdown: \$2,800 – assistance in rental \$ 180 – telephone \$ 100 – cell phone \$ 220 – photocopying \$ 700 – school supplies	
12.	Grant Recommendation Comments/Conditions	\$0 Like other pre-schools, the Gingerbread House provides an important service in the community. However, while the preschool is a registered charity, it is also a private enterprise. The provision of operational assistance to a pre-school will be precedent setting.	
13.	Reviewed by	Aida Sayson	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Heart of Richmond AIDS Society	
2.	Grant Request	\$12,000	For: Operating Assistance & Programs and Services
3.	Summary of Request	The Society supports Richmond residents living with HIV / AIDS through a number of programs such as: outreach services, weekly support groups, grocery assistance for those on a low income, monthly dinners, social outings, HIV prevention workshops, one on one support and much more.	
4.	Category	1	
5.	No. of Richmond residents served by group	60 directly 950 indirectly	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$4,000 The grant monies received last year were used to pay approx 4 months rent.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2005-2006 (e.g. Financial Statement)	Budget for 2006 –2007 Year
	Total Revenue	\$ 80,984	\$ 120,000
	Total Expenses	\$ 80,536	\$ 122,300
	Surplus or (Deficit)	\$ 448	\$ (2,300)
	Accumulated Surplus or (Deficit)	\$ (5,916)	\$
9.	Justification for Accumulated Surplus (Deficit)	\$ (5,916)	
10.	Richmond Grant	\$ 4,000	\$ 6,000
	Other Grants (Federal, Provincial, Municipal)	\$ 63,943	\$
	Total Grants	\$ 67,943	\$
	Grant Surplus	\$ n/a	\$
11.	Budget for Grant Request	\$ 12,000 \$6,000 towards the cost of increased rent \$6,000 outreach services The out-reach worker is a full time position. The need to provide outreach services continues to increase. These programs are delivered at community centres, bars and other locations where youth and young adults congregate.	
12.	Grant Recommendation Comments/Conditions	\$6,000 Increased from last year. Funds to be used for Outreach Services	
13.	Reviewed By	Cathy Russell	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Minoru Seniors Society	
2.	Grant Request	\$7000.00	For: Project
3.	Summary of Request	The purpose of the Richmond Seniors Abuse Prevention Project workshops is to provide Richmond Seniors with information, resources, and skills to enable them to avoid and/or prevent various forms of abuse by family members or caregivers. The grant would be used to hire an evaluator, a project coordinator, and workshop facilitators/interpreters. It will also be used to pay the expenses of bookkeeping, advertising, room rentals, photocopying, and supplies. This project will be in partnership with the B.C. Coalition to Eliminate Abuse of Seniors.	
4.	Category	1	
5.	No. of Richmond residents served by group	7000+	
6.	Services received from City	Offer programs and services in partnership with the City through Minoru Place Activity Centre, city facility, most operating costs of facility, which includes: maintenance, administration, IT support, & photocopying.	
7.	Amount of Previous Year Grant and Spending Details	\$ N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year Dec. 31 st , 2005 (e.g. Financial Statement)	Budget for 2006 Year
	Total Revenue	\$ 452, 773	\$ 426, 100.00
	Total Expenses	\$ 460, 457	\$ 425, 650.00
	Surplus or (Deficit)	\$ (7, 684) (the year)	\$ 450.00
	Accumulated Surplus or (Deficit)	\$ 196, 750 (all years)	\$
9.	Justification for Accumulated Surplus (Deficit)	N/A	
		2005/2006 Received:	2006/2007 Grant Requests:
10.	Richmond Grant	\$ N/A	\$ 7000.00
	Other Grants (Federal, Provincial, Municipal)	\$ 25, 000	\$ N/A
	Total Grants	\$ 25,000	\$ 7000.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 7000.00	
		The grant would be used to hire an evaluator, a project coordinator, and workshop facilitators/interpreters. It will also be used to pay the expenses of bookkeeping, advertising, room rentals, photocopying, and supplies.	
12.	Grant Recommendation Comments/Conditions	\$ 4000.00 It is a unique project and meets the grant principles.	
13.	Reviewed by	Alisa Carey	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Multicultural Helping House Society	
2.	Grant Request	\$20,000	For: Operating Assistance
3.	Summary of Request	MHHS provides services to immigrants and low-income families including settlement counselling, employment assistance, support for individuals and families facing challenges, free legal clinic and information and referral. Also, MHHS works with the youth in community organizing, leadership development, education and outreach on youth integration, anti-racism and other issues. It also provides support to seniors in accessing services and to continue to become active members of the community.	
4.	Category	1	
5.	No. of Richmond residents served by group	335 in 5 months by phone, e-mail & office visits	
6.	Services received from City	⊗	
7.	Amount of Previous Year Grant and Spending Details	\$ 4,200 Wages, Benefits, Volunteers \$ 4,500 Office supplies, rent, utilities \$ 1,300 Programming costs \$10,000 Total	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) 2005	Budget for 2007 Year
	Total Revenue	\$ 282,628	\$ 668,000
	Total Expenses	\$ 234,975	\$ 664,187
	Surplus or (Deficit)	\$ 22,507	\$ 3,813
	Accumulated Surplus or (Deficit)	\$ ⊗	\$ ⊗
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ 10,000	2006 Grants Received \$ 20,000
	Other Grants (Federal, Provincial, Municipal)	\$ 430,000	\$ 590,000
	Total Grants	\$ 440,000	\$ 610,000
	Grant Surplus	\$ ⊗	\$ ⊗
11.	Budget for Grant Request	\$14,119.55 Wages and benefits \$ 2,705.45 Office supplies & materials \$ 3,175.00 Rent & Utilities \$20,000.00 Total	
12.	Grant Recommendation Comments/Conditions	\$0 (late application)	
13.	Reviewed by	Lesley Sherlock	



1.	Applicant	Richmond Addiction Services Society	
2.	Grant Request	\$223, 560.00	For: Programs and Services
3.	Summary of Request	The grant will be used to employ an Addictions Specialist/Youth Outreach Counsellor and a problem Gambling Prevention Specialist/Counsellor to work with children, youth, teachers, parents and seniors in providing knowledge about substance use/misuse. Also, it will be used for web site development, resources, and the development and implementation of new programs and workshops.	
4.	Category	1	
5.	No. of Richmond residents served by group	7028 in 2005/2006 year	
6.	Services received from City	n/a	
7.	Amount of Previous Year Grant and Spending Details	\$171, 950.00 Salaries & Benefits: 48, 268.98 Website Dev'l: 15, 607.00 Public Education: 1, 922.00 Curriculum Materials Dev'l: 4, 892.00 Problem Gambling Prevention Worker & Curriculum Design Leader: 31, 422.33 TOTAL: \$102, 112.31.00 + projected expenditures for Oct.2006-March 2007 = \$73, 656.63	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year March 31 st , 2006 (e.g. Financial Statement)	Budget for 2006/2007 Year
	Total Revenue	\$ 1, 692, 096.00	\$ 1, 851, 186.00
	Total Expenses	\$ 1, 607, 139.00	\$ 1, 877, 022.00
	Surplus or (Deficit)	\$ 84, 957 (the year)	\$ (25, 836)
	Accumulated Surplus or (Deficit)	\$ 263, 286 (all years)	\$
9.	Justification for Accumulated Surplus (Deficit)	The net surplus for fiscal year 2005-2006 was \$84,957. This was due to not receiving their funding from Richmond Health Services until the end of August 2006. Consequently, they were unable to proceed with some services, programs and operational items. These funds will be used in 2006-2007 to make up for what we were unable to implement in the last fiscal year.	
		2005/2006 Grant Received:	2006/2007 Grant Requests:
10.	Richmond Grant	\$ 171, 950.00	\$ 223, 560.00
	Other Grants (Federal, Provincial, Municipal)	\$ 1, 591, 142.00	\$ 1, 916, 357.00
	Total Grants	\$ 1, 763, 092.00	\$ 2, 139, 917.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 223, 560.00 A) Substance Abuse Prevention: \$107, 560.00 B) Problem Gambling Prevention/Counselling: \$ 116, 000.00 *detailed allocation of expenses in file page 9.	
12.	Grant Recommendation Comments/Conditions	\$171, 950.00 same level as last year	
13.	Reviewed by	Alisa Carey	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Carefree Society	
2.	Grant Request	\$4,500	For: Operating Assistance and Programs
3.	Summary of Request	These funds would be used for: 1. Increased insurance costs 2. Assist with the costs of bus service for children to attend; bus rental and fuel costs have increased significantly 3. To assist in replacement of equipment that is no longer safe or effective (due to technological advancements in developmental equipment) 4. To fund a music therapy program to encourage speech and language development of special children	
4.	Category	1	
5.	No. of Richmond residents served by group	Maximum 22 families – not enough resources to expand their services	
6.	Services received from City	Use of playgroup facility – East Richmond community Centre	
7.	Amount of Previous Year Grant and Spending Details	\$3,000 \$1,319 – Insurance (100%) \$ 320 – Transportation (partial) \$ 941 – Music Therapist (partial) \$ 420 – Equipment (partial)	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2006 (e.g. Financial Statement)	Proposed Budget for 2007 Year
	Total Revenue	\$ 23,942	\$ 18,300
	Total Expenses	\$ 23,944	\$ 18,300
	Surplus or (Deficit)	\$ 0	\$ 0
	Accumulated Surplus or (Deficit)	\$ 0	\$ 0
9.	Justification for Accumulated Surplus (Deficit)	None	
10.	Richmond Grant	\$ 3,000	\$ 4,500 (requested)
	Other Grants (Federal, Provincial, Municipal)	\$ 13,500	\$ 10,000 (requested)
	Total Grants	\$ 16,500	\$ 14,500
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ 4,500 Insurance \$1,500 Transportation \$ 500 Music Therapist \$2,000 Playgroup Equipment <u>\$ 500</u> \$4,500	
12.	Grant Recommendation Comments/Conditions	\$ 3000 Same level as last year. This is the only volunteer-based program of its kind in BC. Carefree provides respite to families in need. The programs and transportation are provided to families free of charge with a suggested monthly donation of \$10. Carefree believes in providing services to all families in need without imposing a financial burden and additional stress. This Society responds to an obvious need in the community with a constant waitlist for its programs. This grant supports the City's vision of a livable and well-managed community.	
13.	Reviewed by	Anna Wilczewski	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Family Place Society	
2.	Grant Request	\$22,000	For: Operating Assistance
3.	Summary of Request	<p>The grant would be used primarily for partial funding of staff salaries and partial funding of utilities.</p> <p>Richmond Family Place has experienced tremendous growth in the past year including a 50% increase in the number of families attending the programming and a 50% increase in the level of programming. Both main site and satellite locations offer programs to meet needs.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	3000-4000	
6.	Services received from City	Use of City facility in Minoru Park for \$1 per year lease rate Yard services.	
7.	Amount of Previous Year Grant and Spending Details	\$16,000 \$7000 – Administration Salary (.2 FTE) \$8000 – Health Start Drop-in Salary (.3 FTE) \$1000 – Heat and Lighting	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 452,823	\$ 422,900
	Total Expenses	\$ 458,239	\$ 422,800
	Surplus or (Deficit)	\$ (5,416)	\$ 100
	Accumulated Surplus or (Deficit)	\$ 271,230	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 16,000	\$ 16,000
	Other Grants (Federal, Provincial, Municipal)	\$ 293,169	\$ 266,000
	Total Grants	\$ 107,332	\$ 102,000
	Grant Surplus	\$ 0	\$ 100.00
11.	Budget for Grant Request	\$ Administrative position - \$7,000 East Richmond Family Support Coordinator - \$6,000, Play Room Coordinator - \$7,600 Also: Heat, electricity and phone - \$1,400 Total - \$22,000	
12.	Grant Recommendation Comments/Conditions	\$16,000 Same level as last year. The City is already providing extensive extra support... particularly in terms of assisting with a move to (and the providing of) a new facility.	
13.	Reviewed by	Sean Davies / Alan Hill	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Jewish Day School	
2.	Grant Request	\$4,900	For: Project
3.	Summary of Request	<p>RJDS wants to create a garden with fruits and vegetables indigenous to Richmond with the harvest donated to the Richmond Food Bank.</p> <p>All costs are for materials.</p>	
4.	Category	2	
5.	No. of Richmond residents served by group	Potentially a yield of 200 meals for the Food Bank plus students and families who can participate.	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	\$0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2006/07 Year
	Total Revenue	\$ 1,029,471	\$ 1,624,171
	Total Expenses	\$ 1,155,665	\$ 1,230,976
	Surplus or (Deficit)	\$ (126,191)	\$ (151,611)
	Accumulated Surplus or (Deficit)	\$ 2,166,946	\$ 393,194
9.	Justification for Accumulated Surplus (Deficit)	Building fund	
10.	Richmond Grant	\$ 0	\$ 4900
	Other Grants (Federal, Provincial, Municipal)	\$ 456,922	\$ 293,221
	Total Grants	\$ 8,108	\$ 115,100
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	<p>\$ 4900 – Total budget</p> <p>\$ 2000 – Irrigation – plastic piping</p> <p>\$ 400 – Ground preparation –earth and compost</p> <p>\$ 500 – Raised bed creation – railway ties and accessories</p> <p>\$ 700 – Plant purchases – trees, plants, bushes and seeds</p> <p>\$ 1300 – Tools, equipment and storage bins.</p>	
12.	Grant Recommendation Comments/Conditions	<p>\$0 – Not enough evidence of the group having exercised cooperation with other groups to prevent duplication and evidence that they have sought funding from a variety of sources. It is recommended that they research opportunities with Fruit Tree sharing program, Parks and investigate funding and support from the Evergreen environmental charity.</p>	
13.	Reviewed by	Sean Davies / Alan Hill	



1.	Applicant	Richmond Mental Health Consumer & Friends Society	
2.	Grant Request	\$10,150	For: Project
3.	Summary of Request	<p>A pilot project called "Peer Companions". It would be for expenses of running this program including salaries, expenses and supplies.</p> <p>Funding to empower and train mental health service consumers to support other mental health service consumers</p>	
4.	Category	2	
5.	No. of Richmond residents served by group	Approx. 200	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	\$0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 444,360.06	\$ 210,080
	Total Expenses	\$ 352,749.98	\$ 209,768
	Surplus or (Deficit)	\$ 91,610.08	\$ 312
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ 0	\$ 10,650
	Other Grants (Federal, Provincial, Municipal)	\$ 180,791.75	\$ 199,147
	Total Grants	\$ 0	\$ 209,797
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	<p>\$ 10,150 total</p> <p>\$3900 – Project Coordinator \$3360 – Peer Companions \$ 840 – Meeting Expense \$1050 – Client Outing Expense \$1000 - Supplies</p>	
12.	Grant Recommendation Comments/Conditions	<p>\$3900</p> <p>This will cover the wage of the coordinator who will then be able to fundraise for the project.</p>	
13.	Reviewed by	Sean Davies / Alan Hill	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Multicultural Concerns Society	
2.	Grant Request	\$15,000	For: Operating Assistance
3.	Summary of Request	Salaries and Benefits, Facilities, telephone, Internet, Photocopying, Materials and Supplies Utilities Insurance and GST	
4.	Category	1	
5.	No. of Richmond residents served by group	4,000	
6.	Services received from City		
7.	Amount of Previous Year Grant and Spending Details	\$7500 Salaries and Rent of facility	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 225,759	\$
	Total Expenses	\$ 224,653	\$
	Surplus or (Deficit)	\$ 1,106	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)	\$125,377	
10.	Richmond Grant	\$ 7,500	\$ 15,000
	Other Grants (Federal, Provincial, Municipal)	\$ 216,578	\$ 301,000
	Total Grants	\$ 224,078	\$ 315,000
	Grant Surplus		
11.	Budget for Grant Request		
12.	Grant Recommendation Comments/Conditions	\$7,500 Same level as last year	
13.	Reviewed by:	Anne Stevens/Mark Mansfield	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Poverty Response Committee, c/o Richmond Food Bank Society	
2.	Grant Request	\$8,000	For: Operating Assistance
3.	Summary of Request	<p>Strengthening the Committee and it's outreach – Faith community outreach, developing a newsletter, outreach for new committee members, exploring community economic development opportunities and developing materials to inform government of needs.</p> <p>Food Security Task Force - World Food Day event and public education about food security.</p> <p>Housing Task Force – Affordable Housing Week displays and an Affordable Strategy for Richmond.</p> <p>Projects – Outreach and awareness of web based projects.</p> <p>Emerging Issues – action planning based on The Richmond Food System Assessment.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	40,000 – based on statement that ¼ of residents are affected by poverty	
6.	Services received from City	<p>Use of City Hall meeting rooms up to 6 times per year at City Hall.</p> <p>Use of meeting rooms at Caring Place.</p>	
7.	Amount of Previous Year Grant and Spending Details	<p>\$6,000 Total</p> <p>Operations: Project Coordination - \$3000</p> <p>Programs and Services - \$3000</p>	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2005 (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 3,116	\$ 41,800
	Total Expenses	\$ 8,830	\$ 41,800
	Surplus or (Deficit)	\$ (5,714)	\$ 0
	Accumulated Surplus or (Deficit)	\$ 9,170	\$ 0
9.	Justification for Accumulated Surplus (Deficit)	N/A	
10.	Richmond Grant	\$ 6000	\$ 8,000
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 0
	Total Grants	\$ 3,116	\$ 20,000
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ 4000 – Operations: Project Coordination Contracts	
12.	Grant Recommendation Comments/Conditions	\$6,000 Same level as last year; there has been no obvious increase of activities to be funded	
13.	Reviewed by	Alan Hill / Sean Davies	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Society for Community Living																			
2.	Grant Request	\$22,000	For: Programs and Services																		
3.	Summary of Request	<p>The request is to cover the expenses of the Family Resource Coordinator, the sole employee of the Society's Family Support Program. This program provides information, resources and/or support to family members who face the extraordinary circumstances that come with having a family member who has a disability. The program also provides family-to-family networking, training and info sessions. The Coordinator also produces an RSCL Family Newsletter and participates on committees throughout the City and province to increase awareness about development disabilities.</p> <p>Funding for this position in previous years has been taken from RSCL surplus. Over the years the surplus has diminished and is now finally depleted.</p> <p>The program continues to seek other funding sources.</p>																			
4.	Category	1																			
5.	No. of Richmond residents served by group	650																			
6.	Services received from City	\$3800 in 2006 (Child Care Funding)																			
7.	Amount of Previous Year Grant and Spending Details	\$N/A																			
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)		Budget for 2007 Year																	
	Total Revenue	\$ 6,712,342		\$ 7,194,012																	
	Total Expenses	\$ 6,558,561		\$ 7,137,873																	
	Surplus or (Deficit)	\$ 1,190,702		\$ (32,448)																	
	Accumulated Surplus or (Deficit)																				
9.	Justification for Accumulated Surplus (Deficit)	<p>\$153,000</p> <p>These funds have been dedicated to specific programs and services and cannot be used to support the coordinator position</p>																			
10.	Richmond Grant	\$ 0																			
	Other Grants (Federal, Provincial, Municipal)	\$		\$ 10,000 Koerner Foundation*																	
	Total Grants			\$ 5,000 BMO																	
	Grant Surplus			*Grant denied																	
11.	Budget for Grant Request	<p>\$22,000</p> <table border="0"> <tr> <td>Coordinator Wage</td> <td>\$27,680</td> <td>Computer Maint</td> <td>\$ 600</td> </tr> <tr> <td>Benefits</td> <td>\$ 3,324</td> <td>Mileage</td> <td>\$ 1,000</td> </tr> <tr> <td>Office Supplies</td> <td>\$ 149</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td>\$32,753</td> <td></td> <td></td> </tr> </table> <p>The program will continue with fund development.</p>				Coordinator Wage	\$27,680	Computer Maint	\$ 600	Benefits	\$ 3,324	Mileage	\$ 1,000	Office Supplies	\$ 149			Total	\$32,753		
Coordinator Wage	\$27,680	Computer Maint	\$ 600																		
Benefits	\$ 3,324	Mileage	\$ 1,000																		
Office Supplies	\$ 149																				
Total	\$32,753																				
12.	Grant Recommendation Comments/Conditions	\$11,000 To be used on Staff Expenses for 6 months.																			
13.	Reviewed by:	Anne Stevens, Mark Mansfield and Cathy Russell																			



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond's Women's Resource Centre Association	
2.	Grant Request	\$28,000	For: Operating Assistance
3.	Summary of Request	<p>Operating expenses such as staff wages, office rent, telephone and office supplies.</p> <p>They have lost two Program Coordinators over the last year due to the lack of ability to pay them enough money. This retention problem impacts their ability to deliver services.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	4400 visits in 2005	
6.	Services received from City	None	
7.	Amount of Previous Year Grant and Spending Details	<p>\$12,000</p> <p>The money went directly into paying office rental at Caring Place enabling them to use their other funding source to pay for their service programs.</p>	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2006/7 Year
	Total Revenue	\$ 59,563	\$ 116,543.14
	Total Expenses	\$ 78,071	\$ 108,405
	Surplus or (Deficit)	\$ (18,508)	\$ 8,138.14
	Accumulated Surplus or (Deficit)	\$ 35,500	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant Other Grants (Federal, Provincial, Municipal) Total Grants Grant Surplus	\$ 12,000 \$ 26,037 \$ 4,760	\$ 28,000 \$ 62,893.11 \$ 3364.36 \$ ☆
11.	Budget for Grant Request	\$ 2,000 Operating expenses \$ 8,000 Centre Coordinator, increase in hours. \$ 18,000 Staffing	
12.	Grant Recommendation Comments/Conditions	<p>\$12,000 Same level as last year.</p> <p>A unique service...with a demonstrated need. The organisation is recovering still from losing provincial funding (shows real financial need). They have an ambitious budget for 2006-7 which indicates a move towards planned sustainable financial management.</p>	
13.	Reviewed by	Alan Hill /Sean Davies	



1.	Applicant	Richmond Youth Services	
2.	Grant Request	\$13,000	For: Programs and Services
3.	Summary of Request	Fund a part-time position to operate the youth centre and co-ordinate recreational learning, leadership, volunteer and intergenerational activities for youth both in youth centre and community.	
4.	Category	1	
5.	No. of Richmond residents served by group	2,500	
6.	Services received from City	none	
7.	Amount of Previous Year Grant and Spending Details	Grant \$8500 Deliver recreation and outreach activities for youth staff cost associated for that.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$529,365	\$817,671
	Total Expenses	\$644,500	\$818,680
	Surplus or (Deficit)	\$(115,135)	
	Accumulated Surplus or (Deficit)		\$(1009)
9.	Justification for Accumulated Surplus (Deficit)	\$79,037 – \$67,371 restricted (Bldng Equipment) \$11,666 unrestricted (programs & services)	
10.	Richmond Grant	\$8500	\$
	Other Grants (Federal, Provincial, Municipal)	\$79,800	\$
	Total Grants	\$88,300	\$
	Grant Surplus		\$
11.	Budget for Grant Request	See 2006/2007 budget summary	
12.	Grant Recommendation Comments/Conditions	\$8500 same level from last year have applied for grants totalling of \$30,500	
13.	Reviewed by:	Anne Stevens/Mark Mansfield	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Success	
2.	Grant Request	\$22,368	For: Operating Assistance
3.	Summary of Request	Cover the cost of a FT clerk/receptionist	
4.	Category	1	
5.	No. of Richmond residents served by group	10,000	
6.	Services received from City		
7.	Amount of Previous Year Grant and Spending Details	\$1000 used to offset cost on the annual volunteer appreciation ceremony	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 10,585,344	\$
	Total Expenses	\$ 10,468,257	\$
	Surplus or (Deficit)	\$ 36,990	\$
	Accumulated Surplus or (Deficit)		
9.	Justification for Accumulated Surplus (Deficit)	\$936,761 - Unrestricted -This surplus reflects Vancouver and Richmond combined.	
10.	Richmond Grant	\$ 1,000	\$
	Other Grants (Federal, Provincial, Municipal)	\$ 349,018	\$
	Total Grants	\$ 350,018	\$
	Grant Surplus		\$
11.	Budget for Grant Request	Salary only	
12.	Grant Recommendation Comments/Conditions	\$1,000 same as last year	
13.	Reviewed by:	Anne Stevens/Mark Mansfield	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Touchstone Family Services	
2.	Grant Request	\$95,000	For: Programs and Services
3.	Summary of Request	Restorative Justice Initiative developed as a partnership between Richmond RCMP, Touchstone Family and the Youth Intervention Program. It provides an alternative to incarceration for youth. Main costs are wages and building rental.	
4.	Category	1	
5.	No. of Richmond residents served by group	Touchstone Services 400 people a year	
6.	Services received from City	none	
7.	Amount of Previous Year Grant and Spending Details	none	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$2,300,677	0
	Total Expenses	\$2,318,268	\$95,000
	Surplus or (Deficit)	\$(48,388)	
	Accumulated Surplus or (Deficit)	\$901,310	
9.	Justification for Accumulated Surplus (Deficit)	\$901,310 – to sustain operating costs of all Touchstone programs (6) in total.	
10.	Richmond Grant	0	\$
	Other Grants (Federal, Provincial, Municipal)	\$2,221,358	\$
	Total Grants	\$27,420	\$
	Grant Surplus	\$2,248,778	\$
11.	Budget for Grant Request	\$95,000 Touchstone stats (program dealt with 31 offenders in 2006) are reflective of a half time person. They are not indicative of demand as the half time person does not allow Touchstone to meet demand. This request is for a full-time position.	
12.	Grant Recommendation Comments/Conditions	\$15,000	
13.	Reviewed by:	Anne Stevens/Mark Mansfield	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Visually Impaired People's Club of Richmond (VIP)	
2.	Grant Request	\$1,500	For: Operating Assistance
3.	Summary of Request	<p>To cover cost of renting monthly meeting space at Caring Place.</p> <p>The V.I.P. Club was formed in 1989 to offer support, information and recreation for blind and visually impaired adults in Richmond.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	45	
6.	Services received from City	<p>Community bus used for monthly meetings</p> <p>Cultural Centre room used for pottery classes</p>	
7.	Amount of Previous Year Grant and Spending Details	\$1,500 used to cover office expenses and rent	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) 2005/2006	Budget for 2007 Year
	Total Revenue	\$ 3,128.93	\$ 3,550.00
	Total Expenses	\$ 4,344.20	\$ 4,225.00
	Surplus or (Deficit)	\$ (1,215.27)	\$ (675.00)
	Accumulated Surplus or (Deficit)	\$ *	\$ *
9.	Justification for Accumulated Surplus (Deficit)	<p>Deficit indicated for 2005/2006 because the 2006 City Grant was received after the end of their fiscal year.</p> <p>Deficit projected in 2007 will be made up for by member contributions to pottery class fees.</p>	
10.	Richmond Grant	\$ 1,500	\$ 1,500
	Other Grants (Federal, Provincial, Municipal)	\$ N/A	\$ N/A
	Total Grants	\$ 1,500	\$ 1,500
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ 1,500 to cover monthly rent	
12.	Grant Recommendation Comments/Conditions	\$0 (late application)	
13.	Reviewed by	Lesley Sherlock	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Volunteer Richmond Information Services Society	
2.	Grant Request	\$40,000	For: Operating Assistance
3.	Summary of Request	Operating expenses & staff costs involved operating the Volunteer Centre and Information and Referral Services.	
4.	Category	1	
5.	No. of Richmond residents served by group	12,900 volunteer hours	
6.	Services received from City	grant for 2006	
7.	Amount of Previous Year Grant and Spending Details	35,000	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2006 Year
	Total Revenue	847,235	1,241,604
	Total Expenses	894,454	1,241,604
	Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	(47,219)	\$
9.	Justification for Accumulated Surplus (Deficit)	accumulated surplus is 148,899 is for operations, promotions, educate volunteers and community	
10.	Richmond Grant	40,000	\$
	Other Grants (Federal, Provincial, Municipal)	352,541	\$
	Total Grants	392,541	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$	
12.	Grant Recommendation Comments/Conditions	\$35,000 – Same level as last year	
13.	Reviewed by:	Anne Stevens/Mark Mansfield	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Gateway Theatre	
2.	Grant Request	\$10,000	For: Project
3.	Summary of Request	The grant will be used to produce the project called Sea of Stories; true stories of immigration, change, family and culture from the residents of Richmond. The grant will assist staff to create story lines, provide a 'place for the telling', and enable viewers to watch the presentations for free.	
4.	Category	1	
5.	No. of Richmond residents served by group	30,000 patrons	
6.	Services received from City		
7.	Amount of Previous Year Grant and Spending Details	\$N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year (project)
	Total Revenue	\$ 1,849,654	\$59,900
	Total Expenses	\$ 1,790,044	\$59,875
	Surplus or (Deficit)	\$ 59,610	\$25
	Accumulated Surplus or (Deficit)	\$	\$n/a
9.	Justification for Accumulated Surplus (Deficit)	n/a	
10.	Richmond Grant	\$ 0	\$ 10,000
	Other Grants (Federal, Provincial, Municipal)	\$ 79,600	\$ 279,800
	Total Grants	\$ 79,600	\$ 289,800
	Grant Surplus	\$	\$
11.	Budget for Grant Request	Total Revenue \$59,900 Total Expenses \$ 59,875 Surplus \$25	
12.	Grant Recommendation Comments/Conditions	\$3,000	
13.	Reviewed by	Stephanie Eby	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Gulf of Georgia Cannery	
2.	Grant Request	\$8,850	For: Programs and Services
3.	Summary of Request	This grant request is equivalent to 1,500 adult group admissions. The funds would be used as a "bank" of admissions that would be available to any non-profit community organization in Richmond. The objective is to introduce members of Richmond not-for-profit organizations and City-related delegations to the fishing heritage of Richmond.	
4.	Category	1	
5.	No. of Richmond residents served by group	2,000	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$0 The Gulf of Georgia Cannery Society has never been awarded a City Grant in the past because they are funded by the Federal Government.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year Dec. 31, 2005 (e.g. Financial Statement)	Budget for 2006 Year
	Total Revenue	\$ 679,964	\$ 660,500
	Total Expenses	\$ 709,460	\$ 670,900
	Surplus or (Deficit)	\$ (29,526)	\$ (10,400)
	Accumulated Surplus or (Deficit)	\$ 184,379	\$ 173,979
9.	Justification for Accumulated Surplus (Deficit)	Excess funds are used to fund new public programs.	
10.	Richmond Grant	\$ 0	\$ 0
	Other Grants (Federal, Provincial, Municipal)	\$ 29,732	\$ 18,000
	Total Grants	\$ 29,732	\$ 18,000
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ 8,850 Adult group admissions x 1,500 @ \$5.90 = \$8,850	
12.	Grant Recommendation Comments/Conditions	\$0 This organization is funded by the federal government and has never received a City grant. Staff feel that this request does not respond to a demonstrated need in the community and that the organization is not in real financial need.	
13.	Reviewed by	Donna Lee	



1.	Applicant	Hamilton Community Association	
2.	Grant Request	\$1,000.00	For: Event
3.	Summary of Request	The grant will be used to support the Hamilton Festival, an annual event that serves as a venue for Hamilton area residents to come together to meet and foster relationships among neighbours, discuss community issues and build the neighbourhood.	
4.	Category	1	
5.	No. of Richmond residents served by group	5,000 residents in the Hamilton area	
6.	Services received from City	The City provides the Hamilton Community Association with office space, equipment, and staffing. The City also provides a grant for the Youth Coordinator position.	
7.	Amount of Previous Year Grant and Spending Details	\$700.00 – The grant was used to provide entertainment at the Festival, e.g. Urban Idol, subsidize the cost of rides, watermelon eating contest.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year Sept. 1/05 – Aug. 31/06 (e.g. Financial Statement)	Budget for 2006/2007 Year
	Total Revenue	\$ 326,812.88	\$ 377,450.00
	Total Expenses	\$ 325,273.87	\$ n/a
	Surplus or (Deficit)	\$ 1,539.01	\$ n/a
	Accumulated Surplus or (Deficit)	\$	\$ n/a
9.	Justification for Accumulated Surplus (Deficit)	Any surplus is intended to be used for a major capital project which will be planned in conjunction with the City.	
10.	Richmond Grant	\$ 700.00	\$ 1,000.00 (as requested)
	Other Grants (Federal, Provincial, Municipal)	\$ 15,376.77	\$ 17,000.00
	Total Grants	\$ 16,076.77	\$ 18,000.00
	Grant Surplus	\$ 0	\$ n/a at this time
11.	Budget for Grant Request	\$1,000.00 – for entertainment events similar to those listed in #7 above	
12.	Grant Recommendation Comments/Conditions	\$1,000.00 - an increase of \$300 from last year The application meets the general principles outlined in the Grants Policy. The proposed event will meet the needs of/benefit the residents of the Hamilton area. It will also promote volunteer participation & citizen involvement.	
13.	Reviewed by	Aida Sayson	



1.	Applicant	Kajaks Track and Field Club	
2.	Grant Request	\$15,000	For: Operating Assistance
3.	Summary of Request	The grant will be used to replace equipment, specifically throwing implements, such as javelins, hammers, and discuses. The equipment is needed to help athletes train and compete at national and international levels.	
4.	Category	1	
5.	No. of Richmond residents served by group	200	
6.	Services received from City	This organization pays \$600/year to use Clement Track at Minoru Park and \$200/track meet or special event. They also use the concession stand at Minoru Park, with 2005 revenue of \$33,716.	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year Dec. 31, 2005 (unaudited)	Budget for 2006 Year
	Total Revenue	\$ 172,365	\$ 149,912
	Total Expenses	\$ 158,492	\$ 148,282
	Surplus or (Deficit)	\$ 13,424	\$ 1,631
	Accumulated Surplus or (Deficit)	\$ 40,201	\$ 41,832
9.	Justification for Accumulated Surplus (Deficit)	The accumulated surplus is allocated for equipment replacement and hiring a top-level coach.	
10.	Funding	2005 (Actual)	2006
	Richmond Grant	\$ 0	\$ 0
	Other Grants (Federal, Provincial, Municipal)	\$ 29,071	\$ 15,000
	Total Grants	\$ 29,071	\$ 15,000
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ 15,000 <div style="text-align: right;"> Discus \$1,106 Hammers \$2,357 Javelins \$ 917 Total \$4,380 </div> (Additional throwing implements are listed on the equipment replacement plan, but proposed costs are not included.)	
12.	Grant Recommendation Comments/Conditions	\$0 Staff do not feel there is sufficient benefit to the wider community as this is a membership-based organization.	
13.	Reviewed by	Donna Lee	



1.	Applicant	Manoah Steves Elementary School	
2.	Grant Request	\$15,000	For: Project
3.	Summary of Request	<p>The grant would be used towards a portion of the playground replacement costs. According to an inspector, the playground needs to be replaced within one year as the ageing structure is no longer safe and irreparable. The school has been raising and saving money since 2005 and plans to upgrade the play area in the summer of 2007, but is still in need of more funds to complete the project within this time frame. This playground belongs to the School district and therefore is not maintained by the City and not eligible for the Parks Department's 'Playground Replacement Program'. Although this playground falls under the jurisdiction of the School Board, Richmond residents use this facility extensively due to its proximity to surrounding sports parks. An average playground costs the City \$65,000 to replace, but supporting this grant application would cost the City much less and create long-term benefits for all Richmond residents.</p> <p>The City owns and maintains 51 playgrounds, while the School Board is responsible for 33. That's 33 less playgrounds that the City has to finance but from which our residents benefit. By supporting this grant application, the City would be making a financial contribution to a recreational facility that benefits its community at a significantly lower cost than a City-owned playground.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	350 students on a daily basis, along with residents, City sports field users and visitors.	
6.	Services received from City	Access to adjacent City sport fields.	
7.	Amount of Previous Year Grant and Spending Details	New Grant application	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 05/06 (e.g. Financial Statement)	Budget for 2006/07 Year
	Total Revenue	\$ 35,046.52	\$ N/A
	Total Expenses	\$ 46,290.13	\$ N/A
	Surplus or (Deficit)	\$ (11,243.61)	\$ N/A
	Accumulated Surplus or (Deficit)	\$ 8,487.54	\$ N/A
9.	Justification for Accumulated Surplus (Deficit)	Surplus from previous year has already been allocated to QSP expense, 'Winter Wonderland' event, field trips, outdoor education and classroom resource expenses.	
10.	Richmond Grant	\$ 0	\$ 15,000.00 (requested)
	Other Grants (Federal, Provincial, Municipal)	\$ 7,620.00 (provincial gaming funds)	\$ 22,292.27 (requested) (\$15,000 declined to date, \$7,292.27 received from gaming funds)
	Total Grants	\$ 7,620.00	\$ 37,292.27 (requested)
	Grant Surplus	\$ 4,707.50	\$ 0
11.	Budget for Grant Request	\$ 15,000 Partial coverage of Playground Equipment: Double Zip Slide Zip Slide Trapeze Bar attachment Wild Goose Loop Ladder Shortz ladder attachment Double Cargo Net Wall Grand Total: \$62,724.00	
12.	Grant Recommendation Comments/Conditions	\$ 0 Grants Program has never funded schools	
13.	Reviewed by	Anna Wilczewski	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Pacific Piano Competition Society	
2.	Grant Request	\$3,000	For: Event
3.	Summary of Request	To be used to support the Pacific Piano Competition Solo Recital Concert to be held in February 2007. The main competition takes place every two years. The Solo Recital Concert is to continue the momentum and ignite interest for the upcoming competition.	
4.	Category	1	
5.	No. of Richmond residents served by group	900 students 1200 residents (students, parents)	
6.	Services received from City	Gateway Theatre provides use of the facility at a discounted rate and provides office space. Promotion of event will be on the Gateway Theatre's website.	
7.	Amount of Previous Year Grant and Spending Details	\$1500 N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2005 – 2006 (e.g. Financial Statement) 2005	Budget for 2006 Year Concert Budget
	Total Revenue	\$ 11,175.11	\$ 8,000
	Total Expenses	\$ 23,539.66	\$ 8,000
	Surplus or (Deficit)	\$ (12,364.55)	\$ 0
	Accumulated Surplus or (Deficit)	\$ 5,375.49	\$ 0
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 1,500	\$ 1,500
	Other Grants (Federal, Provincial, Municipal)	\$	\$ 5,000 (Telus)
	Total Grants	\$	\$ ☆
	Grant Surplus	\$	\$ ☆
11.	Budget for Grant Request	\$ 3000	
		Technical crew fee	\$ 500
		Printed promotional material	\$1,000
		Advertising	\$1,500
12.	Grant Recommendation Comments/Conditions	\$1,000 For printed promotional material	
13.	Reviewed By	Cathy Russell	



City of Richmond

2006 Grant Application Summary Sheet

1.	Applicant	Richmond Art Gallery Association (RAGA)	
2.	Grant Request	\$500	For: Event
3.	Summary of Request	<p>The grant will be used to help offset the cost of conducting a Public Art Bus Tour in the Spring of 2007. This event is envisioned to be an educational tour experience of both Richmond and Vancouver visual/public art sites.</p> <p>Three cultural bus tours have been conducted in the past - <i>Artists Among Us</i>, <i>Granville Island Studio & Market Tour</i>, and <i>the East Side Culture Crawl</i>. These tours were carried out on a break-even budget. In terms of demographic profile, attendees fall within the age range of 47-76 years. Most of them have an interest in art but are not artists.</p> <p>Similar tours are conducted by other cities/municipalities, e.g. Vancouver.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	RAGA serves 40,000 annually. RAGA is hopeful that approximately 22-30 people will participate in the proposed bus tour.	
6.	Services received from City	Staffing and City Facility (including building space, maintenance, phone & fax, photocopier, computers, and technical support)	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement) Year ended December 31, 2005	Budget for 2006 Year
	Total Revenue	\$ 213,282.00	\$ 431,041.00
	Total Expenses	\$ 245,450.00	\$ 431,041.00
	Surplus or (Deficit)	\$ (32,168.00)	\$ *
	Accumulated Surplus or (Deficit)	\$ \$69,311.00	\$ *
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$ 217,800.00
	Total Grants	\$ 119,642.00	\$ 323,100.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ \$500 Honorarium for Vancouver Speaker \$ 50.00 Honorarium for Richmond Speaker \$ 50.00 Printing & Advertising to increase the number of attendees \$400.00	
12.	Grant Recommendation Comments/Conditions	\$ 0 - The proposed activity is an educational program much like other offerings by the Art Gallery and other community facilities. As such, the proposed tour should be cost-recoverable in its entirety through registration fees.	
13.	Reviewed by	Aida Sayson	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Chinese Community Society	
2.	Grant Request	\$10,000	For: Event
3.	Summary of Request	The grant would be used to organize the Lunar New Year Celebration in February 2007 and Mid-Autumn Festival Celebration in September 2007 at Richmond Centre and Lansdowne Centre. (\$5000 for each celebration)	
4.	Category	1	
5.	No. of Richmond residents served by group	\$10,000	
6.	Services received from City	N/A	
7.	Amount of Previous Year Grant and Spending Details	\$1500 The grant was used to help organize the Lunar New Year Celebrations in February 2006 and Mid-Autumn Festival in September 2006 at Richmond Centre and Lansdowne Centre.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2005 (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 360,658	\$ 311,400
	Total Expenses	\$ 339,792	\$ 325,000
	Surplus or (Deficit)	\$ 20,866	\$ (13,600)
	Accumulated Surplus or (Deficit)	\$ 75,601	\$
9.	Justification for Accumulated Surplus (Deficit)	\$6,000 - invested in Capital Assets \$20,000 - a reserve fund This organization is on a cash basis and needs at least two months of expenditures available at all times (approx \$30,000/month).	
10.	Richmond Grant	\$ 1500	\$ 10,000
	Other Grants (Federal, Provincial, Municipal)	\$ 51,289	\$ 51,000
	Total Grants	\$ 52,789	\$ 61,000
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ 10,000 The grant will be used towards the Lunar New Year Celebration and Mid-Autumn Festival Celebration at Richmond Centre and Lansdowne Centre. There will be performances and community booth exhibitions.	
12.	Grant Recommendation Comments/Conditions	\$1500 Same level as last year	
13.	Reviewed by	Anna Wilczewski	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Community Orchestra and Chorus Association	
2.	Grant Request	\$5, 000	For: Operating Assistance
3.	Summary of Request	The purpose of the grant would be to assist with the administrative costs for the duties of the part time General Manager. This position is the only paid position and he or she is responsible for the day to day operation of the organization. The position also includes the marketing and promotion of the Richmond Community orchestra and chorus.	
4.	Category	1	
5.	No. of Richmond residents served by group	25,00 per year	
6.	Services received from City	Utilize some city services at a reduced rental rate for meetings and for rehearsals at Palmer and Mac Neill Secondary Schools.	
7.	Amount of Previous Year Grant and Spending Details	\$ 1, 000 Grant was used to cover less than one months salary for the general manager.	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year Sept. 30 th , 2006 (e.g. Financial Statement)	Budget for 2006/2007 Year
	Total Revenue	\$ 94, 958	\$ 96, 750.00
	Total Expenses	\$ 100, 626	\$ 96, 750.00
	Surplus or (Deficit)	\$ (5, 668) (the year)	\$
	Accumulated Surplus or (Deficit)	\$ 35, 847 (all years)	\$
9.	Justification for Accumulated Surplus (Deficit)	Financial statement show a surplus at the end of the fiscal year b/c we have a small contingency fund and we also receive a direct access fund from the Gaming Commission (\$40, 000) which tends to arrive at the end of our season. This fund must be used to benefit the community through our Community Outreach program. We need close to \$100, 000 to cover our costs for our new fiscal year.	
		2005/2006 Grants Received:	2006/2007 Grant Requests:
10.	Richmond Grant	\$ 1, 000	\$ 5, 000
	Other Grants (Federal, Provincial, Municipal)	\$ 42, 000	\$ 22, 250 (received) + 5, 000
	Total Grants	\$ 43,000	\$ 32, 250
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 5, 000 To assist in covering the costs for the General Manager Position.	
12.	Grant Recommendation Comments/Conditions	\$ 1, 000 same level as previous year	
13.	Reviewed by	Alisa Carey	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Music School Society	
2.	Grant Request	\$2,080	For: Project
3.	Summary of Request	Below-cost violin classes in Richmond elementary schools offer music lessons to children who might not otherwise afford violin lessons. The RMSS offers two classes a week for 30 weeks at the schools at a significantly reduced rate and loans the violins to the students free of charge. This program originated at Walter Lee Elementary and has been so popular it was expanded to General Currie Elementary. This grant would enable the RMSS to purchase more violins and expand the program to other elementary schools in Richmond.	
4.	Category	1	
5.	No. of Richmond residents served by group	400 students plus audience at numerous free concerts throughout the year.	
6.	Services received from City	Inclusion in the Leisure Guide free of charge.	
7.	Amount of Previous Year Grant and Spending Details	N/A	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year 2005/06 (e.g. Financial Statement)	Budget for 2006/07 Year
	Total Revenue	\$ 453,884	\$ 416,075
	Total Expenses	\$ 406,744	\$ 416,190
	Surplus or (Deficit)	\$ 47,140	\$ (115)
	Accumulated Surplus or (Deficit)	\$ 118,205	\$
9.	Justification for Accumulated Surplus (Deficit)	\$47,000 gaming grant received 2 days prior to end of fiscal year \$37,000 'New Building' contingency fund \$14,000 summer lessons budget \$20,000 allocated for musical exam administration costs	
10.	Richmond Grant	\$ 0	\$ 2,080
	Other Grants (Federal, Provincial, Municipal)	\$ 46,100	\$ 50,825
	Total Grants	\$ 46,100	\$ 52,905
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ 2,080 – 12 violins for an additional music class of 12 students.	
12.	Grant Recommendation Comments/Conditions	\$ 0 The Grants Program does not fund school based programs	
13.	Reviewed by	Anna Wilczewski	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Nature Park Society	
2.	Grant Request	\$5 290.00	For: Programs and Services
3.	Summary of Request	The grant would be used for Phase 2 of the Urban Wildlife project. Phase 2 is to develop an urban wildlife program based upon the 6 urban animals prepared by a taxidermist in Phase 1. The grant would provide money to have a volunteer build traveling/display cases for taxidermy animals, wages to hire a contractor to develop, promote, deliver, and evaluate the program and finally, hire contract staff to present the program within the community.	
4.	Category	1	
5.	No. of Richmond residents served by group	29, 265 per year	
6.	Services received from City	City facility, administrative staff, miscellaneous office support, \$3400.00 school program support, and promotional support. -parks department, fire department	
7.	Amount of Previous Year Grant and Spending Details	\$3500.00 Taxidermy specimens: coyote -\$800, raccoon - \$750, grey squirrel - \$300, rat - \$350, bat - \$275 Total: \$3275.00 + \$229.25 (GST&PST) = \$3504.25	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year Dec 31 st , 2005 (e.g. Financial Statement)	Budget for 2006 Year
	Total Revenue	\$ 60, 315.00	\$ 70, 115.00
	Total Expenses	\$ 66, 345.00	\$ 69, 600.00
	Surplus or (Deficit)	\$ (6, 030. 00) (the year)	\$ 515. 00
	Accumulated Surplus or (Deficit)	\$ 25, 395 (all years)	\$
9.	Justification for Accumulated Surplus (Deficit)		
		2005/2006 Grants Received:	2006/2007 Grant Requests:
10.	Richmond Grant	\$ 4, 000	\$ 5, 290.00
	Other Grants (Federal, Provincial, Municipal)	\$ 844.00	\$ 152, 150.00
	Total Grants	\$ 4, 844.00	\$ 157, 440.00
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ 5, 290.00 Six plexiglass cases for taxidermy specimens: 6 x \$250.00 = \$1,500.00 Six traveling/display cases for taxidermy specimens: 6 x \$35.00 = \$210.00 Skulls and scat for each animal = \$450.00 Wages (developing, promoting, presenting program) = \$2,980.00 Miscellaneous office supplies: \$150.00 TOTAL: \$5290.00	
12.	Grant Recommendation Comments/Conditions	\$4, 000 Unique and beneficial program for the community. It would also fulfill phase 2 of the wildlife project.	
13.	Reviewed by	Alisa Carey	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Responsible Dog Owner's Group	
2.	Grant Request	\$26,000	For: Operating Assistance
3.	Summary of Request	<p>Operating Assistance – augment membership fees to continue and expand services.</p> <p>Projects – Conduct a consultative study and report to Council outlining member and community perspective on dog related challenges in Richmond.</p> <p>Conduct a consultative study of dog waste disposal practices and recommend an environmentally sound solution.</p> <p>Programs and services – Establish and educate Richmond residents and visitors about socially acceptable dog management standards.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	<p>Directly, expect 50-75 members</p> <p>Indirectly, 10-20% of Richmond households who own dogs.</p> <p>All approx. 200,000 residents – all affected by dog issues.</p>	
6.	Services received from City	Nothing	
7.	Amount of Previous Year Grant and Spending Details	\$0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2006-7
	Total Revenue	\$ 3,137.57	\$ 26850.00
	Total Expenses	\$ 3,020.80	\$ 26850.00
	Surplus or (Deficit)	\$ 116.77	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 0	\$ 26000.00
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 0
	Total Grants	\$ 0	\$ 26000.00
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	<p>\$ 12,000 – Mailing brochures outlining RRDOG's activities, dog related survey and membership forms .</p> <p>\$ 5,300 – Postage expenses</p> <p>\$ 3,000 – Printing costs</p> <p>\$ 2,000 – Web site design and maintenance</p> <p>\$ 3,700 – On going activities</p>	
12.	Grant Recommendation Comments/Conditions	<p>\$0 – The group needs to more fully explore potential partnerships and collaborations ... research links with bylaws, parks, SPCA – and also present to Committee. The group has not provided evidence of having sought funding from a variety of sources or evidence of having provided cooperation with other groups to prevent project/service duplication.</p>	
13.	Reviewed by	Alan Hill / Sean Davies	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Summer Project c/o Thompson Community Association	
2.	Grant Request	\$55,000	For: Project
3.	Summary of Request	<p>Summer Project 2007.</p> <p>The funds are distributed to 16 facilities to offset salaries, training and general expenses for staff and volunteers who deliver low cost and no cost programs and services to Richmond residents.</p>	
4.	Category	1	
5.	No. of Richmond residents served by group	51,000	
6.	Services received from City	All community partners receive support through PRCS and operate out of City owned facilities with City staff support.	
7.	Amount of Previous Year Grant and Spending Details	<p>\$50,000</p> <p>Contributed to student wages at 15 locations throughout the City. Volunteer and staff training, supplies, photo identification, and outreach programming. Getting Richmond Moving initiative and Summer Integration coordination.</p>	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 226,065.09	\$
	Total Expenses	\$ 241,648.14	\$
	Surplus or (Deficit)	\$ (15,583.01)	\$
	Accumulated Surplus or (Deficit)	\$	\$
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 50,000	\$
	Other Grants (Federal, Provincial, Municipal)	\$ 113,720	\$
	Total Grants	\$ 0	\$
	Grant Surplus	\$ 0	\$
11.	Budget for Grant Request	\$ Not included	
12.	Grant Recommendation Comments/Conditions	<p>\$50,000 Same level as last year. This project show the maximum benefit to the large number of Richmond residents. and offers programs and services with a well documented and proven need in the community. The project promotes volunteer and partnership working between groups.</p>	
13.	Reviewed by	Sean Davies/Alan Hill	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Richmond Weavers & Spinners Guild	
2.	Grant Request	\$900	For: Operating Assistance
3.	Summary of Request	Funds to cover rent and miscellaneous	
4.	Category	1	
5.	No. of Richmond residents served by group	22	
6.	Services received from City	Space at a rental cost in the Cultural Centre	
7.	Amount of Previous Year Grant and Spending Details	\$0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 2624.11	\$ 2133
	Total Expenses	\$ 2137.60	\$ 3046
	Surplus or (Deficit)	\$ (2216.23)	\$ (913)
	Accumulated Surplus or (Deficit)	\$ 3574.57	\$ 2661.57
9.	Justification for Accumulated Surplus (Deficit)		
10.	Richmond Grant	\$ 0	\$ 900
	Other Grants (Federal, Provincial, Municipal)	\$ 0	\$ 0
	Total Grants	\$ 600	\$ 800
	Grant Surplus	\$ 0	\$ 0
11.	Budget for Grant Request	\$ Unspecified – mention a rent increase in fees.	
12.	Grant Recommendation Comments/Conditions	\$0 – this project does not provide the greatest benefit to the greatest number of Richmond residents (only 22). It is a membership organisation and its is recommended that the group review membership fees to cover increased rent costs.	
13.	Reviewed by	Alan Hill / Sean Davies	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Sea Island	
2.	Grant Request	\$1000	For: Event
3.	Summary of Request	Grant will be used to offset cost for annual community celebration – Burkeville Daze	
4.	Category	1	
5.	No. of Richmond residents served by group	4500	
6.	Services received from City	Operating Budget	
7.	Amount of Previous Year Grant and Spending Details	\$0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 102,068	\$ 84,355.49
	Total Expenses	\$ 100,448	\$ 82,255.49
	Surplus or (Deficit)	\$ 1,619	\$ 2,100
	Accumulated Surplus or (Deficit)		
9.	Justification for Accumulated Surplus (Deficit)	\$21,241 offset operating through years	
10.	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$ Revenue – \$2500.00 Expenses – \$2625.00	
12.	Grant Recommendation Comments/Conditions	\$1,000	
13.	Reviewed by:	Anne Stevens and Mark Mansfield	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Steveston Community Society	
2.	Grant Request	\$35,000	For: Event
3.	Summary of Request	Garden Show, Canada Day Parade, Japanese Cultural Display, Teen Festival, Insurance & Advertising. 61 Years for family Event	
4.	Category	1	
5.	No. of Richmond residents served by group	150,000	
6.	Services received from City	Community Centre & Services in Richmond, Operating Budget, from Works yard	
7.	Amount of Previous Year Grant and Spending Details	5,000	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2006 Year
	Total Revenue	\$998,842	\$917,017.20
	Total Expenses	\$997,792	\$894,917.01
	Surplus or (Deficit)	\$1,050	\$22,100.19
	Accumulated Surplus or (Deficit)		
9.	Justification for Accumulated Surplus (Deficit)	\$406,744 Various Expenses associated	
10.	Richmond Grant Other Grants (Federal, Provincial, Municipal) Total Grants Grant Surplus	\$5,000 \$4,000 \$ 9000	
11.	Budget for Grant Request	Benefits to whole community for the last 61 years	
12.	Grant Recommendation Comments/Conditions	\$7,000	
13.	Reviewed by:	Anne Stevens/Mark Mansfield	



City of Richmond

2007 Grant Application Summary Sheet

1.	Applicant	Westcoast Choir Society	
2.	Grant Request	\$16,863.25	For: Programs and Services
3.	Summary of Request	Honorarium for professional director, producing concerts, participating in community events and performances, guest performers and educational sessions.	
4.	Category	1	
5.	No. of Richmond residents served by group	60	
6.	Services received from City	0	
7.	Amount of Previous Year Grant and Spending Details	\$0	
8.	FINANCIAL SUMMARY & BUDGET	Most Recent Completed Year (e.g. Financial Statement)	Budget for 2007 Year
	Total Revenue	\$ 15,511.60	\$ 15,135.75
	Total Expenses	\$ 5,010.00	\$ 10,964.00
	Surplus or (Deficit)	\$ 10,501.60	\$ 4,171.75
	Accumulated Surplus or (Deficit)		
9.	Justification for Accumulated Surplus (Deficit)	No Surplus	
10.	Richmond Grant	\$	\$
	Other Grants (Federal, Provincial, Municipal)	\$	\$
	Total Grants	\$	\$
	Grant Surplus	\$	\$
11.	Budget for Grant Request	\$	
12.	Grant Recommendation Comments/Conditions	\$ 0 Many concerts take place outside of Richmond	
13.	Reviewed by:	Anne Stevens/Mark Mansfield	