



General Purposes Committee

**Anderson Room, City Hall
6911 No. 3 Road**

**Monday, February 3, 2020
4:00 p.m.**

Pg. # ITEM

MINUTES

GP-6 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on January 20, 2020.*



COUNCILLOR CAROL DAY

1. **BIRTH TOURISM**
(File Ref. No.)

GP-13

See Page GP-13 for full report

That Richmond City Council write a letter to the Federal Minister of Immigration, Refugees and Citizenship, with copies to the Prime Minister and Richmond's Members of Parliament, requesting permanent changes to the Canadian immigration laws which would end automatic Canadian citizenship being bestowed on babies born in Canada to non-resident parents who are not citizens of Canada.



COMMUNITY SERVICES DIVISION

2. **KAIWO MARU TALL SHIP RECRUITMENT – PROPOSED DELEGATION TO JAPAN NATIONAL INSTITUTE FOR SEA TRAINING**

(File Ref. No. 11-7400-01) (REDMS No. 6392279 v. 10)

GP-15

See Page GP-15 for full report

Designated Speaker: Paul Brar

STAFF RECOMMENDATION

- (1) *That a delegation be sent to Japan in April 2020 to pursue recruitment of the Kaiwo Maru as outlined in the staff report titled “Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training,” dated January 22, 2020, from the Director, Parks Services; and*
- (2) *That delegation travel costs of up to \$40,000 be funded from the Council Contingency account.*



3. **2020 ARTS AND CULTURE GRANT PROGRAM**

(File Ref. No. 11-7125-01) (REDMS No. 6360660 v. 4)

GP-21

See Page GP-21 for full report

Designated Speaker: Marie Fenwick

STAFF RECOMMENDATION

That the 2020 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$116,815, as identified in Attachment 1 of the staff report titled “2020 Arts and Culture Grant Program” dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.



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ITEM

4. **2020 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**
(File Ref. No. 11-7000-01) (REDMS No. 6360043 v. 12)

GP-98

See Page GP-98 for full report

Designated Speaker: Elizabeth Ayers

STAFF RECOMMENDATION

That the 2020 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$112,100.00, as identified in Attachment 1 of the staff report titled “2020 Parks, Recreation and Community Events Grants,” dated January 2, 2020, from the Director, Recreation and Sport Services.



PLANNING AND DEVELOPMENT DIVISION

5. **2020 HEALTH, SOCIAL AND SAFETY GRANTS**
(File Ref. No. 03-1085-01) (REDMS No. 6367626 v. 3)

GP-164

See Page GP-164 for full report

Designated Speaker: Kim Somerville

STAFF RECOMMENDATION

That the 2020 Health, Social and Safety Grants be awarded for the recommended amounts and funding cycles, and cheques be disbursed for a total of \$593,133 as per the staff report titled “2020 Health, Social and Safety Grants”, dated December 19, 2019, from the Director, Community Social Development.



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Pg. # ITEM

6. **2020 CHILD CARE GRANTS**
(File Ref. No. 07-3070-01) (REDMS No. 6356676 v. 4)

GP-248

See Page **GP-248** for full report

Designated Speaker: Chris Duggan

STAFF RECOMMENDATION

That, as per the staff report titled “2020 Child Care Grants,” dated December 11, 2019, from the Director, Community Social Development:

- (1) The Child Care Capital Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$50,000; and*
- (2) The Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque be disbursed for a total of \$4,000.*



LEGAL AND LEGISLATIVE SERVICES DEPARTMENT

7. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW IN
RELATION TO AGENDA PREPARATION AND DISTRIBUTION**
(File Ref. No. 12-8060-20-010124) (REDMS No. 6367198)

GP-284

See Page **GP-284** for full report

Designated Speaker: Claudia Jesson

STAFF RECOMMENDATION

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.



8. **APPOINTMENT OF ACTING CORPORATE OFFICER**
(File Ref. No. 05-1400-01) (REDMS No. 6386303)

GP-287

See Page **GP-287** for full report

Designated Speaker: Claudia Jesson

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ITEM

STAFF RECOMMENDATION

That Matthew O'Halloran, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).

☐

ADJOURNMENT

☐



General Purposes Committee

Date: Monday, January 20, 2020

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Kelly Greene
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves
Councillor Michael Wolfe

Absent: Councillor Carol Day

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on January 7, 2020, be adopted as circulated.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

1. **COMMUNITY ENERGY AND EMISSIONS PLAN 2020-2050 DIRECTIONS**

(File Ref. No. 10-6125-07-02) (REDMS No. 6336128 v.17)

Staff reviewed the proposed Community Energy and Emissions Plan, noting the following:

- the proposed Plan targets a 50% reduction in greenhouse gas (GHG) emissions from the city by 2030;

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- consultation on the Plan will include multiple approaches including surveys, workshops, open houses, consultation with the Advisory Committee on the Environment (ACE), and Let's Talk Richmond;
- staff will be examining initiatives to reduce GHG emissions from new buildings such as implementation of passive home and modular building designs;
- renewable natural gas can be extracted from multiple sources including landfills;
- GHG emissions in Richmond have decreased over the past decade even as the population increased;
- staff will be reviewing adaptation of new technologies to reduce GHG emissions including electric vehicles and carbon sequestration; and
- staff anticipate to report back on the Plan in the third quarter of 2020 following community consultation.

Discussion ensued with regard to:

- the potential to increase staffing dedicated to implementation of the Plan;
- the initiatives from the Blue Dot Campaign that may overlap initiatives from the Plan;
- the options to restrict installation of natural gas in new homes and utilize alternative renewable energy sources such as district energy or solar energy;
- the integration of climate change initiatives into the Official Community Plan;
- options to expedite implementation of the Plan to achieve targets;
- promoting sustainable agriculture and growing food locally; and
- the proposed Metro Vancouver liquid waste infrastructure projects to extract natural gas.

In reply to queries from Committee, staff noted that initiatives that were previously approved in the 2014 Community Energy and Emissions Plan can be implemented concurrently with the initiatives that would stem from the proposed 2020 Plan and that GHG emissions data from the Province and TransLink were used in the staff report.

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It was moved and seconded

- (1) *That the directions outlined in the report titled "Community Energy and Emissions Plan 2020-2050 Directions" from the Director, Sustainability and District Energy, dated November 29, 2019 be endorsed for the purposes of completing a draft plan and gaining final public feedback; and*
- (2) *That staff be directed to develop a Climate Action Strategy, as defined the report titled "Community Energy and Emissions Plan 2020-2050 Directions" from the Director, Sustainability and District Energy, dated November 29, 2019, that communicates all of the City's climate action related plans and strategies for Council consideration.*

CARRIED

2. AGEING FACILITY INFRASTRUCTURE – UPDATE

(File Ref. No. 06-2050-01) (REDMS No. 6129404 v.30)

It was moved and seconded

That the report titled "Ageing Facility Infrastructure – Update" dated December 20, 2019 from the Director, Facilities and Project Development, be received for information.

CARRIED

COMMUNITY SAFETY DIVISION

3. APPLICATION TO AMEND LIQUOR PRIMARY LIQUOR LICENCE #308295 FOR AN INCREASE IN OCCUPANT LOAD - MONSTER L KARAOKE LTD. DOING BUSINESS AS: MONSTER L KARAOKE - 8400 ALEXANDRA ROAD UNIT 130

(File Ref. No. 12-8275-30-001) (REDMS No. 6361442)

Staff spoke on the application, noting that the applicant has secured the appropriate permits and the City has not received any objections to the application.

It was moved and seconded

- (1) *That the application from Monster L Karaoke Ltd., doing business as, Monster L Karaoke, for an amendment to Liquor Primary Liquor Licence #308295 to increase total person capacity from 50 occupants to 110 occupants, from premises located at 8400 Alexandra Road Unit 130, with no change to hours of liquor service, be supported; and*

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- (2) *That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the licence application for the reasons that this amendment application for an increase in person capacity to the Liquor Primary Licence has been determined, following public consultation, to be acceptable in the area and community.*

CARRIED

4. APPLICATION FOR A NEW LIQUOR PRIMARY LIQUOR LICENCE - 1148209 BC LTD. DOING BUSINESS AS: 17 KARAOKE, 4351 NO. 3 ROAD UNIT 230

(File Ref. No. 12-8275-30-001) (REDMS No. 6360936)

Staff spoke on the application, noting that the City has not received any objections to the application.

It was moved and seconded

1. *That the application from 1148209 BC Ltd., doing business as, 17 Karaoke, for a new Liquor Primary Liquor Licence to operate a new Karaoke Box Room, at premises located at 4351 No. 3 Road Unit 230, with liquor service, be supported for:*
 - (a) *A new Liquor Primary Liquor Licence with total person capacity of 60 persons; and*
 - (b) *Proposed hours of liquor sales from Monday to Sunday, from 4:00 PM to 2:00 AM; and*
2. *That a letter be sent to Liquor and Cannabis Regulation Branch, which includes the information attached as Appendix A, advising that Council recommends the approval of the licence application for the reasons that this new application for a Liquor Primary Licence has been determined, following public consultation, to be acceptable in the area and community.*

CARRIED

5. NON-FARM USE FILL APPLICATION FOR THE PROPERTY LOCATED AT 21700 RIVER ROAD (GOSAL)

(File Ref. No. 12-8080-12-01) (REDMS No. 6213188 v. 12)

Discussion ensued with regard to (i) utilizing soil fill sourced from Richmond or Delta sites, (ii) options to reduce ground water levels on the subject site, and (iii) encouraging farmers in the city to diversify crops to include vegetables.

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In reply to queries from Committee, staff noted that ground water levels on the subject site are partly influenced by Fraser River water levels and that pumping the water from the site may not be economically feasible.

Discussion then ensued with regard to the Environmentally Sensitive Area (ESA) classification of the site, and staff noted that a memorandum on the ESA classification of “Old Fields” and “Shrublands” will be provided.

It was moved and seconded

That the Non-Farm Use Fill Application submitted by Inderjit Gosal for the property located at 21700 River Road proposing to deposit soil for the purpose of improving the land for crop production be endorsed and referred to the Agricultural Land Commission (ALC) for their review and approval, provided that the potential fill be sourced from Richmond and/or Delta.

CARRIED

Opposed: Cllr. Wolfe

PLANNING AND DEVELOPMENT DIVISION

6. UBCM 2020 COMMUNITY CHILD CARE PLANNING PROGRAM GRANT SUBMISSION

(File Ref. No. 07-3070-01) (REDMS No. 6360711 v.4)

It was moved and seconded

- (1) That the application to the Union of British Columbia Municipalities (UBCM) 2020 Community Child Care Planning Program Grant for \$25,000 be endorsed; and*
- (2) That should the funding application be successful, that the Chief Administrative Officer and the General Manager, Planning and Development be authorized on behalf of the City to enter into an agreement with UBCM for the above mentioned project and that the Consolidated 5-Year Financial Plan (2020–2024) be amended accordingly.*

CARRIED

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ENGINEERING AND PUBLIC WORKS DIVISION

7. COMMENTS ON THE BC ZERO EMISSION VEHICLES (ZEV) ACT REGULATIONS INTENTIONS PAPER

(File Ref. No. 10-6125-07-02) (REDMS No. 6388366 v. 5)

Staff briefed Committee on proposed Provincial regulations on zero emission vehicles (ZEVs) and staff expressed concern with regard to the proposed categorization of ZEVs within the proposed regulations.

It was moved and seconded

That a letter be sent to the BC Minister of Energy, Mines and Petroleum Resources stating the City's concerns and suggested improvements to support achievement of zero emission vehicle targets, as identified in Attachment 2 within the report titled "Comments on the BC Zero Emission Vehicles (ZEV) Act Regulations Intentions Paper", dated January 10, 2020, from Director, Sustainability and District Energy.

The question on the motion was not called as discussion ensued with regard to the proposed credit and categorization system for ZEVs.

Cllr. Steves left the meeting (5:07 p.m.) and did not return.

In reply to queries from Committee, staff noted that additional information on the table to classify ZEVs and the proposal to include credits for used ZEV sales can be provided to Committee in a memorandum.

The question on the motion was then called and it was **CARRIED** with Cllr. Steves absent.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:09 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, January 20, 2020.

Mayor Malcolm D. Brodie
Chair

Evangel Biason
Legislative Services Coordinator

Resolution from Cllr Carol Day Birth Tourism

Resolution:

That Richmond City Council write a letter to the Federal Minister of Immigration, Refugees and Citizenship, with copies to the Prime Minister and Richmond's Members of Parliament, requesting permanent changes to the Canadian immigration laws which would end automatic Canadian citizenship being bestowed on babies born in Canada to non-resident parents who are not citizens of Canada.

Rationale:

A recent report on CBC's W5 program documented the abuses relating to Birth Tourism (see attached graphs):

- In 2018/19 – Richmond Hospital delivered 458 newborns (23.1% of all births) to non-resident parents;
- Two doctors at Richmond Hospital delivered a combined 1,300 babies between 2014 to 2019;
- The demand for birthing services has created an unregulated shadow industry that includes food, medical, transportation services, counseling, etc.;
- Richmond Hospital has over \$2.0 million in unpaid bills since 2017;
- There are times that people living Richmond are unable to get the services they need at Richmond Hospital; and
- The current immigration policy is unfair to the citizens of Canada and immigrants who legally navigate the existing system.

From W5 Story on Passport Babies

Passport babies: Secrets behind birth tourism - The Fifth Estate

fiscal year	total number of newborns of non-residents born at RH	percentage of newborns of non-resident parents
2011/12	63	3.9%
2012/13	59	3.0%
2013/14	146	7.4%
2014/15	337	15.4%
2015/16	299	15.5%
2016/17	383	17.2%
2017/18	474	22.1%
2018/19	458	23.1%
Total	1951	18.6%

2:41 / 20:06

January 1, 2014 – August 22, 2019 Discharges

2014	2015	2016	2017	2018	Jan 1 - Aug 22, 2019	TOTAL
90	86	96	149	132	101	654
		1				1
8	8	17	8	10	7	58
2						2
97	76	115	96	153	109	646
1	1		1	2	1	6
2		3				5
307	304	371	439	453	332	2206

8:35 / 20:06

CBC/Radio-Canada is a Canadian public broadcast service. Wikipedia

Passport babies: Secrets behind birth tourism - The Fifth Estate

Hello Everyone,

I wanted to let you know that there is a news company, The Fifth Estate with CBC, who is trying to do a story on Birth Tourism. Some of our staff have been contacted directly via social media for interviews and questions and I thought this would be a good opportunity to review the VCH Media Policy in the event you too are contacted.

Some key points from the policy that you should be aware of are:

- All requests for media access to VCH facilities must be coordinated through the VCH Communications and Public Affairs Department.
- All requests for interviews pertaining to VCH patients, services, staff, facilities, or administration are to be referred to Communications, prior to the interview.
- All media inquiries and requests for interviews pertaining to VCH patients, services, staff, facilities, or administration are to be referred to Communications (preferably a Regional Communications Liaison).

5:46 / 20:06

CBC/Radio-Canada is a Canadian public broadcast service. Wikipedia



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 22, 2020

From: Todd Gross
Director, Parks Services

File: 11-7400-01/2020-Vol
01

Re: Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training

Staff Recommendation

1. That a delegation be sent to Japan in April 2020 to pursue recruitment of the Kaiwo Maru as outlined in the staff report titled “Kaiwo Maru Tall Ship Recruitment – Proposed Delegation to Japan National Institute for Sea Training,” dated January 22, 2020, from the Director, Parks Services; and
2. That delegation travel costs of up to \$40,000 be funded from the Council Contingency account.

Todd Gross
Director, Parks Services
(604-244-1275)

Att. 1

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

Staff Report

Origin

At the General Purposes Committee meeting held on December 16, 2019, staff received the following referral:

That the City make plans to pursue having the Japanese ship Kaiwo Maru as part of the ship recruitment plan for future events.

The purpose of this report is to respond to this referral.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.

3.2 Enhance arts and cultural programs and activities.

3.4 Celebrate Richmond's unique and diverse history and heritage.

Analysis

The Kaiwo Maru is a sail training vessel operated by the Japanese Agency of Maritime Education and Training for Seafarers (JMETs), a government organization that trains future navigators and engineers. Its home port is the National Institute for Sea Training located in Yokohama, Japan. At 361-feet long, 182-feet high, and with 36 sails totalling nearly 30,000 square feet, the Kaiwo Maru is one of the largest tall ships in the world (Attachment 1).

The Kaiwo Maru's complement is comprised of approximately 200 people, including 106 cadets. The voyage takes one month to transit across the Pacific Ocean from Japan to Richmond. Richmond hosted this vessel in 2005 and then again in 2017 as part of the City's Canada 150 celebrations, where an estimated 75,000 people visited the Ships to Shore – *King of the Sea* Festival over three days.

Proposed Recruitment Strategy

The past visits of the Kaiwo Maru were successfully secured as a result of in-person meetings held between City officials and naval officers from JMETs at the Japanese National Institute for Sea Training, which is where decisions about ship travel and scheduling are made. Given the relationship-based nature of conducting business in Japan and the success of the past strategy, it is proposed that the City once again send a delegation to Japan to persuade the Kaiwo Maru to visit Richmond in 2023. As Class A tall ship vessels typically book their itineraries at least two years out, it is suggested that the Kaiwo Maru be invited to visit Richmond in 2023 to coincide with the 50th anniversary of Richmond's Sister City relationship with Wakayama, Japan.

In addition to meeting with officials from JMETS at the Japanese National Institute for Sea Training in Yokohama, it is proposed that the delegation attend the Nagasaki Tall Ships Festival (April 16-20, 2020), to which the City has received an invitation in commemoration of the event's 20th year anniversary milestone. As the Kaiwo Maru is one of the festival's signature vessels, the event poses a unique and timely opportunity to meet with the ship's captain and crew to ensure clear communication and to coordinate logistics and planning. The event also poses an opportunity to meet with other international tall ships, which could potentially result in the recruitment of additional Class A vessels to visit Richmond in the future.

While in Nagasaki, it is proposed that the delegation make a short visit to Kuchinotsu, the birth place of Manzo Nagano, who was a prominent salmon fisherman on the Fraser River and the first known Japanese immigrant to Canada.

Wakayama Sister City 50th Anniversary

In 2023, Richmond will commemorate the 50th anniversary of its Sister City relationship with Wakayama, Japan. While in Japan, it is proposed that the delegation meet with the appropriate Wakayama officials to commence discussions regarding potential future anniversary celebrations in both Richmond and in Japan. Being in Wakayama will also present an opportunity for the delegation to meet with the Mayor of Wakayama to pay respects on behalf of Richmond City Council.

As part of the visit to Wakayama, it is proposed that the delegation visit the Canada Museum in Mio, a small fishing village in the Wakayama prefecture, which has strong historical connections to Richmond. The late 19th century saw the migration of many Mio residents to Steveston, beginning with Gihei Kuno in 1887, after whom the Kuno Garden at Garry Point Park is named. Kuno's fishing success was a catalyst for many other immigrants from Wakayama coming to Steveston to fish the large salmon runs. The Canada Museum houses many artefacts from early Steveston pioneers.

Proposed Delegation and Travel Expenses

The proposed delegation is comprised of three to four people, including:

- 1 to 2 members of Council;
- A translator; and
- A City staff member (as assigned by the CAO).

The total estimated travel budget is \$30,000 to \$40,000, depending on the size of the delegation, which includes flights, accommodations, per diems, ground transportation, ceremonial gifting, and translator fees.

Proposed Itinerary

The proposed itinerary is based upon the City's attendance at the Nagasaki Tall Ships Festival, in which many prominent international vessels will be participating from April 16 to 20, 2020.

Date	Proposed Itinerary
April 11	Depart YVR.
April 12	Arrive in Tokyo.
April 13	Travel to Yokohama – Meet with JMETS at National Institute for Sea Training.
April 14	Travel to Wakayama – Meet with the Mayor of Wakayama (Sister City).
April 15	Visit Canada Museum in Mio, Wakayama. Travel to Nagasaki.
April 16	Attend Nagasaki Tall Ships Opening Ceremony. Meet with captain and crew of the Kaiwo Maru. Meet with international vessels (Japan, Korea, Russia).
April 17	Visit Kuchinotsu, Nagasaki (hometown of Manzo Nagano). Travel to Tokyo.
April 18	Depart Tokyo. Arrive in YVR.

Financial Impact

The total estimated travel budget for the delegation is \$30,000 to \$40,000, depending on the size of the delegation. This includes flights, accommodations, per diems, ground transportation, ceremonial gifting, and translator fees.

It is proposed that the delegation costs of up to \$40,000 be funded from the Council Contingency account.

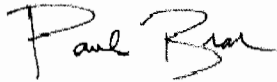
Conclusion

The Kaiwo Maru drew tens of thousands of visitors to Steveston in 2005 and 2017. The successful recruitment of the Kaiwo Maru, one of the world's largest Class A tall ships, would result in another signature maritime event in Richmond's history. As preparations for the month long trans-Pacific navigation from Japan to Richmond require at least two year's planning, it is proposed that the City send a delegation to meet with officials at the Japanese National Institute for Sea Training to persuade the Kaiwo Maru to visit Richmond in 2023.

January 22, 2020

- 5 -

While in Japan, it is proposed that the delegation attend the Nagasaki Tall Ships Festival to coordinate logistics with the captain of the Kaiwo Maru, meet with captains of other international vessels, and also meet with officials from Wakayama to begin planning for the 50th anniversary of the Sister City relationship in 2023.

A handwritten signature in black ink, appearing to read "Paul Brar". The signature is fluid and cursive, with the first name "Paul" and last name "Brar" clearly distinguishable.

Paul Brar
Manager, Parks Programs
(604-244-1275)

Att. 1: Kaiwo Maru

KAIWO MARU: KING OF THE SEA





City of Richmond

Report to Committee

To: General Purposes Committee
From: Marie Fenwick
Director, Arts, Culture and Heritage Services
Re: 2020 Arts and Culture Grant Program

Date: December 17, 2019
File: 11-7125-01/2019-Vol
01

Staff Recommendation

That the 2020 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$116,815, as identified in Attachment 1 of the staff report titled "2020 Arts and Culture Grant Program" dated December 17, 2019 from the Director, Arts, Culture and Heritage Services.

Marie Fenwick
Director, Arts, Culture and Heritage Services
(604-276-4288)

Att. 5

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

Staff Report

Origin

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

This report provides information and recommendations pertaining to the 2020 Arts and Culture Grant Program, now in its ninth year.

This report supports Council's Strategic Plan 2018-2022 Strategy #3 One Community Together:

Vibrant and diverse arts and cultural activities and opportunities for community engagement and connection.

3.1 Foster community resiliency, neighbourhood identity, sense of belonging, and intercultural harmony.

3.2 Enhance arts and cultural programs and activities.

3.3 Utilize an interagency and intercultural approach to service provision.

Findings of Fact

2020 Arts and Culture Grant Budget

The 2020 Arts and Culture Grant Budget is \$116,815 including a 2% Cost of Living increase over last year's budget as per the City Grant Policy (3712). The program offers two types of grants:

- Operating Assistance Grants are provided to support the annual programming and operating activities of eligible organizations, and are awarded up to a maximum of 30% of the annual operating budget, to a maximum of \$10,000.
- Project Assistance Grants are provided to support organizations working on a project basis or undertaking a special initiative outside the scope of their normal operations, and are awarded up to a maximum of 50% of the total project budget, to a maximum of \$5,000.

Notice Given and Applications Received

In August 2019, announcements were placed on the City website, circulated via email and social media channels and a press release was issued advising the community that applications were being accepted for the 2020 City Grant Programs until October 28, 2019. A link to the City website was provided for further information and to access the online application system.

Each month between August and November, emails were sent to members of the Richmond Artists Directory to announce that the grants were online and to remind the recipients of

upcoming deadlines. The Richmond Artist Directory list is comprised of more than 450 individual artists and arts/cultural organizations that have opted to receive information from City staff throughout the year. Application Guidelines documents are available as pdf's along with links to the online form on both the "City Grant Program" and the "Artists' Opportunities" pages of the City website.

Staff met with all previous grant recipients individually over the summer to review their 2019 application, discuss any updates to their organization and project offerings, and make recommendations where appropriate.

Eleven applications were received for Operating Assistance and twelve for Project Assistance, for a total combined request of \$161,585. Tables outlining requests and recommended allocations for the 2020 Arts and Culture Grant Program are provided in Attachment 1 and Attachment 2. Grant Application Summary Sheets, providing key information about each application, are found in Attachment 3. The Grant Application Summary Sheets are taken verbatim from the applicants' submissions. Staff recommendations and comments are included in the Summary Sheets.

Late Applications

The City Grant Policy indicates that late applications will not be accepted. No late applications were received after the October 28th deadline. However, a one-week extension (to November 4) was provided for applicants who had experienced technical difficulties with their applications.

New Applications

This year, six new Project Assistance applications were received from six organizations that had never previously applied for a City Grant, including: Caravan Stage Society, Children's Theatre of Richmond Association, Direct Theatre Collective Society, Haipai Painting and Calligraphy Society of Canada, Somali Women Employment Society (also known as the Somali Women Empowerment Society) and WS Multicultural Services Society.

Application Review Process

An Assessment Committee made up of City staff reviewed the applications. The Committee evaluated the applications on three key areas: merit, organizational capacity and impact (described in the Application Guidelines, Attachments 4 and 5). As per best practices in similar granting programs for arts and culture, these three key areas were assigned a numerical ranking to create a total numeric score out of 50 for each application. At the adjudication meeting, the combined scores of all four members of the Assessment Committee were distilled to an average score to determine a funding recommendation:

Low	1-20	No funding recommended
Med/Low	21-30	Possible funding at a small contribution or no funding recommended
Medium	31-40	Funding at a modest contribution recommended
High/Med	40-45	Funding at a high contribution recommended
High	46-50	Funding up to request level (if possible) recommended

The Grant Application Summary Sheets, found in Attachment 3, indicate the aggregated score of each applicant.

In this ninth year of the Arts and Culture Grants Program, staff noted continued improved self-awareness among many of the applicants regarding the value of professional administrative support and a desire to undertake professional development initiatives to increase their capacity. Many applicants also cited increased success in securing program funding from other sources, showing an increase in organizational stability and funding diversification. There is also a continued rise in the development of community and corporate partnerships and demonstrated efforts to undertake new collaborations.

Analysis

2020 Arts and Culture Grant Program Information

The number of Operating Assistance applications received remained relatively stable in 2020 with 11 applications, down from 12 in 2019. There was a significant increase in the number of Project Assistance applications submitted this year with 12 applications, up from 5 in 2019.

Numbers of applications, allocations and staff recommendations are:

Table 1:

OPERATING ASSISTANCE Applications, Allocations and Recommendations (2012–2020)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total number of applications	10	9	9	9	9	12	11	12	11
New applicants	n/a	2	n/a	1	0	2	0	0	0
Grants denied	2	0	0	0	0	0	0	1	0
Partial amount of request recommended	3	1	9	7	2	12	11	2	11
Full amount of request recommended	5	8	0	2	7	0	0	9	0
Total amount requested	\$71,000	\$71,700	\$77,600	\$71,000	\$76,300	\$106,300	\$99,500	\$102,050	\$93,175
Total amount allocated/recommended	\$50,900	\$71,200	\$62,170	\$62,190	\$76,000	\$89,454	\$89,159	\$91,824	\$86,385

Table 2:

PROJECT ASSISTANCE Applications, Allocations and Recommendations (2012–2020)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total number of applications	17	13	14	12	7	9	7	5	12
New applicants	n/a	5	6	2	0	1	0	0	6
Grants denied	4	4	2	1	0	3	1	0	4
Partial amount of request recommended	8	5	12	11	2	6	6	3	8
Full amount of request recommended	3	5	0	1	5	0	0	2	0
Total amount requested	\$58,780	\$50,600	\$59,736	\$53,150	\$32,150	\$36,900	\$35,000	\$23,000	\$68,410
Total amount allocated/recommended	\$31,400	\$23,100	\$41,870	\$42,890	\$31,497	\$20,300	\$22,900	\$22,700	\$30,430

Table 3:

COMBINED Arts and Culture Applications, Allocations and Recommendations (2012–2019)									
	2012	2013	2014	2015	2016	2017	2018	2019	2020
Total number of applications	26	22	23	21	16	21	18	17	23
New applicants	n/a	5	6	2	0	1	0	0	6
Grants denied	7	4	2	1	0	3	1	1	4
Partial amount of request recommended	18	9	21	18	4	18	17	5	19
Full amount of request recommended	8	13	0	3	12	0	0	11	0
Total amount requested	\$133,280	\$122,300	\$137,336	\$124,150	\$108,450	\$143,200	\$134,500	\$125,050	\$161,585
Total budget	\$100,000	\$102,020	\$104,040	\$105,080	\$107,497	\$109,754	\$112,059	\$114,524	\$116,815
Total amount allocated/recommended	\$82,300	\$94,300	\$104,040	\$105,080	\$107,497	\$109,754	\$112,059	\$114,524	\$116,815

Reasons for Partial or No Funding

The recommended grant allocations vary depending on the degree of competition among applicants in any given year. This year was particularly competitive with the City receiving \$44,770 in requests in excess of the allocated budget of \$116,815. As such, none of the applicants were recommended for the full amount requested and all organizations who were recommended for funding in 2020 will receive a slight decrease in their funding over the previous year. As per the adjudication process noted above, applicants recommended for a higher percentage of requested funding scored higher than those recommended for lower percentages.

Overall, 19 out of 23 applicants were recommended for funding. Four applicants from the Project Assistance grant stream were not recommended for funding: three did not meet the program's eligibility criteria and one was denied based on the substance of their proposed project and

budget. With the growth in the number of new applicants this year, City staff plan to offer free information and grant writing workshops prior to next year's deadline.

Financial Impact

The 2020 Arts and Culture Grant Program has a budget of \$116,815. The 2020 recommended allocations are itemized in Attachments 1 and 2.

Project Assistance	\$30,430
Operating Assistance	<u>\$86,385</u>
Total	\$116,815
Remaining	\$0

Conclusion

A lively and engaged cultural community offers many benefits to the city by creating a vibrant, livable and healthy cultural life for its citizens. Much of the artistic and cultural activity in Richmond is delivered by not-for-profit organizations. A dedicated funding program helps achieve a number of strategic directions identified in the City of Richmond's Arts Strategy 2019-2024, including:

- investment in the arts;
- ensuring affordable and accessible arts for all;
- promoting inclusivity and diversity in the arts; and
- increasing awareness and participation in the arts.

The Richmond Arts and Culture Grants Program is understood not only as a source of funding for the applicants, who range from long-standing professional institutions to groups of enthusiastic amateur artisans, but as an important opportunity for capacity building, including those who may have limited experience writing grant applications. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in many of the Grant Use Reports. The program also supports organizations to build their capacity and skills through annual face-to-face meetings with City staff.

The 2020 Arts and Culture Grant Program makes a vital contribution to the quality of life in Richmond by supporting community organizations whose programs and activities constitute

essential components of a vibrant and liveable community. Staff recommend that the 2020 Arts and Culture Grants be allocated as proposed for the benefit of Richmond organizations and residents.



Katie Varney
Manager, Community Cultural Development
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- Att. 1: Summary of Recommendations
2: Table of Applicant Requests and Recommendations
3: Grant Application Summary Sheets
4: Operating Assistance Grant Application Guidelines
5: Project Assistance Grant Application Guidelines

2020 Arts and Culture Grant - Summary of Recommendations

OPERATING ASSISTANCE GRANTS	
Society Name	Recommendation
Canadian YC Chinese Orchestra Association	\$9,400
Cinevolution Media Arts Society	\$9,550
Community Arts Council of Richmond	\$8,800
Richmond Arts Coalition	\$9,400
Richmond Community Band Society	\$3,500
Richmond Community Orchestra and Chorus Association	\$8,400
Richmond Delta Youth Orchestra	\$9,400
Richmond Music School Society	\$9,300
Richmond Potters' Club	\$6,500
Richmond Singers	\$9,405
Textile Arts Guild of Richmond	\$2,730
TOTAL OPERATING ASSISTANCE	\$86,385

PROJECT ASSISTANCE GRANTS	
Society Name	Recommendation
Caravan Stage Society	\$2,500
Children's Theatre of Richmond Association	\$0
Direct Theatre Collective Society	\$3,670
Haipai Painting and Calligraphy Society of Canada	\$0
Philippine Cultural Arts Society of BC	\$4,000
Richmond Art Gallery Association	\$4,700
Somali Women Employment Society	\$0
Steveston Historical Society	\$1,500
Tickle Me Pickle Theatre Sports Improv Society	\$4,700
Vancouver Cantonese Opera	\$4,700
Vancouver Tagore Society	\$4,660
WS Multicultural Services Society	\$0
TOTAL PROJECT ASSISTANCE	\$30,430

OPERATING ASSISTANCE SUBTOTAL	\$86,385
PROJECT ASSISTANCE SUBTOTAL	\$30,430
COMBINED TOTAL	\$ 116,815

**2020 Arts and Culture Grant –
Table of Applicant Requests and Recommendations**

OPERATING ASSISTANCE

Organization	2019 Grant	2020 Request	2020 Recommend	Comments	Pg
Canadian YC Chinese Orchestra Association	\$ 9,900	\$ 10,000	\$ 9,400	Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music and for producing programs that contribute to building cultural harmony. They are to be applauded for continuing to sell out their local performances and for seeking out and securing new sources of funding. The Association is encouraged to look at professional development opportunities that can help them build organizational capacity.	1
Cinevolution Media Arts Society	\$ 10,000	\$ 10,000	\$ 9,550	Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, youth, and new immigrants. They are to be commended for providing innovative and provocative programming at a range of popular events and pop-up locations across Richmond. As the Society continues to grow, they are encouraged to continue to strategically plan for long-term growth and organizational sustainability.	3

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Community Arts Council of Richmond	\$ 10,000	\$ 10,000	\$ 8,800	Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. The Arts Council is commended for developing new partnerships and pursuing new outreach and mentorship opportunities in the community. The organization is strongly encouraged to address the self-identified challenges of maintaining relevancy, recruiting audiences and low membership. It is recommended that the Arts Coalition continue to develop recently introduced initiatives and partnerships to help increase their reach and impact.	5
Richmond Arts Coalition	\$ 10,000	\$ 10,000	\$ 9,400	Operating Assistance is recommended for this service organization whose aim is to support local artists and advocate for the arts in Richmond. The Coalition is to be congratulated for their ongoing communication initiatives and program offerings that promote and support local artists. The Coalition is encouraged to continue to proactively build community partnerships and represent the voices of local artists.	8
Richmond Community Band Society	\$ 3,575	\$ 3,775	\$ 3,500	Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The Society is to be commended for their ongoing presence at public events and they are encouraged to focus on strengthening their organizational capacity to help maintain their membership in the future.	10

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Richmond Community Orchestra and Chorus Association	\$ 9,500	\$ 9,500	\$ 8,400	Operating Assistance is recommended for this well-established organization that engages a range of choral and orchestral musicians and provides local youth with exposure to classical music. The society is strongly encouraged to address their financial surplus and consider investing further in marketing and communications initiatives.	12
Richmond Delta Youth Orchestra	\$ 9,875	\$ 10,000	\$ 9,400	Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The Society is to be congratulated for securing support from new funding sources. They are encouraged to continue to focus on capacity building.	14
Richmond Music School Society	\$ 10,000	\$ 10,000	\$ 9,300	Operating Assistance is recommended for this long-established school that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The Society is to be congratulated for their focus on equity and inclusion by providing subsidies and scholarships to young students. The organization is encouraged to focus on capacity building and fundraising to help them manage their self-identified space and growth concerns.	16

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Richmond Potters' Club	\$ 6,500	\$ 7,000	\$ 6,500	Operating Assistance is recommended for this long-standing organization that provides pottery programs and demonstrations in the community. The Club is to be commended for expanding their philanthropic activities, including their new partnership with Nova Transition House. The Club is encouraged to diversify their revenue stream and fundraising efforts and to consider developing a strategic plan that can help guide them as they prepare for a revised operational and programming model in collaboration with the Richmond Arts Centre in 2021.	18
Richmond Singers	\$ 10,000	\$ 10,000	\$ 9,405	Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for continuing to pursue a variety of fundraising initiatives and for participating in a range of community events. They are encouraged to focus on professional development initiatives, such as administration and fund development that will help strengthen their organization.	20
Textile Arts Guild of Richmond	\$ 2,800	\$ 2,900	\$ 2,730	Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, community giving and social engagement. The society is to be commended for its philanthropic initiatives and for diversifying its revenue stream. They are encouraged to investigate new ways to broaden their membership.	22

PROJECT ASSISTANCE

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Caravan Stage Society	N/A	\$ 5,000	\$ 2,500	<p>Project Assistance, at a modest level, is recommended for "Virtual Rogues Season Opening," created by this performance-based theatre company that recently relocated to Richmond. The organization is strongly encouraged to further develop their project plans, address event logistics and consider diversifying their revenue stream. It is also suggested that they seek out partnerships that could assist them in executing this highly ambitious event, which is scheduled to open over Canada Day weekend.</p> <p>This grant is contingent on the organization receiving approval from all relevant regulatory bodies, including the City of Richmond through the REACT process.</p>	24
Children's Theatre of Richmond Association	N/A	\$ 10,000*	\$ 0	Project Assistance is not recommended for "Alladin Jr." because it did not meet the eligibility requirements of the program.	26
Direct Theatre Collective Society	N/A	\$ 3,824	\$ 3,670	Project Assistance is recommended for this burgeoning Richmond theatre company to mount a theatrical production of "Hysteria." The organization is to be commended for their inclusive and accessible approach to audience development that includes subsidized tickets for youth, dynamic public engagement and multilingual surtitling.	28

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Haipai Painting and Calligraphy Society of Canada	N/A	\$ 4,596	\$ 0	Project Assistance is not recommended for the "Chinese Calligraphy event". It is recommended that the organization address its proposed budget with a projected deficit by securing other sources of funding. It is also recommended that the organization provide a more detailed outline of their proposed project plans and identify key stakeholders, themes and objectives of their event.	30
Philippine Cultural Arts Society of BC	N/A	\$ 5,000	\$ 4,000	Project Assistance is recommended for "Mabuhay 2020" a lively event that celebrates Filipino performing arts in Richmond. The society is commended for providing vital performance and volunteer opportunities for its dancers and for introducing youth to cultural dance and music that help them connect with their community. The Society is to be congratulated for improving administrative operations and is encouraged to consider raising their artist fees.	32
Richmond Art Gallery Association	\$ 5,000	\$ 5,000	\$ 4,700	Project Assistance is recommended for "RAG Artist Salon Series 2020," a project that engages local artists in practices that encourage community-building, networking and professional development. The society is to be commended for introducing a program that meets the demand of the local arts scene and exists outside of their everyday operations.	34
Somali Women Employment Society (also known as Somali Women Empowerment Society)	N/A	\$ 9,990*	\$ 0	Project Assistance is not recommended for "Africa Zone-Richmond World Festival," because the organization did not meet the eligibility requirements of the program.	36

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Steveston Historical Society	\$ 4,900	\$ 5,000	\$ 1,500	Project Assistance, at a modest level, is recommended to support "Steveston Alive! Walking Tour Vignettes," an immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling. The Society is instructed to direct this funding to the project elements that directly support local artists; specifically, the grant should support the theatre artist providing the workshop and the screenwriter and assistant screenwriter who will rework a portion of the script.	39
Tickle Me Pickle Theatre Sports Improv Society	\$ 2,900	\$ 5,000	\$ 4,700	Project Assistance is recommended for "TMP Improv Season," an entertaining theatrical program that engages youth, adults and families. The society is to be congratulated for growing their youth-focused initiatives and for providing access for young and emerging performing artists to explore new creative avenues.	41
Vancouver Cantonese Opera	\$ 5,000	\$ 5,000	\$ 4,700	Project Assistance is recommended for "The Bamboo Theatre," a local presentation of Chinese culture, that brings the unique traditional art form of Cantonese Opera to Chinese and non-Chinese audiences, at no cost. The society is to be commended for collaborating with a diverse range of artists and cultural groups and for contributing a significant portion of the budget to support local artists.	43

Organization	Most Recent City Grant (2019)	2020 Request	2020 Recommend	Comments	Pg
Vancouver Tagore Society	\$ 4,900	\$ 5,000	\$ 4,660	Project Assistance is recommended for "West Coast Tagore Festival 2020," a unique multicultural festival that continues to draw large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for maintaining affordable event entry by-donation, and is encouraged to seek out sponsorships and other income streams to ensure future financial stability.	46
WS Multicultural Services Society	N/A	\$ 5,000	\$ 0	Project Assistance is not recommended for "Canada Multicultural Creative Works Festival," because the organization did not meet the eligibility requirements of the program.	49
TOTALS		\$161,585	\$116,815		

Society: Canadian YC Chinese Orchestra Association
Society Mandate Summary:

To promote Chinese music by performing to the public in the City of Richmond and the greater Vancouver area.

Society History:

Since inception, the association has had numerous performances by members in terms of main orchestra, smaller ensembles, as well as solo performances. Since 2012, the orchestra has registered as the first music group Artist in resident of the Cultural Centre of City of Richmond. Our efforts to promote Chinese culture also include cooperation with other groups. One of our major performances, "Guests from afar please stay", was in partnership with Vancouver Choir at the Norman Rothstein Theatre (about 350 audiences capacity). The performance had a full house and as a result, another show was added (in about 6 months). Since 2013, we have been a partner of the Multicultural Heritage Festival held at each summer at the Richmond Cultural centre and our performance of "O Canada" with our own instruments was welcome by the audiences as well as Government officials. For the last 6 years, CYCCOA continued to be a strong element in the City of Richmond. In addition to performing in many concerts, CYCCOA hosted educational workshops, participated in community services, provide free performance for senior homes, local regional center, cultural events, festivals, and celebrations across our community. As an artist in resident of the Richmond Cultural Center, we participate actively in the Cultural events in our community. In May 2014, we have a joint concert "Ocean Home Town" with City of Richmond at the performing Hall of the Richmond Art Center. With Cultural Grants from the City of Richmond in the last six years, we have been able to produce large scale concerts at The Richmond Gateway Theatre. 2014 Ocean Home Town concert, 2015 Qiao's Grand Courtyard concert, 2016 Festival Gala and Multicultural Art Festival concert, 2017 Rising stars concert, 2018 Canada International Art Festival, 2019 Colors of Summer concert. In fact, the above concerts were huge success and we had full house of over 500 audiences each time. In 2019, all tickets were sold out 4 weeks before concert.

GRANT REQUEST
Requested Amount: \$10,000

Society Operating Budget: \$35,900

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$9,900	Operating Assistance
2018	\$6,450	Operating Assistance
2017	\$6,000	Operating Assistance

FINANCIAL SUMMARY
Most Recently Completed Year
Proposed Year

Operating Assistance Application for 2020

Canadian YC Chinese Orchestra Association

Summary Page 2

Total Revenue:	\$43,595	\$62,000
Total Expenses:	\$49,733	\$61,500
Surplus:	(\$6,138)	\$500
Accumulated Surplus:	(\$683)	\$1,000
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$9,400

Aggregate Score: 43.8

Recommendation:

Operating Assistance is recommended for this unique concert group, known for their presentations of traditional Chinese instrumental music and for producing programs that contribute to building cultural harmony. They are to be applauded for continuing to sell out their local performances and for seeking out and securing new sources of funding. The society is encouraged to look at professional development opportunities that can help them build organizational capacity.

Society: Cinevolution Media Arts Society**Society Mandate Summary:**

Sitting at the nexus of art, academia and community, Cinevolution decentralizes art while connecting people across cultural, political, geographic and linguistic boundaries in order to foster media literacy, stimulate critical discourse, and cultivate creativity.

Society History:

Founded in 2007 by a group of Pan Asian filmmakers, artists and community activists, Cinevolution Media Arts Society was and is the only media arts organization in Richmond. For the past decade, Cinevolution has acted as a leading voice for newcomer communities while promoting independent films, interdisciplinary artistic practice and critical discourse on migration and diversity. Recognized for excellence in programming, vision, and community impact, Cinevolution was twice among the finalists for the Richmond Arts Awards' Cultural Leadership category, received the Nova Star award from Volunteer Richmond in 2013 and was awarded the Richmond Arts Award for Artistic Innovation in 2012.

From 2007-2010, Cinevolution presented 3 editions of the Vancouver New Asia Film Festival (VNAFF), 2 editions of the DocuAsia Forum, over 30 community screenings, and Richmond's first youth film outreach program—the "Dream Project."

VNAFF rebranded as the Your Kontinent: International Film and Media Arts Festival (2011-2014), adopting a more international scope for film selection and introducing media art elements.

In 2015, Cinevolution broke from the traditional film festival model to channel resources into 2 signature programs, Digital Carnival and DocuAsia Forum.

Digital Carnival has been a part of the Richmond World Festival since 2016. Working with Guest Curator Wynne Palmer, we presented a 4-part program investigating the relationship between Nature and Technology through elemental themes (2016-2019). Encompassing a wide range of emerging and established media artists and art forms, the series has established experimental media arts as part of Richmond's public landscape.

Using documentary film as a platform, DocuAsia gathers artists, researchers, community organizers and the public for dialogue on current issues concerning contemporary Asia. Topics range from the rise of Christianity in modern day China (2009), resource extraction (2013), and global displacement (2017-2018).

GRANT REQUEST

Requested Amount: \$10,000

Society Operating Budget: \$165,182

MOST RECENT PREVIOUS GRANT(S)

Operating Assistance Application for 2020

Cinevolution Media Arts Society

Summary Page 2

Year	Amount	Grant Program
2019	\$10,000	Operating Assistance
2018	\$9,875	Operating Assistance
2017	\$9,500	Operating Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Total Revenue:	\$165,182	\$160,495
Total Expenses:	\$160,288	\$160,495
Surplus:	\$4,894	\$1
Accumulated Surplus:	\$4,894	\$1
Other Funders:	BC Gaming, Metro Vancouver, BC Arts Council: \$54, 000, Canadian Heritage \$36,900	

GRANT RECOMMENDATIONS

Recommended Amount: \$9,550

Aggregate Score: 46.5

Recommendation:

Operating Assistance is recommended for this forward-thinking and ambitious society that provides high-quality and distinct programming that engages professional and emerging media artists, as well as youth and new immigrants. They are to be commended for providing innovative and provocative programming at a range of popular events and pop-up locations across Richmond. As the society continues to grow, they are encouraged to continue to strategically plan for long-term growth and organizational sustainability.

Society: Community Arts Council of Richmond**Society Mandate Summary:**

We assist in developing arts and culture in Richmond by providing citizens of all ages the opportunities to participate in, learn and benefit from the creative arts through exhibitions, performances, classes, workshops and special programs

Society History:

The CACR is a federally and provincially registered non-profit charity with a long and rich history in Richmond. The CACR was formed, when, prior to 1970, a group of like-minded people banded together through a united passion for growing, supporting and sustaining the arts community in the city. While the organization has evolved in direction and scope over the years, the original mandate has always been our guiding light.

The CACR is working board, actively and cooperatively involved in all the organization's projects. Together with its members, we strive to make a positive impact in Richmond, enriching the lives of many. Board members meet monthly to plan events and initiatives both independently and through partnerships with other local organizations that are in keeping with the current arts and culture sector. We also discuss ways to generate more interest and involvement in the CACR through membership, public attendance and volunteering.

Past Highlights:

- Raised major funds towards capital building projects like The Gateway Theatre and the Richmond Cultural Centre.
- Contributed to all art disciplines in Richmond in the form of grants and scholarships.
- Organized numerous classes and workshop and produced countless exhibitions and shows throughout the city.
- Provided gallery space for artist members to exhibit and sell their work .

Current Highlights:

- Produces exhibitions and performances, sometimes in partnership with other arts and culture organizations.

Operating Assistance Application for 2020

Community Arts Council of Richmond

Summary Page 2

- Acts in an advisory capacity to support other arts organizations' ventures.
- Supports the promotion of Richmond artists (youth, emerging, professional) with quality programs and membership services.
- Supports programs for youth from various socio-economic backgrounds to explore their creative potential through visual and performing arts.
- Fosters community engagement in the arts by a variety of methods through free events, programs, exhibition and public awareness.

GRANT REQUEST

Requested Amount: \$10,000
Society Operating Budget: \$44,715

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$9,674	Operating Assistance
2018	\$9,300	Operating Assistance
2017	\$9,200	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$41,731	\$40,230
Total Expenses:	\$41,784	\$44,715
Surplus:	(\$53)	(\$4,485)
Accumulated Surplus:	\$103,019	\$98,534
Other Funders:	BC Gaming \$10,000, BC Creative Communities \$7,900	

GRANT RECOMMENDATIONS

Recommended Amount: \$8,800
Aggregate Score: 39.3

Recommendation: Operating Assistance is recommended for this long-standing organization with a broad mandate to encourage participation in the arts. The society is commended for developing new partnerships and pursuing new outreach and mentorship opportunities in the community. The organization is strongly encouraged to address the self-identified

challenges of maintaining relevancy, recruiting audiences and low membership. It is recommended that the society continue to develop recently introduced initiatives and partnerships to help increase their reach and impact.



Operating Assistance Application for 2020 Arts & Culture Grants Program

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

Society: Richmond Arts Coalition

Society Mandate Summary:

We are a voice for artists and the arts in Richmond. We promote, support, and advocate for the Arts in all their various forms within Richmond, BC.

Society History:

In 2004, Richmond Arts Coalition (RAC) was formed as a direct result of the City developing a formal plan to strengthen its arts community. In 2008, the City endorsed a "2010 Arts Plan" identifying RAC as the organization responsible for bringing local artists, arts organizations together; leading in advocacy of local communities in arts & culture. RAC continues to partner with the City on its annual Arts Awards and three Art Symposiums, and has facilitated substantial grants to hiring artists during annual Maritime Festival. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards. In 2013, RAC assisted in a public outreach project, gathering surveys on issues in Richmond. This project, which included gathering numerous ideas in promoting closer connections between Arts and Business, was shared with the City. In 2015 & 2017, RAC hosted ArtRich at the Richmond Art Gallery, bringing more than 1600 visitors to the Gallery, and the event will be reprised later in 2019. RAC also promotes weekly "member feature" on its website through social media, and compiles a monthly Arts Events newsletter for publication in local papers, distribution to Tourism Richmond, and to local interested artists. The events are listed on RAC's website, shared via social media, and emailed to 470+ subscribers. RAC hired an Admin Assistant in 2016 and an Executive Director in 2017. In 2018, new Board Members joined RAC, bringing diversity and vibrancy, and the two employee roles were merged. In 2018, RAC partnered with Tourism Richmond to rebuild & refresh RAC's website. Since formation, RAC representatives have regularly attended meetings at City Hall to engage with staff and speak on issues relating to art. RAC actively reaches out to other community groups, promoting the importance of arts for a healthier Richmond.

GRANT REQUEST

Requested Amount: \$10,000
Society Operating Budget: \$71,400

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$10,000	Operating Assistance
2018	\$9,400	Operating Assistance
2017	\$9,200	Operating Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Operating Assistance Application for 2020

Richmond Arts Coalition

Summary Page 2

Total Revenue:	\$62,536.96	\$88,720
Total Expenses:	\$66,502.73	\$88,720
Surplus:	(\$3,965.77)	\$1
Accumulated Surplus:	\$8,160.85	\$8,160.85
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$9,400

Aggregate Score: 44.3

Recommendation:

Operating Assistance is recommended for this service organization whose aim is to support local artists and advocate for the arts in Richmond. The society is to be congratulated for their ongoing communication initiatives and program offerings that promote and support local artists. The society is encouraged to continue to proactively build community partnerships and represent the voices of local artists.

Society: Richmond Community Band Society
Society Mandate Summary:

To provide Richmond - focused musical concerts for the public,

Promote music in local schools via joint concerts and; Provide an outlet for the musical aspirations of our members, many of whom are returning to an instrument after years or even decades of not playing. .

Society History:

Richmond's Branch 5 of the Royal Canadian Legion created the band in 1973 and fully supported it until 1976 when it became independent of the Legion and was incorporated as The J.S. Thompson Band Society. In 1996 it was renamed The Lulu Island Music Society and in 2003 the Richmond Community Band Society. Throughout these name changes the band retained the same musical focus. Rehearsals are held every Monday evening from 8 to 10 pm in the Murdoch Centre, space rented from Brighthouse United Church. Our music director is Bob Mullett, a local professional musician.

Our role in Richmond is to provide a varied series of musical events by improving the skills of our members at rehearsals, most of whom are seniors resident in Richmond. Past performances have included Nov 11 ceremonies at the City Hall, the July 1st Canada Day parade in Steveston, the Ladner Band Fest, and an annual (for 32 consecutive years) ticketed fund raising concert at the Gateway Theatre. We also have performed at various seniors' residences, the Minoru Seniors' Centre, Aberdeen Shopping Mall, the Steveston Fish Cannery, the Britannia Heritage Shipyard and Westwind Elementary School. In the summer we present outdoor concerts in Richmond parks.

In 1995 we were invited to participate in the ceremonies celebrating the liberation of the Netherlands by Canadian Armed Forces at the end of WW2. In 1989 the band toured England and Scotland.

GRANT REQUEST

Requested Amount: \$3,775

Society Operating Budget: \$26,652.25

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$3,575	Operating Assistance
2017	\$2,704	Operating Assistance
2016	\$2,900	Operating Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Operating Assistance Application for 2020

Richmond Community Band Society

Summary Page 2

Total Revenue:	\$10,301.92	\$13,675
Total Expenses:	\$16,350.33	\$14,050
Surplus:	(\$6,043.41)	(\$375)
Accumulated Surplus:	(\$6,043.41)	(\$375)
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$3,500

Aggregate Score: 41.3

Recommendation:

Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their ongoing presence at public events and they are encouraged to focus on strengthening their organizational capacity to help maintain their membership in the future.

Society: Richmond Community Orchestra and Chorus Association
Society Mandate Summary:

To make exemplary contributions to the rich cultural scene of Richmond through a diverse yearly program of concerts and through leadership in music education for musicians of all ages.

Society History:

In 1986 George Austin and a group of like-minded musicians decided that it was time for Richmond to have its own orchestra and chorus and so the Richmond Orchestra and Chorus Association was formed. Since then the organization has grown to almost a 100 members, all committed to providing an opportunity for musicians to share the joy of music in rehearsal and performance. The talented instrumentalists and singers present a variety of music throughout the season, from the beauty of the classics, through traditional seasonal favourites and the uplifting passions of sacred and spiritual, to the delights of folk, jazz, modern and show tunes. Members range in age from high school students to seniors; they come from all walks of life, and welcome the opportunity to share their love of music with a wider audience. The orchestra has had a number of conductors, including Peter Rohloff, Charles Willet, Wallace Leung, Lorraine Grescoe and Chris Robertson. The current orchestra conductor, James Malmberg was appointed in 2007. The chorus has had only two conductors since its inaugural year: Len Lythgoe (1987-1994) and Brigid Coult (1994-present). Special performances include: performing with guest conductor Pablo Sosa from Argentina, a Canadian premiere of "The Dragons are Singing Tonight" by New Zealand composer David Hamilton (1998), a commission and premiere of Brian Tate's "This Island" (2000), singing with Canadian Imant Raminsh at Carnegie Hall in New York (2006), a performance with Xiamen Philharmonic Orchestra at the River Rock Theatre (2010), leading the singing of the official Olympic Torch Anthem as part of the Torch Ceremony at Richmond's "O Zone" (2010) and performing with Chantal Kreviazuk for the Richmond Hospital Foundation's 15th Starlight Gala (2013).

GRANT REQUEST

Requested Amount:	\$9,500
Society Operating Budget:	\$133,900

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$9,500	Operating Assistance
2018	\$9,200	Operating Assistance
2017	\$9,200	Operating Assistance

FINANCIAL SUMMARY
Most Recently Completed Year
Proposed Year

Operating Assistance Application for 2020

Richmond Community Orchestra and

Summary Page 2

Total Revenue:	\$123,910	\$133,700
Total Expenses:	\$126,683	\$133,700
Surplus:	(\$2,773)	\$20,000
Accumulated Surplus:	\$83,270	\$20,000
Other Funders:	BC Gaming \$25,000	

GRANT RECOMMENDATIONS

Recommended Amount: \$8,400

Aggregate Score: 38.8

Recommendation:

Operating Assistance is recommended for this well-established organization that engages a range of choral and orchestral musicians and provides local youth with exposure to classical music. The society is strongly encouraged to address their financial surplus and consider investing further in marketing and communications initiatives.

Society: Richmond Delta Youth Orchestra

Society Mandate Summary:

The RDYO provides quality orchestral training to youth between the ages of 8 and 25.

Society History:

The Orchestra first began rehearsals in September 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year. Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff. In 2013, recognizing that the majority of its young musicians were residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrolment has nearly doubled. The Orchestra currently includes 150 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2019) at the Richmond World Festival, Culture Days, the Richmond Cultural Centre, Richmond Public Library, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

GRANT REQUEST

Requested Amount: \$10,000

Society Operating Budget: \$152,664.51

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$9,875	Operating Assistance
2018	\$9,875	Operating Assistance
2017	\$9,500	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$153,052.5	\$166,255
Total Expenses:	\$152,664.51	\$166,245
Surplus:	\$387.99	\$10
Accumulated Surplus:	\$35,368.34	\$35,378.34

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$9,400

Aggregate Score: 43.5

Recommendation:

Operating Assistance is recommended for this well-established youth orchestra that provides high quality education and vital performance and professional development opportunities for youth. The society is to be congratulated for securing support from new funding sources. They are encouraged to continue to focus on capacity building.

Society: Richmond Music School Society
Society Mandate Summary:

To promote music excellence and to foster interest and participation in music at the highest quality of music education.

Society History:

The Richmond Music School Society has been a committed contributor to the cultural life of Richmond since it was established in 1979. As we enter our 40th anniversary season, we remain as committed as ever to a high standard of professional criteria with a focus on the accessibility of quality music education to all sectors of Metro Vancouver.

As a founding member of the BC Association of Community Music Schools, the Richmond Music School must adhere to a high standard of professional criteria to which commercial schools are not bound. Our focus is on the accessibility of music education to all sectors of the Richmond community with an emphasis on program excellence and community work.

As part of our commitment to the community, we can often be seen performing at events such as Culture Days, Aberdeen Centre, Lansdowne Mall, in addition to the free concerts that we house at the School. Our students also perform monthly recitals for different senior care facilities in Richmond, bringing the gift of music to those often isolated from the performing arts.

Between the cost of instrument purchases, equipment rentals, sheet music, lesson fees and program fees; music lessons can be a luxury that not everyone can afford. The Richmond Music School is bridging this gap by ensuring equity of access to quality music education through its various outreach programs, bursaries, scholarships and affordable lesson fees.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$401,270

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$10,000	Operating Assistance
2018	\$9,200	Operating Assistance
2017	\$9,000	Operating Assistance

Operating Assistance Application for 2020

Richmond Music School Society

Summary Page 2

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$411,098	\$401,270
Total Expenses:	\$398,530	\$401,270
Surplus:	\$12,568	\$1
Accumulated Surplus:	\$1,094	\$1
Other Funders:	Outreach Violin Program \$44,290	

GRANT RECOMMENDATIONS

Recommended Amount: \$9,300

Aggregate Score: 42.8

Recommendation:

Operating Assistance is recommended for this long- established school that provides high calibre and accessible educational opportunities for youth from all economic backgrounds. The society is to be congratulated for their focus on equity and inclusion by providing subsidies and scholarships to young students. The organization is encouraged to focus on capacity building and fundraising to help them manage their self-identified space and growth concerns.

Society: Richmond Potters' Club
Society Mandate Summary:

Providing education in the form of workshops and classes. Encourage mentoring. Demonstrate skills and techniques of pottery making to the public. Engage and support our local community.

Society History:

Formed in 1969 the RPC has, as volunteers, organized, administered & provided adult ceramic art classes to the Richmond public. RPC is open to the public to join. The RPC offers workshops/demonstrations, provides in-house education in clay arts, meets monthly, updates members of shows, exhibition & workshop opportunities, holds two 3 day sales per year, maintains a website & social media account, and has been a long time supporter & participant in City community events providing demonstrations & displays. The RPC shares the studio with the City's children program. RPC currently owns about \$40,000 worth of equipment & materials. Members have studio access on average of about 27.2 hours/week throughout the year to create & do the many jobs needed to keep the Club & studio operating. We welcome the public into the studio, answer their queries & share our joy gained thru a creative process. We support the children's classes, offered by the City of Richmond, working collaboratively with the instructors to ensure the studio is well kept & safe and the groups work in harmony. Our well attended 2 yearly sales include the Richmond Spinners & Weavers Guild. Sales give us a chance to "talk pots" with the public, exposing them to art, and giving them an opportunity to shop locally & support local artists. The Club generously supports local non-profit organizations with donations or outreach. For many years, the RPC has been a very dedicated participant & supporter of the City of Richmond events (Doors Open, Culture Days, & the Maritime Festival) by providing displays & demonstrations and engaging with the public. The Club has provided opportunities to enhance artist creativity & education with classes, workshops & demonstrations. As part of the artistic community, the RPC hopes to convey to and share with the public its passion for clay work, the delight in creating beautiful pieces, & the value of art.

GRANT REQUEST

Requested Amount:	\$7,000
Society Operating Budget:	\$57,200

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$6,500	Operating Assistance
2018	\$6,000	Operating Assistance
2017	\$5,900	Operating Assistance

FINANCIAL SUMMARY
Most Recently Completed Year
Proposed Year

Operating Assistance Application for 2020

Richmond Potters' Club

Summary Page 2

Total Revenue:	\$58,640	\$59,000
Total Expenses:	\$50,068	\$59,000
Surplus:	\$8,572	\$0.01
Accumulated Surplus:	\$8,572	\$0.01
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$6,500

Aggregate Score: 42

Recommendation:

Operating Assistance is recommended for this longstanding organization that provides pottery programs and demonstrations in the community. The society is to be commended for expanding their philanthropic activities, including their new partnership with Nova Transition House. The society is encouraged to diversify their revenue stream and fundraising efforts and to consider developing a strategic plan that can help guide them as they prepare for a revised operational and programming model in collaboration with the Arts Centre in 2021.

Society: Richmond Singers

Society Mandate Summary:

As the longest standing community choir in Richmond our purpose is "to sing, in harmony, a variety of music for the enjoyment of the members, as well as to give public and private performances for the listening pleasure of others".

Society History:

In 1971 our founder Pam Hiensch placed an ad in a local newspaper inviting women who were interested in singing recreationally to meet and a group of 15 became "The Richmond Melody Makers". In 1975 the choir had grown to 45 members and our name was changed to The Richmond Singers. We now have 55 active members and 3 associates who have provided a choral presence in the community for over 46 years. Our first director was Alex Murray, followed by Earl Hobson, Jeanette Gallant, Mavis Weston and Natasha Neufeld who is in her 15th season with us. Our members range in age from 20s – 70 + and come from across Canada and the world with varied backgrounds and talents. The choir produces two to three major concerts per season, often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our concerts and are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 18-member Richmond Singers Ensemble is celebrating their 30th anniversary this year and "sing out" at over 40 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We are very involved with our community and, by giving benefit concerts, have helped to raise funds for other organizations such as the Richmond Hospice Society, Canadian Cancer Foundation, Tim Horton's Kids Camps and Music Heals. We were very fortunate to be invited to represent BC at the July 1, 2003 "UNISONG" celebrations in Ottawa. In 2009, the Richmond Singers were proud to represent BC at Festival 500 in St John's, Newfoundland. In 2016 we joined 1000 singers from around the world in Powell River to sing at the Kathaumixw International Choral Festival. In April 2019 senior members attended BCCF Seniors' Chorfest.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$62,725

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$10,000	Operating Assistance
2018	\$7,450	Operating Assistance
2017	\$7,000	Operating Assistance

FINANCIAL SUMMARY

Operating Assistance Application for 2020

Richmond Singers

Summary Page 2

Most Recently Completed Year

Proposed Year

Total Revenue: \$62,381.92

\$62,925

Total Expenses: \$63,043.59

\$62,925

Surplus: \$2,338.33

(\$1,100)

Accumulated Surplus: \$1

\$1

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$9,405

Aggregate Score: 45

Recommendation:

Operating Assistance is recommended for this popular, long-standing musical organization that provides opportunities for singers to perform throughout Richmond and beyond. The society is to be congratulated for continuing to pursue a variety of fundraising initiatives and for participating in a range of community events. They are encouraged to focus on professional development initiatives, such as administration and fund development that will help strengthen their organization.

Society: Textile Arts Guild of Richmond
Society Mandate Summary:

1) Advancing textile arts creation by TAGOR members, 2) Creating items requested by community partners, 3) Maintaining an environment that provides artistic development and social support to TAGOR members.

Society History:

TAGOR was formed in 1975. From 1976 to 1988 our Guild focused on educational workshops and speakers. TAGOR offered eight major public exhibitions either by ourselves or in User Group Shows in Community projects in these years included quilts to mark Richmond's 1979 Centennial and Expo '86. Specialized lighting and electrical outlets in the Textile Arts Studio were purchased by TAGOR when the new Cultural Centre opened in 1993. TAGOR hosted exhibitions in 2000, 2002, 2006 and 2008. From 2000 to 2010 TAGOR members wanted to do more community work and began actively searching for local organizations to help. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond Street Banners. In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. In 2016 TAGOR added Habitat for Humanity as a community partner and created 12 quilts for the families moving into their Richmond Project houses in 2019. TAGOR applied for and received a Canada 150 Grant in 2017 and worked with Richmond Public Library to create Our Canadian Bookcase, a quilted wall hanging featuring 150 Canadian authors suggested by the public. In 2018 the TAGOR website was totally re-designed including online registration for workshops. Also that year, TAGOR's Constitution and By-Laws were updated to comply with the BC Societies Act. In 2019, TAGOR was a finalist in the Richmond Arts Award Volunteer Category and was recently presented with an acknowledgement plaque from Richmond Lion's Manor for its generous, long term donation of quilts to that facility.

GRANT REQUEST
Requested Amount: \$2,900

Society Operating Budget: \$14,641.1

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$2,800	Operating Assistance
2018	\$2,750	Operating Assistance
2017	\$2,750	Operating Assistance

FINANCIAL SUMMARY

Operating Assistance Application for 2020

Textile Arts Guild of Richmond

Summary Page 2

Most Recently Completed Year

Proposed Year

Total Revenue: \$11,868.02

\$9,400

Total Expenses: \$11,868.02

\$9,400

Surplus: \$0.01

\$0.01

Accumulated Surplus: \$2,773.08

\$3,500

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$2,730

Aggregate Score: 43.8

Recommendation:

Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, community giving and social engagement. The society is to be commended for its philanthropic initiatives and for diversifying its revenue stream. They are encouraged to investigate new ways to broaden their membership.

Society: CARAVAN STAGE SOCIETY**Project Name: Virtual Rogues Season Opening in Richmond****Dates: July 1-5, 2019****Project Summary:**

The Caravan will be launching our 2020 season -- and our World Premiere of our production newest production VIRTUAL ROGUES -- in the city of Richmond. We have a site secured at Shelter Island Marina to mount the production for a run of 5 days from July 1 to July 5, 2020. This World Premiere event is a show celebrating the Caravan Stage Company's 50th year of producing, creating, and touring original theatrical productions (all under the continuous artistic management of founders and directors, Paul Kirby & Adriana Nans Kelder) ...and bringing these shows to audiences in very unique venues.

Society Mission/Mandate:

The Caravan Stage is a Canadian non-profit touring theatre company, founded in BC in 1970. The Caravan creates and tours original contemporary theatre works on the themes of environmental degradation, social equality, and human rights. The Caravan tours these works to audiences in an unusual mode ... from 1970 to 1993 with large wagons pulled from town to town by Clydesdale horses and performing in a large tensile tent ... from 1994 to the present, in a custom-built 90ft Tallship with the audience sitting on the shore watching the shows presented on the decks and up in the rigging of the Caravan ship, the Amara Zee ("The Heart of the Sea Goddess").

The Caravan created these culturally evocative venues in order to entice and attract a non-traditional popular audience to contemporary Canadian theatre. This, in turn, allows the Caravan to create and perform experimental productions with a content that resonates with the dreams and concerns of peoples from a diverse range of social and economic backgrounds. The Caravan shows embrace the contemporary ethos of current times: environmental degradation & climate change, gender conflicts, digital surveillance techno culture, annihilation of indigenous peoples, exploitation of racism and the loss of mystery, magic, and mythology.

Society History:

Initially, from 1970 to 1997, the Caravan toured in five large colourful circus style wagons pulled by teams of Clydesdale horses, staging the shows in a unique Tensile Tent that seated 800 patrons. The Caravan World's Only Horse Drawn theatre toured throughout BC, Alberta, & Ontario as well as in the US: WA, OR, CA, NY, & FL. Then in 1993, the Caravan decided to "switch horses in mid-stream" to a Tall Ship Showboat. The Caravan's new touring venue, the Amara Zee, a 90ft Tall Ship built by the Caravan artists and technicians, was launched in 1997 and began voyaging over the Seven Seas. From 1997 to 2018, the Caravan travelled to cities up and down the East Coast of North America, the Great Lakes and the Gulf of Mexico, plus touring for nine years in Europe, the Balkans, and the Mediterranean performing in over 20 countries with its multi-lingual, multi-artistic disciplinary creations. In 2017, the Caravan was invited to "Come Home", and returned to its Home-waters, the Salish Sea, after we were invited to perform our new show, Nomadic Tempest, in Vancouver and Victoria for the Canada 150 celebration.

After 25 years from the commencement of construction, and touring over 70,000 nautical miles, performing in 22 countries, and voyaging in six of the Earth's seven seas, it became time to put the Amara Zee in a boatyard to do a re-fit and re-equip of this unique venue. The Caravan was offered a dry-dock sponsorship by the Shelter Island Marina & Boatyard in Richmond BC, and has been undergoing this re-fit since October 2018. Following the re-fit, the Caravan will stay in Richmond with a 10 year lease for the Amara Zee to call Shelter Island home. As such, the Amara Zee (and the Caravan) are now permanent residents of Richmond. We are launching our 2020 season here at Shelter Island, as a thank you to the community for hosting and supporting our re-fit of the ship and our continued presence in the community.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$48,125
Society Operating Budget:	\$265,690

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$263,045
Total Expenses:	\$265,690
Surplus:	\$0.01
Accumulated Surplus:	(\$364,182)

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$2,500

Aggregate Score: 31.2

Recommendation:

Project Assistance, at a modest level, is recommended for "Virtual Rogues Season Opening," created by this performance-based theatre company that recently relocated to Richmond. The organization is strongly encouraged to further develop their project plans, address event logistics and consider diversifying their revenue stream. It is also suggested that they seek out partnerships that could assist them in executing this highly ambitious event, which is scheduled to open over Canada Day weekend.

Society: Children's Theatre of Richmond Association**Project Name:** CTORA Presents: Aladdin Jr.**Dates:** November 25-29**Project Summary:**

We will be producing the children's theatre show Aladdin Jr. in November 25-29 at the Massey Theatre. The production will include a full cast of children, with professional theatre trainers, and a large quantity of volunteers. The goal of this project is to provide a professional theatre experience for young actors who are pursuing a career in this, giving them the opportunity to showcase their skills and learn the ropes of the industry.

Society Mission/Mandate:

The Children's Theatre of Richmond Association strives to provide all-inclusive performance theatre opportunities for young professionals and children, and inspire the next generation of artists to pursue creative careers.

At CTORA we put dreams first. We want to create a safe and fun environment for children to grow and pursue their love for theatre, with the help of experienced industry professionals. We go through rigorous screening to accept the children who are most passionate, and children in whom we see a desire to advance their skills and a genuine love for the arts.

Our purpose as a non profit organization is to provide professionally produced musicals for youth performers who are pursuing their dreams to be musical actors and actresses. As a child with an interest in professional musical theatre, the options to perform and grow as an artist in Vancouver are limited. Most professionally produced shows only require 1-2 children to be casted despite the hundreds of children that audition for the roles. The Children's Theatre of Richmond creates productions where children and young teens are the focus, providing them with plenty of opportunities to grow as musical actors and actresses, fostered by industry professionals from all over Canada.

Society History:

Founded in 2017 by two young mothers, CTORA was created to realize the dreams of their children who wanted to become musical theatre performers but was faced with limited options. The Greater Vancouver area did not offer professional productions or training for children and young teens nor did it offer many professional stage performance opportunities. Lily Yuan and Janet Wang decided to take it upon themselves to start an organization to create junior productions where it would also double as a professional training program for the kids who had a passion for the art. With their own savings, the duo bought the rights to Disney's Aladdin Jr. and began auditions to create their first production ever. Aladdin Jr. was well received by young and old alike, and messages came in asking them to create more shows. Since then, CTORA has

Project Assistance Application for 2020

Children's Theatre of Richmond Association

Summary Page 2

since produced six shows with 210 children casted out of the 1500 children that came to audition.

Disney's Aladdin Jr (2017)

Disney's The Little Mermaid (2018)

Disney's Beauty and the Beast Jr (2018)

Rodgers and Hammerstein's Cinderella (2019)

Disney's The Lion King (2019)

Disney's Peter Pan Jr. (In production, to play on Nov. 29- Dec. 7 2019)

GRANT REQUEST

Requested Amount:	\$10,000
Project Budget:	\$325,750
Society Operating Budget:	\$340,750

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue:	\$193,378.46
Total Expenses:	\$162,150
Surplus:	(\$31,228.46)
Accumulated Surplus:	(\$31,228.46)

Proposed Year

\$302,000
\$340,000
(\$38,000)
(\$38,000)

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Aggregate Score: 14

Recommendation:

Project Assistance is not recommended for "Alladin Jr." because it did not meet the eligibility requirements of the program.

Society: Direct Theatre Collective Society**Project Name:** Hysteria**Dates:** Summer/Fall 2020**Project Summary:**

Direct Theatre Collective will produce a new version of it's award-winning seminal show Hysteria, with a sharp focus on engaging the rich cultural diversity of Richmond. Particularly with regards to engaging the youth sector who so vitally effect (and are affected by) the future of the themes explored within the production (Consent/Technology/Privacy/Sexual Politics and Gender Politics).

Society Mission/Mandate:

Direct Theatre Collective Society is a not-for-profit organization committed to producing original new work through devising and collaborative exploration; recognizing art as a vehicle for social and societal change; representing marginalized communities and using theatre as a device to evoke and provoke.

In order to carry out this mandate the Society will:

- a. Strive to provide opportunities to collaborators/participants of all races, ages and gender identities,
- b. Focus on producing new artistic works or presenting established works in revised ways,
- c. Provide honorariums for all artistic and technical contributions.

Society History:

The society was created and founded by Richmond Artist - Jill Raymond, and the home of Direct Theatre Collective is in the new Artists Village in Capstan/North Richmond.

The society has successfully produced it's flagship production Hysteria after further development from it's routes as a Vancouver Fringe show (before the society was established). Direct Theatre Collective is a progressive new company making strides and has plans to bring more diverse performance programming to Richmond. Direct Theatre Collective is also committed to building the artistic community in Richmond and bringing together multi-disciplines to create its work. Through this project and future projects, Direct Theatre Collective is committed to placing itself boldly within the new burgeoning artistic scene in Richmond; connecting with cultural, artistic and educational leaders and bringing important new work to audiences in the City and throughout the Lower Mainland.

Project Assistance Application for 2020

Direct Theatre Collective Society

Summary Page 2

GRANT REQUEST

Requested Amount:	\$3,824
Project Budget:	\$9,349
Society Operating Budget:	\$730

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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FINANCIAL SUMMARY

Most Recently Completed Year

Total Revenue:	\$7,854.71
Total Expenses:	\$6,874.08
Surplus:	\$980.63
Accumulated Surplus:	\$980.63

Proposed Year

\$1,350
\$730
\$620
\$1,600.63

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$3,670

Aggregate Score: 46.5

Recommendation:

Project Assistance is recommended for this burgeoning Richmond theatre company to mount a theatrical production of "Hysteria." The organization is to be commended for their inclusive and accessible approach to audience development that includes subsidized tickets for youth, dynamic public engagement and multilingual surtitling.

Society: HAIPAI PAINTING AND CALLIGRAPHY SOCIETY OF

Project Name: Chinese Calligraphy event

Dates: May 2020

Project Summary:

a presentation of Chinese history and arts

Society Mission/Mandate:

To promote the Chinese arts of painting and calligraphy in Canada

Society History:

The society was founded in 2009 and moved from north Burnaby to Richmond in 2010. Since then, it has been put on demonstrations and workshops, first Sunday of every month over the last several years at Richmond library. It held Chinese Calligraphy event successfully two years in a row. It has also brought several professional artists and calligraphists from China for the purpose of cultural exchange on a yearly basis.

GRANT REQUEST

Requested Amount:	\$4,596.25
Project Budget:	\$9,192.5
Society Operating Budget:	\$9,268.5

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$800	\$4,596.25
Total Expenses:	\$1,405.43	\$9,268.5
Surplus:	(\$605.43)	(\$4,672.25)
Accumulated Surplus:	(\$605.43)	(\$4,941.18)

Other Funders:
GRANT RECOMMENDATIONS
Recommended Amount: \$0

Aggregate Score: 16

Recommendation: Project Assistance is not recommended for the "Chinese Calligraphy event". It is recommended that the organization address its proposed

Project Assistance Application for 2020

HAIPAI PAINTING AND CALLIGRAPHY SOCIETY OF

Summary Page 2

<p>budget with a projected deficit by securing other sources of funding. It is also recommended that the organization provide a more detailed outline of their proposed project plans and identify key stakeholders, themes and objectives of their event.</p>
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Society: Philippine Cultural Arts Society of BC**Project Name: Mabuhay 2020****Dates: May 3rd 2020****Project Summary:**

Our show "Mabuhay 2020", will mark PhilCAS' 20th year anniversary with a cast including alumni and current members alike to present a collection of Filipino traditions and celebrations. We will be presenting this mosaic of dance and music at Gateway Theatre on May 3rd, 2020. In preparation for this event, we encourage members and new participants to learn traditional dance and music through workshops, practices, and performances. We invite residents of Richmond and the lower mainland to celebrate PhilCAS' 20 years of enriching the community with the history and art of the Philippines.

Society Mission/Mandate:

- To educate, inform and enrich people residing in North America of the traditions and culture of the Philippines, in particular those of Filipino birth, ancestry, or affiliation.
- To create activities where people can participate in order to explore, learn, understand and share the values, tradition and practices and customs of the Filipino people as well as the varied cultures existent in this Canadian society.
- To assist the youth in developing a sense of community and responsibility they learn to respect their own cultures, heritage and traditions.

Society History:

onette and Nes Gatus envisioned a niche for Filipino-Canadian youth that would give them the opportunity to discover their heritage through dance and music. In the year 2000, the couple shared with the local Richmond community the beauty of Filipino culture which has long been ignored. This was the beginning of the Philippine Cultural Arts Society of British Columbia (PhilCAS of BC). The society started off as a small group of 10 young Filipino-Canadians using the backyard of Tonette and Nes' house, to practice traditional Filipino folk dances. Tonette's pride in traditional folk dance that she had learned from the Philippines reverberated through her pupils and has since then been a source of pride. Her dancers were constantly motivated and inspired each time they were invited to perform at theatres, multicultural festivals, and private events. Over the years, PhilCAS has grown in the age and number of volunteer members. This is due to the passion and commitment of Tonette and Nes in providing Filipino youth the opportunity to learn their heritage. The society is larger than ever each sharing in the pride and passion that Tonette, Nes, and the rest of the rising leaders within the PhilCAS community continue to exhibit today. Today, both youth and adults make up the Board of Directors, but PhilCAS' success cannot solely be attributed to its directors and members. Without the support of parents, local businesses, the City of Richmond and the multicultural organizations across BC, PhilCAS would not hold its place as one of the premier folk dance groups in BC.

Project Assistance Application for 2020

Philippine Cultural Arts Society of BC

Summary Page 2

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$16,665
Society Operating Budget:	\$21,165

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2018	\$3,700	Project Assistance
2017	\$2,100	Project Assistance
2016	\$4,447	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$19,034.69	\$21,165
Total Expenses:	\$11,875.68	\$21,165
Surplus:	\$7,159.01	\$0.01
Accumulated Surplus:	\$10,287.76	\$10,287.76

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$4,000

Aggregate Score: 37.8

Recommendation:

Project Assistance is recommended for "Mabuhay 2020" a lively event that celebrates Filipino performing arts in Richmond. The society is commended for providing vital performance and volunteer opportunities for its dancers and for introducing youth to cultural dance and music that help them connect with their community. The Society is to be congratulated for improving administrative operations and is encouraged to consider raising their artist fees.

Society: Richmond Art Gallery Association**Project Name: RAG Artist Salon series 2020****Dates: February - December 2020 (1 date per month, Dates TBC)****Project Summary:**

RAGA proposes to continue our support of Richmond artists. We seek funding towards Artist Salon, a professionalizing social group and series of workshops for local artists. Hosted monthly at the Gallery, we invite guest art professionals to host workshops that foster connections among our community's diverse range of artists. This program was very successful in past years, and we have had many requests from local artists to revive the program. Next year we aim to renew the program with a combination of professional development and social events for local artists.

Society Mission/Mandate:

The only public gallery in Richmond, the RAG's mandate is to exhibit, preserve and promote contemporary visual arts, and support visual artists in the public presentation of their work. Through exhibitions, publications,

educational programming, collections, and significant partnerships, the Richmond Art Gallery provides opportunities for the enrichment of life in Richmond while serving the contemporary arts community in Canada.

Society History:

The Richmond Art Gallery opened its doors in 1980, obtained non-profit charitable status in 1987, and in 1992 moved to its present location in the Richmond Cultural Centre. The Gallery has 3,500 square feet of exhibition

space, an activity room for workshops and programs, and storage facilities for a Permanent Collection of over 400 works. To date, the Gallery has presented more than 1500 exhibitions of contemporary art. The gallery is open and free to the public seven days a week. Education and outreach programs operate year round and include the School Art Program, artist talks and tours, and artist workshops. A corps of docents offer Richmond Art Gallery Association tours in English, Cantonese and Mandarin, while gallery attendants welcome and orient visitors to the current exhibitions daily. The School Art Program is led

by a professional artist and BC certified teacher who adapts all tours and workshops to the grade level and BC school curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the

Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Richmond Art Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

GRANT REQUEST

Project Assistance Application for 2020

Richmond Art Gallery Association

Summary Page 2

Requested Amount:	\$5,000
Project Budget:	\$10,000
Society Operating Budget:	\$243,144.65

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$5,000	Project Assistance
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$218,501	\$243,144.65
Total Expenses:	\$213,855	\$242,295
Surplus:	\$4,646	\$242,295
Accumulated Surplus:	\$4,646	\$849.65

Other Funders: Metro Vancouver \$5,000

GRANT RECOMMENDATIONS

Recommended Amount: \$4,700

Aggregate Score: 43.5

Recommendation:

Project Assistance is recommended for "RAG Artist Salon Series 2020," a project that engages local artists in practices that encourage community-building, networking and professional development. The society is to be commended for introducing a program that meets the demand of the local arts scene and exists outside of their everyday operations.

Society: Somali Women Employment Society**Project Name: Africa Zone- Richmond World Festival****Dates: August 28 2020****Project Summary:**

Three-day Free event, involving communities from different background and origins, including them in planning, organizing and running of the Richmond World Fest- at Africa Zone '20

The first day starts with educational piece through a dialogue, followed with cultural activities, that will include the Traditional dance/Fashion show, performances, Poets, Acrobatic, exhibition etc. Our objective is to create cultural Awareness and celebrate our cultures, be aware and gain understanding, a realistic event with beneficial impacts presented through Arts, Culture and education - (Dialogue).

Society Mission/Mandate:**Our Mission**

Focuses on minority groups, especially those of People of African Descent (Somali Seniors/Children and Youth) community and their families to fully integrate into Canada successfully. A non-for-profit organization that assist Women/girls and members of their families to learn and develop the use of English language, gain employment related skills/tools, cultural understanding, inclusive and be encouraged to participate in events as successful Canadians.

Mandate

Our organization was established as a Society with the mandate to oversee that, All women, girls in our communities are respected, protected, heard, supported, and empowered, that is what SWES stands for. We partner with other like-minded agencies, Societies, groups and or individuals for the flowing:

- We promote educational, and cultural programs,
protect, advocate and help prevent domestic
violence, abuse and neglect among our

women/girls

- Run a Food Bank with Halal items, as most elders

Society History:

The role of Somali women Empowerment Society is to:

1. Establish and operate a community Resource Center
that will act as a resource center, offering different
activities/programs that benefit the people of
Richmond as a whole.
2. To increase providing educational, counseling, other
support services to immigrants and refugees,
including language conversation, employment
training skills/tools, resumes writing, job search,
interviews preparations, translation, information
dissemination other cultural activities etc.
3. Operate weekly Food bank to help the Somali and
other women from the continent of Africa, who are
experiencing language challenges/barriers, as well
as those living under poverty index line, to be able
to be assisted by the Halal Food. The word "halal"

Project Assistance Application for 2020

somali women employment society

Summary Page 3

Requested Amount:	\$9,990
Project Budget:	\$48,301
Society Operating Budget:	\$130,000

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>	<u>Proposed Year</u>	
Total Revenue:	\$38,000	\$130,000
Total Expenses:	\$38,000	\$90,000
Surplus:	\$50,000	\$130,000
Accumulated Surplus:	\$50,000	\$50,000

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Aggregate Score: 0

Recommendation: Project Assistance is not recommended for "Africa Zone" Richmond World Festival," because the organization did not meet the eligibility requirements of the program.

Society: Steveston Historical Society**Project Name:** Steveston Alive! Walking Tour Vignettes**Dates:** January - August 2020 (performances occur in summer 2020)**Project Summary:**

Walking Tour Vignettes launched in summer 2017 as a Canada 150 and Richmond 150 project, and was repeated in 2018 & 2019. Costumed secondary school drama students performed five short plays (set in 1917) along a guided walking tour of Steveston village. The tours were extremely well received by our audiences, and were fully booked in our final month of 2017 production. For our student actors this was extremely encouraging as this was their first time being involved in arts and heritage programming in their community. In 2020, we plan to continue partnering with Steveston-London Secondary.

Society Mission/Mandate:

The Steveston Historical Society (SHS) has been in place since 1976 to preserve and promote the history of Steveston, British Columbia.

Society History:

The Steveston Historical Society's Board of Directors is made up completely of volunteers who work on events, programs, and community engagement pieces that help to inform Steveston residents and visitors about its heritage.

Historically, the Society was responsible for restoring and establishing the Steveston Museum building, which was built in 1905 as Richmond's first bank. This included collecting artefacts, photographs, and documents and creating exhibits. In 1979, the building opened as "The Steveston Museum and Post Office" and became the informational hub for the village. The Society also participated in the preservation of historic sites, buildings and other museum sites in the area, namely the Gulf of Georgia Cannery.

Today, the SHS works in partnership with the City of Richmond to run the Steveston Museum. The Japanese Fishermen's Benevolent Society (JFBS) building moved to the site on Moncton Street in 2010 and officially opened in 2015. This extension features interpretation about the Japanese Canadian experience in the village from the time of their arrival in Steveston to the time of internment.

Recent projects include:

- Nikkei Stories of Steveston: a 10-part documentary series that pays tribute to the strengths and

Project Assistance Application for 2020

Steveston Historical Society

Summary Page 2

successes of Japanese Canadian pioneers and their descendants. These videos can be viewed in the JFBS building or online at www.nikkeistories.com/#videos

- The Fisherman's Park Mural: a 12-panel mural series celebrating Steveston's connection to the fishing industry.

- Walking Tour Vignettes: a five part theatrical performance along a walking tour of Steveston. Participants were taken back in time to the year 1917 where they saw drama students from Hugh McRoberts Secondary School perform stories of Steveston's shared triumphs and tragedies.

GRANT REQUEST

Requested Amount: \$5,000
Project Budget: \$17,577.34
Society Operating Budget: \$35,000

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$4,900	Project Assistance
2018	\$2,900	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$75,379.91	\$35,170
Total Expenses:	\$86,074.89	\$34,647.69
Surplus:	(\$10,694.98)	\$500
Accumulated Surplus:	\$18,566.02	\$19,000

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$1,500

Aggregate Score: 29.8

Recommendation:

Project Assistance, at a modest level, is recommended to support "Steveston Alive! Walking Tour Vignettes," an immersive walking tour that aims to preserve and promote the history of Steveston through theatrical storytelling.

Society: Tickle Me Pickle Theatre Sports Improv Society**Project Name:** TMP Improv Season**Dates:** July 2020-June 2021**Project Summary:**

We wish to continue to provide Richmond with improv shows, improv workshops in school classes and groups, and improv team/club mentoring in schools for the 2020-2021 season. The TMP season includes regular skill and team development practices, professional development for our performing artists, the delivery of workshops throughout the Richmond community, several community shows coordinated by TMP, including the annual fundraising event entitled Laughter Is The Best Medicine.

Society Mission/Mandate:

Tickle Me Pickle (TMP) is dedicated to providing family-friendly improv comedy to Richmond residents. We value improv as an art form that is both entertaining to audiences and enriching to participants. The purpose of our society as outlined in our constitution is as follows: a) Present theatre shows, particularly improv based, for the community at-large b) Promote the art of improv based theatre to the community at-large c) Provide theatre, leadership and team building education for seniors, adults, youth and children d) Create events for community organizations in need.

Society History:

TMP officially became a not for profit society in 2013, but its roots go back much further. Tickle Me Pickle is the cornerstone of improvisational comedy in Richmond. TMP is proud to provide improv presentations in Richmond, along with opportunities for Richmond residents to participate in and learn the fundamentals of improvised theatre. Originally a one-off event for Youth Week 2000, youth and young adult members of the "Pickle Volunteer Crew" recognized an absence of improvisational comedy in the Richmond community. The Crew soon discovered that there was a healthy appetite for improv, as TMP attracted young artists who were eager to learn and perform improv, and saw a wide range of audience members flock to Pickle events. The concept of Tickle Me Pickle grew, as TMP developed improv classes for youth, leadership workshops, high school tournaments, a younger performance troupe, private for-hire shows, a regular presence at local charity events, an annual charity event entitled Laughter is the Best Medicine, a continued valuing of volunteerism, and a regular series of community shows. Over the last few years, TMP has focussed on developing its expertise in improv by attending classes, participating in private workshops, researching, practicing regularly, and performing. TMP has attracted several new performers and students through the creation of the new performance troupe, continuation of the original troupe, and collection of artists that participate in the various on-going weekly programs, and variety of workshops and presentations throughout the year. In sum, TMP's role in Richmond is to promote the art of improv, provide opportunities for the community to experience improv, and engage individuals in the learning of improv.

GRANT REQUEST**Requested Amount:** \$5,000

Project Assistance Application for 2020

Tickle Me Pickle Theatre Sports Improv Society

Summary Page 2

Project Budget:	\$15,500
Society Operating Budget:	\$15,500

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$2,900	Project Assistance
2018	\$4,600	Project Assistance
2017	\$4,500	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$13,042.1	\$15,500
Total Expenses:	\$13,042.1	\$15,500
Surplus:	\$1,408.65	\$0.01
Accumulated Surplus:	\$1,408.65	\$0.01

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$4,700

Aggregate Score: 43.3

Recommendation:

Project Assistance is recommended for "TMP Improv Season," an entertaining theatrical program that engages youth, adults and families. The society is to be congratulated for growing their youth-focused initiatives and for providing access for young and emerging performing artists to explore new creative avenues.

Society: Vancouver Cantonese Opera**Project Name: The Bamboo Theatre****Dates: August 28 & August 29 (Friday & Saturday), 2020****Project Summary:**

Celebrate and build awareness of Canadian Multicultural heritage, foster and create partnerships within the community, build inclusivity and foster cultural awareness.

Society Mission/Mandate:

The mission of Vancouver Cantonese Opera is to present the unique traditional artform of Cantonese opera at the highest level to both Chinese and non-Chinese audience. We strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives.

OUR ARTISTIC VISION & ORGANIZATIONAL OBJECTIVES

- 1) Artistic excellence – creates high quality works; maintain high standards and creative excellence from all performers.
- 2) Education – Provide educational seminars/workshops to the community and schools to broaden the reach, appreciation and understanding of Cantonese opera.
- 3) Accessible, affordable & entertaining performances for the public
- 4) Provide employment opportunities to Cantonese opera artists, musicians and technicians.

OUR MISSION is to preserve and promote Cantonese opera in Canada. With our mandate, we strive to collaborate with other artists to enrich the colorful landscape of the Multicultural policy of Canada. The goals of the project are to foster and create partnerships within the community; to enrich the cultural wealth of Canada; to celebrate and build awareness of Canadian Multiculturalism.

Society History:

The Vancouver Cantonese Opera was incorporated on June 30th, 2000 as a non-profit organization. On February 23rd, 2005, Vancouver Cantonese Opera was designated as a charitable organization by the Canada Revenue Agency.

For the past 18 years, the Vancouver Cantonese Opera has collaborated with international and

Project Assistance Application for 2020

Vancouver Cantonese Opera

Summary Page 2

local artists to create high calibre and engaging Cantonese opera works that have reached audiences in Vancouver, Richmond and Surrey. As we grow artistically and organizationally, we continually offer a range of outreach and audience building activities that have included singing/performance technique classes, free singing sessions with seniors and children/youth opera classes and workshops on how to appreciate and understand the art form of Chinese opera. In addition to our annual performances, we have performed at numerous community festivals, multicultural events as well as being one of the official selected partners of the Vancouver Cultural Olympiad. We are a supported company of the Canada Council's Stand firm Network. Plus we collaborate with many stakeholders and local partners as we strive to promote Cantonese Opera and Chinese Canadian heritage throughout the Lower Mainland.

Since 2005, VCO has been offering Cantonese Opera singing and performance technique classes in Richmond, and participated in various multicultural events in Richmond community and senior homes. In 2018 and 2019, VCO offered free watersleeve summer camp at the Cultural Centre. VCO has already proposed to the Cultural Centre to present 4 free Cantonese Opera concerts in 2020.

The first Multicultural Heritage Festival was launched in 2012 in Vancouver. From 2013 to 2015, we partnered with City of Richmond in the presentation of the Multicultural Heritage Festival. In 2016, Richmond World Festival invited VCO to activate the Bamboo Theatre at the festival. It is our goal to keep on presenting free workshops and concerts for the communities in the City of Richmond.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$26,609
Society Operating Budget:	\$135,619

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$5,000	Project Assistance
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$129,725	\$135,619
Total Expenses:	\$118,678	\$134,240

Project Assistance Application for 2020

Vancouver Cantonese Opera

Summary Page 3

Surplus:	\$11,047	\$1,433
Accumulated Surplus:	\$27,627	\$29,060

Other Funders: Canadian Heritage \$5,000, BC Gaming \$5,000

GRANT RECOMMENDATIONS

Recommended Amount: \$4,700

Aggregate Score: 43.5

Recommendation:

Project Assistance is recommended for "The Bamboo Theatre," a local presentation of Chinese culture, that brings the unique traditional art form of Cantonese Opera to Chinese and non-Chinese audiences, at no cost. The society is to be commended for collaborating with a diverse range of artists and cultural groups and for contributing a significant portion of the budget to support local artists.

Society: Vancouver Tagore Society**Project Name: West Coast Tagore Festival 2020****Dates: September 26, 2020****Project Summary:**

West Coast Tagore Festival is an annual event in its 10th year. The Festival, held in Richmond with generous support from the City of Richmond, brings creative works, philosophy, visions and ideals of Nobel-laureate poet and world cultural icon Rabindranath Tagore to culturally and ethnically diverse communities. Multicultural artists of different age-groups present his poetry, songs, dances, dramas, paintings, etc. not only professionally, colourfully, vibrant and engaging way but also making them readily appreciable and assimilable by audience of different backgrounds.

Society Mission/Mandate:

The mission of Vancouver Tagore Society is to organize and promote social, cultural and intellectual events which celebrate diversity, intercultural harmony and universalism, and to raise awareness of Eastern philosophies and cultures with special emphasis on and guided by universal humanism, transcendental spirituality, thoughts and philosophy of Rabindranath Tagore, Asia's first Nobel-laureate in Literature, as expressed through his poems, songs, writings, plays, lectures, art, social reforms and other works. Additional mission includes engaging communities in intercultural interactions and development of artists versed in ethnic cultures and heritage, particularly Bengali and South Asian. Guided by Tagore's vision of "confluence of cultures", the Society strives to provide a broad platform for communities and artists/performers to gather together, reach across cultural boundaries and enrich local communities culturally and intellectually. The Society's mandate is to disseminate the profound message of peace, humanity and equality, and wonderfully rich creative works of Rabindranath Tagore to the communities in a way that is readily appreciable and assimilable.

Society History:

Vancouver Tagore Society was formed in mid-2011 and currently organizes two events every year and a year-long workshop series:

1) West Coast Tagore Festival (annually since 2011), generally a 2-day event, is funded in parts by the City of Richmond, BC Arts Council (4 years), and Richmond Gateway Theatre Society Endowment Fund (1 year). It was held at the Richmond Cultural Center from 2011 to 2016, and at the Richmond Gateway Theatre in 2017 - 2019. This Festival is participated by multicultural performing artists and multilingual poets presenting dances, vocal and instrumental music, poetry, dance theatre, lectures, etc.

2) Tagore Spring Festival (annually since 2015) held at the Center Stage at the Surrey City Hall is funded partially by the City of Surrey Cultural Grants. This multicultural performing event celebrates spring through diverse form of artistic expressions and original live productions by different multicultural groups.

Project Assistance Application for 2020

Vancouver Tagore Society

Summary Page 2

3) A series of interactive workshops on Tagore songs, Tagorean dances and other topics partially funded by the City of Vancouver (around 30 workshops per year).

The Society also organizes other cultural events.

Richmond Connection: In addition to having the flagship Festival in Richmond, the Society organized Poetry Events (with music, dances, and refreshments) at the Richmond Cultural Center Rooftop Garden, and commemorative events on, e.g., International Women's Day in the City of Richmond Council Chambers, and collaborating with under organizations in events in Richmond including the Richmond Multicultural Heritage Festival (twice), International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. Our events were inaugurated and/or graced by the Mayor Malcolm Brodie 3 times, Councillor Linda McPhail 3 times and Councillor Carol Day once. In all Richmond-based events, a number of Richmond artists, poets, technicians and volunteers are always involved.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$23,450
Society Operating Budget:	\$63,185

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$4,900	Project Assistance
2018	\$3,900	Project Assistance
2017	\$3,800	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$51,325	\$56,362
Total Expenses:	\$54,156	\$57,360
Surplus:	(\$2,831)	(\$999)
Accumulated Surplus:	\$4,724	\$5,825

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount:	\$4,660
Aggregate Score:	42.3

Recommendation:

Project Assistance is recommended for "West Coast Tagore Festival 2020," a unique multicultural festival that continues to draw large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for maintaining affordable event entry by-donation, and is encouraged to seek out sponsorships and other income streams to ensure future financial stability.

Society: **WS Immigrant and Multicultural Services Society (WSIMS)**

Project Name: **Canada Multicultural Creative Works Festival**

Dates: September 28, 2019

Project Summary:

This annual event is free to public, cross-cultural learning and understanding groups and individuals, Indigenous and non-Indigenous, elders and youth (above age 5), men and women, families and kids, rich or poor, military and veterans, immigrants and refugees, people with disabilities, poets and writers, artists and entrepreneurs, or any individual who is passionate about creative works, all are welcome.

Society Mission/Mandate:

WS Immigrant and Multicultural Services Society (WSIMS) is a non-profit organization and a volunteer-based group to create awareness, understanding and appreciation of multiculturalism, to build happier families, healthier communities and to foster intercultural harmony.

Society History:

Over the past 10 years it has been providing immigrant and refugee settlement services including language and computer training, and intercultural services including planning, organizing and hosting hundreds and thousands cross-cultural events, workshops, seminars, conferences, book launches, Discover World Culture series and more free to the public.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$11,000
Society Operating Budget:	\$13,800

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Total Revenue:	\$5,001	\$13,801
Total Expenses:	\$5,000	\$13,800
Surplus:	\$1	\$1
Accumulated Surplus:	\$1	\$1

Other Funders:

GRANT RECOMMENDATIONS

Project Assistance Application for 2020

WS Immigrant and Multicultural Services Society (WSIMS)

Summary Page 2

Recommended Amount: \$0

Aggregate Score: 0

Recommendation:

Project Assistance is not recommended for "Canada Multicultural Creative Works Festival," because the organization did not meet the eligibility requirements of the program.
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City of Richmond Arts and Culture Grants Program

Operating Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

The City's support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you contact:

Katie Varney, Manager, Community Cultural Development
604-247-4941, kvarney@richmond.ca

Grant information and other information about our programs and services are available on the City website at www.richmond.ca/artists.

2020: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact the Cultural Development Manager (contact info above) to discuss your proposal, confirm your eligibility and request approval to apply. Once approved, you may proceed with the application.

- The application form is available online at www.richmond.ca/citygrants
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

Operating Assistance Eligibility Criteria

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality public programs and services. Applicant must be based in Richmond, registered as a non-profit society in good standing with the Province of BC, having been established legally and in operation for at least two (2) years prior to the application deadline and have recently received City Grant funding and successfully completed the projects.
- Applicants must be based and active in Richmond and provide programming and services that are open to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, advocacy, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus. Presented work must be primarily with and/or by local artists/performers/artisans (amateur and/or professional); activities may include some artists who are not Richmond residents.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
 - American Federation of Musicians: www.afm.org
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must operate year-round in a fiscally responsible manner.
- Applicants must have other cash revenue sources for their activity that may include self-generated revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Operating grants are awarded up to a maximum of 30% of the annual operating budget, to a maximum request of \$10,000.

Ineligible Organizations

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Organizations already receiving City funding that represents the equivalent of operating funds
- Social Service, Religious, Political or Sports organizations

Ineligible Activities

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Activity that is not artistic or cultural
- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports their organization's mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

Organizational Capacity

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

Impact

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
 - in total, with or without conditions (i.e., subject to a mid-year review)
 - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

Conditions of Assistance

Please note that if your organization receives a City Grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Department must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The City of Richmond requires organizations receiving a City grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e. brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

Use of Funds

The following guidelines and limitations are designed to meet best practices and to ensure accountability for use of public funds:

- It is expected that applicants will combine the Operating Assistance support they receive with other sources of revenue and financial investment (grants, donations, earned revenues) as well as in-kind support and contributions.
- Operating grants are provided to support the annual programming expenses and annual operating costs of the Society.
- Eligible use of Operating Assistance funds include, but are not exclusively limited to:
 - Fees and related expenses for artists, musicians, programming staff, cultural workers
 - Volunteer expenses (recruiting, training, support, etc.)
 - Production expenses (installation of artwork, equipment rental, costumes, sound, lights, etc.)
 - Marketing, community outreach and promotional expenses
 - Operating overheads (insurance coverage, rent, etc.)
- Ineligible uses of Operating Assistance support include but are not exclusively restricted to:
 - Deficit reduction
 - Capital expenditures (i.e. construction, property renovations, equipment purchase, software, etc.)

- Organizations that forecast a deficit budget are not eligible for support.

Confidentiality

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for the recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.

City of Richmond Arts and Culture Grants Program Project Assistance Guidelines



The City of Richmond allocates grant funding for arts and cultural organizations that provide programming and activities for the benefit of Richmond residents.

This support acknowledges that the work of these organizations contributes to Richmond's quality of life, identity and economy and is extended to recipients who demonstrate vision, accountability and spirit of community service in their operations.

These guidelines incorporate recognized best practices and are designed to ensure accountability for use of public funds; **read through carefully before you make an application.**

If this is your first time making an application to the City of Richmond, or if you require further assistance, we encourage you to speak with or meet with a staff member of Arts, Culture and Heritage Services to ensure that your proposal is eligible and to ask any questions that may assist you in putting together an application.

Katie Varney, Manager, Community Cultural Development
604-247-4941, kvarney@richmond.ca

This information and other information on our programs and services are available on the City website at www.richmond.ca/artists.

2020: Arts and Culture Grants Program Objectives and Description

The Arts and Culture Grants program is intended to support a range of artistic and cultural activity including literary, visual, media, dance, theatre, music, multi-disciplinary, inter-disciplinary, and community-based arts, reflecting different cultural traditions as well as contemporary art forms and practices.

The program provides grants to support organizational capacity through Operating Assistance as well as one-time or time-limited initiatives through Project Assistance. Organizations may not apply for more than one City of Richmond grant per year.

Operating Grants are provided to support the annual programming and operating activities of eligible organizations. All grants are reviewed on a yearly basis and are not to be viewed by applicants as an on-going source of funding.

Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are eligible for Project Assistance funding if their project is outside the scope of their normal operations.

Application Forms

New applicants are encouraged to read through the Guidelines first to obtain a general understanding of the program and then contact staff at Arts, Culture and Heritage Services to discuss your proposal and confirm your eligibility.

- The application form is available online at www.richmond.ca/citygrants
- Applications must be received on or before the submission date. Late applications will not be accepted.
- Answer all the questions on the form concisely, and include all requested supporting materials.

Project Assistance Eligibility Criteria

- Project Assistance is available for new and/or developing arts and culture organizations, or established arts and culture organizations working on a project basis or undertaking a special one-time initiative.
- Applicants must be registered as a non-profit society in good standing within the Province of BC, having been legally established and in operation for at least 6 months at the time of application deadline.
- Applicants must be active in Richmond and may be based outside of Richmond so long as their project takes place in Richmond, serves the Richmond community and employs Richmond artists (program may include some artists that are not local). For example, an art installation in Richmond organized by a Vancouver-based arts organization that employs Richmond artists and involves community engagement with Richmond residents would be eligible, but a concert in Richmond presented by a Burnaby-based organization would not be eligible.
- Programming and services must be accessible to the public and publicized citywide, or in the case of umbrella organizations, must further the interests of artists, creators, arts organizations and elements of the arts community. The organization's activities can include policy development, provision of professional services, and production of collective projects.
- Applicants must be independent organizations with clear mandates that include the provision of public programs and/or services with an arts and culture focus.
- All principal professional artists should be compensated for their participation commensurate with industry standards. For more information about these standards, please refer to the following organizations:
 - American Federation of Musicians: www.afm.org
 - Canadian Actors Equity Association: www.caea.com
 - Canadian League of Composers: www.clc-lcc.ca
 - Canadian Alliance of Dance Artists: www.cadadance.org
 - Professional Writers Association of Canada: www.pwac.ca
 - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: www.carfac.ca
- Applicants should have stable administration and artistic leadership, directed by recognized arts/culture professionals and/or experienced volunteers.
- Applicants must have other cash revenue sources for their activity that may include self-generated or earned revenue (ticket sales, concession, memberships), funding from other levels of government (provincial, federal) and private sector support (fundraising, foundations, sponsorship, cash and in-kind donations).
- Applicants must provide independently prepared financial statements for the most recently completed fiscal year: an un-audited statement endorsed by two signing officers (with balance sheet and income statement, at minimum), review engagement or audit.
- Project grant funds may be requested for up to 50% of the total cost of the project, to a maximum of \$5,000.

Examples of Eligible Activity

- The development of arts and cultural activity that reflects cultural traditions or contemporary artistic practices that will result in some form of dissemination or presentation to a broad public audience. Public dissemination may include exhibitions, performance, publications, presentations, video, film, new media, radio, or web-based initiatives (not the development of organizational/program websites.)
- Artisanal projects that include manual work of a high standard to create items that may be functional and/or decorative, including furniture, clothing, jewellery, watercraft, etc.
- Collaborative and creative initiatives between professional artists and community members that will result in some form of public presentation and which clearly express community interests and issues and demonstrate a strong collaborative process.
- Special requests for audio recordings, publications, film, video or web-based unique initiatives.
- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists or artisans and qualified host organizations. See Artistic Residencies, below

Ineligible Organizations

- Organizations which do not meet eligibility criteria and requirements
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations

Ineligible Activities

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- Activity that is not artistic or cultural
- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which has started prior to the application deadline
- Capital projects
- Delivery of services and resources by Service Organizations

Individual artists cannot apply on their own but may make an application in partnership with a qualifying organization for artistic or skill development through an **Artistic Residency**:

Artistic Residencies

Artistic Residencies facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

- Residency candidates must be Richmond-based professional artists. The City's definition of a professional artist is one that has:
 - completed basic training (university or college graduation or the equivalent in specialized training, such as two or three years of self-directed study or apprenticeships);
 - is recognized as such by peers; and
 - is committed to devoting time to artistic activity, if financially feasible.
- Applications may be made by a non-profit organization to either:
 - host a residency, or
 - sponsor a Richmond-based artist to be hosted by another organization (which may or may not be a non-profit but where the residency supports the program objectives and the Artist's residency objectives.)
- Applicants may apply to host consecutive residencies in the second year; however, priority will be given to new applicants each year. An applicant may sponsor more than one artist at a time within the same project.
- The organization must demonstrate the capacity to host or sponsor a residency and must meet the General Eligibility criteria.
- There must be clear artistic development objectives for both the artist and host organization.
- The residency should provide opportunities for development and creation of the artist's work and if possible, some form of presentation of the artist's work either in progress or at completion.
- There should be some public engagement component of the work during the residency that would offer learning opportunities for the artist, related staff, the arts and cultural community and/or the general public.
- The residency and work created therein must be in addition to the regular activities of the Host organization.
- The grant is applicable to project costs: artist fees, materials, presentation costs and project administration costs born by the host organization.

Artistic Residencies (cont'd)

A Residency Agreement should address the points below (4 pages max, min 11 pt font):

- Artist Letter of Intent demonstrating the residency objectives and how it will further the development of the artist or artistic practice
- Organization Letter of Intent indicating the residency objectives
- A work plan (including timelines, activities, milestone dates, etc.)
- Financial obligations of both parties
- How the project will be evaluated
- A contingency plan (addressing potential changes, conflict or non-compliance)
- Signatures of all parties involved agreeing to the terms
- Budget of revenues and expenses

Assessment Criteria

There are three key areas of evaluation that are weighted equally: merit, organizational competence and community impact. The organization's recent activities (as outlined in the previous year's Grant Use Report, for example) as well as proposed ones are taken into consideration when assessing an application.

Programming/Merit

- Quality of the organization's creation, production, presentation, dissemination and service activities (strength of intention, effectiveness of how it is put into practice, degree to which it enhances or develops a form, practice or process and impact on the creative personnel involved)
- Clear articulation of mandate/vision and degree to which the activity supports the mandate/vision
- Distinctiveness of the organization's activities in relation to comparable activities in Richmond. Does it provide unique opportunities for artists, other arts organizations and the public?

Organizational Capacity

- Evidence of clear mandate, competent administration, functional board and an appropriate administrative and governance structure
- Evidence of financial stability and accountability as demonstrated through prior financial performance, achievable and balanced budgets, and financial management practices and plans
- Evidence of planning in place to support the proposal and/or ongoing organizational capacity (as per realistic schedules, timelines, planning practices, etc.)

Impact

- Level of public access to the work, activities or services
- Evidence of growing interest and attendance
- Level of engagement with other arts organizations, artists and community groups from all of Richmond's communities
- Evidence of promotional and/or outreach strategies in place to encourage wide public participation, awareness and engagement
- Demonstrated support from the community as evidenced through partnerships, collaborations, sponsorship support, in-kind support, volunteers, etc.

Assessment and Awarding of Grants

Complete applications are assessed by an Assessment Committee made up of City staff. A report on the Assessment Committee recommendations is written and submitted to City Council for their consideration and approval.

Council will make the final grant decisions, at its sole discretion, based on the program goals, criteria, policies, requirements and a review of City staff recommendations.

Council may:

- Approve a funding application:
 - in total, with or without conditions (i.e., subject to a mid-year review)
 - in part, with or without conditions
- Ask for more information
- Issue dollars in phases with conditions
- Deny an application

Council has final approving authority.

Funds will be dispersed as soon as possible after Council approval. The objective is to have all funds disbursed within 60 days of approval.

Grants are awarded on an annual basis. Applicants must re-apply each year. Continued funding is not guaranteed.

Conditions of Assistance

Please note that if your organization receives a civic grant, the following conditions will apply:

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services Department must be notified in writing of such changes immediately. In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining City funds are also to be returned to the City.
- The City of Richmond requires organizations receiving a civic grant to appropriately acknowledge the City's support in all their information materials, including publications and programs related to funded activities (i.e., brochures, posters, advertisements, websites, advertisements, signs, etc.). Such recognition must be commensurate with that given to other funding agencies. If the logos of other funders are used in an acknowledgement, the City should be similarly represented. Acknowledgement is provided by using the City of Richmond logo in accordance with prescribed standards. City of Richmond logo files and usage standards will be provided to successful applicants. Failure to acknowledge the City's support may result in the inability of an organization to obtain grant support in future years.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

Confidentiality

All documents submitted by Applicants to the City of Richmond become the property of the City. The City will make every effort to maintain the confidentiality of each application and the information contained within except to the extent necessary to communicate information to staff and peer members of the Assessment Committee for the purpose of evaluation and analysis, as well as to Council for recommendation report. The City will not release any of this information to the public except as required under the Province of British Columbia Freedom of Information and Protection of Privacy Act or other legal disclosure process.



City of Richmond

Report to Committee

To: General Purposes Committee
From: Elizabeth Ayers
Director, Recreation and Sport Services
Date: January 2, 2020
File: 11-7000-01/2020-Vol
01
Re: 2020 Parks, Recreation and Community Events Grants

Staff Recommendation

That the 2020 Parks, Recreation and Community Events Grants be awarded for the recommended amounts and funding cycles, and cheques disbursed for a total of \$112,100.00, as identified in Attachment 1 of the staff report titled "2020 Parks, Recreation and Community Events Grants," dated January 2, 2020, from the Director, Recreation and Sport Services.

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

Att. 4

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

Staff Report

Origin

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

This report outlines the 2020 Parks, Recreation and Community Events Grant Program process, and provides grant recommendations.

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

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

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

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

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

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

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

Background

2020 Parks, Recreation and Community Events Grant Budget

The 2020 Parks, Recreation and Community Events Grant budget is \$112,828.32. This includes a 2.0 per cent Cost of Living increase over last year's budget as per City Grant Program Policy 3712.

Notice Given and Applications Received

In August 2019, announcements were placed on the City website and circulated via social media channels and a press release, advising the public that applications were being accepted for the 2020 City Grant Program until October 28, 2019. A link to the City website was provided for further information and for access to the City's online application system. Previous grant applicants and City Area Coordinators were also notified directly that the online application

system was open for submissions. This is the seventh year that the City has employed a web-based system.

As per City Grant Program Policy 3712, no late applications were received after the October 28, 2019 deadline. However, a one-week extension was provided for applicants who had an application in progress, but were unable to submit due to technical difficulties with the City's server.

In the Parks, Recreation and Community Events category, a total of 15 applications were received with an aggregate request of \$237,762. The following table provides a summary of the number and types of applications received, along with the number of grants approved for the past three years, and the number of grants recommended for 2020.

Table 1: Applications, Requests, Grants Approved and Recommendations

2017–2019 Applications, Requests, Grants Approved and Recommendations*				2020 Recommendations*
Year	2017	2018	2019	2020
Total number of applications	14	15	15	15
New applicants	2	2	4	3
Minor requests received (\$5000 or less)	6	7	8	8
Multi-year funding requests received	2	4	5	5
Grant not recommended (did not meet criteria)	3	2	3	3
Partial amount of request recommended	11	13	11	11
Full amount of request recommended	0	0	1	1
Total amount requested	\$252,466.60	\$257,482.51	\$216,660.00	\$237,762.00
Total budget	\$106,008.00	\$108,235.00	\$110,616.00	\$112,828.32
Total Parks, Recreation and Community Events Grant funds approved/ recommended	\$106,008.00	\$108,235.00	\$110,616.00	\$112,100.00

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

A table outlining the 2020 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant application, generated directly from information submitted via the City's online application system, are provided in Attachment 2, along with staff recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

New Applicants

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

1. Dutch Liberation 2020 Canadian Society;
2. Kajaks Track and Field Club; and
3. Richmond Winter Club.

Minor/Major Grant Requests

There are two streams of applications: one for minor grant requests (\$5,000 or less), and one for major grant requests (over \$5,000). Although both grant streams require supporting financial documents, a major grant application requires a full application form. In the Parks, Recreation and Community Events category, eight organizations applied for minor grants of \$5,000 or less, and seven organizations applied for major grants of greater than \$5,000. A table outlining the 2020 grant requests is provided in Attachment 1.

Multi-Year Funding Requests

To streamline the grant process for applicants with consistent, ongoing operations, services or events, City Grant Policy 3712 provides applicants the option of applying for a maximum three-year funding cycle, provided that the applicant has received a grant for the same purpose as the current year's application for at least each of the past five years. Applicants must submit a separate grant application for each year of a multi-year funding cycle. In the first year of a funding cycle, a full application form is required regardless of the grant amount requested. In the second and third years of a funding cycle, only a short application form is required. Approval of the first year of a multi-year funding cycle does not guarantee that the applicant will receive a grant in subsequent years.

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

1. B.C. Kitefliers' Association;
2. Rabbitats Rescue Society;
3. Richmond Winter Club;
4. Sharing Farm Society; and
5. Steveston Community Society – Richmond Summer Project.

Analysis

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of six staff members from the Community Services Division, reviewed the applications against 23 criteria (Attachment 3) that were developed based on the 2020 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 4). Each application was systematically

evaluated on five dichotomous (yes/no) questions regarding grant eligibility, and 18 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget, financials, and the quality of the application itself.

2020 Multi-Year Funding Recommendations

Two applicants are recommended for multi-year funding:

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

Three applicants are not recommended for multi-year funding:

1. B.C. Kitefliers' Association applied for the second year of a multi-year funding cycle, but it is ineligible as it was denied a multi-year funding cycle in 2019 as it had not received a City Grant for the same purpose for the past five consecutive years. It is recommended that B.C. Kitefliers' Association not be approved for the second year of a multi-year funding cycle, but be approved for consideration as a minor grant application.
2. Rabbitats Rescue Society applied for the first year of a multi-year funding cycle, but it is ineligible as it has not received a City Grant for the same purpose for the past five consecutive years. It is recommended that Rabbitats Rescue Society not be approved for a three-year funding cycle.
3. Richmond Winter Club applied for the first year of a multi-year funding cycle, but it is ineligible as it has not received a City Grant for the same purpose for the past five consecutive years. It is recommended that Richmond Winter Club not be approved for a three-year funding cycle, but be approved for consideration as a major grant application.

2020 Grant Recommendations

Twelve out of 15 applicants are recommended for a Parks, Recreation and Community Events Grant for full or partial funding. A table outlining the 2020 grant requests and recommended grant allocations is provided in Attachment 1.

The principal reasons for partial funding are:

1. The City supports, but is not a primary funder of, non-profit organizations whose main sources of support include federal and provincial governments, BC Direct Access Gaming, foundations, endowments, donations, and fundraising efforts; and

2. As the total amount requested exceeds the City Grant budget, providing partial assistance to multiple applicants is considered preferable to providing full assistance to a few.

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

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

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

1. Dutch Liberation 2020 Canadian Society is not recommended to receive a 2020 Parks, Recreation and Community Events Grant as the City is providing other forms of support to the organization (planting 3,350 commemorative “Canadian Liberator”, “Canadian Celebration”, and “Canadian Eh!” tulips on public land), and a portion of the application is for an ineligible funding purpose (public and private school-based programs) under Sections 4(ii) and 4(v) of the 2020 Grant Program Guidelines for Parks, Recreation and Community Events.
2. Kajaks Track and Field Club is not recommended to receive a 2020 Parks, Recreation and Community Events Grant due to an ineligible funding purpose (activities that are restricted to or primarily serve the membership of the organization, and operating deficits) under Section 4(v) of the 2020 Grant Program Guidelines for Parks, Recreation and Community Events. The applicant also scored low on its overall grant application.
3. Rabbitats Rescue Society is not recommended to receive a 2020 Parks, Recreation and Community Events Grant as the City is providing other forms of support to the organization (operating grant for the removal of rabbits in the Dover neighbourhood as a pilot project). The applicant also scored low on its overall grant application.

Financial Impact

The 2020 Parks, Recreation and Community Events Grant budget is \$112,828.32. Staff recommend that a total of \$112,100.00 in grant allocations as indicated in Attachment 1 be approved for disbursement.

Conclusion

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

Staff recommend that the 2020 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.



Beayue Louie
Park Planner
(604-244-1293)

- Att. 1: 2020 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
- 2: 2020 Parks, Recreation and Community Events Grants – Application Summary Sheets
 - 3: 2020 Parks, Recreation and Community Events Grants – Application Scoring Criteria
 - 4: 2020 Grant Program Guidelines for Parks, Recreation and Community Events

2020 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
APPLICANT NAME	2019 GRANT	2020 REQUEST	2020 RECOM.	MULTI YR. RECOM.	APPLICATION SUMMARY	SEE ATT 2 PAGE NO.
B.C. Kitefliers' Association	\$ 1,200.00	\$ 4,000.00	\$ 900.00	Single Year	Supplies for a Children's Kite Making Workshop and other expenses for the Pacific Rim Kite Festival - a free community event in June at Garry Point Park.	Page 1
Dutch Liberation 2020 Canadian Society	N/A	\$ 2,500.00	\$ -	N/A	Supplies for a tulip planting project on public and private land, a classroom teaching package on the 1945 liberation of Europe, a digital memorial project, and various events throughout the Lower Mainland including commemorative candle light vigils, and a musical performance in Sunset Beach in Vancouver.	Page 3
East Richmond Community Association	\$ 1,800.00	\$ 1,800.00	\$ 1,800.00	Single Year	Personnel, supplies and entertainment expenses for three free summer events at King George Park, geared towards youth, seniors, and families.	Page 6
Foolish Operations Society	\$ 1,000.00	\$ 2,000.00	\$ 500.00	Single Year	Personnel and operations expenses to run a "Dancing for Generations" program at Minoru Centre for Active Living, which encourages dance activities and socialization between seniors and their grandchildren.	Page 9
Hamilton Community Association	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	Single Year	Marketing and entertainment/interactive game expenses to expand marketing reach, and community engagement for the annual Hamilton Night Out at McLean Park.	Page 14
Kajaks Track and Field Club	N/A	\$ 5,000.00	\$ -	N/A	Personnel expenses for coaches for membership-based track and field programs.	Page 17
KidSport - Richmond Chapter	\$ 23,000.00	\$ 25,000.00	\$ 24,000.00	Single Year	Subsidized sport program fees for children and youth of low-income families, who may not otherwise be able to participate in Sport BC-affiliated sport programs.	Page 20
Rabbitats Rescue Society	\$ 1,000.00	\$ 10,000.00	\$ -	N/A	Operating expenses for the rescue and containment of invasive, feral rabbits in Richmond to address property and environmental issues.	Page 23
Richmond City Centre Community Association	N/A	\$ 2,561.00	\$ 1,650.00	Single Year	Personnel, supplies and marketing expenses for a free, monthly Queer Social to provide LGBTQ2S adults with an inclusive, safe space, and recreational activities.	Page 26
Richmond Fitness and Wellness Association	\$ 13,500.00	\$ 18,000.00	\$ 13,500.00	Single Year	Consultant fees, supplies and operating expenses facilitate free walking programs and opportunities in Richmond.	Page 29
Richmond Food Security Society	\$ 12,000.00	\$ 18,000.00	\$ 12,000.00	Single Year	Personnel and operating expenses for food system programs, events, and community initiatives, including Community Gardens, Seed Library, Fruit Recovery, Get Rooted Youth Program, Kids in the Garden, and the Local Eating Guide.	Page 32
Richmond Winter Club	N/A	\$ 64,151.00	\$ 5,000.00	Single Year	Personnel and operating expenses for the Richmond Curling Centre, including maintenance and repair expenses for its refrigeration plant and building.	Page 36
Sea Island Community Association	\$ 800.00	\$ 750.00	\$ 750.00	Single Year	Supplies for the annual Burkeville Daze community event at Burkeville Park.	Page 39
Sharing Farm Society	\$ 19,000.00	\$ 30,000.00	\$ 19,000.00	Multi-Year - Year 3	Operating expenses to grow fresh, organic produce for low-income Richmond families through the Food Bank, Community Meals, and other charitable organizations.	Page 42
Steveston Community Society - Richmond Summer Project	\$ 35,000.00	\$ 50,000.00	\$ 32,000.00	Multi-Year - Year 3	Personnel and operating expenses for the organization and coordination of the Richmond Summer Project, which helps 13 City of Richmond community partners provide equitable summer day camp programs and services to residents.	Page 45
Totals*	\$ 109,300.00	\$ 237,762.00	\$ 112,100.00			
2020 PRCE Grant Budget			\$ 112,828.32			
Remaining Funds			\$ 728.32			

*Total for 2019 does not include 2019 PRCE grants awarded to applicants who elected not to apply for a 2020 PRCE grant. The aggregate total of PRCE grants awarded in 2019 was \$110,616.00.



Multi-Year Grant Application for 2020 Parks, Recreation & Community Events Program

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

Society: B.C. KITEFLIERS' ASSOCIATION

Grant Type: \$5,000 or Less Multi Year - Year 2

Grant Request: \$4,000

Proposal Title: Pacific Rim Kite Festival at Garry Point Park

Number Served: 600

Richmond Residents: 400

Grant Request Summary:

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

Gregg Wheeler

Manager of Sport and Community Events

Community Services

City of Richmond

604-244-1274

Changes that will impact grant use:

The grant from 2019 was used to cover the cost of the kids kite making supplies and to provide the kites free of charge. 600 kids kites were made, and 400 were covered by this grant. We are requesting a larger grant so that all of the kids kites can be free of charge. As well, we would like the grant to cover expenses for our hard working volunteers such as lunches, drinks etc.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$16,056.00	\$3,370.00
Total Expenses:	\$4,429.00	\$4,437.00
Annual Surplus or (Deficit):	\$11,627.00	(\$2,672.00)
Accumulated Surplus or (Deficit):	\$14,786.00	\$12,114.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

same as above

Explanation for Accumulated Surplus or (Deficit):

no accumulated surplus

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$1,200	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended

Amount: \$900

Recommendation:

A (single year) grant is recommended to reduce the cost of kite kits for the Children's Kite Making Workshop, as part of the Pacific Rim Kite Festival at Garry Point Park. Not eligible for the second year of multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant was denied multi-year funding in 2019 as it had not received a City Grant for the same purpose for the past five consecutive years.

Staff Comments /
Conditions:

None **GP - 107**

Society: Dutch Liberation 2020 Canadian Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,500
Proposal Title: To show our graditute to Canada for the liberation of Europe
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): October 1, 2019 **End Date (if applicable):** August 29, 2020
Number To Be Served: 1,000,000
Richmond Residents: 100,000

Grant Request Summary:

- a major tulip planting project is currently underway throughout BC in public spaces, in planters along streets and boulevards and in people's gardens to decorate the city with beautiful flowering tulips in May 2020,
- this month through the support of BC Agriculture in the Classroom Foundation, a teacher package Celebrating Liberation with a Promise including two history lessons on the liberation of Europe in 1945 and 75 tulip bulbs for planting by children at their elementary children was distributed,
- a significant celebration to support the send off of the Seaforth Highlanders to the Netherlands is planned for April 25, 2020,
- commemorative candle light vigils/services in many BC cities at either a city cenotaph or city cemetery are being planned for May 2, 2020 at 8:45 pm,
- on Monday, May 4, 2020 a Dodenherdenking (Remembrance Service) will be hosted by the Consulate General of the Kingdom of the Netherlands and conducted at the BC Regiment (Duke of Connaught's Own) Drill Hall on 620 Beatty Street in Vancouver at 2:00 pm, and
- a public musical Cinematique at Sunset Beach, Vancouver is being initiated for July 4, 2020 and lastly,
- Faces to Canadian War Graves Groesbeek Foundation in the Netherlands is searching for photos, copies of documents, and newspaper cuttings from Canadian families to help create a virtual memorial (digital file) of all the men and women buried in the Netherlands in a Canadian war cemetery. The Foundation is seeking the appeal of Canadian family members, friends and neighbours to help create a life story of their

loved one who died fighting for freedom and Dutch liberation. For more information, visit the website www.facestograves.nl or send an email to info@facestograves.nl

Richmond Services Received by Your Organization:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$0.00	\$125,000.00
Total Expenses:	\$0.00	\$111,600.00
Annual Surplus or (Deficit):	\$0.00	\$13,400.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

n/a

Current Year:

This project is only an one year operation, as it will cease after August 2020. The surplus then will be donated to the RC Legion BC/Yukon command.

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

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

Parks, Recreation & Community Events 2020
Dutch Liberation 2020 Canadian Society

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

Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$2,500.00

the purchases of candles, banners, flags, bulbs,
vases, education program printing,

TOTAL **\$2,500.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	City's of Abbotsford, Burnaby, Delta, Vancouver, West Vancouver, Port Moody, Port	Amount	\$2,500.00
Funder 2 Name	Several commircial enterprise	Amount	\$2,500.00
Funder 3 Name	Private small cash donations	Amount	\$50.00

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

Total Proposed Budget: **\$67,500.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$0

Recommendation:

Not recommended for funding as the City is providing other forms of support to the organization (planting 3,350 "Canadian Liberator", "Canadian Celebration", and "Canadian Eh!" tulips on public land to commemorate the 75th anniversary of the liberation of the Netherlands and Europe). A portion of the application cannot be considered as public and private school-based programs are not eligible for a Parks, Recreation and Community Events Grant under s. 4(ii) and (v) of the City's 2020 Grant Program Guidelines.

Staff Comments /
Conditions:

None

GP - 110

Society: East Richmond Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$1,800
Proposal Title: Summer Fun series
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 19, 2020 **End Date (if applicable):** August 28, 2020
Number To Be Served: 1,150
Richmond Residents: 1,100

Grant Request Summary:

The East Richmond Community Association (ERCA) will invite the community to three events at King George Park in the summer of 2020. These events will be themed to attract specific demographics: youth, seniors and families.

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

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

The Family event is an excellent opportunity for our community to meet their neighbours. They will also have a chance to play games, do activities and enjoy live entertainment. This gathering will help children practice social skills in a safe, supportive environment and give parents a chance to meet and speak with other parents.

This event series is an excellent example of the community celebrating the many people that make up this diverse neighbourhood. It also provides the community with the opportunity to learn more about their Community Centre and how they can become

involved within their community. All events will be free and inclusive, attended by a cross-section of Richmond residents though the majority will be from East Richmond. The events will provide fun, interactive, social and educational experiences. Community partnerships will be promoted with businesses in East Richmond as well as strengthening the long existing partnership between ERCA and HJ Cambie Secondary, whose students regularly volunteer their time to organize and run the games and activities.

Richmond Services Received by Your Organization:

Subsidized space, heat and light, community centre staffing, maintenance on a percentage basis with City of Richmond and Richmond School District.

Estimated value \$735,695

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$1,014,563.00	\$1,117,323.00
Total Expenses:	\$957,226.00	\$1,030,261.00
Annual Surplus or (Deficit):	\$57,336.00	\$87,062.00
Accumulated Surplus or (Deficit):	\$33,012.00	\$78,312.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Program registration increased over what was projected

Current Year:

A decrease in expenses with an increase in registration in some areas. With the surplus ERCA will continue to offer programs to its community at low/no cost.

Explanation for Accumulated Surplus or (Deficit):

For projects and community initiatives in progress

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$5,050.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$2,050.00

Fees (Entandem) \$450, Entertainment \$1600

TOTAL **\$8,400.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Patsy Hui - Re/MAX	Amount	\$500.00
Funder 2 Name	Volendam Automotive	Amount	\$500.00
Funder 3 Name	Telus	Amount	\$500.00

Amount Your Society will Provide: **\$5,100.00**

Total Proposed Budget: **\$8,400.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$1,800

Recommendation: A (single year) grant is recommended to assist with personnel, supplies, and entertainment expenses for three free summer events at King George Park, geared towards youth, seniors, and families.

Staff Comments /
Conditions: None



Classes start with the sharing of children's songs in all the participant's languages. The warm-up also includes introduction to the "Brain Dance", a warm up using the Developmental Movement Patterns, that are fun and healthy for everyone. Materials such as yarn, scarves or large sheets of paper to move and draw on are used to explore movement concepts such as pathways, shape, locomotion and increase reach, fluidity in a fun, creative and connecting way.

"Dancing through Generations" lowers barriers of participation with tools such as prioritizing movement over the use of language and adapting to ability needs such as movement options on chairs, or thick yoga mats for seniors to be at the level of small children. Everyone is in charge of choosing their own ways to move, there is no right or wrong ways. For example, in dances such as: explore and come back, children are encouraged to dance a little ways away to their carer and come back for a re-charge moment with their grand-parent before switching roles. This dance is based on an attachment stage children need for their healthy development.

It Is our intention to publicize and outreach in innovative ways to bring community members from diverse neighbourhoods. "Dancing through Generations" run once a week for 5 weeks ending with a special participatory performance open to the group members and the larger community of the Minoru Centre for Active Living. We plan to form a core group of 12-15 seniors 15-18 children, knowing that not every families will come at every sessions, due to flexibility needs of children and seniors (colds, changes in nap schedules, etc.). Sessions are 45 minutes of dancing and include, and extra 30 minutes of social time to promote a sense of belonging and community building. The in-kind rental includes an extra time for set up and take down. The winter 2020 series of 5 sessions is currently funded through the MetroVancouver funding. We hope that this funding from the City of Richmond can support our fall 2020 session.

We will evaluate the program in multiple ways – by keeping track of attendance, by collecting comments through after each classes and by inviting a sample of diverse participants into a focus group discussion about their experience. Children also get to have an input in the evaluation through simpler mechanisms depending on their age and abilities.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$90,492.00	\$158,730.00
Total Expenses:	\$90,439.00	\$158,532.00
Annual Surplus or (Deficit):	\$53.00	\$198.00
Accumulated Surplus or (Deficit):	\$0.00	\$198.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

NA - no deficit or surplus

Current Year:

Our 2019-2020 budget is significantly higher this year due to the fact that we are increasing the touring of our 2 performance works in 2019-2020 (Paper Playground and Tricoter). We received touring grants from Canada Council for the Arts to support the travel of our artists to various communities in BC, AB, ON, QC and NB. Paper Playground is a touring team of 6 artists. Tricoter is a touring team of 3 artists. Expenses are in majority of artist fees, travel costs (airplane, van rental, etc), accommodation, etc.

Explanation for Accumulated Surplus or (Deficit):

NA - no significant surplus

Not: our AGM is in November. We are happy to provide you with our 2018-2019 financial statements once approved.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$3,300.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,040.00
Office Rent or Mortgage	\$1,150.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$520.00
Program Materials	\$100.00
Local Travel	\$225.00
Other	195.00

Bookkeeping: \$195

We used the "office rent" line to reflect the costs of the studio rental but they are "in-kind" from Minoru Centre for Active Living.

We used the "photocopying" line to reflect all the costs related to printing flyers and adding the right info in the program guide, etc, which is "in-kind" and refers to general marketing efforts. Volunteer support services are in-kind from Minoru Centre. The total in-kind support amounts to \$2710. We plan to receive \$320 in registration to cover some of the costs. Note: The local travel amount support a portion of the costs that the artists are incurring to travel to Richmond for program delivery.

TOTAL **\$6,530.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Metro Vancouver	Amount	\$1,500.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

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

Total Proposed Budget: **\$2,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$500

Recommendation:

A (single year) grant is recommended to assist with personnel and operating expenses for the "Dancing for Generations" program at Minoru Centre for Active Living, which encourages dance activities and socialization between seniors and their grandchildren.

**Staff Comments /
Conditions:**

None



Grant Application Summary for 2020 Parks, Recreation & Community Events Program

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

Society: Hamilton Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$4,000
Proposal Title: Hamilton Night Out
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): June 19, 2020 **End Date (if applicable):** June 19, 2020
Number To Be Served: 2,000
Richmond Residents: 2,000

Grant Request Summary:

Hamilton Night Out celebrates Richmond's distinct and vibrant cultural diversity. Each year the Hamilton Community Association partners with local organizations and brings together families from different ethnic background, connects neighbours, and new community members to a fun safe environment that encourages community building. Over the past two years we have been able to build and engage more community by adding to the event and advertising more effectively.

We are hoping the City of Richmond funds will help us execute our plans for further growth and engagement. Hamilton Night Out brings over 1,000 residents to the event as well as others from the surrounding area (Richmond, New Westminster, Delta, Vancouver, Surrey) We would like to request to have the potential grant funds to be allocated to a variety of areas of local entertainment, traditional recreational activities, local live entertainment, and interactive sport games to community members of all ages. This will create an opportunity for community connectedness and foster sense of belonging in the Hamilton Community.

Richmond Services Received by Your Organization:

Hamilton Night Out is held at McLean Park a local park within the Hamilton Community. This event is hosted by the Hamilton Community Association and is staffed by the Community Development Coordinator, Volunteer Coordinator, and City staff whom support this event. The event taps on various city departments such as environmental,

We are seeking funds from the City of Richmond to execute our plans for further growth and community engagements for the annual Hamilton Night Out. We hope by receiving

this grant will help expand our current services by offering more recreational based activities at the event along with new experiences for all ages!

We will continue to target to Richmond residents that are not currently engaged with Hamilton Community Association online. A larger strategic placement of marketing budget will allow us to reach an additional 6,500 - 20,000 potential attendees that have not heard about Hamilton Night Out. T

FINANCIAL INFORMATION

Your Society's Budget:

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

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2018

Current Year:

2019

Explanation for Accumulated Surplus or (Deficit):

We accumulate very little surplus each year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1,000.00	Parks, Rec and Community Events
2018	\$850.00	Parks, Rec and Community Events
2014	\$500.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

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

\$500.00 in additional marketing posters distributed in the community

\$400.00 Social Media Advertising Plan

\$1,750 Entertainment by local Richmond

\$1,750 Interactive sport games

TOTAL **\$4,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Amount	\$0.00
Funder 2 Name n/a	Amount	\$0.01
Funder 3 Name	Amount	\$0.00

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

Total Proposed Budget: **\$4,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$1,000

Recommendation: A (single year) grant is recommended to assist with entertainment expenses for Hamilton Night Out at McLean Park.

Staff Comments / Conditions:

None **GP - 121**

Society: Kajaks Track and Field Club
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Assistance with coaching and athlete program delivery costs
Grant Purpose: Operating Assistance
Start Date (if applicable): September 1, 2019 **End Date (if applicable):** August 31, 2020
Number To Be Served: 223
Richmond Residents: 215

Grant Request Summary:

Kajaks is Richmond's long-standing Track and Field Club. The clubs operating costs have increased in recent years and the club's cash position has nearly been depleted. Although plans are in place to increase membership fees, increased coaching costs due to increase demand for membership have placed a strain on cash. In order to meet the communities demand on the club, we are asking for assistance with our operating costs.

Richmond Services Received by Your Organization:

The Club receives use of Richmond elementary school gyms during winter evenings for indoor training.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$71,794.00	\$76,873.00
Total Expenses:	\$101,473.00	\$89,728.00
Annual Surplus or (Deficit):	(\$29,679.00)	(\$12,852.00)
Accumulated Surplus or (Deficit):	\$20,792.00	\$7,940.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000. 2018 was a deficit due to higher coaching costs.

Current Year:

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000. 2019 was again a deficit

due to higher coaching costs. Increases in membership charges are expected to improve the results in 2020.

Explanation for Accumulated Surplus or (Deficit):

Kajaks in a non-profit society and does retain excess surplus in excess of it's operating needs. Generally, the club tries to retain a surplus of \$50,000.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

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

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	BC Community Gaming Grant	Amount	\$15,100.00
Funder 2 Name	Richmond New Balance	Amount	\$5,000.00
Funder 3 Name	PLLR Law	Amount	\$3,000.00

Amount Your Society will Provide: **\$66,625.00**

Total Proposed Budget: **\$94,725.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation:

Not recommended for funding as activities that are restricted to or primarily serve the membership of an organization (unless available to a large portion of the public for free or at nominal cost), and operating deficits are not eligible for a Parks, Recreation and Community Events Grant under s. 4(v) of the City's 2020 Grant Program Guidelines.

**Staff Comments /
Conditions:**

None



Grant Application for 2020
Parks, Recreation & Community Events Program

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

Society: Kidsport - Richmond Chapter
Grant Type: Over \$5000 Single Year
Grant Request: \$25,000
Proposal Title: KidSport™ Richmond Grant
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 350
Richmond Residents: 350

Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized community and school sports. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - children and youth up to 18 years of age; - KidSport application Forms must be completed, reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to a maximum of \$600 per applicant per year may be granted and can be applied only to registration fees during the season the sport is in session. We currently fully fund more than 80% of applicants. Grants are paid directly to the local sport organization or secondary school and not the family or child. The sport organization must be affiliated with Sport BC.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$134,020.00	\$151,262.00
Total Expenses:	\$126,871.00	\$115,801.00
Annual Surplus or (Deficit):	\$7,149.00	\$35,461.00
Accumulated Surplus or (Deficit):	\$61,263.00	\$96,723.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year: GP - 125

In 2018 total grants paid out increased by 28% over 2017, with a slight increase in total revenues. We have been experiencing a steady increase in applications over the past two years, with a 27% increase being realized in 2018.

Current Year:

In June 2019 the maximum athlete grant was increased to a maximum of \$600 per year, which has resulted in a slight increase in grants paid out. We have experienced a 10% increase in the average grant paid out in 2019 over 2017, currently sitting at \$378 per grant. To date we are experiencing a slight increase in the total grants paid out. In 2019 we experienced a significant increase in revenue from our annual Banquet, resulting in an increase in our accumulated surplus.

Explanation for Accumulated Surplus or (Deficit):

The surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month and are not guaranteed annually. This enables us to have sufficient financial resources on hand to fund approved applications each month and not having to wait for needed grants or donations. Our goal is to have an accumulated cash surplus to cover a minimum of 6 months of operating costs to enable us to keep awarding grants should we experience a significant disruption in our funding sources.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

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

Parks, Recreation & Community Events 2020**Over \$5000 Single Year****Kidsport - Richmond Chapter****Summary Page 3**

Local Travel	\$0.00
Other	\$25,000.00

Provide partial sport registration fees (up to \$600) for financially challenged children and youth who reside in Richmond to participate in community sports that are affiliated to Sport BC..

TOTAL	<u>\$25,000.00</u>
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Financial Assistance from Other Sources (if applicable):

Funder 1 Name	BC Government (Sport BC funding)	\$4,000.00
Funder 2 Name	Hamber Foundation	\$2,000.00
Funder 3 Name	Cadillac Fairview	\$15,000.00

Amount Your Society will Provide:	<u>\$0.00</u>
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Total Proposed Budget:	<u>\$25,000.00</u>
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GRANT RECOMMENDATIONS

**Recommended
Amount:** \$24,000

Recommendation:

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

**Staff Comments /
Conditions:**

None

Society: Rabbitats Rescue Society

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

Grant Request: \$10,000

Proposal Title: Rabbit Control and Management Support Program

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 100,000

Richmond Residents: 80,000

Grant Request Summary:

The City of Richmond has a major rabbit problem. Invasive abandoned pets and their feral offspring are eating gardens and causing extensive landscaping and other property damage to residences, businesses and public land. Residents and visitors alike are stressed by viewing deceased rabbits on the roads and city resources are used to pick up the bodies. The rabbits attract predators like coyotes into their urban domains. Rabbit fans feeding the former pets leave compost in their wake attracting rats. The rabbits may soon expand to farmland.

Every year the rabbits are not controlled, control becomes more expensive. Rabbitats, a volunteer-run registered charity with unbeatable feral rabbit expertise, has an innovative plan for methodical containment that will see specific areas cleared so the rabbits will not re-populate.

We are doing what we can with very limited resources. We are mapping the rabbits and their boundaries while developing a variety of innovative programs that will benefit the majority of Richmond residents, the environment and the rabbits.

Rabbitats needs operating relief to be able to develop sustainable programs, community partnerships to share the rabbit control burden, increased sponsorships, user fees, re-occurring events, retail sales, donor bases and other methods of sustainability.

We are reaching out to other funders for project financing to establish innovative, low maintenance and cost effective modes of containment; non-traditional adoptions and relocation destinations; repositioning the rabbits as an attraction and not a pest. The program will not only help Richmond, it will serve as an example to others.

Rabbitats' experience over the last decade includes the successful relocation of 1000 rabbits from the UVic campus and 400 rabbits from the Richmond Auto Mall. We oversee

'rabbitats' around the lower mainland and are developing enclosures at our headquarters in Richmond.

Richmond Services Received by Your Organization:

We are occasionally given the use of city facilities for meetings and events.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$77,361.66	\$63,712.13
Total Expenses:	\$62,289.10	\$62,417.10
Annual Surplus or (Deficit):	\$15,072.56	\$1,295.03
Accumulated Surplus or (Deficit):	\$13,798.12	\$15,093.15

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We set aside funds in a savings account for risk management.

Current Year:

We are either setting funds aside for risk management or construction projects, but other than a savings account for emergencies we spend what we take in.

Explanation for Accumulated Surplus or (Deficit):

Our accumulated surplus is set aside for contingency fees and risk management. Rabbitats remains responsible for the rabbits for life; if a situation doesn't work out, our organization will be tasked with caring for the rabbits or finding alternatives.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$500.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$3,000.00
Utilities and Telephone	\$500.00
Supplies	\$500.00
Equipment	\$500.00
Photocopying	\$300.00
Program Materials	\$1,000.00

Local Travel	\$200.00
Other	\$3,000.00

Trailer Rental: We need space for an office and rabbit quarantine area, we need to incorporate portable buildings.

TOTAL **\$10,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Richmond Auto Mall	\$5,000.00
Funder 2 Name	Private Donor	\$15,800.00
Funder 3 Name	Richmond Community Fund	\$6,800.00

Amount Your Society will Provide: **\$40,000.00**

Total Proposed Budget: **\$87,600.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$0

Recommendation: Not recommended for funding as the City is providing other forms of support to the organization (operating grant for the removal of rabbits in the Dover neighbourhood as a pilot project). Not eligible for multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant has not received a City Grant for the same purpose for the past five consecutive years.

Staff Comments /
Conditions:

None

Society: Richmond City Centre Community Association

Grant Type: \$5,000 or Less Single Year

Grant Request: \$2,561

Proposal Title: Accessible Programs for Adults - Queer Social

Grant Purpose: Community Service / Program / Event - Ongoing

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

Number To Be Served: 45

Richmond Residents: 45

Grant Request Summary:

We have identified the need for a program for LGBTQ2S adults in the Richmond community. We hosted a pilot Queer Social in July 2019 and had an excellent turnout of 21 adults attend, of diverse ages and backgrounds. Attendees had very positive feedback about the event and expressed a desire for future similar events. Several shared this was the first time they found LGBTQ2S peer connections in their home community. Programs exist in Richmond for LGBTQ2S youth, but not for adults, who may be isolated and lack peer connections.

Our proposed activity is a monthly evening Queer Social, targeted to LGBTQ2S adults. This initiative would provide an inclusive and safe space for LGBTQ2S adults, contributing to their wellness and sense of community. This will be a free drop-in event, occurring once a month, where adults can build connections with peers, engage in activities, and learn about LGBTQ2S-specific community and health resources, such as from Trans Care BC or Qmunity. A skilled facilitator is needed to bring the group together across diverse backgrounds and needs. Many of our attendees in July were hesitant and fearful to attend the event. They need support from a facilitator to encourage conversations and to share community and health resources. Our proposal would fund this initiative for 12 months.

Richmond Services Received by Your Organization:

Supplies that are in-kind for this program:

- 1) Use of City Centre Community Centre - Room Booking (\$1800)
- 2) Supervisory Staffing - Program Development (\$1444)
- 3) Photocopying/Office Supplies (\$120)

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Total \$3364

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$1,300,487.88	\$1,285,763.04
Total Expenses:	\$1,170,470.87	\$1,175,813.23
Annual Surplus or (Deficit):	\$130,017.01	\$109,949.81
Accumulated Surplus or (Deficit):	\$82,291.31	\$212,308.32

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

Transfer of amortization funds has not yet occurred.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,661.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$400.00

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Marketing and Awareness - \$200

TOTAL	\$2,561.00
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Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

Amount Your Society will Provide: \$0.00

Total Proposed Budget: \$2,561.00

Recommended Amount: \$1,650

Recommendation:	A (single year) grant is recommended to assist with personnel, supplies and marketing expenses for a free, monthly Queer Social to provide LGBTQ2S adults with an inclusive, safe space, and recreational activities.
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Staff Comments / Conditions:

None

Society: Richmond Fitness and Wellness Association

Grant Type: Over \$5000 Single Year

Grant Request: \$18,000

Proposal Title: Walk Richmond Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3,000

Richmond Residents: 3,000

Grant Request Summary:

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

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

Richmond Services Received by Your Organization:

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

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$26,483.00	\$37,590.00
Total Expenses:	\$22,645.02	\$36,823.00
Annual Surplus or (Deficit):	\$3,837.98	\$767.00
Accumulated Surplus or (Deficit):	\$59,543.06	\$60,310.06

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Even with expenses increasing last year a surplus was realized due to increase in administration revenue and unexpected fund raising revenue.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income. Continuing to fund and enhance the Walk Richmond program as planned will deplete remaining reserve funds if grant funding is not received. Increase in overall budget revenue and expenses is due to implementation of the City Wide Fitness Leader Development program whereby RFWA is coordinating all fitness leader education for Richmond Associations.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

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

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

TOTAL	<u>\$18,000.00</u>
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Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:	<u>\$10,000.00</u>
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Total Proposed Budget:	<u>\$28,000.00</u>
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GRANT RECOMMENDATIONS

Recommended

Amount: \$13,500

Recommendation:

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

Staff Comments /

Conditions:

None

Society: Richmond Food Security Society
Grant Type: Over \$5000 Single Year
Grant Request: \$18,000
Proposal Title: Building a Food Secure Richmond
Grant Purpose: Operating Assistance
Start Date (if applicable):
End Date (if applicable):
Number To Be Served: 10,388
Richmond Residents: 10,388
Grant Request Summary:

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

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

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

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

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

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

Honeybee and Pollinator Program; Beehives across four city sites

Events include Seedy Saturday, supporting Garlic Fest, and partnering with the City on Farm Festival, and resources include **GPL 137** Eating Guide: a map to Richmond's farms.

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

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

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

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

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

Richmond Services Received by Your Organization:

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

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$252,688.00	\$274,509.00
Total Expenses:	\$236,228.00	\$266,709.00
Annual Surplus or (Deficit):	\$16,460.00	\$5,800.00
Accumulated Surplus or (Deficit):	\$16,460.00	\$22,260.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We continue to work hard to stabilize the organization financially in 2018/2019, and ended the last fiscal year with a surplus. We plan to continue building this surplus until we have three months of operating funds to protect us for the unexpected. Surplus funds will also be allocated to shed replacements at community gardens, increasing the living wage for staff, legal fees for our charity status application with CRA as well as hiring a facilitator to develop out the strategic plan for the next three years.

Current Year:

The Executive Director and a dedicated Board of Directors encompass individuals with proven success in project management, urban land economics, accounting, governance, entrepreneurship, and resource management, we are on track towards another year of growth and stability in the 2019/2020 fiscal year. At just over halfway through the year, we are projecting revenues of close to \$274,000, and expenses close to \$268,000. We are actively working to continue building our financial surplus to protect us against the unexpected.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

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

PROPOSED CITY GRANT USE

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

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$41,000.00
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Parks, Recreation & Community Events 2020**Over \$5000****Single Year****Richmond Food Security Society****Summary Page 4**

Funder 2 Name	BC Gaming	\$29,500.00
Funder 3 Name	Lush	\$18,000.00
Amount Your Society will Provide:		<u>\$109,000.00</u>
Total Proposed Budget:		<u>\$268,409.00</u>

GRANT RECOMMENDATIONS**Recommended****Amount:** \$12,000**Recommendation:**

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

Staff Comments /**Conditions:**

None

Society: Richmond Winter Club
Grant Type: Over \$5000 Multi Year - Year 1

Grant Request: \$64,151
Proposal Title: Richmond Winter Club Operating Assistance
Grant Purpose: Operating Assistance
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 3,882
Richmond Residents: 2,900

Grant Request Summary:

Richmond Winter Club is requesting assistance for our facility operating expenses including wages, utilities, repairs and maintenance of the refrigeration plant, repairs and maintenance of the building, and administrative costs such as photocopying and program materials. We are also requesting one-time funding for a fire safety plan required by Richmond Fire Rescue, estimated to cost between \$3800-\$5000 (consultant services). A copy of the fire safety plan quote is included.

Richmond Services Received by Your Organization:

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

FINANCIAL INFORMATION
Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$739,615.00	\$1,016,793.00
Total Expenses:	\$780,769.00	\$896,586.00
Annual Surplus or (Deficit):	(\$41,154.00)	\$120,207.00
Accumulated Surplus or (Deficit):	\$34,885.00	\$79,053.00

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

Richmond Winter Club faced ongoing extraordinary expenses due to new regulations required by Technical Safety BC following the tragedy in Fernie in 2018. The required upgrades and maintenance resulted in unanticipated expenses of over \$100,000, including wages for Refrigeration Operators which we were required to have on staff 24/7 until TSBC was satisfied with our plant updates and ongoing maintenance plan. Due to these unanticipated expenses, the club's reserve funds were completely depleted.

Current Year:

The current year surplus is a budget projection. The previous year surplus has already been depleted due to limited revenue during the summer months when there is no ice or curling activities at the club. Richmond Winter Club is embarking on an ambitious plan to rebuild its reserve funds with a revised fund development program which includes: a \$35 per league member facility fee, league fee increases ranging from 4% - 10%, increases in rental rates and increases in café, catering and bar pricing as well. Much of the clubs pricing had not seen any significant increases in at least four years. In addition, the club's new office and business development manager is working on broadening our scope of funding sources, including new grant opportunities and sponsorships. Surplus funds will be used in two ways: to rebuild a capital reserve fund, and provide sustaining funds for the summer months when the ice is out and limited revenue is coming into the club.

Explanation for Accumulated Surplus or (Deficit):

Richmond Winter Club requires an accumulation of funds to sustain the club's operations during the summer months May through September when the ice is removed and there is no curling activity therefore revenue is limited. The club is looking at a number of options to increase revenue during the summer months including a partnership with the newly-formed Richmond Pickleball Association.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$24,502.00
Consultant Services	\$5,000.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$20,499.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$775.00
Program Materials	\$300.00
Local Travel	\$0.00
Other	\$11,175.00

Maintenance and repairs to the refrigeration plant and facility.

TOTAL	<u>\$62,251.00</u>
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Financial Assistance from Other Sources (if applicable):

Funder 1 Name Province of BC - Community Gaming Grant	\$41,350.00
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Funder 2 Name ?	\$0.00
Funder 3 Name ?	\$0.01
Amount Your Society will Provide:	<u>\$791,085.00</u>
Total Proposed Budget:	<u>\$896,586.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000

Recommendation:

A (single year) grant is recommended for the development of a fire safety plan for the Richmond Curling Club. Not eligible for multi-year funding under s. 5(vi) of the City's 2020 Grant Program Guidelines as the applicant has not received a City Grant for the same purpose for the past five consecutive years. A portion of the application request cannot be considered as operating deficits, and building construction and repairs are not eligible for a Parks, Recreation and Community Events Grant under s. 4(v) of the City's 2020 Grant Program Guidelines.

**Staff Comments /
Conditions:**

None

Society: Sea Island Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$750
Proposal Title: Burkeville Daze 2020
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): End Date (if applicable):
Number To Be Served: 1,000
Richmond Residents: 1,000

Grant Request Summary:

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

Richmond Services Received by Your Organization:

Use of Sea Island Community Hall and the support of City Staff both at Sea Island and at Thompson Community Centre.

FINANCIAL INFORMATION

Your Society's Budget:

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

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

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

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$800.00	Parks, Rec and Community Events
2018	\$800.00	Parks, Rec and Community Events
2017	\$750.00	Parks, Rec and Community Events

Explanation for Accumulated Surplus or (Deficit):

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$750.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$750.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Vancouver Airport Authority	Amount	\$3,000.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$1,000.00**

Total Proposed Budget: **\$4,750.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$750

Recommendation:

A (single year) grant is recommended to assist with supplies for the annual Burkeville Daze community event at Burkeville Park.

**Staff Comments /
Conditions:**

None

Society: Sharing Farm Society**Grant Type: Over \$5000 Multi Year - Year 3****Grant Request: \$30,000****Proposal Title: The Sharing Farm****Number Served: 9,615 Richmond Residents: 8,615****Grant Request Summary:**

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

As well as our donations to the food bank, The Sharing Farm aims to provide the Richmond community with the opportunity to connect with and learn about local agriculture. We had over 550 volunteers work at the farm in 2019, plus 258 people attending our workshops; a neighbourhood celebration evening with 50 attendees and, of course the Garlic Festival, which attracted 6000 visitors.

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

Community Benefits:

In 2019 we were able to donate over 26,000 lbs of fresh produce, our most successful year to date. We also had 6924 visitors to the farm through our volunteering programs, workshops and events. These visitors benefit by learning about how food is grown, the importance of food security and local agriculture, sustainable practises in agriculture, healthy eating and healthy cooking. They also benefit from a chance to socialize with other community members, the chance to do physical exercise in a beautiful, outdoor setting and the chance to make a meaningful contribution to their community through volunteering.

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Changes that will impact grant use:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$248,629.00	\$278,124.00
Total Expenses:	\$239,221.00	\$283,343.00
Annual Surplus or (Deficit):	\$9,408.00	(\$5,219.00)
Accumulated Surplus or (Deficit):	\$128,469.00	\$123,250.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Near break even after restricting a small surplus for contingencies.

Current Year:

Near break even after restricting a small surplus for contingencies.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus invested in farm assets (net of amortization) plus a small working capital balance to carry in to 2020 to start the season.

MOST RECENT PREVIOUS GRANT(S)

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

GRANT RECOMMENDATIONS

Recommended

Amount: \$19,000

Recommendation:

A (Year 3 of 3) grant is recommended to assist with operating expenses to grow fresh, organic produce for low-income Richmond families through the Food Bank, Community Meals, and other charitable organizations.

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Staff Comments /
Conditions:

None

Society: Steveston Community Society - Richmond Summer Project
Grant Type: Over \$5000 Multi Year - Year 3
Grant Request: \$50,000
Proposal Title: Richmond Summer Project
Number Served: 7,000 Richmond Residents: 7,000
Grant Request Summary:

Funds contribute to the overall organization and coordinating abilities of the Richmond Summer Project 2020. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners provide equitable summer day camp programs and services to City of Richmond residents. Funds would be distributed between 12 facilities citywide. The City Grant enables low or no cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers.

One key component of funds from the City Grant is to hire "Roving Support Leaders." These staff members, paid by the Richmond Summer Project, provide 1 week of support to children who otherwise might not be able to safely and successfully participate in summer day camps and who are not eligible for Ministry funding. This is an integral aspect of the Richmond Summer Project as it provides the opportunity for Richmond families requiring additional support equitable access to any City of Richmond summer day camp program, as the Roving Support Leader is funded by the Richmond Summer Project rather than one specific centre.

In 2019, 275 staff and volunteers attended City-Wide training the weekend of June 22, 2019. A well-organized, informative and inspiring training day ensures that a consistent message of City initiatives, such as Move for Health, Physical Literacy and Inclusion, are provided to all summer staff and volunteers across Richmond. This training also ensures staff and volunteers have at least 20 hours of relevant training, in order to meet childcare licensing standards. Further, the training provides the opportunity to build cohesion among staff and volunteers – an important component to providing safe, creative and joyful summer day camp experiences for Richmond children.

Steveston Community Society is submitting the grant application for Summer 2020 on behalf of the following City of Richmond partners in Parks, Recreation and Community Social Services: Steveston Community Society, Thompson Community Association, East Richmond Community Association, South Arm Community Association, City Centre Community Association, Sea Island Community Association, Hamilton Community Association, West Richmond Community Association, Richmond Nature Park Society, Arts Centre, Arena Services, Britannia Heritage Shipyard Society, and Diversity Services.

Changes that will impact grant use:

Richmond Summer Project requests \$50,000 in order to increase our city-wide availability of Roving Support Leaders. In summer 2019 with the increase in funds for the support worker positions, the Richmond Summer Project was able to fund 2 Roving Support Leaders, who supported a number of children at various centres throughout the summer. Children receiving Roving Support are eligible for 1 week of support each summer. The Richmond Summer Project was also able to provide funds to cover additional staffing costs to centres that brought in additional staff within their own teams to help support children with additional needs when there was no Roving Support Leader available.

With increased support from the grant, the Richmond Summer Project would be able to continue to provide 2-3 Roving Support Leaders, as was funded in summer 2019, enabling the Richmond Summer Project to support more children through the summer have a successful day camp experience. If the Richmond Summer Project was funded to provide 945 hours of Roving Support through the summer, this would enable as many as 27 Richmond children who might not otherwise be able to access summer day camps, the opportunity to participate in a meaningful and inclusive way.

Roving Support Leaders are a key component to the Richmond Summer Project being able to continue to offer equitable and inclusive city-wide summer programming.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$215,834.44	\$228,326.72
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Parks, Recreation & Community Events 2020 **Over \$5000** **Multi Year - Year 3**
Steveston Community Society - Richmond Summer Project **Summary Page 3**

Total Expenses:	\$208,076.19	\$221,708.06
Annual Surplus or (Deficit):	\$7,758.25	\$6,618.66
Accumulated Surplus or (Deficit):	(\$17,605.39)	(\$11,090.85)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

Current Year:

Numbers shown are complete to October 25/19 and our fiscal year is Dec 31/19.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S)

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

GRANT RECOMMENDATIONS

Recommended

Amount: \$32,000

Recommendation:

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

Staff Comments /

Conditions:

None

GP - 152

2020 Parks, Recreation and Community Events Grants – Application Scoring Criteria

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

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

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

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

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

City of Richmond

2020 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

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1. Overview

(i) City Grant Policy

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

(ii) Purpose

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

(iii) Principles

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

(iv) Goal

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

(v) Objectives

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

2. Program Funding

(i) Base Program Funding

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

(ii) Annual Cost of Living Increase

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

(iii) Unused Program Funds

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

3. Definitions

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

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

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

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

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

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

4. Eligibility

(i) Who is Eligible

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

(ii) Who Cannot Apply

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

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

(iv) Items Eligible For Funding

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

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

(v) Items Not Eligible For Funding

The following items will not be funded:

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

(vi) Grant Limitations

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

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

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

(ii) Assessment Considerations

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

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

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

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

(iv) Financial Statements

Applicants must submit:

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

(v) User Pay Principle

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

(vi) Multi-Year Funding Criteria

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

6. The Grant Review Process

(i) The Grant Review Process

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

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

(ii) Program Guidelines and Web-based Application

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

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

(iii) Application Deadline

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

(iv) Late Applications

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

(v) Staff Review

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

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

(vi) General Purposes Committee Review

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

7. Awarding of Grants

(i) Council Decision

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

(ii) Grant Disbursement

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

(iii) Reporting and Acknowledgement of Grant Benefits

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

(iv) Recuperation of Grant

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

(v) No Appeal

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

8. Further Information

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

**City Grant Policy**

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

It is Council Policy that:

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



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Director, Community Social Development
Re: 2020 Health, Social and Safety Grants

Date: December 19, 2019
File: 03-1085-01/2019-Vol
01

Staff Recommendation

That the 2020 Health, Social and Safety Grants be awarded for the recommended amounts and funding cycles, and cheques be disbursed for a total of \$593,133 as per the staff report titled "2020 Health, Social and Safety Grants", dated December 19, 2019, from the Director, Community Social Development.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 3

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

Staff Report

Origin

This report supports Council's Strategic Plan 2018-2022 Strategic Focus Area #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.4 Foster a safe, caring and resilient environment.

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

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

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

This report also supports the Social Development Strategy Action 39:

Administer, monitor and enhance the City Grant Program, undertaking reviews as required to ensure that the program continues to have adequate resources, targets priority community needs and makes efficient use of staff resources.

Findings of Fact

2020 Health, Social and Safety Grant Budget

The 2020 Health, Social and Safety (HSS) Grant Budget is \$626,970. This total includes a two per cent Cost of Living increase over last year's budget, as per the City Grant Policy (No. 3712).

Notice Given and Applications Received

In August 2019, a call for applications for the City's 2020 Health, Social and Safety Grants was promoted through social media channels and the Community Services newsletter. The notice was circulated to the Richmond Community Services Advisory Committee as well as by request to other non-profit societies.

In the HSS category, a total of 24 applications were received for a total request of \$737,394. A table outlining requests and recommended 2020 allocations is provided in Attachment 1. A summary of each application, generated directly from information submitted by applicants to the web-based system, is provided in Attachment 2. As summary contents are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are also included in the summary.

As indicated in the HSS Grant Program Guidelines, all proposals must demonstrate that primarily Richmond residents will be served by the proposed grant use (Attachment 3). While some applicants serve wider geographic areas (e.g. Family Services of Greater Vancouver, Canadian Mental Health Association – Vancouver-Burnaby Branch), all recommended grants support primarily Richmond residents.

Late Applications

As the City Grant Policy indicates that no late applications will be accepted, the web-based system is usually closed to submissions after the deadline. However, due to technical difficulties, the system was kept open for an additional week this year for organizations starting their applications prior to the deadline. No post-deadline requests to submit were received.

New Applications

Only one (1) application was received from an organization that had not previously applied to the Health, Social and Safety Grant Program.

Application Review Process

A HSS Grant Review Committee, consisting of Community Social Development staff, reviewed the applications. Assessment criteria outlined in the HSS Grant Program Guidelines, Sections 4 (Eligibility) and 5 (Application Assessment Criteria), were used to guide the recommendation considerations (Attachment 3). Recommended allocations were determined by the committee rather than individual reviewers.

Analysis

The following analysis provides information about the HSS Grant Program, specifically regarding multi-year funding; the difference between minor and major grant requests; and the rationale for partial or no funding recommendations. Information is also provided about recent grant application trends as well as 2020 applications.

Minor/Major Grant Requests

Two application streams are available for HSS grants; one for minor grant requests (\$5,000 or less) and one for major grant requests (over \$5,000). Minor grant requests have fewer sections to complete, while a more comprehensive application is required for major grants. In the Health, Social and Safety category, seven (7) organizations applied for grants of \$5,000 or less (minor), while 17 applied for grants over \$5,000 (major).

Multi-Year Funding Request

Applicants receiving grants for the same purpose for a minimum of five consecutive years have the opportunity to apply for a three-year funding cycle. In the first year of a cycle, the comprehensive application form is required, while for the following two years, a briefer application is required. Council reviews recommendations annually to determine if each year of an approved cycle will be funded.

Reasons for Partial or No Funding

Most recommendations (54 per cent) are for partial rather than full funding. The principal reasons for partial funding are:

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

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

- programs previously funded by other levels of government;
- funding responsibility lies in other jurisdictions;
- other funding partners have not been sought;
- insufficient community benefit demonstrated;
- lack of partnerships;
- duplication of service;
- unaccounted surplus;
- fee-based (user pay) budget should be used;
- other forms of City support to the organization; and
- quality, including completeness, of the application.

Health, Social and Safety Grant Application Information 2018–2020

The following table provides information about applications received, as well as allocations, over a three-year period, including this year's applications and recommendations.

	2018	2019	2020 (Recommended)
Total number of applications	32	35	24
New applicants	2	4	1
Late applications	0	0	0
Grants denied (did not meet criteria)	2	4	2
Partial amount of request recommended	20	21	13
Full amount of request recommended	10	10	9
Minor request (\$5,000 or less)	13	10	7
Total amount requested	\$774,832	\$1,089,095	\$737,394
Total budget available	\$601,444	\$614,676	\$626,970
Total HSS allocated	\$598,464	\$614,590	\$593,133*

*Subject to Council approval

2020 Considerations

Some notable differences are apparent with the 2020 HSS Grant Program applications compared with previous years. While the number of applicants has ranged from 32 to 35 for the past five years, this year 24 applications were received. Compared with 2019, this is 11 fewer applications, with reasons including that:

- Four applicants denied in 2019 did not re-apply;
- Three agencies had significant staff turnover that prevented them from applying this year, however, they intend to apply next year;
- One organization lacks a non-profit host this year, however, it is seeking non-profit status and intends to apply next year; and
- The remaining three organizations did not communicate a reason for not applying.

Six of the 11 organizations are regular applicants to the HSS Grant Program and four have indicated their intention to apply for a 2021 HSS Grant. As staff anticipate allocations to these organizations in the 2021 cycle, staff are not recommending full expenditure of the 2020 budget. Rather, staff recommend transferring the balance to the Grant Provision Account for future distribution. This will ensure that sufficient funds are available to recommend 2021 grants for these applicants without having to reduce 2021 allocations to other agencies.

Financial Impact

The 2020 HSS Grant Program budget is \$626,970. A total of \$593,133 is recommended for disbursement. The remaining balance of \$33,837 will be transferred to the Grant Provision Account for future distribution.

Conclusion

The City's HSS Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. These grants support the work of non-profit social service agencies whose mandates align with the City's Social Development Strategy goals of social equity and inclusion; citizen engagement; and building on social assets and community capacity. Staff recommend that 2020 HSS Grants be allocated as indicated to the many societies dedicated to supporting the well-being of Richmond residents.



Lesley Sherlock
Social Planner

- Att. 1: Health, Social and Safety Services Grant Recommendations - 2020
2: 2020 Grant Application Summary Sheets
3: 2020 Health, Social and Safety Grant Program Guidelines

2020 Health, Social and Safety Grant Recommendations

APPLICANT NAME	2019 GRANT	2020 REQUEST	RESIDENTS TO BE SERVED	2020 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Amyotrophic Lateral Sclerosis Society of British Columbia	\$2,500	\$4,000	10	\$4,000		This grant will be used to purchase a low air-loss mattress for pain relief for a Richmond resident with ALS. There are currently 10 such residents. This recommendation is for an increased level.	1
Boys and Girls Clubs of South Coast BC	\$5,115	\$10,000	65	\$6,500		This grant will support an after school program at Mitchell Elementary in East Richmond reaching 65 children aged 6 to 12 years, ensuring accessibility to those who cannot afford to pay. This recommendation is for an increased level.	4
Canadian Mental Health Association, Vancouver-Fraser Branch	\$8,500	\$30,500	72	\$8,670		This grant will support staff costs of the Super Fun Group Kids Program providing weekly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. The recommendation is for the same level as last year, plus a cost of living increase.	7
Chimo Community Services	\$50,000	\$50,000	9451	\$50,000	3	This Multi-Year (Year 3) grant is to support the delivery and expansion of Chimo Community Service's Crisis Line, Outreach & Advocacy, and Community Engagement programs. The Crisis Line and Outreach & Advocacy programs provide immediate emotional support to residents in crisis by providing referrals to supportive services and other assistance regarding poverty, family, immigration and civil matters. The recommendation is for the full amount requested.	10
Community Mental Wellness Association of Canada	\$10,000	\$42,000	12000	\$10,200	2	This Multi-Year (Year 2) grant will support mental wellness education, workshops and referrals to other community services. The recommendation is for the same level as last year, plus a Cost of Living increase.	12
Family Services of Greater Vancouver	\$48,007	\$48,007	27	\$48,007	3	This Multi-Year (Year 3) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. The recommendation is for the full amount requested.	14
Heart of Richmond AIDS Society	\$12,000	\$16,500	1150	\$12,740	2	This Multi-Year (Year 2) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. The recommendation is for an increased level to assist with the equipment replacement.	16
Minoru Seniors Society	\$5,000	\$5,000	140	\$5,000		This grant will support the Wellness Connections outreach program for frail, at-risk and isolated seniors aged 55+ years to reconnect them with their community, increase independence and improve their health through social, recreational and leisure programming. The recommendation is for the full amount requested.	18
Multicultural Helping House Society	\$9,161	\$15,000	1500	\$0	2	This request is to support recreation and wellness programs to maintain health and increase social well-being for older adults and live-in caregivers. Financial statements were requested twice and not provided. Furthermore, MHHS is experiencing considerable administrative instability. Denial is recommended.	22

2020 Health, Social and Safety Grant Recommendations

APPLICANT NAME	2019 GRANT	2020 REQUEST	RESIDENTS TO BE SERVED	2020 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Muscular Dystrophy	\$0	\$5,000	10	\$0		This request is for equipment purchase although no description of the items or associated costs are provided. The City is asked for \$5,000 although other funders are only asked for \$500 for the same purpose. No Richmond partners are identified. Therefore, denial is recommended.	24
Pacific Post Partum Support Society	\$2,500	\$3,000	25	\$3,000		This grant will contribute to the provision of on-site child minding for mothers who attend the weekly support group for women experiencing postpartum depression or anxiety. Offering child minding for this group reduces barriers for mothers to access help. The recommendation is for the full amount requested.	28
Parish of St. Alban's (Richmond)	\$15,000	\$30,000	1000	\$15,300		This grant is to support homeless people and those living close to or below the poverty line who are in need of the community meal program, shower program, and information and referral services. The recommendation includes a cost of living increase.	31
Pathways Clubhouse	\$35,027	\$35,027	400	\$35,027	3	This Multi-Year (Year 3) grant is to support the Pathway Clubhouse meal program, which provides the opportunities for members on fixed-incomes to eat healthy meals at affordable prices. The program also provides opportunities for social connection and for members to learn employment skills related to working in the restaurant industry. The recommendation is for the full amount requested.	34
PLEA Community Services of BC (now includes Children of the Street)	\$5,000	\$5,000	3000	\$5,000		This request is to fund workshops to educate children and youth about sexual exploitation (previously operated by Children of the Street). The workshops will reach 3,000 children and youth through over 40 workshops delivered in Richmond schools. This recommendation is for the full amount requested.	36
Richmond Addiction Services Society	\$222,411	\$226,860	5000	\$226,860	3	This Multi-Year (Year 3) grant will support programming that prevents the impacts and consequences of substance use, misuse and addictions as well as problem gambling and other addictive behaviors. The recommendation is for the full amount requested.	40
Richmond Cares, Richmond Gives	\$41,798	\$50,000	180000	\$42,634	3	This Multi-Year (Year 3) grant will support the information and volunteer centre which supports Richmond residents seeking information on community resources and the free Community Services Directory. The recommendation is for the same level plus a cost of living increase.	42
Richmond Family Place Society	\$28,000	\$50,000	6950	\$38,560	1	This Multi-Year (Year 1) grant is for family support programs, including a new inter-generational program, and other preventative services for families with children up to 12 years. The recommendation is for an increased level to support new and existing programs.	45

2020 Health, Social and Safety Grant Recommendations

APPLICANT NAME	2019 GRANT	2020 REQUEST	RESIDENTS TO BE SERVED	2020 RECOM.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Richmond Mental Health Consumer and Friends Society	\$5,250	\$10,000	78	\$5,355		This Multi-Year (Year 3) grant is to support the operations of a Peer Support Social Group, which aims to empower and re-integrate people who struggle with mental health into the community through volunteer work, social activities, education, and leadership opportunities. The recommendation is for the same level, plus a Cost of Living increase.	48
Richmond Multicultural Community Services	\$12,500	\$20,000	4000	\$12,750	3	This Multi-Year (Year 3) grant will support administrative positions and support the core funding of programs to support immigrant and refugee communities in Richmond and assist newcomers with settlement and integration to become contributing members of the community. This recommendation is for the same level plus the cost of living increase.	51
Richmond Society for Community Living	\$15,500	\$15,500	5000	\$15,500	2	This Multi-Year (Year 2) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for the full amount requested.	53
Richmond Stroke Recovery Centre	\$1,500	\$5,000	1000	\$2,030		This grant request is to support a weekly support group for Stroke survivors for education workshops, instructors, recreation programs to maintain their level of independence for as long as possible. This recommendation is for an increased level.	55
Richmond Women's Resource Centre	\$25,000	\$41,000	7000	\$26,000	2	This Multi-Year (Year 2) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for an increased level.	58
Touchstone Family Association	\$5,000	\$5,000	40	\$5,000		This grant will support the Street Smarts Program for at-risk youth, designed to stop or prevent street gang involvement. The recommendation is for the full amount requested.	61
Turning Point Recovery Society	\$8,500	\$15,000	200	\$15,000	3	This Multi-Year (Year 3) request is to support and enhance the current operations of the Drop-in Centre. The purpose of the Drop-in Centre is to provide a safe and supportive meeting place for Richmond residents who may be experiencing homelessness and to meet their essential needs including food, day-time shelter and social connection. In addition, on-site outreach workers provide referrals to other supportive programs. The recommendation is for the full amount requested.	64
Totals	\$573,269	\$737,394		\$593,133			
Total Available	\$614,676	\$626,970		\$626,970			
Remaining	\$41,407	-\$110,424		\$33,837			
Bold = New Applicant							



Grant Application Summary for 2020 Health, Social & Safety Program

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

Society: Amyotrophic Lateral Sclerosis Society of British Columbia

Grant Type: \$5,000 or Less Single Year

Grant Request: \$4,000

Proposal Title: Equipment Loan Program

Grant Purpose: Community Service / Program / Event - Ongoing

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

Number To Be Served: 352 ALS patients and their families

Richmond Residents: 10 patients and their families

Grant Request Summary:

The Equipment Loan Program of the ALS Society of BC is designed to help people cope with the daily challenges of decreasing mobility and independence through obtaining basic and essential assistive equipment. This includes mobility equipment, lift equipment, beds and accessories, communication devices and bathroom aids. All equipment loaned is available at no charge to registered ALS patients in British Columbia. The equipment loan program is one of the principal objectives of the ALS Society of BC and has been in existence since 1981. It is the best essential care that can be provided not only to the patients but also to their families and caregivers.

The grant will be used to purchase 1 Quartz Diamond System with a value of \$4,330.

Richmond Services Received by Your Organization:

The ALS Society of BC organizes the Richmond Walk for ALS at Gary Point Park in Steveston, Richmond in June. This walk is the biggest ALS Walk in British Columbia. The Richmond Walk raises an average revenue of \$100,000 for patient services and research. The presence of the city mayor and MLAs to this event is immeasurable as it provides prestige to our event and the same time an assurance to the ALS community that they have the support of the city government in their journey. The society also gets help from various corporations in Richmond by sending volunteers to the office for office support and to help with fundraising events.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	3,374,793.00	1,837,705.00

Health, Social & Safety 2020**\$5,000 or Less Single Year****Amyotrophic Lateral Sclerosis Society of British Columbia****Summary Page 2**

Total Expenses:		946,709.00
Annual Surplus or (Deficit):	1,003,152.00	685,058.00
Accumulated Surplus or (Deficit):	3,953,225.00	636,068.00

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

As mentioned, in our previous grant application the society's goal is to raise 5 million for the ALS Centre of Excellence in BC, to improve support services given to patients in BC and to offer clinical trials which are currently not available for ALS Patients in BC. In 2018, 1 million was set aside under an externally managed funds to build up the funds required for the centre. Another goal of society is to increase the Operating Reserve of society to 750K. 20K was transferred in 2018 making the reserve 182K (from 162K). Note that the Total Revenue includes gift-in-kind donations with a value of 196,500 in 2018 and 188,787 in the current year. The expense includes the value of amortization and write-down equipment but it did not include the purchase of capitalized equipment with the value of 99,862 for the current year and 78,000 in 2018.

Current Year:

As of the 2nd quarter, the financial statements reflect a surplus of 600K. We are hoping for another surplus this year so that we could transfer additional monies to the ALS Centre of Excellence funds (goal is 5 million, the current balance is 1 million) and Operating Reserve/rainy day funds for 6 months (goal is 750K, currently at 182K).

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is to build funds for the society's ALS Centre of Excellence – Target Goal is 5 million (current is 1 million) to start the project and increase the 6-month rainy fund of the society to 750K (current balance is 182K).

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$2,500.00	Health, Social & Safety
2018	\$2,000.00	Health, Social & Safety
2017	\$700.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00

Health, Social & Safety 2020**\$5,000 or Less Single Year****Amyotrophic Lateral Sclerosis Society of British Columbia****Summary Page 3**

Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$4,330.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00

TOTAL \$4,330.00**Financial Assistance from Other Sources (if applicable)**

Funder 1 Name	BC Gaming Community Grant	Amount	\$100,000.00
Funder 2 Name	Aqueduct Foundation	Amount	100000.00
Funder 3 Name	Central Okanagan Foundation	Amount	5000.00

Amount Your Society will Provide: \$330.00**Total Proposed Budget: \$4,330.00****GRANT RECOMMENDATIONS****Recommended
Amount:** \$4,000

Recommendation: This grant will be used to purchase a low air-loss mattress for pain relief for a Richmond resident with ALS. There are currently 10 such residents. This recommendation is for an increased level.

**Staff Comments /
Conditions:**

None



**Grant Application for 2020
Health, Social & Safety Program**

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

Society: Boys and Girls Clubs of South Coast BC

Grant Type: Over \$5000 Single Year

Grant Request: \$10,000

Proposal Title: Boys and Girls Club Services at Mitchell Elementary

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 65

Richmond Residents: 65

Grant Request Summary:

We are seeking support from the City of Richmond to support the after-school program offered by Boys and Girls Clubs at Mitchell Elementary School in East Richmond. The drop-in program is offered four days per week (Monday through Thursday) after school for students aged 6 through 12, and a preteen evening program is offered once a week for kids in Grades 5 through 7. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. All children and families can access our programs, regardless of their financial situation. Fees are negotiable, and payment plans are available to meet every family's needs. Club members benefit, as they are supported to become engaged in positive, constructive activity during their out-of-school time. The parents and/or caregivers of the participants benefit from accessing affordable, high quality after-school programming for their children. In the long term, the neighbourhood will be safer and healthier as a result of the positive impacts the Club programs have on community members.

Richmond Services Received by Your Organization:

We received a \$5,115 City Grant in 2019, but receive no other services from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	11,453,307.00	10,634,000.00
Total Expenses:	11,420,483.00	10,551,400.00
Annual Surplus or (Deficit):	32,824.00	82,600.00

Health, Social & Safety 2020
Boys and Girls Clubs of South Coast BC

Over \$5000 Single Year
Summary Page 2

Accumulated Surplus or (Deficit): 1,623,554.00 1,706,154.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus for last year was very small (0.28%). BGC strives to maintain a balanced year-end position for operations.

Current Year:

The surplus forecast for the current year is also small (0.78%). BGC strives to maintain a balanced year-end position for operations.

Explanation for Accumulated Surplus or (Deficit):

Sound financial management over the last 80 years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$5,115	Health, Social & Safety
2018	\$5,000	Health, Social & Safety
2017	\$5,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$68,130.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$7,000.00
Utilities and Telephone	\$195.00
Supplies	\$40.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,110.00
Local Travel	\$860.00
Other	\$9,790.00

Insurance: \$1,644

Food: \$1,390

Allocation for Central Administration: \$6,756

TOTAL \$87,125.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	United Way of the Lower Mainland	\$30,000
Funder 2 Name	Province of BC - Gaming	\$4,800
Funder 3 Name	Membership Fees	\$25,000

Amount Your Society will Provide: \$17,325.00

Total Proposed Budget: \$87,125.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$6,500

Recommendation:

This grant will support an after school program at Mitchell Elementary in East Richmond reaching 65 children aged 6 to 12 years and ensure accessibility to those who cannot afford to pay. This recommendation is for an increased level.

**Staff Comments /
Conditions:**

None



**Grant Application for 2020
Health, Social & Safety Program**

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

Society: Canadian Mental Health Association, Vancouver-Fraser

Grant Type: Over \$5000 Single Year

Grant Request: \$30,500

Proposal Title: Super Fun Group

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 72

Richmond Residents: 72

Grant Request Summary:

Our grant request is to fund one of the two Super Fun Groups that we operate in Richmond. Super Fun Groups provide long-term support for children of parents living with a serious mental illness or addiction. All program participants are residents of Richmond aged 8-15. Over 90% of our participants are from families with low incomes. To ensure families who need this service can access it, barriers to access have been minimized (income, transportation, food security, etc.) and the program is provided at no cost to the families. Once a month, the program provides participants with a full day of recreational or leisure activities (i.e.: Beach Day, Waterslides, Aquarium, Urban Safari, hiking, Playland, Christmas events and snowboarding). These group activities enable them to have fun, participate in sports and special events, build social skills, and establish strong friendships with other kids in the program who have similar situations in their life. They develop healthy attachments to non-related adults. As well, the program also provides parents with respite to attend to their own mental health needs while knowing that their kids are well cared for by trained staff.

Richmond Services Received by Your Organization:

Richmond Super Fun Groups do not receive any services from the City of Richmond. The City of Richmond does support CMHA's annual bike ride fundraiser (Ride Don't Hide) by offering support in event application process, route design, water station logistics and event day route support on the portion of the route that goes through Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	7,089,668.00	7,810,862.00
Total Expenses:	7,107,567.00	7,821,679.00
Annual Surplus or (Deficit):	(17,899.00)	(10,817.00)

Health, Social & Safety 2020**Canadian Mental Health Association, Vancouver-Fraser Branch****Over \$5000****Single Year****Summary Page 2**

Accumulated Surplus or (Deficit):	90,393.00	100,000.00
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Explanation for Annual Surplus or (Deficit):**Last Complete Year:**

Thrift Store and fee for service workshop sales were higher than expected.
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Current Year:

Thrift Store and fee for service workshop sales are higher than anticipated.
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Explanation for Accumulated Surplus or (Deficit):

We are building a prudent reserve fund to ensure the organization can pay wind up costs if required and/or survive significant changes to contract revenue. The Accumulated Surplus will be transferred to a prudent reserve fund once there are sufficient funds to do so.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$8,500	Health, Social & Safety
2018	\$8,000	Health, Social & Safety
2017	\$6,329	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$33,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$7,000.00
Utilities and Telephone	\$4,000.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$9,600.00
Local Travel	\$7,400.00
Other	\$0.00
TOTAL	<u>\$61,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$17,000
Funder 2 Name	CMHA Contributions	\$13,500
Funder 3 Name		

Amount Your Society will Provide:**\$13,500.00****Total Proposed Budget:****\$61,000.00****GRANT RECOMMENDATIONS****Recommended****Amount:** \$8,670**Recommendation:**

This grant will support staff costs of the Super Fun Group Kids Program providing weekly outings for children of parents with serious and persistent mental illness or addictions, mostly from very low income families. The recommendation is for the same level as last year, plus a cost of living increase.

Staff Comments /**Conditions:**

None



**Multi-Year Grant Application for 2020
Health, Social & Safety Program**

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

Society: Chimo Community Services
Grant Type: Over \$5000 Multi Year - Year 3
Grant Request: \$50,000
Proposal Title: 2019 Health, Social and Safety Grant
Number Served: 16,110 **Richmond Residents:** 9,451

Grant Request Summary:

This grant supports delivery and expansion of Chimo's Crisis Line, Outreach & Advocacy, and Community

Engagement programs, all of which are delivered by professionally-trained and supervised volunteers. Annually, these services support approximately 16,110 people. Our Crisis Line and Outreach & Advocacy programs provide immediate emotional support; help with problem identification, clarification, and resolution; provide strong linkages to community resources; give practical assistance with poverty, administrative, family, immigration, and civil matters; and intervene in life-threatening situations. As a result, individuals and families are supported, in some cases lives are saved, people are able to resolve their issues and move forward with greater clarity, capacity, energy, robustness, and readiness to address future life challenges. Our Community Engagement program offers eight educational workshops for Richmond secondary students. Topics include suicide awareness, bullying, body image, financial literacy, stress management, and teen relationship abuse prevention.

Changes that will impact grant use:

No changes

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,115,508.00	2,217,185.00
Total Expenses:	2,088,194.00	2,217,185.00
Annual Surplus or (Deficit):	90,858.00	0.00
Accumulated Surplus or (Deficit):	136,990.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus reflects the savings in some program expenses and the contribution from funder for renovations at Nova Transition House.

Current Year:

n/a

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is due to a transfer in 2014/2015 of 62,000 from Chimo's own Innovation and Development Fund and an adjustment of our contingency reserve in the amount of 24,286.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$50,000	Health, Social & Safety
2018	\$50,000	Health, Social & Safety
2017	\$49,392	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$50,000

Recommendation:

This Multi-Year (Year 3) grant is to support the delivery and expansion of Chimo Community Service's Crisis Line, Outreach & Advocacy, and Community Engagement programs. The Crisis Line and Outreach & Advocacy programs provide immediate emotional support to residents in crisis by providing referrals to supportive services and other assistance regarding poverty, family, immigration and civil matters. The recommendation is for the full amount requested.

Staff Comments /

Conditions:

None

Society: Community Mental Wellness Association of Canada

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

Grant Request: \$42,000

Proposal Title: CMWAC Community Services Delivery

Number Served: 15,000 **Richmond Residents:** 12,000

Grant Request Summary:

The grant is requested to cover partial administrative costs of multiple ongoing programs and activities at CMWAC throughout the year - public events, monthly mental health education presentations promoting psychosocial wellness and recovery and removing stigma, English conversation classes, support groups, field trips, walking club and gardening with seniors, individual and family counselling in Mandarin and Cantonese, volunteer training and engagement, youth ambassador program to train youth in mental health awareness and resourcefulness, organized group activities including karaoke, dancing, knitting, choir and arts and crafts making. Target groups include newcomers, adults, youths and seniors of multicultural backgrounds living in Richmond and beyond seeking information, support and referrals for issues related to mental health. The benefits of such programs and activities are manyfold - greater awareness about mental health and wellness in the community, removal of stigma, accessible information and resources for mental health diagnosis, treatment and support - all of which address and enhance the social determinants of mental health.

Changes that will impact grant use:

Our budgeting for 2019/20 was impacted with the decline of one of our major grants from the Federal Government/New Horizons grant and delay of our awarding of the BC Gaming grant due to an audit, we did get the funding in July instead of the spring. The gaming grant continues until March 31/20.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	134,206.00	40,357.00
Total Expenses:	111,300.00	38,594.00
Annual Surplus or (Deficit):	22,904.00	1,763.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

20189/19 ending March 31/19

See Notes for Year end financials

Current Year:

our year end is March 31.

Explanation for Accumulated Surplus or (Deficit):

We were under an audit for BC Gaming, once that was completed we received our Gaming funds late, (July 2019)

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$10,000	Health, Social & Safety
2018	\$9,739	Health, Social & Safety
2017	\$9,548	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$10,200

Recommendation:

This Multi-Year (Year 2) grant will support mental wellness education, workshops and referrals to other community services. The recommendation is for the same level as last year, plus a Cost of Living increase.

Staff Comments /

Conditions:

None



**Multi-Year Grant Application for 2020
Health, Social & Safety Program**

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

Society: Family Services of Greater Vancouver

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$48,007

Proposal Title: Richmond Counselling, Support and Therapeutic Education Program

Number Served: 220 **Richmond Residents:** 200

Grant Request Summary:

The grant request will be used to continue the Counselling, Support and Therapeutic Education program that Family Services (FSGV) has provided in the City of Richmond for the last 36 years. This program offers individual, family and group counselling provided by masters level registered clinical counsellors and registered social workers and is fully accredited by CARF International. The FSGV Counselling, Support and Education program serves clients of all ages, family configurations and income groups, addressing a wide spectrum of concerns including parenting issues, emotional and behavioural difficulties in children and youth, family conflict, depression and anxiety, relationship difficulties, loss and grief etc. This program prioritized and works primarily with residents of Richmond. This program is preventative in nature, unique to Richmond, and works in partnership with other Richmond agencies. It is accessible to people who can't afford private counselling or other fee based services and/or who don't qualify for any other services. Services are provided in a variety of languages, including Cantonese and Mandarin to reflect the diverse demographic of the Richmond population. All participants are given a thorough assessment at the time of intake and are actively involved in working with a clinician to set and achieve their counselling goals. Our staff team collectively has the capacity to offer a wide variety of therapeutic counselling methods. This allows for service to be flexible to meet client needs. This program assists individuals to improve their coping skills, better deal with life's challenges, improve their quality of life and be active participants in their own lives and in society as a whole.

Changes that will impact grant use:

We do not anticipate any changes that will impact grant use. FSGV has implemented a small wage increase for long time staff in this program. To cover this increased expense, FSGV may reduce the counselling hours of paid staff by approximately 3 hours per week, which may be offset by increasing counselling hours delivered by qualified counselling interns. Additionally, FSGV will seek additional grants and donations to maintain the service level of this vital community service in Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	27,761,047.00	

Total Expenses:	28,015,538.00	26,329,029.00
Annual Surplus or (Deficit):	254,491.00	103,158.00
Accumulated Surplus or (Deficit):	212,078.00	108,920.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The annual deficit is 254,491 due to investment spending on the development of programs and fundraising.

Current Year:

The projected annual deficit is planned to be offset by accumulated surplus.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is the net total of the accumulated surpluses & deficits of all FSGV's programs.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$48,007	Health, Social & Safety
2019	\$3,477	Child Care Capital
2018	\$48,007	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$48,007

Recommendation:

This Multi-Year (Year 3) grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. The recommendation is for the full amount requested.

Staff Comments /

Conditions: None

Society: Heart of Richmond AIDS Society

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

Grant Request: \$16,500

Proposal Title: Office and Administrative Operations

Number Served: 1,250 **Richmond Residents:** 1,150

Grant Request Summary:

The office is the hub for our operations which provides specific services to persons with HIV/AIDS, their friends,

families and caregivers.

These include: a group meeting place; location for individual guidance and advice; free

computer facilities; information centre; distribution point for food and food vouchers; planning centre for our HIV 101 Education and Prevention Program which is presented annually to over 850 students in all Richmond high schools.

This funding will cover some of the costs of the office space and the staff who manage it.

The direct benefits include, healthier lives for those living with HIV/AIDS, reducing the impact on health and community services. The indirect benefits of Education and Prevention are the avoidance of infection with HIV/AIDS along with the huge associated life changes and increased healthcare costs.

Changes that will impact grant use:

Please note we have experienced the rising cost of building expenses even though we have recently downsized in office space. Some office equipment is older and needing of being replaced.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	137,169.88	156,000.00
Total Expenses:	110,196.04	157,000.00
Annual Surplus or (Deficit):	26,973.84	(1,000.00)

Accumulated Surplus or (Deficit): 27,727.25 0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

had one staff leave and another start but there was a time lapse in time between the old and new staff...

Current Year:

more members need nutritional support in the way of SHF (supplementary health fund)

Explanation for Accumulated Surplus or (Deficit):

staff salaries not used due the rehiring process of a new person

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$12,000	Health, Social & Safety
2018	\$11,500	Health, Social & Safety
2017	\$11,500	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$12,740

Recommendation:

This Multi-Year (Year 2) grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. The recommendation is for an increased level to assist with the equipment replacement.

Staff Comments /

Conditions: None



Grant Application Summary for 2020 Health, Social & Safety Program

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

Society: Minoru Seniors Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: 55+ Wellness Connections
Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):	End Date (if applicable):
Number To Be Served: 140	
Richmond Residents: 140	

Grant Request Summary:

Wellness Connections is an outreach program designed to assist at-risk, frail and isolated seniors 55+ to reconnect with their community and increase independence through participation in social, leisure and recreational programs. The program reduces social isolation and improves the health of Richmond residents 55+ by removing barriers to participation such as lack of transportation and low income. Wellness Connections fills a gap in services for those not yet needing supervised health services but not able to independently access community centre programs. Clients are bused to and from their homes to the Seniors Centre at Minoru Centre for Active Living to enjoy education and leisure programming, adaptive fitness classes and a nutritious lunch in a social setting. The program utilizes volunteers to assist in its delivery and is offered four times a year, in 8 week sessions with both a Chinese and an English speaking program option. Clients and their families receive one-on-one leisure counselling and information referral to health and community services. The Wellness Connections program involves extensive partnerships and collaboration between the City of Richmond, Vancouver Coastal Health (VCH), Minoru Seniors Society and other Community Partners. Since the program lost its core funding from VCH four years ago, Minoru Seniors Society has continued to operate the program on a user-fee model. In the Fall of 2016 the Society increased the cost of the program to \$240 per session as it was no longer able to subsidize the program. This increased cost created a barrier to participation. The Society received a City Grant in 2017 to offset the program costs, which allowed more people to participate and registration subsequently began to increase. The Wellness Connections program supports the Seniors' Services Plan 2016-2020 as well as the Social Development Strategy directions to reduce barriers for isolated seniors and address the needs of an aging population.

Richmond Services Received by Your Organization:

Minoru Seniors Society is located at the Seniors Centre at Minoru Centre for Active Living where funding for core staff and building is provided by the City. Estimate at 1,015,700 for

the City portion of operations

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	557,495.98	877,850.00
Total Expenses:	594,587.13	875,200.00
Annual Surplus or (Deficit):	(37,091.15)	2,650.00
Accumulated Surplus or (Deficit):	308,526.00	308,526.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The last complete year numbers are for 2018 as the Society has not yet received the Statement of Financial Position for the 2018/19 Fiscal Year, as this application is due earlier than in previous years. The Society will receive the Statement of Financial Position within the next two weeks in order to be ready for the AGM on Nov 27. The Current Year numbers are from the Current Operating Budget for 2019/20.

The Seniors Centre moved to the Minoru Centre for Active Living in March 2019. To prepare for and support this move to the new facility the Society invested in increased staffing positions to support the transition.

Current Year:

Projected revenue has increased based on anticipated Food Service, Program and CLT increases, although the full Food Services program (Bistro) has not yet opened within the facility.

Explanation for Accumulated Surplus or (Deficit):

Accumulation in preparation for move to new facility, many of the funds have been spent in this past 2019 year in order to support the opening of the new Seniors Centre at Minoru Centre for Active Living. The updated Statement of Financial Position will be received from the accountant within the next two weeks to be ready for the AGM November 27, 2019.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$5,000.00	Health, Social & Safety
2018	\$5,000.00	Health, Social & Safety

2017	\$5,000.00	Health, Social & Safety
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$2,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$3,000.00
Other	\$0.00
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	United Way Active Aging Grant	Amount	\$40,000.00
Funder 2 Name	VCH One-Time-Only Grants	Amount	5000.00
Funder 3 Name	United Way - Therapeutic Activation Program for Seniors	Amount	200000.00

Amount Your Society will Provide:	<u>\$5,000.00</u>
Total Proposed Budget:	<u>\$55,000.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000

Recommendation:

This grant will support the Wellness Connections outreach program for frail, at-risk and isolated seniors aged 55+ years to reconnect them with their community, increase independence and improve their health through social, recreational and leisure programming. The recommendation is for the full amount requested.

Staff Comments /
Conditions:

None

Society: Multicultural Helping House Society

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

Grant Request: \$15,000

Proposal Title: MHHS Community Service Programming

Number Served: 1,800 **Richmond Residents:** 1,500

Grant Request Summary:

Our program intends to encourage volunteerism and engagement, reduce social loneliness and isolation and improve, restore, promote and maintain optimal health. It will decrease the incidence of mental illnesses which can be costly to the health care and welfare system of Canada. Proposed activities include Fitness through Dance and Meditation in Motion, Mind Games, Healthy Food Information Sessions, Health Education , Networking and Experience-sharing and fit-plus cooking.

We will continue our innovative Health & Wellness Program for 55+ers Club and live-in caregivers in Richmond. We will include activities and programs that assists live-in caregivers and seniors in Richmond to become informed on healthy lifestyles, become socially adjusted and engaged. This program will provide health information and learning resources to them. Group activities will provide an opportunity for seniors and live-in caregivers to work together to support and encourage healthier lifestyles.

Changes that will impact grant use:

We will maintain same workshops and regular programming, with intent on increasing community awareness, diversity, inclusion, and safety through more education, outreach and partnerships.

FINANCIAL INFORMATION
Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	606,476.00	593,233.00
Total Expenses:	574,708.00	593,233.00
Annual Surplus or (Deficit):	21,433.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Minimal surplus. Some expenses have not been included.

Current Year:

We anticipate zero surplus/deficit at the end of the year

Explanation for Accumulated Surplus or (Deficit):

Post audit, we anticipate zero surplus (deficit). 2018 MHHS financial audit not yet complete due to transactions that occurred in years prior to term of incumbent board members.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$9,161	Health, Social & Safety
2018	\$8,956	Health, Social & Safety
2017	\$8,780	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$0

Recommendation:

This request is to support recreation and wellness programs to maintain health and increase social well-being for older adults and live-in caregivers. Financial statements were requested twice and not provided. Furthermore, MHHS is experiencing considerable administrative instability. Denial is recommended.

Staff Comments /

Conditions: None



Grant Application Summary for 2020 Health, Social & Safety Program

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

Society: Muscular Dystrophy Canada
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Richmond Equipment Program
Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):	End Date (if applicable):
Number To Be Served: 147	
Richmond Residents: 147	

Grant Request Summary:

Muscular Dystrophy Canada (MDC)'s longstanding equipment program has assisted thousands of individuals impacted obtain the equipment needed to enhance their quality of life by improving access to school and vocational goals, improving mobility, increasing independence, and creating more opportunities to engage in the community. There are often extraordinary financial expenses for individuals impacted, such as costly equipment that is not fully covered through private health insurance or the government. Whenever possible, MDC acts in partnership with government and private health insurance but does not replace this funding. Our Service Specialists work with other funders to secure the maximum amount of funding available for our clients, to stretch our dollars as far as possible. Most importantly, the equipment program provides critical funding when all other funding resources are exhausted. And, as the funder of last resort, this ensures our clients are receiving the essential support and services they need to fully participate in the community. There are tremendous psychosocial factors that affect individuals impacted, their family members, and the broader community. Receiving a piece of equipment reduces social isolation and stigmas, reduces occurrences of mental illness, breaks down barriers to gainful employment/educational opportunities, and also prevents unnecessary additional complex healthcare issues. Individuals also experience increased mobility, more engagement with their peers, increased self-esteem, and more confidence. Furthermore, it reduces emotional, physical, and financial strain. In Richmond, there are 44 individuals impacted by a neuromuscular disorder, 87 family members and caregivers, and 16 healthcare professionals who are currently registered with MDC. Last year, MDC funded ten (10) equipment requests in Richmond for a total investment of \$19,321. The accumulative value for this equipment was \$127,773.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Health, Social & Safety 2020
Muscular Dystrophy Canada

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

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,115,474.00	1,001,190.00
Total Expenses:	903,158.00	1,186,490.00
Annual Surplus or (Deficit):	212,316.00	(185,300.00)
Accumulated Surplus or (Deficit):	0.00	27,016.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Muscular Dystrophy Canada has been working to increase our mission spend to ensure more donor dollars are being dedicated to our vital programs and services. There was a vacancy in our Service Specialist role in BC for part of last fiscal year, which was filled at the end of that fiscal year (Fiscal Year: April 1, 2018 - March 31, 2019).

Current Year:

Muscular Dystrophy Canada works with donors, funders and like-minded organizations, to ensure the sustainability of our programs and services. However, Muscular Dystrophy Canada receives less than 1% of our funding from government sources and over the years, has seen a significant decline in funding from a longstanding partner. The increased competition in the charitable sector and the funding decline from our partner has meant a greater need to secure support through donations, corporations, foundations, and sponsorship.

Explanation for Accumulated Surplus or (Deficit):

A small surplus ensures revenue lines that may come in below budget, unexpected events that may affect the fundraising industry (like a natural disaster) or a recession. It also ensures extra funding for core mission activities like MDC's equipment program that may experience a higher than projected level of need for individuals impacted by neuromuscular disorders in Richmond.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$9,983.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$3,060.00
Utilities and Telephone	\$0.00
Supplies	\$0.00

Health, Social & Safety 2020
Muscular Dystrophy Canada

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

Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$16,315.00

Equipment Program Funding - \$13,505.00

Information support - \$1,825.00

Programs and services - \$55.00

Education - \$730.00

Research and advocacy - \$200.00

TOTAL \$29,358.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Other Foundations	Amount	\$500.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: \$8,005.00

Total Proposed Budget: \$13,505.00

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$0

Recommendation:

While this request is for equipment purchase, no description of the items or associated costs are provided. The City is asked for \$5,000 although other funders are only asked for \$500 for the same purpose. No Richmond partners are identified. Therefore, denial is recommended.

Staff Comments /

Conditions:

None



Grant Application Summary for 2020 Health, Social & Safety Program

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

Society: Pacific Post Partum Support Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$3,000
Proposal Title: Childminding at our Richmond Postpartum Support Group
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 25
Richmond Residents: 25

Grant Request Summary:

This grant would provide for on-site childcare for mothers who attend the weekly Richmond facilitated support group for women experiencing postpartum depression or anxiety (PPD/A). Offering childcare for this group increases attendance and reduces barriers for mothers to access help. The group now usually operates at capacity: 8 women, most of whom bring one or more children. Furthermore, the childcare provided by trained and experienced childminders is an important component in mothers' recoveries. Many of these mothers are having difficulty getting well, as they have no opportunities for breaks. The professional child care workers staff a clean, spacious and welcoming child care room at Richmond Garratt Wellness Centre and provide some immediate practical relief for mothers. Many mothers experiencing postpartum depression and anxiety struggle to leave their infants with anyone, as it increases their anxiety; on-site childcare enables these mothers to both attend group and receive care for their children. Often this childcare is the first break the mother has had since the birth of the child, and this break can be a huge factor in her recovery. The mothers feel comfortable knowing their children are near, and they can temporarily leave the group meeting to nurse or settle their children. Without support and treatment, PPD/A can negatively affect the quality of life and health outcomes for parent and child, including serious consequences such as marital breakdown, child neglect and abuse, and suicide. PPD/A risk is close to 50% higher for new immigrants in urban areas, a group that includes many Richmond families.

Richmond Services Received by Your Organization:

We receive free use of two rooms at Richmond Garratt Wellness Centre for our support group and for the childcare for the group, weekly (ongoing).

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	392,510.00	390,210.00

Health, Social & Safety 2020
Pacific Post Partum Support Society

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

Total Expenses:	387,355.00	390,210.00
Annual Surplus or (Deficit):	5,155.00	0.00
Accumulated Surplus or (Deficit):	121,264.00	121,264.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We try to achieve a modest surplus annually to ensure that we have a healthy contingency fund.

Current Year:

Every year, we budget for a net zero accumulation with the understanding that expected funding, and in turn expenses, may increase/decrease.

Explanation for Accumulated Surplus or (Deficit):

Our goal is to have a minimum of 3-6 months worth of projected expenditures on hand along with a small amount of extra funds available for special projects, capital projects and book/manual publishing.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$2,500.00	Health, Social & Safety
2018	\$2,000.00	Health, Social & Safety
2016	\$1,550.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$7,085.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$645.00

Payroll processing fees

	TOTAL	<u>\$7,730.00</u>
Financial Assistance from Other Sources (if applicable)		
Funder 1 Name	Vancouver Coastal Health - Richmond	Amount \$26,871.00
Funder 2 Name		Amount \$0.00
Funder 3 Name		Amount \$0.00
Amount Your Society will Provide:		<u>\$4,730.00</u>
Total Proposed Budget:		<u>\$7,730.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$3,000

Recommendation:

This grant will contribute to the provision of on-site child minding for mothers who attend the weekly support group for women experiencing postpartum depression or anxiety. Offering child minding for this group reduces barriers for mothers to access help. The recommendation is for the full amount requested.

**Staff Comments /
Conditions:**

None

Society: Parish of St. Alban's (Richmond)

Grant Type: Over \$5000 Single Year

Grant Request: \$30,000

Proposal Title: Extreme Weather Shelter, Hospitality Meal Distribution, Friday Lunch,

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 15,630

Richmond Residents: 10,000

Grant Request Summary:

We provide nutritious meals, showers, food, clothes, and a safe and welcome place for people who might feel unwelcome in other places. The community benefits include a reduction in potential crime, break ins and theft from people who are looking for clothes and warmth. We also has professionals who come to the various programs to offer things we might take for granted like foot care and hair cuts, to nurses and medical professionals who provide medical/dental care, mental health assessments and services that are essential to addressing those issues. We have also, this year, had a number of high schools approach us who are interested in educating students about homelessness, addictions, and societal issues that many in our community struggle with.

Richmond Services Received by Your Organization:

We had been using Brighthouse Park for our Friday lunch, but have recently moved back to St. Albans. We've had to move tables around to accommodate our guests because our roof is leaking in a number of places. This has proven even more difficult for the community meal with the number of guests increasing, space is becoming an issue. As far as 'utilities' from our city are concerned, because of the nature of some of our clients, we have had to have RCMP come and assess the situations needing to be dealt with. We have had a number of councillors come by for various occasions, showing their support for our community and the services we offer.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	0.00	0.00
Total Expenses:	0.00	194,773.31
Annual Surplus or (Deficit):	0.00	(73,519.31)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Please see attached

Current Year:

Please see attached

Explanation for Accumulated Surplus or (Deficit):

The number of people we have been serving through our various programs has increased quite a bit. It should be noted that some of the expenses are included in the parish operating budget, but it is made clear in the attachment where the money has been allocated.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$15,000	Health, Social & Safety
2018	\$15,000	Health, Social & Safety
2017	\$15,315	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$16,640.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$7,800.00
Utilities and Telephone	\$0.00
Supplies	\$1,520.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$2,400.00
Other	\$2,600.00

The Richmond Food Bank plays a huge part in the services we provide, in that most of our menus are planned around their inventory. We have other community partners who also donate food to us, but we do end up having to buy staples like condiments, cheeses, etc. Several of our volunteers are in on the assistance and are committed to the responsibility of the weekly programs that we try our best to offer a \$25 stipend weekly to show our appreciation and

recognize their dedication and work in our community. This has a big impact on their self esteem and self worth.

TOTAL \$30,960.00

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide: \$0.00

Total Proposed Budget: \$30,000.00

GRANT RECOMMENDATIONS

**Recommended
Amount: \$15,300**

Recommendation: This grant is to support homeless people and those living close to or below the poverty line who are in need of the community meal program, shower program, and information and referral services. The recommendation includes a cost of living increase.

**Staff Comments /
Conditions:** None



**Multi-Year Grant Application for 2020
Health, Social & Safety Program**

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

Society: Pathways Clubhouse
Grant Type: Over \$5000 Multi Year - Year 3
Grant Request: \$35,027
Proposal Title: Pathways Cubhouse
Number Served: 400 **Richmond Residents:** 385

Grant Request Summary:

The major portion of the grant is to subsidize our meal program.

Changes that will impact grant use:

No changes

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,295,660.00	2,176,721.00
Total Expenses:	2,152,231.00	2,196,920.00
Annual Surplus or (Deficit):	143,429.00	(20,599.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

123,201 transferred to our operations as our building campaign came to an end

Current Year:

This is our amortization

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$35,027	Health, Social & Safety
2018	\$35,027	Health, Social & Safety
2017	\$34,340	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$35,027

Recommendation:

This Multi-Year (Year 3) grant is to support the Pathway Clubhouse meal program, which provides the opportunities for members on fixed-incomes to eat healthy meals at affordable prices. The program also provides opportunities for social connection and for members to learn employment skills related to working in the restaurant industry. The recommendation is for the full amount requested.

**Staff Comments /
Conditions:**

None



**Grant Application Summary for 2020
Health, Social & Safety Program**

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

Society: PLEA Community Services Society of British Columbia

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Taking Care of Ourselves, Taking Care of Others

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 25,000

Richmond Residents: 3,000

Grant Request Summary:

The primary goal of our Taking Care of Ourselves, Taking Care of Others (TCO²) workshops is to give children and youth the information and practical tools they need to keep themselves and their friends safe from all forms of sexual exploitation.

TCO² workshops are unique, interactive and empowering. Our workshops are designed and delivered by young adults who use monologues, role-plays and other engaging activities to interact with children aged 10-18.

Our workshop presenters involve kids in meaningful discussions about what sexual exploitation is, how to recognize it and how to prevent it from happening to themselves and their peers. They engage kids in discussions around healthy relationships, sexual consent, and the risk factors for sexual exploitation (substance use, gang involvement etc). Workshop participants will also learn about the permanence of online activities and how to be a responsible digital citizen.

Our workshops reach young people in elementary, middle, secondary, and alternative school settings. We also provide workshops for youth groups, and youth in care or custody. Over the past few years, the Richmond School District has asked us to present our workshops to ALL schools in the city. This past year, we reached 3,669 kids through 55 workshops.

As we are the only organization in BC offering free prevention workshops, it's important to note that our workshops are the primary way we reach those who have already been sexually exploited. This past school year, disclosures increased by almost 20% over the previous school year. When we receive a disclosure, we ensure the youth receives the support/services they need to move forward.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	28,685,722.00	31,590,487.00
Total Expenses:	27,328,508.00	31,034,751.00
Annual Surplus or (Deficit):	1,357,214.00	555,736.00
Accumulated Surplus or (Deficit):	2,888,637.00	3,444,373.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Last year PLEA Community Services Society of BC operated at a 5% surplus as a result of efficiencies realized through our administration budget. This surplus was planned in order to cushion against (a) the small but inevitable fluctuations we experience in contract utilization and (b) any shortfall in exceeding our fundraising projections.

Current Year:

For our current fiscal year, we are budgeting a 2% surplus. This surplus is also a cushion to protect against fluctuations in contract utilization and potential shortfalls in fundraising projections.

Explanation for Accumulated Surplus or (Deficit):

PLEA pursues a strategy of asset/property ownership for long term business sustainability, as opposed to leasing and expensing all expenditures incurred annually. This leads to a large portion of our annual expenses being related to amortization, which is significantly lower than if we had 100% expensed all our purchases. The lower rate of amortization with a lot of our annual expenditures, results in an annual surplus from an accounting perspective. Our annual surplus and accumulated surplus does not properly reflect our cash/funding needs to operate our programs annually.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$4,797.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$203.00
Other	\$0.00
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Provincial Grants (Gaming & Civil Forfeiture)	Amount	\$105,000.00
Funder 2 Name	Municipal Grants	Amount	33200.00
Funder 3 Name	Private Foundations	Amount	100000.00

Amount Your Society will Provide: **\$10,452.00**

Total Proposed Budget: **\$359,477.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Recommendation:

This request is to fund workshops to educate children and youth about sexual exploitation (previously operated by Children of the Street). The workshops will reach 3,000 children and youth through over 40 workshops delivered in Richmond schools. This recommendation is for the full amount requested.

Staff Comments /
Conditions:

None



Multi-Year Grant Application for 2020
Health, Social & Safety Program

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

Society: Richmond Addiction Services Society

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$226,860

Proposal Title: Centre of Excellence in the Prevention of Substance Use, Misuse, Problem

Number Served: 5,000 **Richmond Residents:** 5,000

Grant Request Summary:

RASS has received funding to support the City of Richmond to prevent the impacts and consequences of substance use, misuse and addiction as well as problem gambling and other addictive behaviours. We aim to delay the onset of first use by increasing the developmental assets of our community members by supporting the development of positive coping skills, decision making skills through the workshops, training sessions and awareness events in Richmond. Our collaborative programming and overall community level prevention strategies go beyond teaching coping and decision making skills as we create partnerships with other agencies to help build the social connectedness in our city. Funding from the city supports RASS to operate a professional, highly regarded and accredited set of programs and services. The target groups are children, youth, parents and seniors with culturally appropriate interventions and programs to engage, and educate our community. The benefits of our programming are seen in falling substance use rates across the community, increased community engagement and service contacts with our agency. In addition the partnerships, collaborative projects and programs illustrate the many benefits our community receives from the work being done at RASS. Examples of our collaborative and creative prevention programs are seen at the Richmond Youth Media Program at the City of Richmond Media Lab, Supporting Families Affected by Parental Mental Health and Substance Use, Overdose Prevention and Education Network which led to the Community Action Team work as well as Recovery Day Booth in 2019. Importantly, in the most recent Adolescent Health Survey in 2018 completed by McCreary Centre Society, it was reported that "students in Richmond were generally less likely to have used substances than their peers across BC. Local students who did use substances waited longer to first try tobacco or marijuana than their peers in previous years, and were less likely to engage in binge drinking."

Changes that will impact grant use:

There have been no material changes to the outcomes however, for the last 2 years we have been working with a specific elementary school in Richmond (Blundell Elementary) to support Leadership and Resiliency development in an "after school program." This move to a more "identified population based" focus is called secondary prevention and it has created excellent results in the short term. We will be continuing this work in 2020.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,881,549.00	1,608,538.00
Total Expenses:	1,881,549.00	1,608,220.00
Annual Surplus or (Deficit):	0.00	318.00
Accumulated Surplus or (Deficit):	47,327.00	47,645.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Balanced budget

Current Year:

Small surplus - not material

Explanation for Accumulated Surplus or (Deficit):

Surplus carried over from previous years.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$222,411	Health, Social & Safety
2018	\$217,727	Health, Social & Safety
2017	\$213,458	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$226,860

Recommendation:

This Multi-Year (Year 3) grant will support programming that prevents the impacts and consequences of substance use, misuse and addictions as well as problem gambling and other addictive behaviors. The recommendation is for the full amount requested.

Staff Comments /

Conditions: None

Society: Richmond Cares Richmond Gives**Grant Type: Over \$5000 Multi Year - Year 3****Grant Request: \$50,000****Proposal Title: Core Operating Funding for Richmond Cares, Richmond Gives (RCRG)****Number Served: 180,000 Richmond Residents: 180,000****Grant Request Summary:**

We're seeking core funding to support the operation of our Information & Volunteer Centre.

The provision of community information is one of our organization's key activities. Richmond residents seeking information on community resources can contact us for a free referral, whether in-person, over the phone, or via e-mail. If they come to our office, they can browse through our extensive brochure library, featuring materials from hundreds of government and non-profit agencies. On our website, meanwhile, we maintain Richmond's largest online Community Services Directory, with nearly 600 listings in over 40 categories. It also includes two major sub-directories, highlighting services for seniors and services for low-income residents, respectively.

We regularly attend community events, like the Richmond World Festival, to provide the public with community information. We produce print materials as well, such as the Annual Richmond Seniors Directory, which we publish in partnership with the Richmond News.

As Richmond's Volunteer Centre, our activities focus on encouraging and facilitating volunteerism. We do it through our website, which is home to Richmond's most comprehensive Volunteer Opportunities Database, featuring more than 60 positions from 50+ organizations. We also offer a free Volunteer Match service, where trained Advisors – volunteers themselves – meet one-on-one with Richmond residents, and help them find a volunteer opportunity that matches their skills, interests, and schedule.

Our Information & Volunteer Centre has a broad target audience; indeed, everyone in

Richmond is a potential client. That's because everyone can volunteer, and everyone needs to access community services. Our role is to be a hub for community engagement – a place that connects Richmond residents with volunteer opportunities and community resources. It's important work with far-reaching benefits, as a community becomes stronger when more people are actively involved.

Changes that will impact grant use:

Please see attached for our Year 3 grant application updates.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,293,683.00	1,572,454.00
Total Expenses:	1,290,917.00	1,554,539.00
Annual Surplus or (Deficit):	2,766.00	17,915.00
Accumulated Surplus or (Deficit):	60,519.00	78,434.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

For 2018-19, the organization, with help from its funders and donors, was able to meet its projected budget with a small surplus.

Current Year:

For 2019-20, the organization's budget is very favourable due to a large, single-year funding increase from the Ministry of Children & Family Development and a few small one-time grants.

Explanation for Accumulated Surplus or (Deficit):

An accumulated surplus is necessary for stability and sustainability, due to the uncertainty and timing of funding and other revenue.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$41,798	Health, Social & Safety
2019	\$3,000	Professional and Program Development
2018	\$40,862	Health, Social & Safety

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$42,634

Recommendation: This Multi-Year (Year 3) grant will support the information and volunteer centre which supports Richmond residents seeking information on community resources and the free Community Services Directory. The recommendation is for the same level plus a cost of living increase.

**Staff Comments /
Conditions:** None

Society: **Richmond Family Place Society**

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

Grant Request: \$50,000

Proposal Title: Strong and Healthy Families

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 7,050

Richmond Residents: 6,950

Grant Request Summary:

Richmond Family Place Society (RFP) is seeking funding to support operating costs. RFP provides a wide array of preventative family support services & programs to Richmond families with children birth to 12 years. In 2019 we provided an additional new inter-generational program bringing families with young children together with isolated seniors. All programs are delivered by qualified Early Childhood Educators & Pre-Teen Workers at 14 different sites throughout Richmond. The essence of RFP is to promote community initiatives, enhance parenting skills of caregivers, provide children opportunities to learn skills they need to be successful in school & beyond, & to support the whole family, including community resource information.

Participating in RFP programs, parents feel less isolated, develop important social networks, establish a sense of belonging to their community & acquire greater level of self confidence & self-esteem. Also the addition of Inter-generational programs in 2019 have alleviated the growing divide between generations providing opportunities for young & old to learn from one another. We recognize our basic human need to connect with others plus tremendous benefits inter-generational interaction can have on whole communities. Programs bring isolated, vulnerable families (many of whom have no family Canada) together to connect (including seniors), build connections supporting their integration into the community. Enabling participants programs to play a more active role in community; be more willing to be involved, participate in problem solving, participate in community building initiatives, care for & look after one another & have greater level of commitment to improving the community they live in.

Additionally space at Debeck is made available & accessible to other community serving agencies that benefit the health and well-being of families.

We believe strong and healthy families build strong and healthy communities.

Richmond Services Received by Your Organization:

In kind space for programming at the following locations:

Cambie, Steveston and Brighthouse Libraries

City Centre, Lang, Southarm and Hamilton Community Centres

Subsidized rent of Debeck House

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	873,384.00	858,942.00
Total Expenses:	865,949.00	852,403.00
Annual Surplus or (Deficit):	7,435.00	6,539.00
Accumulated Surplus or (Deficit):	199,475.00	206,014.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus for the last complete year is due to the vacancy of the program staff while exhaustive searches were in place. It remains challenging to find qualified candidates to interview for these positions.

Current Year:

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

Explanation for Accumulated Surplus or (Deficit):

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$28,000	Health, Social & Safety
2018	\$27,000	Health, Social & Safety

2017	\$25,825	Health, Social & Safety
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$44,900.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$2,100.00
Supplies	\$0.00
Equipment	\$1,900.00
Photocopying	\$0.00
Program Materials	\$800.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$50,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Ministry for Children and Family Development	\$412,414
Funder 2 Name	BC Gaming	\$69,000
Funder 3 Name	Immigration, refugees and citizenship Canada	\$170,000

Amount Your Society will Provide: **\$65,000.00**
Total Proposed Budget: **\$862,414.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$38,560

Recommendation: This Multi-Year (Year 1) grant is for family support programs, including a new inter-generational program, and other preventative services for families with children up to 12 years. The recommendation is for an increased level to support new and existing programs.

Staff Comments /
Conditions:

None

Society: Richmond Mental Health Consumer and Friends Society

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$10,000

Proposal Title: Funding for Richmond Mental Health Consumer & Friends Society (RCFC)

Number Served: 78 **Richmond Residents:** 76

Grant Request Summary:

The Peer Support Social Group (PSSG) has been working towards empowering and re-integrating mental health consumers into the community through volunteer work, social activities, education, and leadership. The group is open to all Richmond-based mental health consumers, who are 19 years old and over, with a specific target of mental health consumers in various stages of recovery. The group is offered in Mandarin, Cantonese, and English. Unfortunately, mental health consumers often feel isolated and shunned, and as a result withdraw from the community. With this grant we offer social and volunteer activities, and encouraging consumers to participate and help in the planning of community outings, such as going out for lunch, cooking, singing karaoke, participating in board games, watching funny videos, and going to the gym. The responsibilities of leading activities, shopping for supplies, and preparing refreshments are rotated throughout the group to promote leadership. The main goal of the program is the promotion of healthy lifestyles by participants learning to support, share, and help one another. They have been actively contributing to the City of Richmond community in a number of ways. The PSSG participates in a garden plot and donates a large part of the crop to the Richmond Food Bank. This group has helped the RCFC with its monthly mail outs and other administrative tasks. Also, the group has helped Vancouver Coastal Health's Anne Vogel Clinic by preparing harm reduction kits and assisting with other tasks. This group runs weekly, in-house and in the community. On Monday afternoons, from the Richmond Public library, the group learns computer literacy. On Wednesdays, the group runs as social activity club. On Fridays, the group runs a gardening group during the warmer months and a cooking group during the rest of the year. Together the group plans all the following month's activities and then publishes the monthly calendar. The Peer Support Social Group has given many consumers a chance to thrive in the City of Richmond by offering hope, resources, and support. The group has is run by a trained Mental Health Peer Support Worker, who works 8 hours a week for \$17.50 per hour and some volunteer support. The rest of the grant has gone directly to client services and expenses, including some small honorariums of recognition provided to participants who take on leadership and organization roles in the running of the group.

Changes that will impact grant use:

Over years the Richmond Mental Health Consumer and Friends Society (RCFC) has worked hard to identify and respond to the needs of our community. The Peer Support Social Group (PSSG) was originally thought to be an opportunity for our organization to

provide some much needed programming to Chinese speaking mental health consumers and a few others that needed a group to belong to. However, as the group's popularity has grown rapidly. Its unique client user base has more than double over the past few years. It has demonstrated the need for mixed use programming that allows participants to learn, volunteer, and socialize together. It has provided opportunities for group regulars to take on more responsibilities and to help run the group. On the advice of our Consumer Advisory Committee we have decided not to cap or wait list the group. If an aged 19 and older Richmond based mental health consumer wants to take part in any of the groups activities, we want them to have the opportunity join the group. However, this has led to capacity issues with our group leader only provided 8 hour of paid time, but working many unpaid hours to run the group. Cost of activities, refreshments, and program supplies have also increased greatly with increased program users. We have not been able to provide enough hours to our one paid staff. Nor are we able to provide more honorariums of recognition to participants who have stepped up to help run this group. This has been distressing to the RCFC. We proudly advocate for paid opportunities for people with lived experience of mental health issues. Yet our own staff and volunteers are not getting properly rewarded for their time and efforts. With a small amount of added funding, this highly successful group could have a much greater impact. The PSSG can provide a greater continuum of opportunities for growth and development to Richmond based mental health consumers. And also allow the group participants to become more connected to the Richmond community as a whole.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	308,938.16	317,994.00
Total Expenses:	287,546.98	317,994.00
Annual Surplus or (Deficit):	21,391.18	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus occurred in our Therapeutic Recreation Program. The program was without a coordinator for a number of months as we recruited a new one.

Current Year:

None expected

Explanation for Accumulated Surplus or (Deficit):

Staff changes and difficulty in staff recruitment.

MOST RECENT PREVIOUS GRANT(S)

Health, Social & Safety 2020**Over \$5000****Multi Year - Year 3****Richmond Mental Health Consumer and Friends Society****Summary Page 3**

Year	Amount	Grant Program
2019	\$5,250	Health, Social & Safety
2018	\$5,000	Health, Social & Safety
2017	\$3,841	Health, Social & Safety

GRANT RECOMMENDATIONS**Recommended****Amount:** \$5,355**Recommendation:**

This Multi-Year (Year 3) grant is to support the operations of a Peer Support Social Group, which aims to empower and re-integrate people who struggle with mental health into the community through volunteer work, social activities, education, and leadership opportunities. The recommendation is for the same level, plus a Cost of Living increase.

Staff Comments /**Conditions:**

None



Multi-Year Grant Application for 2020
Health, Social & Safety Program

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

Society: Richmond Multicultural Community Services

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$20,000

Proposal Title: Multicultural Richmond

Number Served: 5,000 **Richmond Residents:** 4,000

Grant Request Summary:

The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS maximizing organizational capacity and allowing us to:

identify and meet the unique needs of the growing immigrant and refugee communities of Richmond, assist newcomers with their settlement and integration process; assist newcomers to become familiar with Canadian Culture and become contributing members of the community; develop new cohesive programs and services in partnership with community organizations; develop strategies to assist the City of Richmond to become more welcoming and inclusive of newcomers; and provide diversity and cross-cultural education and awareness. All these activities will work towards realizing the vision "For the City of Richmond to be the most appealing, livable, and well managed community in Canada"

Changes that will impact grant use:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	614,073.00	520,475.00
Total Expenses:	736,605.00	500,475.00
Annual Surplus or (Deficit):	122,532.00	20,000.00
Accumulated Surplus or (Deficit):	(22,617.00)	(2,617.00)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

we have had a change in funding structure that led to this deficit and we anticipate it balancing out within the year.

Current Year:

we anticipate balancing last year's deficit.

Explanation for Accumulated Surplus or (Deficit):

we have had a change in funding structure that led to this deficit as well as a lease that ended 6 months after its funding ended. We anticipate it balancing out within the year.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$12,500	Health, Social & Safety
2018	\$12,000	Health, Social & Safety
2017	\$10,976	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$12,750

Recommendation:

This Multi-Year (Year 3) grant will support administrative positions and support the core funding of programs to support immigrant and refugee communities in Richmond and assist newcomers with settlement and integration to become contributing members of the community. This recommendation is for the same level plus the cost of living increase.

Staff Comments /

Conditions:

None

Society: Richmond Society for Community Living

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

Grant Request: \$15,500

Proposal Title: Family Resource Program

Number Served: 5,000 **Richmond Residents:** 5,000

Grant Request Summary:

Richmond Society for Community Living (RSCL) is the largest provider of services for people with developmental disabilities in the City of Richmond. RSCL programs and services support more than 1000 infants with special needs, and children and adults with developmental disabilities to participate and contribute fully as valued members in the community. RSCL offers supports for their families to navigate a complicated system of funding and care. RSCL offers awareness initiatives to schools, community groups and local businesses which help to create a more inclusive community and improve everyday life for everybody in Richmond.

The Family Resource Program provides information, resources and support to individuals and families who currently receive services. The Family Resource Coordinator provides referrals for families to access services and programs offered by community partners and can act as an advocate for the family to ensure appropriate continuum of care. Recognizing the need for support over the life-course, the program provides assistance to families and individuals with a developmental disability during all of life's transitions, resulting in the improvement in the quality of life for the individual and the improved well-being of the family unit.

The Family Resource Program responds to requests from the community including inquiries from residents who are new to the community. Workshops, information sessions, and special events such as the annual Family Picnic and the Children's Holiday party allow families to connect and create natural support networks.

Through the program health care partners and other social service providers in Richmond are able to communicate with one person who can facilitate connection for families to specialized and generic services and supports. This creates efficiency in the referral process among organizations and consistency for families who require multiple forms of support.

Changes that will impact grant use:

There are no changes to grant funds use.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	17,033,471.62	16,407,057.47
Total Expenses:	16,932,553.54	16,407,057.47
Annual Surplus or (Deficit):	100,918.08	0.00
Accumulated Surplus or (Deficit):	247,770.00	247,770.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The annual surplus was related to the sale of property and will be held in capital reserves for future investment.

Current Year:

There is no anticipated surplus/deficit for the current year.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is being held in capital reserves in anticipation of future expenditures including renovations for program space, vehicle purchases and building repairs or purchase.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$15,500	Health, Social & Safety
2019	\$3,500	Child Care Capital
2019	\$5,000	Child Care Capital

GRANT RECOMMENDATIONS

Recommended

Amount: \$15,500

Recommendation:

This Multi-Year (Year 2) grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for the full amount requested.

Staff Comments /

Conditions:

None

Society: Richmond Stroke Recovery Centre
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Richmond Stroke Recovery Centre - Grant Application
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 6,500
Richmond Residents: 1,000

Grant Request Summary:

We want to reach out to stroke survivors in Richmond. Our group meets every week and we offer mobility exercise, yoga exercise, speech and music therapy sessions. We hope that the participants can maintain their level of independence as long and as much as possible. Also their quality of life can be enhanced through socializing with other stroke survivors. We invite professional instructors to our group and each session can cost close to \$100, if not more.

Richmond Services Received by Your Organization:

We rent a room at South Arm Community Centre at \$5/member annually. A lot of the members use HandyDart services to get to our centre.

FINANCIAL INFORMATION
Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	6,073.13	6,593.49
Total Expenses:	5,650.62	5,063.83
Annual Surplus or (Deficit):	422.51	1,529.66
Accumulated Surplus or (Deficit):	13,653.37	14,418.75

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

Variances in revenue and expense resulted in net surplus.

Current Year:

Mainly savings in expenses resulted in net surplus.

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$1,500.00	Health, Social & Safety
2017	\$500.00	Health, Social & Safety
2016	\$0.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$220.00
Utilities and Telephone	\$84.00
Supplies	\$145.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$201.00
Other	\$3,850.00

speech therapy	880
physical therapy	910
music therapy	630
yoga therapy	1430
volunteer appreciation	500

TOTAL \$5,000.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	CIBC	Amount	\$1,000.00
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Health, Social & Safety 2020
Richmond Stroke Recovery Centre

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

Funder 2 Name	Richmond Firefighters Society	Amount	1000.00
Funder 3 Name		Amount	\$0.00
Amount Your Society will Provide:			<u>\$2,500.00</u>
Total Proposed Budget:			<u>\$9,500.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$2,030

Recommendation:

This grant request is to support a weekly support group for Stoke survivors for education workshops, instructors, recreation programs to maintain their level of independence for as long as possible. This recommendation is for an increased level.

**Staff Comments /
Conditions:**

None



Multi-Year Grant Application for 2020
Health, Social & Safety Program

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

Society: Richmond Women's Resource Centre

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

Grant Request: \$41,000

Proposal Title: Richmond Women's Resource Centre - Women Support Services Program

Number Served: 7,000 **Richmond Residents:** 7,000

Grant Request Summary:

Richmond Women's Resource Centre is the only women's centre in Richmond. Our mission statement is: "To provide a supportive environment in which all women are supported and encouraged to achieve their fullest potential."

Deliveries: The Centre offers programs and services such as English conversation and English Writing, Single Mothers Support Group, Computer Training, Peer Support, Information and Referral services, French-speaking Women's Group, Community Volunteer Income Tax Program, Grandmothers Support Group, Hot Ink Creative Writing for Girls, Work Ready and Richmond Shares. Some of these services take place daily, some weekly, bi-weekly, monthly, or only at certain times of the year, for example, the Community Volunteer Income Tax Program takes place during the tax season every year.

Activities: Each program has activities tailored to achieve specific goals, to meet the needs of certain groups of women. There are classes, workshops, meetings, one-on-one tutorials, appointments, drop-ins and field-trips. They all aim to provide a safe, comfortable environment for women to learn, to improve their skills, to share experiences, and to find support so that they can better function in the community.

Community benefit: Empowering women by providing information and referral services, encouragement, education, and training so they are better equipped to make decisions in their own lives; provide a safe place for women to come and share their experiences and celebrate their achievements; work with other organizations in the community to provide services and address issues for women. The program is open to all women regardless of age, ability, ethnicity, religion, income, or sexual orientation. Our Centre and classrooms are wheelchair accessible.

Changes that will impact grant use:

The general grant use will remain the same.

FINANCIAL INFORMATION

Your Society's Budget:

Last Complete Year

GP - 230

		<u>Proposed Year</u>
Total Revenue:	143,098.00	158,700.00
Total Expenses:	146,698.00	158,700.00
Annual Surplus or (Deficit):	(3,600.00)	0.00
Accumulated Surplus or (Deficit):	36,583.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The deficit was caused by a delay in receiving a donation due to some technical difficulties on electronic funds transfer.

Current Year:

We budgeted a balanced budget for the current year.

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is the result of the following endeavor: the Board continues to work diligently to organize fundraising events such as the annual International Women's Day Breakfast Fundraiser which was well-attended. Also, as a cost cutting measure, the Board made the difficult decision to close the Centre during summer months. An accumulated surplus is desirable for stability due to uncertainty in funding and revenue.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$25,000	Health, Social & Safety
2018	\$24,000	Health, Social & Safety
2017	\$20,420	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$26,000

Recommendation:

This Multi-Year (Year 2) grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for an increased level.

Staff Comments /

Conditions:

None

Society: Touchstone Family Association

Grant Type: \$5,000 or Less Single Year

Grant Request: \$5,000

Proposal Title: Street Smarts Program

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 40

Richmond Residents: 40

Grant Request Summary:

A community based program for at risk youth called "StreetSmarts" was established in the community of Richmond in 2008. Many of the youth connected to the program self-identified as having peripheral involvement or being vulnerable to gangs. The aim of the program is to support youth to develop protective factors by providing mentorship through one to one services as well as small group work in order to build resiliency and increase positive leadership attributes.

Richmond Services Received by Your Organization:

Touchstone operates the Richmond Restorative Justice Program on behalf of the City through the Community Law and Safety budget for \$95,000.00 per year.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	3,651,069.00	3,619,259.00
Total Expenses:	3,539,136.00	3,577,806.00
Annual Surplus or (Deficit):	111,933.00	41,453.00
Accumulated Surplus or (Deficit):	411,484.00	534,706.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus was in wages do to multiple staff being on maternity leave.

Current Year:

The expectation is for a balanced budget with a small surplus

Explanation for Accumulated Surplus or (Deficit):

Real Estate disposal

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$5,000.00	Health, Social & Safety
2018	\$5,000.00	Health, Social & Safety
2017	\$5,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

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

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Betty Averbach Foundation	Amount	\$10,000.00
Funder 2 Name	Coast Capitol	Amount	\$30,000.00
Funder 3 Name	Ministry of Justice	Amount	\$40,000.00

Amount Your Society will Provide: **\$15,000.00**

Total Proposed Budget: **\$100,000.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$5,000

Recommendation:

This grant will support the Street Smarts Program for at-risk youth, designed to stop or prevent street gang involvement. The recommendation is for the full amount requested.

**Staff Comments /
Conditions:**

None

Society: Turning Point Recovery Society

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$15,000

Proposal Title: Turning Point Drop-in Center and Continuing Care Program

Number Served: 150 to 200 **Richmond Residents:** 150 to 200

Grant Request Summary:

Turning Point Recovery Society is seeking funding from the City of Richmond to support operations at Richmond's only Drop-in Centre and Resource Hub. In May 2016, Turning Point received year-end funding from the BC Ministry of Health to secure a new permanent location for a Drop-in Centre in Richmond following the announcement that St. Albans would be closing. The grant provided \$200K for the expansion of our Outreach Counselling program and \$300K for the relocation of the Drop-in Centre. We received additional funding from the Ministry of Health in 2017 to further expand the mandate of the Drop-in Center so that we could provide additional supports for our patrons, including those that have since moved into Storeys. We are continuing to operate the Drop-in Center at the Salvation Army on Gilbert Road while we work with the City and other community partners to secure a more permanent location. Funding from the City grant this year will support Drop-in Center guests as well as those that will be residing in Storeys with Outreach Support and after care as well as the regular patrons of the centre.

A Drop-in Centre is critical to addressing the essential needs of everyone: food, shelter and community. In Richmond, these needs often go unmet for a significant percentage of our citizens. This is based on information and statistics from several sources including the 2016 Metro Vancouver Homeless Count, reports from the Richmond Food Bank and the Community Meal Program. According to the Food Bank, over 500 family's line up for groceries each week. It is critical that we have a site in Richmond where people who are struggling in our community can find the help and support they need. The primary goal of the Drop-in Centre is to provide a safe and supportive meeting place for our city's most vulnerable citizens; the poor, the unemployed, the marginalized and the isolated individuals in our city.

We are requesting an increase in funding this year to offset increasing costs due to numbers served and need for additional programming and services at the center.

Changes that will impact grant use:

There have been no significant changes to operations at the Drop-in/Resource Centre

with the exception that we exceeded our expected number of visitors projected in our grant last year - serving 150 vs 100. Of the 150 served, all were Richmond residents, clearly indicating the continued need for this critical social service.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	3,205,594.00	3,126,303.00
Total Expenses:	3,023,626.00	3,367,622.00
Annual Surplus or (Deficit):	181,968.00	(241,319.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Turning Point received subsidy funding at the end of 2017-18 that was deferred. In 2018 -19, this funding was actualized on our financial statements which resulted in a misleading surplus. This was not representative of our cash position at FYE.

Current Year:

At the beginning of the FY Turning Point projected a deficit budget due to the need to increase staffing levels in our residential programs to meet the needs of our increasingly complex clients and to respond to the opioid crisis. It is anticipated that through fundraising efforts and continuing discussions with our funding partners, that we should have a balanced statement at the end of the FY.

Explanation for Accumulated Surplus or (Deficit):

Turning Point does not carry accumulated deficits or surpluses.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2019	\$8,500	Health, Social & Safety
2018	\$7,000	Health, Social & Safety
2017	\$6,000	Health, Social & Safety

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$15,000

Recommendation:

This Multi-Year (Year 3) request is to support and enhance the current operations of the Drop-in Centre. The purpose of the Drop-in Centre is to provide a safe and supportive meeting place for Richmond residents who may be experiencing homelessness and to meet their essential needs including food, day-time shelter and social connection. In addition, on-site outreach workers provide referrals to other supportive programs. The recommendation is for the full amount requested.

**Staff Comments /
Conditions:**

None

City of Richmond

2020 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

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1. Overview

(i) City Grant Policy

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

(ii) Purpose

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

(iii) Principles

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

(iv) Goal

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

(v) Objectives

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

2. Program Funding

(i) Base Program Funding

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

(ii) Annual Cost of Living Increase

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

(iii) Unused Program Funds

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

3. Definitions

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

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

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

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

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

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

4. Eligibility

(i) Who is Eligible

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

(ii) Who Cannot Apply

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

(iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

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

(iv) Items Eligible For Funding

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

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

(v) Items Not Eligible For Funding

The following items will not be funded:

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

(vi) Grant Limitations

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

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

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

(ii) Assessment Considerations

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

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

(iii) Less Favourably Considered Applications

Less favoured applications are those which:

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

(iv) Financial Statements

Applicants must submit:

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

(v) User Pay Principle

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

(vi) Multi-Year Funding Criteria

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

6. The Grant Review Process

(i) The Grant Review Process

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

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

(ii) Program Guidelines and Web-based Application

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

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

(iii) Application Deadline

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

(iv) Late Applications

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

(v) Staff Review

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

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

(vi) General Purposes Committee Review

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

7. Awarding of Grants

(i) Council Decision

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

(ii) Grant Disbursement

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

(iii) Reporting and Acknowledgement of Grant Benefits

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

(iv) Recuperation of Grant

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

(v) No Appeal

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

8. Further Information

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

**City Grant Policy**

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

It is Council Policy that:

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



City of Richmond

Report to Committee

To: General Purposes Committee
From: Kim Somerville
Director, Community Social Development
Re: 2020 Child Care Grants

Date: December 11, 2019
File: 07-3070-01/2019-Vol
01

Staff Recommendation

That, as per the staff report titled "2020 Child Care Grants," dated December 11, 2019, from the Director, Community Social Development:

1. The Child Care Capital Grants be awarded for the recommended amounts and cheques be disbursed for a total of \$50,000; and
2. The Child Care Professional and Program Development Grant be awarded for the recommended amount and a cheque be disbursed for a total of \$4,000.

Kim Somerville
Director, Community Social Development
(604-247-4671)

Att. 4

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

Staff Report

Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 1) which acknowledges that child care is an essential service in the community for residents, employers and employees. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, accessible and affordable child care including facilities, spaces, programming, equipment and support resources. The Child Care Development Reserve Fund and the Child Care Operating Reserve Fund were established to financially assist non-profit societies by providing child care grants for minor capital improvements and supportive resources for child care providers.

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

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

This report supports the City's Social Development Strategy Action #10 - Support the establishment of high quality, safe child care services in Richmond through:

Administering the City's Child Care Grant Program to support the provision of quality, affordable, accessible child care in Richmond.

This report also supports the 2017–2022 Richmond Child Care Needs Assessment and Strategy:

Strategic Direction 2 – Creating and supporting child care spaces.

Findings of Fact

2020 Child Care Grants Budget

The City has two Child Care Reserve Funds that are used as a source of funding for the two types of child care grants:

- Child Care Capital Grants are funded from the Child Care Development Reserve (Bylaw No. 6367), established in 1994, for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- Child Care Professional and Program Development Grants are funded from the Child Care Operating Reserve Fund (Bylaw No. 8877), established in 2012, to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond.

As part of the 2020 Capital Budget, a request was made to City Council to approve an expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2020 Child

Care Capital Grants and an expenditure of \$10,000 from the Child Care Operating Reserve to be used for the 2020 Child Care Professional and Program Development Grants.

Notice Given and Applications Received

On August 20, 2019, a call for applications for the 2020 Child Care Grants was posted on the City's website. The availability of the grants was promoted through the City's social media channels and news releases. In addition, notices were forwarded to the Vancouver Coastal Health Community Care Facilities Licensing and to the Richmond Child Care Resource and Referral to share with their child care provider contacts. The deadline for submissions was October 28, 2019. Due to technical issues with the grant system a one week extension was given for applications that were in process at the time of the original deadline. The revised deadline for submission was November 4, 2019. A total of nine applications were received of which eight were for Child Care Capital Grants and one was for Child Care Professional and Program Development Grants.

Analysis

Application Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2020 Child Care Grant applications and supporting materials. The Program Manager, Child Care (CCDAC staff liaison) and Child Care Planner met with the subcommittee on November 18, 2019 to prepare recommendations for consideration by the CCDAC voting members. The subcommittee reviewed and assessed each application for compliance with the Child Care Grant Guidelines (Attachment 2).

The Child Care Grants Subcommittee summarized their review of the 2020 Child Care Grants applications received and outlined their recommendations to the CCDAC. The CCDAC approved the recommendations of the subcommittee which is reflected in the meeting minutes of December 4, 2019. The total requests for the 2020 Child Care Grants amount to \$57,778.64 and the grant allocations recommended amount to \$54,000.00.

The Developmental Disabilities Association of Vancouver - Richmond, La Societe de la Garderie et de la Prematernelle les Moussaillons, Little Wings Daycare Society, Richmond Society for Community Living – Treehouse Early Learning Centre, Richmond Society for Community Living – Youth Connections, the Society of Richmond Children's Centres – Gardens Children's Centre, the Society of Richmond Children's Centres – West Cambie Children's Centre and Thompson Community Association are seeking funding for playground equipment, facility renovations, program equipment and furnishings. All eight applicants deliver licensed child care programs offering a range of services including Group Care Under 36 Months, Group Care 30 Months to School Age and Group Care School Age. The eight Capital Grant requests amount to \$53,778.64. The CCDAC is recommending that the eight Child Care Capital Grants applicants, as outlined in Table 1, be funded for a total amount of \$50,000.

Table 1: 2020 Child Care Capital Grant Applicants and Requests

2020 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Capital Grant Applicants and Requests			
1.	Developmental Disabilities Association of Vancouver - Richmond	\$8,000.00	\$8,000.00
2.	La Societe de la Garderie et de la Prematernelle les Moussaillons	\$9,978.00	\$9,978.00
3.	Little Wings Daycare Society	\$5,001.44	\$4,514.00
4.	Richmond Society for Community Living – Treehouse	\$5,000.00	\$5,000.00
5.	Richmond Society for Community Living – Youth Connections	\$7,500.00	\$7,500.00
6.	Society of Richmond Children’s Centres – Gardens	\$4,149.60	\$3,877.00
7.	Society of Richmond Children’s Centres - West Cambie	\$4,149.60	\$3,877.00
8.	Thompson Community Association	\$10,000.00	\$7,254.00
Total Amount Requested for Capital Grants		\$53,778.64	\$50,000.00

The one Professional and Program Development Grant requests amount to \$4,000. The Child Care Training and Professional Development Society of Richmond, is seeking funding to provide professional development for educators through the provision of the Circles of Caring Conference 2020. The Child Care Professional and Program Development Grant requested by the Child Care Training and Professional Development Society of Richmond, is also recommended for the amount outlined in Table 2 totalling \$4,000.

Table 2: 2020 Child Care Professional and Program Development Applicants and Requests

2020 Child Care Grant Applicants and Requests		Requested Amount	Recommended Amount
Professional and Program Development Grants			
1.	Child Care Training and Professional Development Society of Richmond	\$4,000.00	\$4,000.00

Total Amount Requested for Professional and Program Grants	\$4,000.00	\$4,000.00
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Staff support the CCDAC recommendations as proposed in the attached list of 2020 Child Care Grants (Attachment 3). For reference, summaries of the 2020 Child Care Grant applications are included with this report (Attachment 4). As the content of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicants.

Financial Impact

The 2020 Child Care Grants budget of \$60,000 was requested as part of the City's 2020 Capital Budget and is sufficient to support the two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$54,000 in allocations is being recommended for the 2020 Child Care Grants, subject to City Council's approval.

Conclusion

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care in Richmond. These grants support sustaining priority types of child care programs and enhancing the quality of child care in Richmond. This is consistent with the 2017–2022 Richmond Child Care Needs and Assessment Strategy. Child care is an important service that supports Richmond's children, families and employees.

Staff recommend approval of the proposed recommendations for the City's 2020 Child Care Grants totaling to \$54,000 with \$50,000 allocated to the eight Child Care Capital Grant requests and \$4,000 allocated to the Child Care Professional and Program Development Grant request.



Chris Duggan
Program Manager, Child Care
(604-204-8621)

- Att. 1: Child Care Development Policy 4017
2: Child Care Grants Program Guidelines
3: 2020 Child Care Grants
4: 2020 Child Care Grants Summary Reports



Page 1 of 5

Adopted by Council: January 24, 2006
 Amended by Council: April 10, 2012; December 8, 2014; September 14, 2015, November 18, 2019

Policy 4017

File Ref: 3070

Child Care Development Policy**POLICY 4017:**

It is Council policy that:

1. GENERAL

- 1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

2. PLANNING

- 2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

3. PARTNERSHIPS

- 3.1 The City of Richmond is committed to:

- (a) Being an active partner with senior governments, stakeholders, parents, the private and non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following organizations and groups to facilitate quality child care in Richmond:

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with schools where appropriate, and to liaise with the Child Care Development Advisory Committee,



- (b) Monitoring the need for new child care spaces to support Richmond residents, employee and student populations.
- (c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.
- (d) Requesting senior governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)

- 4.1 The City will establish and support the Richmond Child Care Development Advisory Committee.

5. CHILD CARE RESERVE FUNDS

- 5.1 The City has established two Child Care Reserve Funds as described below.

- (a) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- (i) Establishing child care facilities and spaces in:
 - City buildings and on City land.
 - Private developments.
 - Senior government projects.
 - Community partner projects.
 - (ii) Acquiring sites for lease to non-profit societies for child care; and
 - (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.
- (b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)
- (i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:



Page 3 of 5	Adopted by Council: January 24, 2006 Amended by Council: April 10, 2012; December 8, 2014; September 14, 2015, November 18, 2019	Policy 4017
File Ref: 3070	Child Care Development Policy	

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- (a) 70% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 30% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

6. DEVELOPMENT OF CHILD CARE FACILITIES

6.1 To facilitate consistent, transparent and sound planning, the City will:

- (a) Undertake periodic child care needs assessments to update its child care strategy.
- (b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.
- (c) Prepare Child Care Design Guidelines which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.
- (d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.



- 6.2 The City will further facilitate the establishment of child care facilities by:
- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.
 - (b) Providing City land and facilities for child care programs in locations throughout the City.
 - (c) Encouraging child care program expansion through the enhancement of existing community facilities.

7. CHILD CARE GRANTS POLICY

- 7.1 Through City child care grants, support child care:

- (a) Facilities.
- (b) Spaces.
- (c) Programming.
- (d) Equipment and furnishings.
- (e) Professional and program development support.

8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

- 8.1 Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

9. POLICY REVIEWS

- 9.1 From time to time, the City will:

- (a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- (b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.



10. INFORMATION

10.1 The City will, with advice from the Child Care Development Advisory Committee:

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

11. PROMOTION

11.1 The City will:

- (a) Promote and support child care initiatives and awareness activities.



Child Care Grants Program Guidelines

Child Care Grant Information Session:

Tuesday September 10, 2019 at 6:00pm

Location: M.1.002 Meeting House at City Hall

City of Richmond - Community Services
Community Social Development
August 2019

Child Care Grants - Program Guidelines

Introduction

The City of Richmond provides grants to non-profit societies who provide child care services within the City's geographic boundaries. Child Care grants are funded by voluntary community amenity contributions from developers. These funds are held in the City's Child Care Development Reserve or the Child Care Operating Reserve. The ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered. For more information about the City of Richmond's approach to supporting child care services, please see the [City of Richmond's Child Care Development Policy](#).

Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible for Child Care Grants.

Applicants may be either:

- non-profit child care providers delivering licensed child care in Richmond and seeking to improve the quality or capacity of care in their facility, or
- non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

Purpose

Child care grants are available for both: (1) capital and (2) professional and program development expenses. These purposes are outlined below.

(1) Capital Grants

Capital grants are provided to acquire or upgrade physical assets in licensed child care facilities such as property, buildings and equipment. Funding is available for a **one-time capital expense** that will improve the quality, availability and accessibility of licensed child care in Richmond, such as: equipment, furnishings, renovations or playground improvements. For equipment to qualify as a capital expenditure, it must be for long-term use (e.g. an easel would qualify; art supplies would not).

(2) Professional and Program Development Grants

Non-profit societies developing or providing professional and program development opportunities in Richmond (e.g. training, workshops) are eligible to apply for funding. The initiatives must be available and of benefit to the broader child care community in Richmond, rather than to a few specific individuals or centres. The need for and benefit to the child care community must be demonstrated. Funding for individual staff to register for or attend courses or workshops is not eligible under this grant program.

NOTE: *The City of Richmond recognizes the need for both capital and operating funding to support child care programs. Funds are available to support child care operators through the Provincial Child Care BC Program, including:*

- *Child Care Operating Funding- to assist with the day-to-day costs of running a licensed child care facility. To learn more about operating funding opportunities, visit the Provincial Government- Child Care Operating Funding website.*
- *Training and Professional Development Funding – to assist with professional development and upgrading. To learn more about funding opportunities, visit <https://www2.gov.bc.ca/gov/content/family-social-supports/caring-for-young-children/recruitment-retention-strategy> or Westcoast Child Care Resource Centre at <https://www.wstcoast.org/pd-funding-2019-2020>*

Priorities

Priority will be given to applications for facilities or programs that:

- support infant/toddler and school-age care, identified as priorities in the 2017 – 2022 Richmond Child Care Needs Assessment and Strategy;
- have accessed, or are willing to access other available sources of funding, including Child Care Operating Funding, Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant; and
- enroll families who are receiving the Affordable Child Care Benefit (formerly Child Care Subsidy) and, if eligible, participate in the Child Care Fee Reduction Initiative.

Grant Application Process

The City of Richmond uses an **online** grant application process. Only electronic applications will be accepted. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site for instructions on using the system. The guide provides tips and illustrations for all sections of the grant application.

In preparation for submitting an application, please have electronic documents to attach as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's web site that can be used to provide information on licensed capacity, project budgets and project timelines.

The following electronic documents will be needed for your application:

- Certificate of Incorporation for the Society;
- Society's Constitution and Bylaws;
- Contact list for the Society's Board of Directors, Officers and Executive Director;
- Most recent Annual General Meeting minutes;
- Provincial Child Care License(s), if applicable;
- Last year's financial statements or audited statement;
- Current year operating budget;

- Itemized project budget, including quotes (details included in *Proposed Project Budget* form available on the City's grant website);
- Project timeline;
- Licensed capacity & current enrolment by program; and
- If the organization received a grant in the previous year, a grant-use report.

NOTE: *If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted in order to be considered for a new grant in a future intake year.*

Applications must include the following:

Step 1 - Applicant Contacts

- a) Society name
- b) Society number issued by the BC Registry Services at the time of incorporation
- c) Society website if applicable
- d) Contact names for the Society, e.g. an executive director, program manager or Board member and authorized signing officers
- e) Contact members' role in the Society
- f) Society's address, postal code, phone number and e-mail address

Step 2 - Applicant Information

- a) Briefly outline the Society's history, mandate, goals and objectives.
- b) Describe the programs and services provided in the last five years.
- c) If the Society delivers licensed child care programs, provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health - Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers and Executive Director, including their addresses and contact information.
- f) Attach minutes of the Society's most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;
 - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or

- If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year including all sources of revenue (e.g. Child Care Operating Funding, Fee Reduction, Prototype Funding, other grants, fundraising).
- a) Provide information on signing officers to represent the Society's endorsement of the grant application and attach a completed signature form.

Step 3 - Grant Request Details – Proposal Information

The following items are required:

Capital Grant Requests

- a) Proposal title
- b) Purpose of the grant - what is the intent of the proposed grant (e.g. for equipment, furnishings, playground improvements, other)? If you select "other" please provide a description of what capital project you wish to undertake.
- c) Provide a detailed description of how the funds would be used to enhance the delivery of licensed child care in Richmond (e.g. improve quality, availability, accessibility).
- d) Describe who will benefit from the grant if received (e.g. the number and age groups of children who will benefit).
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers, or companies who will provide money, services, in-kind assistance or other contributions).
- f) Provide a detailed budget for the proposal (using the *Proposed Project Budget* form available on the City grant website) including:
 - dollar figure for the total requested grant amount.
 - 2 quotes for each outlined expense including source of the quote.
 - all other sources of revenue or funding approved or requested for this project (e.g. Child Care BC Maintenance Fund, Child Care BC Relocation Fund, New Spaces Grant), the date of application, amount of funding requested and the status of the application.

Professional and Program Development Grant Requests

- a) Proposal title
- b) Purpose of the grant – describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- c) Describe who will benefit from the grant, if received including the anticipated number of people directly participating.
- d) Describe the expected outcomes for this project and how this project will be evaluated.
- e) List any partners who will be assisting with the project (e.g. any other funders, volunteers or companies who will provide money, services, in-kind assistance or other contributions).

- g) Provide a detailed budget for the proposal (using the *Proposed Project Budget* form available on the City grant website) including:
- dollar figure for the total requested grant amount.
 - 2 quotes for each outlined expense including source of the quote.
 - all sources of revenue for this event (e.g. participant fees, organizational contributions, fundraising, grants), the amount and the status (e.g. secured, anticipated, unconfirmed).

Supporting Documents

- a) Attach copies of the following:
- An itemized budget for how grant funds will be used (using the *Proposed Project Budget* form available on the City grant website);
 - Additional supporting information for the projected costs (e.g. workshop presenters quotes or 2 quotes from suppliers/trades for Capital projects);
 - A timeline for completing the project and using the grant funds.

Additional Documentation to Support your Application (optional)

- b) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
- c) Letters of support from parents, community partners or others.

Terms and Conditions

The Terms and Conditions section of the grant application discusses the following expectations for grant applicants:

- Funds must be used by successful applicants within one year of approval.
- All grant recipients must provide a report documenting the use of the funds and the benefits received (at the latest, one year following receipt) through a Grant-Use Report on the online City grant system. Capital Grant Use reports must also include a photo.
- In addition, the grant received should be mentioned in any newsletter or related publicity published by the organization.
- Any grant applicant who is applying for new funding must submit a report documenting use of previously awarded funds before their current application can be considered.

Consent to these terms will be requested as part of the application process.

Review Process and Approval Process

Grant submissions are first reviewed by City staff to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee also reviews grant applications and makes recommendations to City Council. These are summarized into a report that is presented to Council for their consideration. All decisions concerning the approval of Child Care grants are made by Council. These decisions are final and there is no appeal process.

Application Deadlines and Decisions

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants web site for more information on the grant program and important application deadlines:
www.richmond.ca/citygrants

If you are unclear on any part of the grant application please contact Chris Duggan, (Program Manager, Child Care) for clarification.

Chris Duggan
Program Manager, Child Care
City of Richmond – Community Social Development
Phone: 604-204-8621
E-mail: cduggan@richmond.ca

CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
Developmental Disabilities Association	Child Care Capital Grant	Washroom and Kitchen Upgrade Riverside's recent BC CC Maintenance fund application covered the replacement of the counter and sinks in the children's washroom. There are other washroom and kitchen repairs that are needed which no longer fall within the Province's grant criteria.	\$8,000.00	\$8,000.00		1
La Societe de la Garderie et de la Prematernelle les Moussaillons	Child Care Capital Grant	Playground Improvements The purpose is to build a new playground structure for the younger children enrolled at Les Moussaillons. A playground was recently installed for the school age children.	\$9,978.00	\$9,978.00	Conditional on: receipt of BC Gaming Grant or other confirmed funding Conditional on: Submission of completed grant use report from 2017	3
Little Wings	Child Care Capital Grant	Furnishings and Equipment - Infant/Toddler Program The purpose of this grant is to purchase new equipment and furnishings required for our Infant and Toddler programs. These new items will replace much needed furnishings that are old and starting to break down.	\$5,001.44	\$4,514.00	Conditional on: previously funded fence installation being completed, updated grant use report submitted. Funding Considerations Ineligible items: toys Change from requested: Funding lesser quote for drying rack.	5
Richmond Society for Community Living - Treehouse	Child Care Capital Grant	Facility Upgrades- Treehouse The purpose of this grant is to make capital refurbishments and repairs to Treehouse Early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to continue to make needed health and safety upgrades to the centre. Following recent completion of Phase 1 of the project replaced counter tops, sinks and faucets in the kitchen, art area and bathrooms, Phase 2 will include a minor upgrade to electrical and installation of new cabinet doors in all areas of the centre. This project will improve safety and the overall appearance of a centre.	\$5,000.00	\$5,000.00	Conditional on: grant funding is allocated towards capital costs.	7
Richmond Society for Community Living - Youth Connections	Child Care Capital Grant	Furnishings- Youth Connections Grant funds will be used to improve accessibility and safety of the kitchen located in our Youth Connections out of school program.	\$7,500.00	\$7,500.00	Conditional on: grant funding is allocated towards capital costs..	9

CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
Society of Richmond Children's Centres - Gardens	Child Care Capital Grant	Furnishings and Equipment- Gardens The Gardens infant room is in need of a) some more challenging equipment for infants to climb and b) more cozy space. The Natural Pod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.	\$4,149.60	\$3,877.00	Change from requested: Revised budget amount submitted by applicant \$3889.60	11
Society of Richmond Children's Centres- West Cambie	Child Care Capital Grant	Furnishings and Equipment- West Cambie The West Cambie infant room is in need of a) some more challenging equipment for the infants to climb and b) more cozy space. The Natural Pod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.	\$4,149.60	\$3,877.00	Change from requested: Revised budget amount submitted by applicant \$3889.60	12
Thompson Community Association	Child Care Capital Grant	Playground Improvements Grant funds will be used to purchase a mud kitchen, benches, an arbor and water play table.	\$10,000.00	\$7,254.00	Funding Considerations Ineligible items: garden tools and accessories. Not funding: one mud kitchen. Change from requested: will be funding lower quotes.	13
Child Care Capital Grant Request Total			\$53,778.64	\$50,000.00		
Child Care Training and Professional Development Society of Richmond	Professional and Program Development Grant	Administer Workshop/Conference Grant funds will support the costs of a professional development conference for child care providers and early childhood educators in Richmond and help subsidize the cost of the Keynote, workshop presenters, parking, and venue cost which will result in keeping delegates' fees low.	\$4,000.00	\$4,000.00	Conditional on: providing an updated budget form that is clear and accurate.	15
Child Care Professional and Program Development Grant Request Total			\$4,000.00	\$4,000.00		

CCDAC Recommended Child Care Grant Allocations

SOCIETY	GRANT OPTION	PURPOSE OF GRANT/DESCRIPTION OF GRANT PURPOSE	REQUESTED AMOUNT	CCDAC RECOMMENDED AMOUNT	CONDITIONS	Page Number
Professional & Program Development Grant Request/Recommended Total			\$4,000.00	\$4,000.00		
Child Care Capital Grant Requests/Recommended Total			\$53,778.64	\$50,000.00		
TOTAL 2019 CHILD CARE GRANTS REQUESTS & RECOMMENDED			\$57,778.64	\$54,000.00		
2020 Child Care Grants Program Budget:		Amount Available	Requests	Recommended	Balance remaining	
Capital Grants		\$50,000.00	\$53,778.64	\$50,000.00	\$0.00	
Prof & Prog Dev't Grants		\$10,000.00	\$4,000	\$4,000.00	\$6,000.00	
Total		\$60,000.00	\$57,778.64	\$54,000.00	\$6,000.00	



Capital Assistance Application for 2020 Childcare Grants Program

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

Society: Developmental Disabilities Association of Vancouver-Richmond

Title: Riverside Washroom/Kitchen upgrade

Amount: \$8,000.00

Purpose: Furnishings

Riverside's recent BC CC Maintenance fund application covered the replacement of the counter and sinks in the children's washroom. There are other washroom and kitchen repairs that are needed which no longer fall within the Province's grant criteria.

Service Delivery Benefits:

The kitchen counter and microwave shelf are in disrepair and cannot be properly sanitized due to wearing and cracks. The children's washroom cupboard doors are broken and the inside of the cabinets have water damage. The surfaces are buckled and were showing signs of mold. The sinks and counter were replaced so the water is no longer a problem but the resulting damage creates an unhealthy environment.

Beneficiaries:

The children and staff will have clean and healthy kitchen and washroom spaces, allowing for proper cleaning and pride in their environment.

Partners (if applicable):

Previously received \$2152.50 from MCFD for the children's washroom counter and sinks/taps. This work is noted on attached quote from Solid General Contractors.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$10000.00	Child Care Capital
2017	\$2500.00	Child Care Capital
2016	\$4900.00	Child Care Capital

GRANT RECOMMENDATIONS

Capital Assistance for 2020

Developmental Disabilities Association of Vancouver-Richmond

Summary Page 2

**Recommended
Amount:** \$8,000.00

Recommendation:

That the Developmental Disabilities Association of Vancouver-Richmond be funded for a total amount of \$8,000.00 for a Child Care Capital Grant.
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Staff Comments/Conditions:

Subject to the City of Richmond's (as landlord) review and approval of the materials to be used in this project.
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Society: LA SOCIETE DE LA GARDERIE ET DE LA PREMATERNELLE LES**Title: Construction of a New Playground Structure****Amount: \$9,978.00****Purpose: Playground**

The purpose is to build a new playground structure for the youngest children enrolled at Les Moussaillons.

Service Delivery Benefits:

This is an issue of accessibility and safety of the children. The elementary school (Ecole Des Navigateurs) in which Les Moussaillons is located has just built a new playground structure for its students. Les Moussaillons also uses this playground, however, the equipment is not age appropriate for some of our smaller children.

These funds will be used to help build a new small playground structure to complement the larger playground structure that has already been built by the school in order to give the smaller children a safer, more age appropriate, playground for them to play on. Currently the youngest children at Les Moussaillons are unable to safely use the playground currently at the school.

Beneficiaries:

At least 18 children between the ages of 30 months and 5 years old enrolled at Les Moussaillons will directly benefit from the new playground equipment.

Furthermore, the playground will also benefit the children in the surrounding community who use the playground equipment during evenings and on weekends when school is not in session. Exact numbers are not known but it is estimated that these children number between 25 to 50.

Partners (if applicable):

Ecole Des Navigateurs (part of District 93), who is leasing the school from the Richmond School District (District 38), is providing Les Moussaillons the space on which to build its playground.

Capital Assistance for 2020

We are also applying for funding from the Province of BC through their Community Gaming Grants program. We have received this funding in the past (2017) and we will be applying for it again this year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2017	\$6712.00	Child Care Capital

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$9,978.00

Recommendation: That La Societe de la Garderie et de la Prematernelle les Moussaillons be funded for a total amount of \$9,978.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

Conditional on receipt of BC Gaming Grant or other funding sufficient to complete project and conditional on the completed 2017 Grant Use Report being submitted.



**Capital Assistance Application for 2020
Childcare Grants Program**

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

Society: Little Wings Day Care Centre Society

Title: Infant Toddler Upgrades

Amount: \$5,001.44

Purpose: Furnishings

The purpose of this grant is to purchase new equipment and furnishings required for our Infant and Toddler programs. These new items will replace much needed furnishings that are old and starting to break down.

Service Delivery Benefits:

These child care funds will be used to enhance child care service delivery by providing quality furnishings that meet the needs of daily use in our Infant and Toddler programs. With the purchase of solid and well-built equipment, the children will have opportunities to play and explore their environment that will encourage social interactions as well as allow for parallel play. The addition of 3 new cribs for our infant nap room will ensure that the children have an appropriate space to rest each day.

Beneficiaries:

By providing new durable furnishings, as well as some sensory toys, this grant will directly benefit 12 infants and 12 toddlers as well as 8 educators. Forty-eight parents will be happy knowing their children are in an environment that is safe and nurturing and that their development needs and size requirements are being met.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$17687.00	Child Care Capital
2019	\$5734.00	Child Care Capital
2018	\$5297.00	Child Care Capital

GRANT RECOMMENDATIONS

Capital Assistance for 2020

Little Wings Day Care Centre Society

Summary Page 2

Recommended

Amount: \$4,514.00

Recommendation:

That Little Wings Daycare Society be funded for a total amount of \$4,514.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

That the Little Wings Daycare Society submits and updated grant use report for their 2019 Child Care Capital Grant and confirms that all previously funded grants are complete.

Society: Richmond Society for Community Living**Title:** Treehouse early Learning Centre Refurbishment**Amount:** \$5,000.00**Purpose:** Other

The purpose of this grant is to make capital refurbishments and repairs to Treehouse early Learning Centre. Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to continue to make needed health and safety upgrade to the centre. Following recent completion of Phase 1 of the project which saw replaced counter tops, sinks and faucets in the kitchen, art area and bathrooms, Phase 2 will include a minor upgrade to electrical and installation of new cabinet doors in all areas of the centre.

This project will improve safety and the overall appearance of a centre that has received no major renovations in the past two decades.

Service Delivery Benefits:

Treehouse early Learning Centre was built more than 20 years ago. The playground area has no grounded electrical outlets and the staff currently run an extension cord from the utility closet to the play areas to power equipment. In addition to posing a tripping hazard for the children and staff, there is a risk of overload to the outlet with multiple items plugged in at one time.

In addition, wear and tear on the cabinets throughout the centre has resulted in loose hardware, with cabinet hinges/pulls completely broken in some areas. Laminate coating on some doors has degraded completely, leaving the doors with sharp edges and discoloured. New cabinet doors will include upgraded hardware to ensure safety and a uniform appearance throughout the centre.

Beneficiaries:

Beneficiaries of this grant will be the children currently enrolled at Treehouse early Learning Centre and their families, as well as those who will attend the program in the future. Treehouse is a community child care centre with dedicated spots for children with disabilities or additional support needs.

Partners (if applicable):

Capital Assistance for 2020

Richmond Society for Community Living

Summary Page 2

Ability - to off-set the costs of this project

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$15500.00	Health, Social & Safety
2019	\$3500.00	Child Care Capital
2019	\$5000.00	Child Care Capital

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$5,000.00

Recommendation: That the Richmond Society for Community Living be funded for a total amount of \$5,000.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

Subject to the City of Richmond's (as the landlord) review and approval of the proposed materials to be used in the project and that the grant funding is used towards capital costs.



**Capital Assistance Application for 2020
Childcare Grants Program**

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

Society: Richmond Society for Community Living

Title: Youth Connections Kitchen Renovation

Amount: \$7,500.00

Purpose: Other

Grant funds will be used to improve accessibility and safety of the kitchen located in our Youth Connections out of school program.

Service Delivery Benefits:

Located in Richmond Caring Place, Youth Connections ensures that youth with developmental disabilities receive supervision and support while their parents are at work. Each individual is encouraged to set goals, and program staff work to plan activities and outings to support participants to achieve their goals.

Achieving and maintaining a healthy lifestyle is often a focus. Good nutrition and healthy eating is an important component of the program that is reinforced in a variety of ways. Youth Connections maintains a garden plot at Terra Nova Community Gardens and also grows produce in their yard. Cooking classes where participants are supported to learn skills to contribute to their own health and well-being.

The current Youth Connections kitchen is not adequate for this purpose. The facility lacks a proper cook top/oven and participants and staff rely on a counter top convection oven and microwave for cooking. Additionally, the area of the kitchen is very small, restricting access for those who use wheelchairs for mobility.

A renovation to the space would see the space widened by moving the peninsula counter top and creating a dual height surface to accommodate those who use wheelchairs. In addition, we will undertake to install a proper

Capital Assistance for 2020

Richmond Society for Community Living

Summary Page 2

stove/oven appliance which will require moving plumbing and upgrading electrical. These improvements will provide greater accessibility and safety of the space, allowing for more program participants to benefit.

Beneficiaries:

Youth Connections is an innovative out-of-school program designed exclusively for young people with disabilities aged five to nineteen. Operating after school weekdays during the school year and for full days during the summer, spring, and winter breaks, the program offers school-aged children and teens the opportunity for social interaction and recreation. Therapeutic recreation offered through Youth Connections allows participants to expand their independence skills and improves overall quality of life. With a focus on adventure, excitement, friendship, and fun, Youth Connections is living proof that some of life's greatest lessons are taught in a recreational setting.

Partners (if applicable):

RSCL will submit a grant application to BC Maintenance Fund in support of this project. In addition, RSCL will direct funds received from fundraising activities and MCFD one time only funding to this project.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$15500.00	Health, Social & Safety
2019	\$3500.00	Child Care Capital
2019	\$5000.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: \$7,500.00

Recommendation: That the Richmond Society for Community Living be funded for a total amount of \$7,500.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

The grant funding is to be used towards capital costs.

Society: Society of Richmond Children's Centres

Title: Infant Loft - Gardens IT

Amount: \$4,149.60

Purpose: Equipment

The purpose is to add this climbing equipment to add play value for the infants and toddlers at Gardens Infant/Toddler Program.

Service Delivery Benefits:

We have found this room with it's slanting glass walls to be very tricky to arrange in a way that is safe and challenging for the children. This loft which we have used in our other infant/toddler classrooms will be free standing and allow for more exploration and challenge in this classroom.

Beneficiaries:

All the children using the services at Garden's Children's Centre

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$12000.00	Child Care Capital
2019	\$4000.00	Professional and Program Development
2019	\$1880.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended

Amount: \$3,877.00

Recommendation:

That the Society of Richmond Children's Centres be funded for a total amount of \$3,877.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None.



**Capital Assistance Application for 2020
Childcare Grants Program**

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

Society: Society of Richmond Children's Centres

Title: Infant Loft - West Cambie

Amount: \$4,149.60

Purpose: Equipment

The West Cambie infant room is in need of a) some more challenge for the climbing infants and b) more cozy space. The NaturalPod Infant Loft was designed to serve both those purposes and would be a wonderful addition to the classroom.

Service Delivery Benefits:

The loft would add an important element to the classroom and give the infants more play value in their physical space.

Beneficiaries:

All the infant children and families using West Cambie Children's Centre now and for years to come.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$12000.00	Child Care Capital
2019	\$4000.00	Professional and Program Development
2019	\$1880.00	Child Care Capital

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$3,877.00

Recommendation: That the Society of Richmond Children's Centres be funded for a total amount of \$3,877.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

None.



**Capital Assistance Application for 2020
Childcare Grants Program**

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

Society: Thompson Community Association

Title: Playground enhancement project

Amount: \$10,000.00

Purpose: Playground

While the playground underwent a major improvement in 2017, the teaching staff have recommended improvements that will enhance play and active learning experiences for the children. These are specifically around the outdoor mud kitchen, which would benefit from more play space, stainless steel equipment, storage, and enhanced facilities. As we increase the focus exploring food - where it comes from, how to grow and care for it and the land - we also include in our application an arbor, which will create a cozy quiet place for children's reflection, and serve as a frame for growing runner beans or sweet peas to surround them. Lastly we envision a water activity table as a vehicle to enhance sensory exploration and the science found in everyday play.

Service Delivery Benefits:

These funds will enhance the quality of play experience for the Rompers students, by improving upon the outdoor play elements. With the success and popularity of the Terra Nova Nature School (another preschool program overseen by Thompson Community association), we recognize the intrinsic value realized when a robust active outdoor environment is provided, and the teachers are actively engaged in building a curriculum around it.

Beneficiaries:

The beneficiaries of this grant include the students and families of Rompers Preschool and summer camps, as well as the teaching staff, and the association. The students will benefit by an enhanced outdoor learning environment in which to discover the natural world; the teachers will benefit through an improved and more satisfying work environment in which to utilize their skills and knowledge, and the association will benefit by improving their reputation and ensuring their investment in the playground maintains its value.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Capital Assistance for 2020

Thompson Community Association

Summary Page 2

Year	Amount	Grant Program
2019	\$5733.00	Child Care Capital
2017	\$8600.00	Child Care Capital
2015	\$10000.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended

Amount: \$7,254.00

Recommendation:

That the Thompson Community Association be funded for a total amount of \$7,254.00 for a Child Care Capital Grant.

Staff Comments/Conditions:

Funding to be allocated to the lower priced quotes for capital items only.



**Program and Professional Development
Child Care Grants Program 2020**

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

Society: Child Care Training and Professional Development Society of Richmond

Title: Circles of Caring Conference 2020

Amount: \$4,000.00

Purpose:

Provide a low cost but high quality conference for ECE and School Age providers in Richmond.

Service Delivery Benefits:

- provide high quality workshop presenters and be able to host a large amount of people in one venue

Beneficiaries:

- Early Childhood Educators and School Age providers in Richmond, BC

Partners (if applicable):

City Association Coordinators - set-up/take down, meet and greet

Richmond High Students - set-up/take down

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2019	\$4000.00	Professional and Program Development
2018	\$6000.00	Professional and Program Development
2017	\$5500.00	Professional and Program Development

GRANT RECOMMENDATIONS

Recommended

Amount: \$4,000.00

Recommendation:

That the Child Care Training and Professional Development Society of Richmond be funded for a total amount of \$4,000.00 for a Child Care Professional and Program

Program and Professional Development Assistance for 2020

Child Care Training and Professional Development Society of

Summary Page 2

Development Grant.

Staff Comments/Conditions:

None



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 6, 2020

From: Claudia Jesson
Director, City Clerk's Office

File: 12-8060-20-010124

Re: Amendments to the Council Procedure Bylaw In Relation to Agenda
Preparation and Distribution

Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.

Claudia Jesson
Director, City Clerk's Office
(604-276-4006)

REPORT CONCURRENCE	
CONCURRENCE OF SENIOR DIRECTOR 	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

As a result of the Council resolution adopted on December 18, 2019 in relation to Council and Committee agenda distribution, amendments are required to the *Council Procedure Bylaw* to update various deadlines and to authorize the necessary administrative changes.

Analysis

The following amendments to the *Council Procedure Bylaw* are recommended in order to bring effect to the recently adopted resolution on agenda distribution:

- The proposed amendment to Section 3.3.1 provides for Council and Committee agenda distribution to Council members. For practical purposes, Council agenda distribution is planned to occur on the Wednesday (3 business days in advance) of the week immediately preceding the meeting. For Committees and Public Hearings, agenda distribution will be on Thursdays (seven business days in advance) preceding the meetings.

It should be noted that the recent adjustments to the agenda distribution have not affected the deadline for non-agenda delegation requests and/or submission of reports by members. The deadline for receipt of reports/non-agenda delegation requests is 5:00 pm Wednesday, prior to the issuance of agendas the following week.

It should also be noted that the recent changes do not affect the issuance of supplemental agendas, as this additional material will be distributed to Council members and the public as soon as practical. Similarly, agenda material of a sensitive nature, for example, personnel or time-sensitive matters, will most likely be distributed to Council members as a supplemental agenda closer to the actual meeting date, given the advance distribution of all other agenda material.

Financial Impact

None.

Conclusion

Amendments to the *Council Procedure Bylaw* as recommended will align the Bylaw with recent Council direction in relation to the new agenda distribution schedule.



Claudia Jesson
Director, City Clerk's Office
(604-276-4006)



Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124

The Council of the City of Richmond enacts as follows:

1. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 3.3 by deleting Section 3.3.1 and replacing it with the following:

"3.3.1 The agendas of meetings must be made available to Council members and to the public as follows:

- (a) **Regular Council Meetings** – three business days preceding each such meeting;
- (b) **Regular Council Meeting for Public Hearings** – seven business days preceding each such meeting;
- (c) **Standing Committee Meetings** or **Select Committee Meetings** – seven business days preceding each such meeting; and
- (d) **Special Council Meetings** – three business days preceding each such meeting, if possible, or in accordance with the *Community Charter*."

2. This Bylaw is cited as "**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10124**".

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>CJ</i>
APPROVED for legality by Solicitor <i>AC</i>

MAYOR

CORPORATE OFFICER



City of Richmond

Report to Committee

To: General Purposes Committee

Date: January 9, 2020

From: Claudia Jesson
Director City Clerk's Office

File: 05-1400-01/2020-Vol
01

Re: Appointment of Acting Corporate Officer

Staff Recommendation

That Matthew O'Halloran, Manager, Legislative Services, be appointed as an Acting Corporate Officer for the purposes of carrying out statutory duties prescribed in section 148 of the Community Charter in the absence of, or as directed by, Claudia Jesson, Director, City Clerk's Office (Corporate Officer).

Claudia Jesson
Director City Clerk's Office
(604-276-4006)

REPORT CONCURRENCE	
CONCURRENCE OF SENIOR DIRECTOR 	
SENIOR STAFF REPORT REVIEW	INITIALS:
APPROVED BY CAO 	

Staff Report

Origin

Traditionally, the Manager, Legislative Services has also been appointed as an Acting Corporate Officer for the City of Richmond in order to ensure appropriate continuity of City business, to maintain customer service and to provide proper coverage in the City Clerk's Office in the absence of, or as directed by, the Corporate Officer / Director, City Clerk's Office.

The appointment of an Acting Corporate Officer, which is a common practice in municipalities, facilitates a more efficient approach to a variety of required administrative work including the execution of agreements, contracts and land title documents, the acceptance of notices served on the City as required by statute, the certification of bylaws, meeting minutes and other City records and attendance at City Council meetings and Public Hearings as a (Acting) Corporate Officer.

The position of Manager, Legislative Services was recently filled by Matt O'Halloran who comes to the City of Richmond with eleven years experience in municipal government, with eight of those years focussed specifically in Legislative Services/Administration. Mr. O'Halloran's appointment as an Acting Corporate Officer should be considered in order to maintain appropriate service levels.

Financial Impact

None.

Conclusion

The appointment of Matt O'Halloran as an Acting Corporate Officer will provide the City Clerk's Office with an appropriate level of service and coverage and will ensure continuity of key business processes.



Claudia Jesson
Director City Clerk's Office
(604-276-4006)