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## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, February 4, 2013  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-5**      *Motion to adopt the minutes of the meeting of the General Purposes Committee held on Monday, January 21, 2013.*



### COMMUNITY SERVICES DEPARTMENT

1.      **2013 HEALTH, SOCIAL AND SAFETY GRANTS**  
(File Ref. No.) (REDMS No. 3732793)

**GP-53**

See Page **GP-53** for full report

*Designated Speaker: Lesley Sherlock*

#### STAFF RECOMMENDATION

*That, as per the staff report titled 2013 Health, Social and Safety Grants from the General Manager, Community Services, dated January 4, 2013:*

- (1)      *Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$546,054;*
- (2)      *the following applicants be recommended for the first year of a three-year funding cycle, based on Council approval of each year of funding:*
  - (a)      *Chinese Mental Wellness Association of Canada;*

- (b) *Heart of Richmond AIDS Society;*
- (c) *Richmond Mental Health Consumer & Friends Society;*
- (d) *Richmond Society for Community Living;*
- (e) *Richmond Women's Resource Centre Association; and*
- (3) *the following applicants be recommended for the second year of a three-year funding cycle, based on Council approval of each year of funding:*
  - (a) *Big Sisters of the Lower Mainland;*
  - (b) *Canadian Mental Health Association – Richmond Branch;*
  - (c) *CHIMO Crisis Services;*
  - (d) *Family Services of Greater Vancouver;*
  - (e) *Richmond Addiction Services;*
  - (f) *Richmond Family Place;*
  - (g) *Richmond Multicultural Community Services;*
  - (h) *Richmond Youth Service Agency;*
  - (i) *Volunteer Richmond Information Services Society.*



2. **2013 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**

(File Ref. No. 03-1085-01/2012) (REDMS No. 3736323 v2)

GP-153

See Page GP-153 for full report

*Designated Speaker: Serena Lusk*

STAFF RECOMMENDATION

*That:*

- (1) *Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$97,100 as identified in Attachment 2 of the staff report titled Parks, Recreation and Community Events City Grants dated January 14, 2013, from the Senior Manager, Parks and the Senior Manager, Recreation; and*
- (2) *Richmond Summer Programs be recommended for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding.*



Pg. #      ITEM

3.      **2013 ARTS AND CULTURE GRANT PROGRAM**

(File Ref. No.) (REDMS No. 3742966)

**GP-179**

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See Page **GP-179** for full report

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*Designated Speaker: Liesl Jauk*

STAFF RECOMMENDATION

*That the 2013 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$94,300 as per the staff report from the Director, Arts, Culture and Heritage Services, dated January 8, 2013.*

☐

ADJOURNMENT

☐







## General Purposes Committee

Date: Monday, January 21, 2013

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Linda Barnes  
Councillor Derek Dang  
Councillor Evelina Halsey-Brandt  
Councillor Ken Johnston  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves

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 Monday, January 7, 2013, be adopted as circulated.*

**CARRIED**

## **COMMUNITY SERVICES DEPARTMENT**

**1. RICHMOND OLYMPIC EXPERIENCE: BUSINESS PLAN 2.0**

(File Ref. No. 01-0005-01) (REDMS No. 3748590)

John Mills, General Manager, Richmond Olympic Oval Corporation, accompanied by Jason Kita, Manager, Enterprise Services, noted a small correction in the Analysis of the staff report, and indicated that confidential proprietary business and financial information contained in the staff report had been removed.

A discussion then ensued about:

- how this project requires a minor capital budget in comparison to projects of this nature;
- how the Richmond Olympic Experience (ROE) may be twinned with other projects within the City to enhance tourism in the City;
- the importance of conducting best practices research as a part of this project, and how any research requiring travel is being sustained by private sponsorship and the Olympic Network Partners;
- general information relating to the agreements and acquisition of artefacts for the exhibition. It was noted that many of the artefacts will be traded on a temporary basis with other Olympic Museums, and that the nature of most of the related agreements will be focused on the insurance and transportation of such artefacts;
- the sale of Olympic Museum and other sports related merchandise;
- the requirement for a full-time Programmer to ensure ROE's operational needs are met, and to facilitate access to educational programs developed for children and youth;
- the rationale for choosing the word "experience" rather than "museum" as the name for the project. It was noted that the word "experience" is more accurate in describing the project, as ROE is to be more than a static museum, given the proposed interactive and stimulating displays;
- the opening of ROE, which is anticipated to take place in the fall of 2014. It is projected that ROE will receive approximately 10,000 visitors annually to begin;
- details related to the funding for ROE. It was noted that funding sources include the initial Council approved funding of \$575,000, as well as additional resources from tourism, the Oval Capital Program, and private sector sponsorship;

## General Purposes Committee

### Monday, January 21, 2013

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- the recruitment process for future members of the Advisory Committee, which is anticipated to be completed by the end of February, 2013;
- how the experience offered at ROE will differ from some of the Olympic Museums that have been visited by members of City Council and staff and were noted as not the most memorable and exciting experiences; and
- how the existing infrastructure including human resources, information technology (IT), and reception at the Oval would be used to support ROE.

During the discussion, staff was requested to provide Committee with ongoing updates with specific information on the status of the various agreements required for the project.

It was moved and seconded

*That the staff report titled Richmond Olympic Experience: Business Plan 2.0 (dated January 11, 2013 from the Director, Arts, Culture and Heritage) be received for information.*

**CARRIED**

## LAW & COMMUNITY SAFETY DEPARTMENT

### 2. REGULATION OF SOIL REMOVAL AND DEPOSIT ACTIVITIES ON AGRICULTURAL LAND

(File Ref. No.: 12-8060-20-8094) (REDMS No.3780836)

Phyllis Carlyle, General Manager Law and Community Safety, joined by Doug Long, City Solicitor, and May Leung, Staff Solicitor, and , made reference to a memorandum (attached as **Schedule 1**, and forms part of these minutes) containing the following three attachments: (i) Agricultural Land Commission Document: - *Re: Importation of Fill – 9360 Finn Road, Richmond*; (ii) Letter from McTavish Resource and Management Consultants Ltd.; and (iii) Drawing: *Location of All Weather Access Road 9360 Finn Road, Richmond BC*, and spoke about the stop work order that had been issued by the Agricultural Land Commission (ALC) for the property.

A discussion then ensued about:

- how the community can continue to be updated on the matter. Members of the community were encouraged to consult the ALC directly as their first route of communication, and to contact the City's Community Bylaws personnel as a second route of communication;

## General Purposes Committee

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- how the City is limited in the actions it may take related to the matter, as the City operates on a legislative paradigm, and this matter falls under the mandate of the ALC;
- the proposed amendment to the Soil Removal and Fill Deposit Regulation Bylaw No. 8094 that would result in the requirement for Richmond ALR property owners having to submit an application to the City in addition to their application to the ALC. It was noted that such an amendment to the bylaw would require provincial approval;
- complications and concerns that may arise if the two agencies, the City and the ALC, made conflicting decisions regarding an application;
- conducting a review of farm uses of agricultural land and seeking appropriate legislative changes;
- concerns about the carcinogens found in paving materials such as black top and the hazards posed by mixing such products with soil;
- the use of limestone rather than gravel or black top for the roadways on farmland. Discussion also took place about requesting the ALC to review and reconsider the types of materials that may be appropriate for the construction of roadways on farmland;
- how the City will continue to work with the ALC in reporting any non-compliant activities observed on ALR lands; and
- the staff shortage at the ALC and the feasibility of City staff collaborating with ALC staff on a more official level.

During the discussion, staff was requested to continue making specific inquiries about the Finn Road property to the ALC, and report back on ongoing updates on the status.

Jim Wright, 8300 Osgoode Drive, read from his submission, attached as **Schedule 2**, and forming part of these minutes. Mr. Wright commended the City for its prompt action to address the dumping of fill on the property at 9360 Finn Road before speaking about specific concerns related to the site.

Colin Smith, local farmer, spoke about the specifications related to cranberry farms, and questioned the rationale for using this specification on the particular property at 9360 Finn Road.

Gina Alexis, Richmond resident, stated that she resided across from 9360 Finn Road, and expressed concerns related to the use of peat moss on the property and questioned the rationale behind the issuance of an ALC permit for fill on the property.

**General Purposes Committee**  
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Ray Galawan, local farmer, spoke about the process related to acquiring a permit to place fill on ALR land, and expressed concern about how the City is not officially involved in the process as it is in the jurisdiction of the ALC. Mr. Galawan also spoke about the difficulties he encountered in receiving a response back from the ALC when he contacted them about the concerns related to the dumping of fill at 9360 Finn Road. In conclusion, Mr. Galawan stated that the blockade at the property will not be removed until the dumping of fill has come a stop, and all toxic materials removed. He further stated that he expected the City's bylaw personnel to visit the property and confirm that hazardous materials have been removed.

Kimi Hendez, local farmer, expressed concerns relating to the dumping of specific materials on farm land, and the resulting impact on the farm-ability of such lands. A copy of Ms. Hendez's submission is attached as **Schedule 3** and forms part of these minutes.

It was moved and seconded

- (1) *That staff be directed to prepare a bylaw amendment to Soil Removal and Fill Deposit Regulation Bylaw No. 8094 to provide that soil deposit and removal activities relating to existing "farm use" in the Agricultural Land Reserve will require a permit from the City and request that the ALC act on this commencing immediately;*
- (2) *That, following first, second and third reading of the above bylaw amendment, the bylaw be forwarded to the responsible Provincial ministries for approval;*
- (3) *That staff be directed to report back on the options and implications for charging fees for soil removal and deposit activities in the Agricultural Land Reserve;*
- (4) *That an education and "Soil Watch" program, as outlined in the staff report dated January 16, 2013 titled "Regulation of Soil Removal and Deposit Activities on Agricultural Land" from the City Solicitor, be implemented;*
- (5) *That staff be directed to review the authority and process for the Agricultural Land Commission to delegate to the City decision-making and enforcement relating to non-farm uses of land within the Agricultural Land Reserve, and in particular, in relation to soil deposit and removal activities;*
- (6) *That staff be directed to review the authority and process for the Agricultural Land Commission to delegate to the City decision-making and enforcement relating to farm uses of land within the Agricultural Land Reserve and seek appropriate legislative changes;*

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- (7) *That staff be directed to review, and dispute if necessary, the rulings and discussions from time to time in relation to the Finn Road property, and report back through Committee;*
- (8) *That the Agricultural Advisory Committee (AAC) be advised of this resolution; and*
- (9) *That copies of this resolution be forwarded to the Premier, the local MLAs, and the Leader of the Official Opposition.*

**CARRIED**

**ADJOURNMENT**

It was moved and seconded  
*That the meeting adjourn (5:44 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 21, 2013.

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Mayor Malcolm D. Brodie  
Chair

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Shanan Sarbjit Dhaliwal  
Executive Assistant  
City Clerk's Office



## City of Richmond

Schedule 1 to the Minutes of the  
General Purposes Committee  
Meeting of Monday, January 21,  
2013.

TO: MAYOR & EACH  
COUNCILLOR  
FROM: CITY CLERK'S OFFICE

Michelle Jansson

### Memorandum Law & Community Safety Department

To: Mayor and Council  
From: Phyllis L. Carlyle  
General Manager, Law and Community Safety  
Re: Fill Deposit Activities at 9360 Finn Road

Date: January 21, 2013

File:

In regards to recent events surrounding fill deposit activities at 9360 Finn Road, please find attached documents for your review:

- Agricultural Land Commission Document:  
*Re: Importation of Fill – 9360 Finn Road, Richmond*
- Letter from McTavish Resource & Management Consultants Ltd.
- Drawing: *Location of All Weather Access Road 9360 Finn Road, Richmond, BC*

Please feel free to contact me with any questions or concerns.

Sincerely,

Phyllis L. Carlyle  
General Manager, Law and Community Safety

PLC:sf

pc: George Duncan, CAO



**Agricultural Land Commission**

133 – 4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

January 18, 2013

ALC File: 49945

CANADA FUTURE INVESTMENT CO. LTD.  
1825 FOSTER AVENUE  
COQUITLAM, BC, V3J 7K8  
(Delivered by Registered Mail)

BILL JONES HORTICULTURE INC.  
308 – 8171 COOK ROAD  
RICHMOND, BC, V6Y 3T8  
(Delivered by Personal Service)

Dear Sirs:

**Re: Importation of Fill – 9360 Finn Road, Richmond**

In my capacity as Compliance and Enforcement Officer for the Agricultural Land Commission (the "ALC"), I have conducted investigations in relation to various complaints submitted to the ALC with respect to activities being conducted at the property located at 9360 Finn Road, Richmond.

Based on my investigations to date, I have determined the following:

1. Canada Future Investment Co. Ltd. (Incorporation No. 0633844) is the registered owner of 9360 Finn Road, Richmond which is situated in the Agricultural Land Reserve (ALR). The property is legally described as ~~legally described as:~~

PID: 003-593-118

Lot 6, Except: Firstly: Part Subdivided by Plan 41056; Secondly: Part Subdivided by Plan 80324; Section 15, Block 3 North, Range 6 West, New Westminster District, Plan 38989

(Hereinafter referred to as the "Property")

2. Minde Jiang, Tingtian Jiang, Xingjun Xu are listed as directors of Canada Future Investment Co. Ltd.
3. The Property is leased to Bill Jones Horticulture Inc. (Incorporation No. 0934976).
4. William Jones and David Johnston are listed as directors of Bill Jones Horticulture Inc.
5. Mr. Jones has also been authorized by Tingtian Jiang to act as agent on behalf of Canada Future Investment Co. Ltd. for all issues dealing with the land preparation of the Property to support nursery production.
6. Following an inspection of the Property, including the farm road currently under construction, I note that the road is being constructed with concrete and asphalt debris.



7. That a farm development plan has been prepared by the Mr. Bruce McTavish, P.Ag. of McTavish Resource & Management Consultants Inc. dated October 25, 2012 (the "Plan").

Based on the foregoing information and information submitted in the Plan, the current activities relating to the construction of the farm access road on the Property do not conform to the Plan which was uses as the basis for assessing whether or not the proposed land preparations were consistent with the *Act* and/or *Regulations*.

Furthermore, the use of concrete and asphalt debris is inconsistent with other agricultural guidelines and construction practices, such as those set by the BC Cranberry Growers' Association and Ministry of Environment's guidelines for the use of recycled concrete and asphalt within the agricultural context.

ACCORDINGLY, PURSUANT TO SECTION 50 OF THE ACT, I HEREBY ORDER THAT YOU AND YOUR AGENTS, REPRESENTATIVES, EMPLOYEES AND ANY OTHER PERSONS ACTING ON YOUR BEHALF, TO IMMEDIATELY CEASE ALL ACTIVITIES ASSOCIATED WITH THE IMPORTATION AND DEPOSITION OF FILL MATERIALS, ON THE PROPERTY.

In conclusion, I draw your attention to section 55 of the *Agricultural Land Commission Act* which provides you with the ability to appeal this order. **A notice of appeal must be delivered to the Commission not more than 60 calendar days after the written determination, decision, order or penalty is personally served.** I have enclosed a copy of the Commission's *Practice Directives* regarding appeals. Please note that the 60 day appeal period does not relieve you of the responsibility to comply with the terms of this order.

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION



Thomas Loo  
Agricultural Compliance and Environment Officer

TL/  
File#49945\_SWO\_FinnRd



**McTAVISH  
RESOURCE & MANAGEMENT  
CONSULTANTS LTD.**

January 19, 2013

Agricultural Land Commission  
133 – 4940 Canada Way  
Burnaby, B.C. V5G 4K6

Re: 9360 Finn Road, Richmond, B.C.  
Lot 6 Except: Part Subdivided by Plan 41056; Secondly; Part Subdivided by Plan  
80324; Section 15, Bloc 3 North, Range 6 West, New Westminster District, Plan  
38989.

(Hereinafter referred to as the property)

ALC File: 49945

Attn: Thomas Loo  
Enforcement Officer

Based on the meeting with yourself and Colin Fry on January 18, 2013; Bill Jones  
Horticulture Inc. the farm lessee (Incorporation # 0934976) fully agrees to the following  
actions which will take place as soon as possible to remediate the road that is under  
construction on the property.

- a) The existing road will have the material pulled back and all asphalt, metal, or any other non concrete or gravel material removed and stockpiled in the farm yard adjacent to the existing barn,
- b) Asphalt will be processed in the farm yard area, and broken into pieces that are approximately 3/4 inches or smaller and used only for road surfacing,
- c) Any metal or other material not appropriate for road construction will be removed from the site to an appropriate disposal facility,
- d) Concrete will be broken into pieces that will typically be 18 inches (46cm) minus and placed at the base of the road on the subsoil following the BC Ministry of Agriculture Guidelines for Cranberry Berm Construction.<sup>1</sup>

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<sup>1</sup> BC Ministry of Agriculture and Lands, December 2006 Order No. 820.200.1 Strengthening Farming Factsheet. Guidelines for Farm Practices Involving Fill. Page 6 of 15.



Furthermore Bill Jones Horticulture Inc. agrees that:

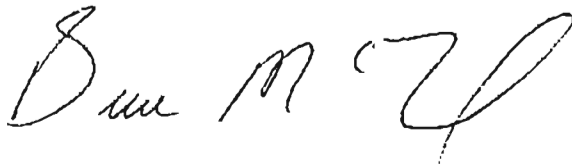
All road construction on the property will be consistent with the direction given by the Agricultural Land Commission during our meeting of January 18, 2013. This direction is; that the all weather access road that is under construction be consistent with The BC Ministry of Agriculture Guidelines titled "Guidelines for Farm Practices Involving Fill" specifically page 6 of 15 section V, description of berm and road building for Cranberries which states: *"The berm profile typically consists of a layer of soil/woodwaste/structural fill at the bottom, topped with an optional geotextile fabric, followed by an 45 cm layer of coarse material (e.g. rock or broken concrete), and then topped with a 15 cm layer of fine material (e.g. crushed rock (e.g. ¾ inch minus or ground asphalt)."*

And section VI which states that:

*"Fill placed 6 metres wide and up to 60 cm deep would be typically suitable for other types of farm roads. The length and location of the road would vary depending on the site."*

The remediation work and further road construction will be closely monitored by Bruce McTavish, P.Ag., RPBio to ensure that the activities taking place are compliant with all requirements of the Agricultural Land Commission and consistent with the BC Ministry of Agriculture Guidelines as referenced in this document.

Regards,



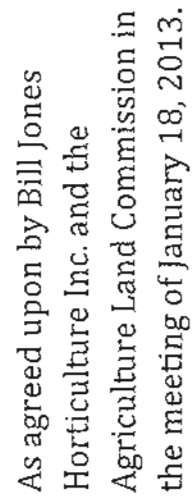
Bruce McTavish P.Ag., RPBio.

CC Colin Fry, Executive Director Agricultural Land Commission  
Bill Jones, President of Bill Jones Horticulture Inc.



McTavish Resource & Management Consultants Ltd. [bmct@intergate.ca](mailto:bmct@intergate.ca) ph. 604-240-2481  
2858 Bayview St. Surrey, B.C. V4A 2Z4

(Drawing not to scale)



Presented by Jim Wright, 8300 Osgoode Drive, Richmond,  
speaking as President of the Garden City Conservation Society  
to the General Purposes Committee of Richmond Council, Jan. 21, 2013,  
re "Regulation of Soil Removal and Deposit Activities on Agricultural Land"  
I'm providing relevant documents with minimal markup of the most relevant parts.

Mayor Brodie and Councillors,

We commend your prompt action to address dumping that would harm the long-term agricultural capability of the ALR land at 9360 Finn Road. Thanks to Farmer Ray Galawan and FarmWatch and our citizens, it has become an occasion to assert that Richmond acts effectively in collaboration with the Agricultural Land Commission to safeguard our farmland, especially from dumping.

The main intent of my input was to clarify what documents provided by Thomas Loo of the Agricultural Commission staff show when viewed together with visual evidence that FarmWatch has protected and recorded. I learned about the stop-work order at the last minute, but I've adapted so that this is still relevant.

My own conclusion is that the Qualified Practitioner responsible for the 9360 Finn Road project has not provided adequate oversight in keeping with the understandings listed in the December 7<sup>th</sup> letter from Executive Director Colin Fry of the Agricultural Land Commission and the Terms and Conditions sent with it. I was going to urge you to ask Colin Fry to deem the project to include a non-farm use. That would require an application for non-farm use to be approved by the Commission.

That step with the ALC's Colin Fry is now not needed at this time, but it may still be needed later. The step would be in keeping with this paragraph in his letter:

If there is no oversight by a Qualified Practitioner at any time during this project, the Commission may consider the deposition to be a non-farm use and deem it as being non-compliant with the Agricultural Land Commission Act.

Thomas Loo has come to additional understandings with the Qualified Practitioner and the party he is working for. I'm sure that Farmer Ray and FarmWatch will be monitoring closely. This still matters because further action may be needed if the monitors identify a problem, so I ask council to prepare for it now.

A key factor in all this is the term *Granular Fill*. The ALC's Colin Fry was responding to the Qualified Practitioner's report with a diagram titled "Constructed Roadway" on page 55. The labels show that the road would consist of "Granular Fill." Granular fill is usually crushed rock and it seems to typically have dimensions under three inches. However, we know from the Thomas Loo email message that he went along with the Qualified Practitioner's stated intent to him to use concrete pieces of up to six inches as a base, which has now been increased to 18 inches. The point remains that there was a wide divergence between the criteria the Qualified Practitioner promised and what actually happened, which I have observed firsthand.

Whatever council does with the staff recommendation, the Garden City Conservation Society is asking council to keep setting clear expectations about no-nonsense action by the Commission. The results will clarify what else needs to be done.

From: [Thomas.Loo@gov.bc.ca](mailto:Thomas.Loo@gov.bc.ca)

Date: Thu, 10 Jan 2013 10:26:43 -0800

Subject: RE: freedom of information re: 9360 Finn Road

Good Morning Mr. Galawan,

Thank you for your email request. I will process it and send you the information that you have requested as per our telephone conversation – I can send you the following items.

- 1) The letter of assessment by ALC staff – Some people have called it the “authorization” letter. The letter advises to the agent that the proposal as submitted would be considered a permitted use.
- 2) The proposal as submitted by their agent
- 3) The Agrologist Report (who is also the agent acting for the occupier and owners)

Just to give you an update. I met with the Agrologist – Mr. Bruce McTavish and two staff from the City Bylaw Dept. Ms. Magda Laljee – Supervisor of Bylaws, and Mr. Ed Warzel – Manager of Bylaws.

We conducted a site inspection to review the site and the issue of the concrete debris. I’ve also taken the liberty to enclose a copy of the Agrologist’s notes.

In short, the Commission does not object to the use of recycled concrete for the purposes of constructing a farm access road. Mr. McTavish advised that the reason they are using the larger pieces at the base is to provide some stability. He advised that it was his opinion that pieces up to about 6” or so should be placed at the bottom to create a stable platform. Then they would be using smaller than 6” pieces for the middle and a final layer of 4” or less for the driving surface. This will create an all weather access and create a good surface that should last heavy use for a long time.

Currently the width of the road does exceed the Min. of Agriculture’s Guidelines for “Farm Practices involving Fill”. Typical widths are about 5 metres with a height that is about 0.5 metres above the natural grade.

Given the softer soils McTavish advised that they need to create a trench to reach a more stable compact soil at the bottom. Overall height of the road should be within the reasonable limits as set by the guidelines. We have assurances that upon completion of the project, the road width will be reduced to something closer to the 5 metres or so.

From this point on, McTavish will monitor and ensure that overall no rebar will be placed as "road material". During our inspection, we did notice a few larger pieces of rebar metal protruding out from the road. They will be removed in the upcoming week. I've also asked them to consider dedicating a small area when the loads come in, that they can dump and inspect. All plastic/ metal debris should be removed and set aside for disposal.

As to the reason the road bisects the parcel. McTavish advised that his client feels this way it will access a larger portion of the finished tree farm and decrease the amount of overall road. The original plan submitted showed the road to the west of the residence, going from Finn Road to the south property line, which essentially would have done the same thing.

McTavish's client feels that by starting behind the existing pad and building area, they would be able to use the surface there as a staging area for materials leaving the finished farm.

McTavish has also suggested that his client may want to consider erecting a large sign to inform the residents in the area of what is taking place.

Please let me know if you need anything else.

The short summary at this time is that I did not observe anything that would be considered a contravention of the ALC Act. Tree nurseries are considered a "farm use" and therefore the development of them is permitted. The volumes of soils that they will be importing for the site to create adequate root depth also seemed reasonable and necessary. This project originally had larger volumes, but because of ALC concerns, they did reduce the volumes to absolutely what was necessary.

The Richmond Agricultural Advisory Committee is aware of this, and it is my understanding that they were supportive.

This site will not be a dump site for debris and unsuitable soils.

City of Richmond staff and ALC Compliance Officers will be monitoring this site throughout the development.

Thomas

Thomas Loo Compliance and Enforcement Officer Provincial Agricultural Land Commission Suite 133 - 4940 Canada Way Burnaby, British Columbia, V5G 4K6 Phone #: (604) 660-7000 Fax #: (604) 660-7033

Excerpts from

**Agricultural Site Assessment and Farm Plan For Bill Jones Horticultural Inc.,**  
9360 Finn Road Richmond, B.C. Prepared for Bill Jones Horticultural Inc. Prepared  
by: **Bruce McTavish, M.Sc., MBA, P.Ag., RPBio.** McTavish Resource & Management  
Consultants Ltd. 2858 Bayview St. Surrey, B.C. V4A 3Z4, October 25, 2012

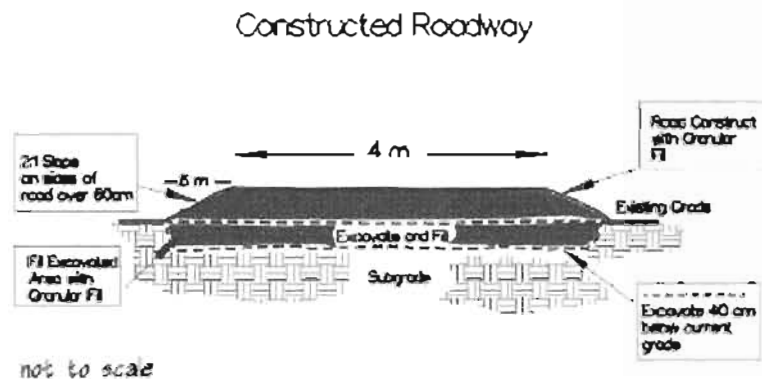
From page 34 28:

## 9.0 Construction of Farm Access Roads and Berms

To access the caliper trees and the Filbert area a perimeter access road will need to be constructed and the current central road extended to the eastern property line. Efficient harvest of caliper trees requires large wagons and flat bed trucks to be loaded on the site. To do this efficiently it is recommended that the perimeter road be wide enough and with wide enough corners for a flat deck trailer to drive in a circular fashion around the farm. This will require the top of road width to be 4m and with side slopes of 2:1, the road should be slightly higher than the ground elevation to prevent flooding and improve stability.

To reduce visual impacts the topsoil stripped during road building will be used to construct a small berm that will be planted with Cedar trees. The suggested road design is shown in appendix VI.

From page 55:



Client: Bill Jones Horticultural Inc. Street: 9360 Finn Road Town: Richmond BC		Scale: N.T.S.
Contact: Bruce McTavish	Phone #: 604.240.2481	Date: 06.29.12
Designer: Liz Spring	Editor:	Plan #: Road Section West





January 8, 2013.

Attn: Bill Jones

RE: Site inspection 9360 Finn Road Richmond , B.C.

Bill,

I carried out a site inspection with the City of Richmond and the ALC this afternoon and as discussed with you after the meeting, the following procedures need to be put in place:

- a) There cannot be concrete with rebar or other metal in it used for road material and the several pieces that we observed need to be removed,
- b) We observed the occasional piece of one inch plastic water pipe, and this needs to be removed,
- c) Once the topsoil is brought in the access road needs to be reduced to a width of 4 metres,
- d) When you are bringing in concrete and you have the operator on site, Thomas Loo and I need to be on site to do a short training session on allowable material as well as roles and responsibilities. This is to ensure that the operator clearly understand the need to separate anything that would be considered undesirable, and they are clear that I as the Professional Agrologist will be making site visits and have authority over material quality,
- e) From our discussion I understand that you are fine with putting up a sign that will have Agricultural Site Development and the ALC file number as well as my email and web site contact as the main contact person to answer agricultural related questions. I will develop an abbreviated form of my report to post on my web site as well as the site plan that people can be directed to.

Regards

Bruce McTavish. P.Ag., RPBio.  
President





Agricultural Land Commission  
133-4940 Canada Way  
Burnaby, British Columbia V5G 4K6  
Tel: 604 660-7000  
Fax: 604 660-7033  
www.alc.gov.bc.ca

December 7, 2012

Reply to the attention of Thomas Loo  
File: #49945

McTavish Resource Management Consultant Ltd  
2858 Bayview St.  
Surrey, BC, V4A 2Z4  
(via email – bmct@intergate.ca)

Dear Mr. McTavish:

Re: Proposal to Place Fill in the ALR  
Property: 9360 Finn Road, Richmond, BC  
PID: 003-593-118  
Legal Description: LOT 6 EXCEPT: FIRSTLY: PART SUBDIVIDED BY PLAN 41056; SECONDLY: PART SUBDIVIDED BY PLAN 80324; SECTION 15 BLOCK 3 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 38989

This letter is in response to a proposal to deposit fill that was received at this office on October 25, 2012.

As described in the proposal and accompanying documents, the Commission understands the following about the proposal to place fill:

- The property is owned by Canada Future Investment Co. Ltd., (BC 633844)
- The owners have appointed you, Bruce McTavish to act as their agent in this regard.
- The type of material proposed to be placed is Topsoil and granular fill.
- The area of the proposed fill is 10 ha.
- The proposed volumes of fill material are 48133 m<sup>3</sup>.
- The intended depth of fill is 0.3 m.
- The proposed duration of the fill project is 3 years.
- The proposed fill area is included in Appendix A "Figure 7. Farm Layout"
- The area marked as "Container Nursery", will be built according to similar container nursery construction with the use of imported gravel and geotextile materials. The topsoil in the "Container Nursery" area shall be salvaged stored for the purposes of future restoration of the approximate 1.45 hectares.
- The project shall be done in accordance to the report as submitted by McTavish Resource & Management Consultants Ltd., dated October 25, 2012 (the "plan") and will be overseen by the Qualified Professional (QP) of record, Mr. Bruce McTavish
- Any and all imported materials shall must be screened and authorized by the QP prior to placement on the above noted property,
- The QP must provide updates as requested by the Commission
- Upon completion of the project, the QP is to submit a final report outlining the final agricultural capability and the placement of materials as it relates to the plan



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Based on the above, information, it is our understanding that the proposal will not substantially raise the property, but will allow the intended crop adequate root depth.

If at any time, that you feel as the Qualified Professional of record that you observe materials that you feel are unsuitable for this project or are no longer associated with the project, then you are to notify the Commission immediately.

If there is no oversight by a Qualified Professional at anytime during this project, the Commission may consider the deposition to be a non-farm use and deem it as being non-compliant with the Agricultural Land Commission Act

Please note, it is your responsibility to ensure that the placement of fill does not cause danger on or to adjacent land, structures or rights of way, or foul, obstruct or impede the flow of any waterway. In addition, this decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government. This includes zoning, subdivision, or other land use bylaws, and decisions of any authorities that have jurisdiction under an enactment.

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per:

Colin Fry, Executive Director

### TERMS AND CONDITIONS

1. That the fill placement activities be restricted to the 10.0 ha area as shown on the attached air photo.
2. That the total fill placement shall be limited to 48133 m<sup>3</sup> to achieve the finished grade elevations as proposed and identified in the report, as prepared by Bruce McTavish of McTavish Resource & Management Consultants Ltd. dated October 25, 2012 (the "Plan").
3. The fill placement shall be in substantial compliance with the plan.
4. That, under the direction of the qualified professional of record, Mr. Bruce McTavish all existing 'topsoil' on the authorized site shall be stripped and salvaged for future soil reclamation purposes. Salvaged topsoil is to be stripped using an excavator with a cleanup bucket to ensure soil horizons are removed separately. Topsoil stockpiles are to be stored separately by horizon type and replaced in the reverse order of removal to prevent mixing of the horizons and to facilitate the re-creation of the present soil condition. Salvaged 'topsoil' shall not be removed from the property.
5. That Topsoil material is not authorized to be removed from the property.
6. That appropriate weed control must be practiced on all disturbed areas.
7. That all soil stockpiles shall be seeded and established to an appropriate plant cover, or other suitable soil erosion control measure shall be applied to protect the stockpiles from wind, runoff or other removal process. Protection is also to extend to damage which may be caused by recreational vehicles such as motorcycles etc.
8. That dust suppression practices, and/or restrictions on gravel pit vehicle traffic be applied when necessary to minimize air-borne dust from traffic on the access road and thereby potential negative impacts resulting from the dust on neighbouring properties.
9. A yearly report must be submitted to the Commission detailing volumes and quality of the soils, photos, as well as information relating to the placement as it related to the plan.
10. That a final report prepared by the qualified professional of record be submitted to the Commission upon completion of the project. The final report shall include a written description of the completed project, photos of the site, and evidence that the reclamation has been completed as well as professional assessments specific to:
  - a) the soil reclamation outcomes for all areas within the fill placement area.
  - b) the efficacy of site drainage on the total reclaimed area;
  - c) identifying potential negative impacts on the drainage of soils elsewhere on the property, and/or on neighbouring properties, should the impacts be determined to be a result of the project and its activities.
11. That the proposed fill placement project, including all reclamation activities, be completed by September 1, 2015. Upon completion of the project, please submit a

closure report which includes photos and written confirmation of the project's completion as outlined above.

12. Should you require an extension of time beyond this date to complete the project, a request shall be submitted to the Commission prior to July 1, 2015. The request shall include a status report that includes details of the project, the reason for the extension request, and photos of the site.
13. Approval for fill is granted for the sole benefit of the applicant and is non-transferable without written approval of the Commission. Should ownership of the property change, please inform the Commission in writing.

Please advise this office, by signing and returning one copy of these conditions, whether or not you intend to proceed with the placement of fill proposal on the above basis. As the agent for this proposal, the Commission considers it to be your responsibility to notify your client. Should you, or your client not agree to restrictions as set out in the above 'terms and conditions', the option of submitting a formal Non-Farm Use application to the Commission is available. Should an application be made, please be advised that the Commission has the authority to grant an approval, with or without conditions, or deny the proposal. The application process is initiated by submitting the required forms and paying the requisite fee (\$600) to the local government.

I, \_\_\_\_\_ agree to the above terms and conditions and intend to  
(print name here) proceed with the placement of fill as outlined above.

\_\_\_\_\_  
Signature of owner or agent

# Submission to City General Purpose Meeting

---

to be included in minutes

Schedule 3 to the Minutes of the  
General Purposes Committee  
Meeting of Monday, January 21,  
2013.

- ① Dec. 7 ALC Approval Letter for 9360 Finn Rd
- ② "Guidelines for Farm Practices  
Involving Fill" Min Ag Dec. 2006  
intended to assist municipal governments in taking  
over jurisdiction of soil after provincial  
"Soil Conservancy Act" was repealed in 2002  
referenced in  
Stop Work Order  
letter Jan. 19, 2013
- ③ Research on Soil Contaminants





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December 7, 2012

Reply to the attention of Thomas Loo  
File: #49945

McTavish Resource Management Consultant Ltd  
2858 Bayview St.  
Surrey, BC, V4A 2Z4  
(via email - bmct@intergate.ca)

TERMS OF  
APPROVAL from  
ALC

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Re: **Proposal to Place Fill in the ALR**  
**Property: 9360 Finn Road, Richmond, BC**  
**PID: 003-593-118**  
**Legal Description: LOT 6 EXCEPT: FIRSTLY: PART SUBDIVIDED BY PLAN 41056; SECONDLY: PART SUBDIVIDED BY PLAN 80324; SECTION 15 BLOCK 3 NORTH RANGE 6 WEST NEW WESTMINSTER DISTRICT PLAN 38989**

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- The proposed fill area is included in Appendix A "Figure 7. Farm Layout"
- The area marked as "Container Nursery", will be built according to similar container nursery construction with the use of imported gravel and geotextile materials. The topsoil in the "Container Nursery" area shall be salvaged stored for the purposes of future restoration of the approximate 1.45 hectares.
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- Any and all imported materials shall must be screened and authorized by the QP prior to placement on the above noted property,
- The QP must provide updates as requested by the Commission
- Upon completion of the project, the QP is to submit a final report outlining the final agricultural capability and the placement of materials as it relates to the plan

①  
→ wasn't in  
accordance  
with  
report

②  
→ wasn't screened



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Please note, It is your responsibility to ensure that the placement of fill does not cause danger on or to adjacent land, structures or rights of way, or foul, obstruct or impede the flow of any waterway. In addition, this decision does not relieve the owner or occupier of the responsibility to comply with applicable Acts, regulations, bylaws of the local government. This includes zoning, subdivision, or other land use bylaws, and decisions of any authorities that have jurisdiction under an enactment.

Yours truly,

PROVINCIAL AGRICULTURAL LAND COMMISSION

Per:

Colin Fry, Executive Director

3  
QP was not  
always  
on site



### TERMS AND CONDITIONS

1. That the fill placement activities be restricted to the 10.0 ha area as shown on the attached air photo.
2. That the total fill placement shall be limited to 48133 m<sup>3</sup> to achieve the finished grade elevations as proposed and identified in the report, as prepared by Bruce McTavish of McTavish Resource & Management Consultants Ltd. dated October 25, 2012 (the "Plan").
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is QP  
monitoring —

closure report which includes photos and written confirmation of the project's completion as outlined above.

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**Please advise this office, by signing and returning one copy of these conditions, whether or not you intend to proceed with the placement of fill proposal on the above basis.** As the agent for this proposal, the Commission considers it to be your responsibility to notify your client. Should you, or your client not agree to restrictions as set out in the above 'terms and conditions', the option of submitting a formal Non-Farm Use application to the Commission is available. Should an application be made, please be advised that the Commission has the authority to grant an approval, with or without conditions, or deny the proposal. The application process is initiated by submitting the required forms and paying the requisite fee (\$600) to the local government.

I, \_\_\_\_\_ agree to the above terms and conditions and intend to  
(print name here) proceed with the placement of fill as outlined above.

\_\_\_\_\_  
Signature of owner or agent

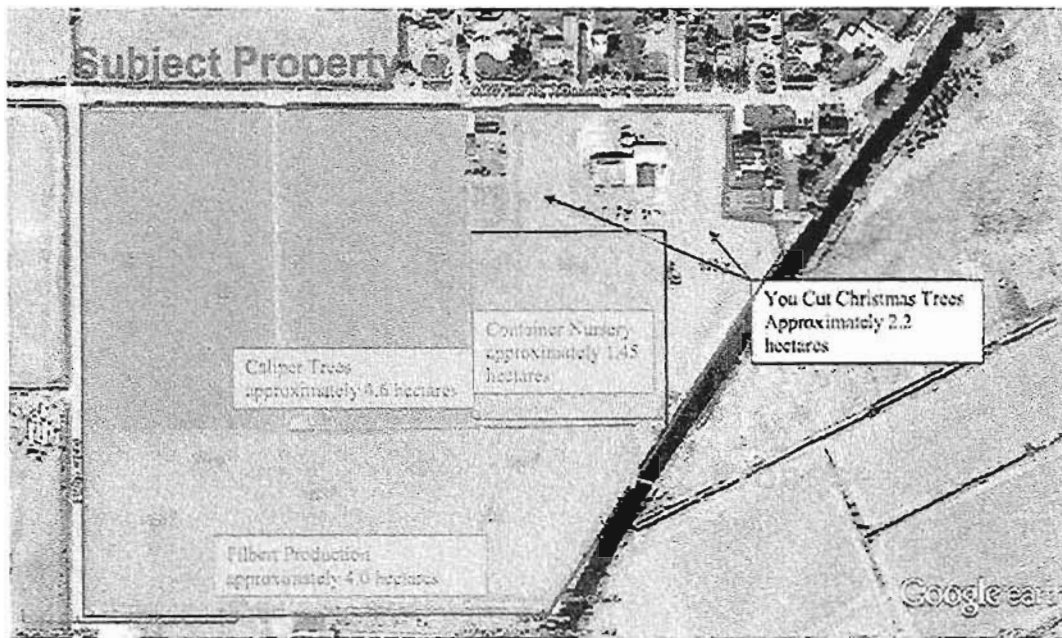


Figure 7 Farm Layout

**Letter of Credit - Example**

**BENEFICIARY:** Minister of Finance  
c/o Provincial Agricultural Land Commission  
#133 - 4940 Canada Way  
Burnaby, BC V5G 4K6

Re: ALC Application # \_\_\_\_\_

We hereby issue in your favour our Irrevocable Letter of Credit # \_\_\_\_\_ for CAD

\$ \_\_\_\_\_ in the account of \_\_\_\_\_

*(Name of Individual or Company)*

\_\_\_\_\_  
*(Street Address and/or Legal Description)*

**TERMS AND CONDITIONS:**

1. Expiry Date: \_\_\_\_\_
2. Drawings are to be made in writing to \_\_\_\_\_  
*(Name of Financial Institution)*
3. Partial drawings are permitted.
4. The Bank/Credit Union will not inquire as to whether or not the Agricultural Land Commission has right to make demand on this Letter of Credit.
5. This Letter of Credit is Irrevocable up to the expiry date.
6. This Credit is irrevocable up to the expiry date and unless it is extended in writing will be null and void after the expiry date whether or not the original credit is returned to us for cancellation. The amount of this credit may be reduced from time to time only by the amount drawn upon it by you or by formal notice in writing received by us from you that you desire such reduction.
7. Request for any amendment except reduction in amount must be made directly to our customer who will then instruct us accordingly.
8. Any drawings made under this letter of credit must be accompanied by the original of this credit.
9. **Mandatory Condition:**  
*"It is a condition of this letter of credit that it shall be deemed to be automatically extended without amendment from year to year from the present or any future expiration date hereof, unless at least 30 days prior to the present or any future expiration date, we notify you in writing, that we elect not to consider this letter of credit to be renewable for any additional period."*
10. We engage to honour presentations submitted within the terms and conditions indicate above.

① Non compliance: to Dec. 7 Approval letter

- QP ~~are~~ wasn't always on site
- fill was not being screened
- dumping was not in accordance of QP report (applic'n to ALC)

② Inspector letter to Ray

- width of road exceeds Min. Guidelines  
"Farm Practices involving Fill"
- over 6" pieces.
- monitoring did not take place
- AAC was not informed.

# Strengthening Farming FACTSHEET



Ministry of  
Agriculture and Lands

Order No. 820.200-1  
December 2006

## GUIDELINES FOR FARM PRACTICES INVOLVING FILL

This Factsheet describes farm practices involving soil and/or woodwaste fill, and the rationale/references for these practices. The Factsheet also includes suggestions to local governments as to the type of notice they may require, in order to balance the needs of a viable agricultural industry with the local governments' ability to take action against property owners who violate a bylaw, Agricultural Land Commission requirements, or other provincial and federal regulations.

### Be Advised:

- The Agricultural Land Commission (ALC) Act defines "fill" as any material brought on land in the ALR. Except where exempted by regulation, the placement of fill in the ALR is a non-farm use activity and is illegal without approval or authorization of the ALC. The exemptions provided in the ALC Regulations, however, allow filling where necessary for farm uses, and other permitted uses, provided that the filling activity does not (a) cause danger on or to adjacent land, structures or rights of way, or (b) foul, obstruct or impede the flow of any waterway. For 'specified' farm uses a notification process is additionally set out in the Regulations.
- Fill to raise the soil surface elevation to address on-farm soil drainage issues typically requires an application to the ALC.
- Farmers are advised that a plan should be prepared prior to any fill use. The plan should describe the purpose as well as explain why the placement of fill is necessary for the farm use, or for a permitted use. It should include information on the location and area to receive fill, the volume, quality, and method of placement of the fill material, as well as any potential drainage impacts or requirements.
- Farmers should also check with their local governments in advance for any restrictive covenants, zoning, regulations or permit requirements that would prohibit/limit the use of fill.

### Recommended Local Government Notice

Local governments are encouraged to exempt or waive permit requirements and fees for farm uses that are consistent with these farm practice guidelines. However, individual local government approaches vary, and specific requirements may be identified by a local government upon receipt of a notification. A sample local government fill notice is appended to this factsheet.

## Definitions of Terms use in this Guideline

The terms “woodwaste” and “soil” are used repeatedly throughout this Factsheet in reference to “fill” materials that are suitable and appropriate for particular farm uses on agricultural land. The commonly accepted definition of these two “fill” materials is given below.

### Woodwaste\*:

Code of Agricultural Practice for Waste Management (under EMA) “Woodwaste includes hog fuel, mill ends, wood chips, bark and sawdust, but does not include demolition waste, construction waste, tree stumps, branches, logs or log ends.”

Note:

- While “woodwaste” is the term used in the regulations, it is actually a wood byproduct and not a waste material.
- Most woodwaste used for agricultural purposes may include bark material.

Farm Practices Description, BCMAFF, January 2004 “Woodwaste deposits must not exceed a total depth of 30 cm, which should be achieved by applying layers that do not exceed 15 cm per year. The volume and manner in which woodwastes are applied must follow good agronomic practices for the soil type, climatic area and crop to be grown.”

Note:

- Woodwaste storage would obviously exceed the 30 cm depth.

### Soil\*\*:

The definition in the Agricultural Land Commission Act is “includes the entire mantle of unconsolidated material above bedrock other than minerals as defined in the *Mineral Tenure Act*.”

Note:

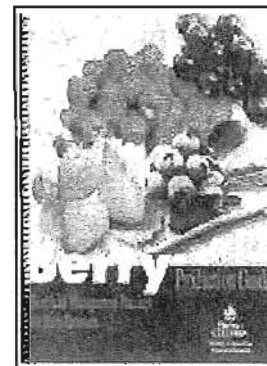
- A local government bylaw definition may wish to only include clay, silt, sand, gravel, cobbles or peat.
- Soil is typically a mixture of mineral material, organic (living and decaying) matter, air and water that is capable of supplying nutrients, moisture, and can serve as a growth medium for plants.

## Guidelines

a) Applying woodwaste\* as a soil conditioner at planting (e.g. for new plantings of blueberries or cranberries)

### i) Berry Production Guide, BCMAFF, 2005-2006

- In blueberries, plants grown on mineral soil will benefit from the application of sawdust before planting.
- Woodwaste (shavings or sawdust) is used as a soil amendment to improve the tilth of raised planting beds on mineral soils. Build raised beds after the sawdust is incorporated.
- Good drainage can be promoted by incorporating a small amount of sawdust in the beds before planting.
- Before transplanting on mineral soils, apply a 5 to 10 cm layer of sawdust over the planting bed and incorporate into the top 15 to 20 cm.
- The optimum soil pH for blueberries is 4.5 to 5.2. Sawdust, incorporated into the soil when beds are formed, lowers the soil pH slightly and also increases the organic matter content.







## ii) Crop Profile for Cranberries in British Columbia BCMAL, 2006

- Some growers, especially those who do not have ideal peat, may layer sand or sawdust over mineral soils in order to plant vines. This practice has been used very successfully to encourage vine establishment.
- In BC cranberries are grown primarily on peat soils. They are also grown on mineral soils with higher organic matter and in fields top dressed with sand or sawdust. They prefer an acidic pH of about 4.0 to 5.0 in the root zone.

## iii) EFP Reference Guide, 2005

- Apply woodwaste as a soil conditioner only to mineral soils having a carbon-nitrogen ratio (C:N) of 30:1 or lower. Note: This C:N ratio does not apply to organic soils.



## iv) Code of Agricultural Practice for Waste Management (under EMA)

- Part 7, Section 20: Wood waste may only be used for (a) plant mulch, soil conditioner, ground cover, on-farm access ways, livestock bedding and areas where livestock, poultry or farmed game are confined or exercised, b) berms for cranberry production, or c) fuel for wood fired boilers.

## v) ALR Use, Subdivision and Procedure Regulation (under ALC Act)

- The storage and application of fertilizers, mulches and soil conditioners are designated farm uses and are specifically referred to as 'permitted farm uses' under the Regulations. The placement of these types of 'fill' materials is exempted from the requirements for a non-farm use application to the Commission. The necessity for land applying these 'fill' materials requires that their placement is for an agronomic purpose and at an agronomically determined rate. These activities are permitted subject to not causing danger on or to adjacent lands or fouling, obstructing or impeding the flow of any waterway. These activities, which include land application of woodwaste as a mulch or soil conditioner, may be regulated but must not be prohibited by any local government bylaw except a bylaw under section 917 of the Local Government Act.



## vi) BC Cranberry Growers' Association

- Up to one foot per acre of woodwaste may be used to develop a new field on mineral soils.
- Note: The use of soil amendments/composted organics is not part of a fill bylaw.

## Typical Amounts Used

- For blueberries: 25 to 50 units per hectare, @ 5.7 cubic metres/unit.
- For cranberries: Up to 30 cm in depth, or 740 cubic metres/ha.



b) Applying an organic mulch (e.g. woodwaste\*, coco fibre, etc.) to crops of blueberries, cranberries or strawberries

## i) Berry Production Guide, 2005-2006

- Strawberries and blueberries are the two berry crops that most likely benefit from the use of mulches. In blueberries, woodwaste (shavings or sawdust) is used as mulch around established plants for improved weed, soil moisture, and temperature control.







- In strawberries, straw or wood chips can be used between crop rows to control weeds, reduce moisture loss by evaporation and protect from winter injury (BC Interior locations).
- In U-pick strawberry operations, wood chips or sawdust mulch can help in soil management and in keeping picker's feet clean.
- Other ways to promote good drainage include covering raised beds with sawdust mulch.
- Blueberries often grow more vigorously and produce better yields if they are mulched. Apply 5 to 10 cm of sawdust to the surface of the bed the first year and every 2 to 3 years to maintain the mulch. The roots tend to grow into the mulch so as it decomposes the plant roots may become exposed if the sawdust layer is not maintained.

## ii) Code of Agricultural Practice for Waste Management (under EMA)

- Part 7, Section 20: as noted above in section (a) of this factsheet, indicates that woodwaste may be used as plant mulch.



## iii) Waste Discharge Regulation

- Section 3(5) (a): The use of industrial wood residue as plant mulch is exempt from section 6(2) and 6(3) of the *Environmental Management Act* (i.e. the prohibition against introducing waste into the environment).

## iv) ALR Use, Subdivision and Procedure Regulation (under ALC Act)

- The storage and application of fertilizers, mulches and soil conditioners are designated farm uses for the purposes of the Act. For an agronomic purpose, the use of these types of materials, including organic mulches, may be regulated but must not be prohibited by any local government bylaw except a bylaw under section 917 of the *Local Government Act*.

## v) EFP Reference Guide, 2005

- Limit the total outdoor depth of woodwaste for all crop areas to 30 cm (suggested).

## vi) BC Cranberry Growers' Association

- Woodwaste may be used to fill low areas in existing fields.

### Typical Amounts Used

- For blueberries: 15 to 30 cm deep, 0.9 to 1.2 m wide, per row, (Note: typical row spacing is 3 metres).
- For cranberries: Up to 15 cm deep.

### Additional Recommended Local Government Notice

- No notice required if re-applying mulch to existing plantings.



## c) Applying woodwaste\* as a ground cover

## i) Code of Agricultural Practice for Waste Management (under EMA)

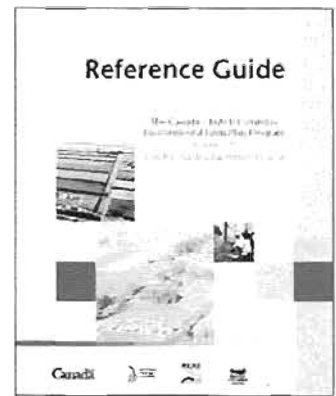
- Part 7, Section 20: as noted above in section (a) of this factsheet, indicates that woodwaste may be used as a ground cover.

ii) EFP Reference Guide, 2005

- Limit the total outdoor depth of woodwaste for all crop areas to 30 cm (suggested).

iii) ALR Use, Subdivision and Procedure Regulation (under ALC Act)

- Fertilizer, mulch and soil conditioner uses, that include storage and land application, and the placement of woodwaste as a ground cover on soil, are permitted farm uses for the purposes of the Act. For an agronomic purpose, the use of these materials may be regulated but must not be prohibited by any local government bylaw except a bylaw under section 917 of the *Local Government Act*.



Typical Amounts Used

- For landscaped areas around buildings, or weed suppression on berms, up to 15 cm per year.

Additional Recommended Local Government Notice

- No notice required if re-applying over existing ground cover.

d) Using woodwaste\*/soil\*\* for berms and on-farm access roads (e.g. on cranberry farms)

i) Berry Production Guide, BCMAFF, 2005-2006

- The use of woodwaste as described by the "*Code of Agricultural Practice for Waste Management*" is allowed on on-farm access ways and for berms in cranberry production.

ii) Code of Agricultural Practice for Waste Management (under EMA)

- Part 7, Section 20: as noted above in section (a) of this factsheet, indicates that woodwaste maybe used for on-farm access ways and berms for cranberry production.

iii) Code of Agricultural Practice for Waste Management (under EMA)

- Part 4, Section 8 (2): Solid agricultural waste may be stored on a field for more than 2 weeks if the agricultural waste is located at least 30 m from any watercourse or any source of water used for domestic purposes. Note: To ensure that field storage of manure is meeting setback requirements from watercourses, farmers may need to construct temporary access roads to manage manure storage sites.

iv) Crop Profile for Cranberries in British Columbia, BCMAL, 2006

- Fields are usually surrounded by roadways, which also act as dikes. The top of the dike should be wide enough to accommodate all equipment, including heavy trucks, and firm enough to support them at least 0.5 m higher than the maximum water level expected in the bed for harvest. Flood harvesting relies on the natural buoyancy of the fruit. The bed is flooded with 20 to 30 cm of water, depending on the evenness of the bed, vine growth, and method of harvest. Booms are used to trap the floating berries and direct them to a corner of the bed, where they are lifted into trucks by elevators.



## v) BC Cranberry Growers' Association



soil contaminated w/ rock.  
new use:  
- crushed limestone  
- hogfuel  
- 3/4 inch minus  
gravel

- Cranberry fields are long term (greater than 50 year) investments. It takes 7 years after planting for a field to reach the financial break-even point. Cranberry field berms act as dykes and as roads, and are required for two types of farm traffic. Main roads must bear the weight of a fully loaded semi-trailer truck (e.g. 25,000 kg of cranberries for a total weight of 43,000 kg). Secondary roads/berms must be able to bear the weight of a pick-up truck. A typical berm will have a bottom width of 9 to 10.5 m narrowing to 3.5 to 5 m at the top. Some larger berms may be as wide as 7.5 m at the top. The berm profile typically consists of a layer of soil/woodwaste/structural fill at the bottom, topped with an optional geotextile fabric, followed by an 45 cm layer of coarse material (e.g. rock or broken concrete), and then topped with a 15 cm layer of fine material (e.g. crushed rock (e.g. "3/4 inch minus") or ground asphalt). Note: Sand is too pervious, and woodwaste breaks down over time. The minimum total height is 1 m, and there is no maximum height.
- The overall footprint of berms is decreasing as the quality of the roads is improved and older roads are removed.
- Similar material and construction is used for irrigation reservoirs.

## vi) ALR Use, Subdivision and Procedure Regulation (under ALC Act)

- Berming, as a land development work, is designated a farm use that includes the construction, maintenance and operation of a driveway necessary for that farm use. This is interpreted to include building on-farm access roads on the top of berms. The placement of fill necessary for this type of land development work is also considered to be a designated farm use. To be necessary requires that the amount of fill brought on to the land for building the berms and roads shall be commensurate with the scale, scope and needs of the farm operation, as well as the parcel area and soils on the property.

### Typical Amounts Used

- There is no typical amount of material per hectare for cranberry berms/roads, as their construction is site-dependent.
- Fill placed 6 metres wide and up to 60 cm deep would be typically suitable for other types of farm roads. The length and location of the road would vary, depending on the site.

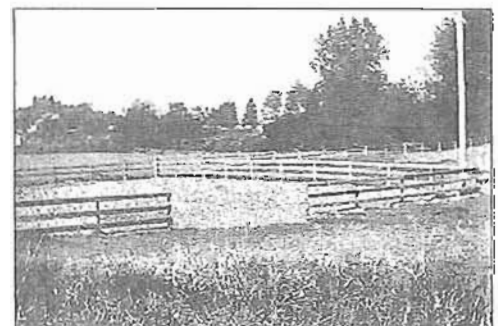
### Additional Recommended Local Government Notice

- No notice is required if maintaining an existing road or berm and volume to be used is less than 200 m<sup>3</sup>.

e) Using woodwaste\*/soil\*\* for livestock bedding/livestock pens/exercise yards/riding arenas/turnout yards/containment pens/feedlots

## i) Code of Agricultural Practice for Waste Management (under EMA)

- Part 7, Section 20: as noted above in section (a) of this factsheet, indicates that woodwaste may be used for livestock bedding.



## ii) Waste Discharge Regulation (under EMA)

- Section 3(5) (b) and (c): The use of industrial wood residue as foundation material for animal bedding, and in sports areas is exempt from section 6(2) and 6(3) of the Environmental Management Act.

## iii) EFP Reference Guide, 2005

- Limit the total outdoor depth of woodwaste for all livestock areas to 30 cm (suggested).



## iv) Horses in the Community....a Yea or a Neigh?

### BCMAL Factsheet, 2005

- A common problem to horse holdings in the wetter areas of BC is excess water and mud. This often results in damp stalls, hoof disease, wet feed, wet bedding and poor drainage in pastures, turn out paddocks, and exercise areas.
- Planning and hard work are required to maintain an outdoor riding arena or track that has clean, safe footing, is fairly easily maintained, that holds up in all kinds of weather and does not cause pollution. Riding arenas located on high dry land have proven to be the most trouble free and maintainable. Earth moving equipment may be required to level the site and create diversion ditches.
- Leveling the site beforehand eliminates the practice of leveling with woodwaste as a landfill and creating a potential source of contaminated runoff. Woodwaste use must not exceed a total depth of 45 cm and the maximum application rate at any one time should not exceed 15 cm. The best time to top-up woodwaste is in April or May. Look at alternate footing materials to replace woodwaste where wet land is a problem. Sand, combinations of sand and woodwaste, ground up rubber from tires and a host of products are intended to improve the riding arena footing.

## v) Building an Environmentally Sound Outdoor Riding Ring

### BCMAL Factsheet, 2005

- The average size ring is approximately 21 m x 42 m. The minimum recommended size is 20 m x 36 m.
- The factsheet describes in detail the types of materials that may be used, including geotextile membrane, aggregate, sand, woodwaste, or organic materials.
- Select a convenient well-drained site. Remove all vegetation and topsoil. Crown the ring with a 2% slope from centre and form a swale around the outside. Compact the sub-base. Add a base of uniform dense graded aggregate; dampen and compact to 10 to 15 cm. Add a 5 to 7.5 mm cushion of sand, sawdust or a combination of sand and organic material.
- Note: Sawdust and shavings are also used in livestock barns (e.g. poultry, dairy) for bedding, and for trucks/trailers transporting livestock.



## vi) ALR Use, Subdivision and Procedure Regulation (under ALC Act)

- Livestock operations and horse riding facilities (if the stables do not have more than 40 permanent stalls) are farm uses that include the construction, maintenance and operation of structures necessary for these uses. This is interpreted to include livestock pens/exercise yards/riding arenas and outdoor riding rings/turnout yards/containment pens/feedlots, etc.
- The placement of fill necessary for these farm uses is also considered to be a designated farm use. To be necessary it is required that the amount and type of fill used for the above structures shall be commensurate with the scale, scope and

needs of the livestock/equestrian facility, as well as the parcel area and soils on the property.

#### Typical Amounts Used

- 400 m<sup>2</sup> for three horses is a typical paddock area required, and a typical maximum depth is 30 cm.
- A typical riding ring size is described above.
- Amounts and fill materials used will be site dependent.

#### Additional Recommended Local Government Notice

- No notice required for bedding materials to be used in existing livestock barns, pens, yards or riding arenas.

f) Bringing in soil\*\* (and possibly woodwaste\*) for the building of berms for horizontal light abatement for greenhouses, for aesthetics, or as an urban/rural buffer

#### i) BCGGA and UFG Good Neighbour Guidelines for Lighting Greenhouses

- Greenhouses should have sidewall light abatement measures (for example curtains/screens, berms, trees etc.) for all walls that expose houses and streets to light emissions.
- Note: Greenhouses may be able to use soil previously excavated for buildings on the property.
- Note: Hedges may also be planted on top of berms, and mulched with woodwaste or spent growing media. Light abatement structures (i.e., berms plus plantings and/or fencing) would typically be at least 3 m high.

#### ii) BC Cranberry Growers' Association

- Berms may be built along the edge of property lines to contain sprinkler drift, spray drift, liquid fertilizer drift, to reduce visibility and protect equipment from theft. The profile would be similar to profile described in d) above. Hog fuel or gravel would be added on the top if the berm was also intended to be used as a road. Otherwise, cedar hedges may be planted on top.

#### iii) ALR Use, Subdivision and Procedure Regulation (under ALC Act)

- Berms, as a land development work, are a designated farm use that includes the construction, maintenance and operation of a structure necessary for that farm use. This is interpreted to include berms for building light abatement structures including the planting of hedges on top of the berms and fencing as a means of screening light from greenhouses. The placement of fill necessary for the farm use is also considered to be a designated farm use. To be necessary it is required that the amount and type of fill used for the berms shall be commensurate with the scale, scope and light abatement needs of the farm operation, as well as the parcel area and soils on the property.

#### Typical Amounts Used

- The amount of material varies as the footprint and size of the berms vary.

#### Additional Recommended Local Government Notice

- No notice is required if constructing a new berm or maintaining an existing berm and the volume to be used is less than 200 m<sup>3</sup>.

g) Using woodwaste\* as fuel for wood fired boilers

**Note:** This is not a fill practice; however it is included in this factsheet as the storage of woodwaste for use as fuel may be misconstrued as being used for fill.

i) Code of Agricultural Practice for Waste Management (under EMA)

- Part 7, Section 20: as noted above in section (a) of this factsheet, indicates that woodwaste may be used for fuel in wood fired boilers.



Typical Amounts Used

- Amounts vary, depending on the size of the storage facility and boiler requirements.

Additional Recommended Local Government Notice

- No notice required if a boiler is installed.

h) Using woodwaste\*/gravel/sand for container nursery bed production or ball and burlap production



i) Nursery and Landscape Pest Management & Production Guide, BCMAFF, 2002

- Land suitable for nursery stock production should be devoid of low frost pockets.
- Conifers and broadleaf evergreens are dug, and balled and burlapped, which means that a quantity of soil is left around the roots and secured with burlap and twine. In order to conserve topsoil on the site, efforts should be made to replace soil removed in the root ball by the addition of amendments such as compost. On the Coast it is possible to overwinter some (bareroot) material in a (60 to 90 cm) deep bed of sawdust. Heeling in sawdust will prevent desiccation.
- Managing soil organic matter is integral to sound soil management and is a key to long-term productive field operations, particularly where significant quantities of topsoil are removed over time. As an example, straw and woodwaste can be beneficial to soil, however, when added directly to the soil, nitrogen can be 'tied-up'. In order to avoid this, urea or an ammonium salt should be added at the same time. Woodwaste should only be applied in the top 10 cm of soil.
- When used for a container bed, woodwaste should be less than 30 cm deep and should be placed back from any waterway including a drainage ditch.

ii) EFP Reference Guide, 2005

- For preparation of nursery beds, geotextile fabrics either alone or in combination with sand and gravel are recommended as alternatives to woodwaste.

iii) Nursery and Turf – Commodity Description, BCMAFF, January, 2003

- For container production, mulch is required to create a stable working and growing area. Nursery growers use a considerable amount of woodwaste for on-farm and access roads, soilless media and container beds.



iv) BC Landscape and Nursery Association

- For ball and burlap production, growers may create a temporary bed of woodwaste that may be 1.5 m deep. After selling the plants they will spread the material to add organic matter to the field. Nurseries may also store piles of sawdust mixes/soilless media.

Note: Because of disease issues, e.g. Sudden Oak Death Syndrome, the Canadian Food Inspection Agency may require the building of deeper nursery beds to prevent the formation of standing water.

#### **v) ALR Use, Subdivision and Procedure Regulation (under ALC Act)**

- As a potential soil amendment, and where applied when collected, stored and handled in compliance with Part 7, Storage and Use of Woodwaste in the *Code of Agricultural Practice for Waste Management*, the use of woodwaste for container bed production is a designated farm use. To be necessary it is required that the amount of woodwaste applied to the land shall be commensurate with the scale, scope and container nursery bed needs of the farm operation, as well as the parcel area and soils on the property.

Note: In the ALR, the placement of soil\*\* fill materials, for container nursery bed production requires an application to the ALC.

#### **Typical Amounts Used**

- Amounts and materials used will be site dependent.

#### **Additional Recommended Local Government Notice**

- No notice required if maintaining an existing nursery bed.

---

#### **i) Applying sand or sawdust to cranberries**

##### **i) "Cranberries," April-May 2005**

- A process called "sanding" may take place. Sanding applies a fresh layer of sand into the fields where the cranberry vines are located. The sand will then sink to the bottom of the vines – to provide a new rooting zone along the cranberry stems, as well as aid in disease control by burying old plant residues. It covers up the old woody growth of the cranberry vines and forces the plant to produce what is referred to as "upright" – the young stems with the fruit buds. This makes for a much healthier plant.

##### **ii) Crop Profile for Cranberries in Washington, 2000**

- Beds have been drained, cleared, leveled and covered with a one to two inch layer of sand before the field is planted to select vines. A thin layer of sand spread over the bed stimulates new root and vine growth, improves aeration and drainage of surface water, and levels out low spots to make dry harvesting easier.

##### **iii) Crop Profile for Cranberries in British Columbia, BCMAL, 2006**

- Some growers, especially those who do not have ideal peat, may layer sand or sawdust over mineral soils in order to plant vines. This practice has been used very successfully to encourage vine establishment.
- Sanding cranberry vines is a method of stimulating the production of new uprights and roots, and is a cultural method of pest control.
- In BC cranberries are grown primarily on peat soils. They are also grown on upland mineral soils with higher organic matter and in fields of sand or sawdust. They prefer an acidic pH of about 4.0 to 5.0 in the root zone.



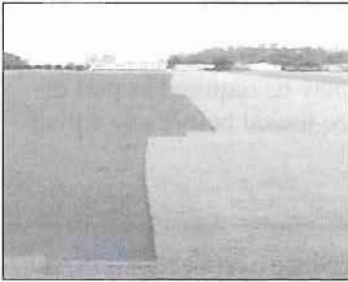
#### Typical Amounts Used

- The initial application is 15 to 20 cm deep (when planting). Topdressing every few years would be 2.5 to 5 cm deep. Filling of holes in established fields would be 15 to 20 cm deep.

#### Additional Recommended Local Government Notice

- No notice required for existing fields.

j) Soil\*\* or woodwaste\* amendments for turfgrass production



#### i) Nursery and Turf – Commodity Description, BCMAFF January 2003

- Mineral and/or organic material, such as sand, sawdust, compost or manure, is sometimes placed on the field to replace the soil that was removed in previous harvests.
- Note: The use of soil amendments/composted organics is not part of a fill bylaw.

#### ii) ALR Use, Subdivision and Procedure Regulation (under ALC Act)

- Turf farms are a specified farm use for which a notification to the commission is required for the placement of fill.

#### Typical Amounts Used

- 2.5 to 4 cm per crop; 1 crop harvested every 15 months.

#### Additional Recommended Local Government Notice

- No notice for existing turf fields using up to 4 cm of material per crop.

k) Farm buildings that take up less than 2% of the parcel



#### i) ALR Regulation Use, Subdivision and Procedure Regulation (under ALC Act)

- The construction, maintenance and operation of farm buildings, including, but not limited to any of the following: (i) a greenhouse; (ii) a farm building or structure for use in an intensive livestock operation or for mushroom production; (iii) an aquaculture facility, are designated farm uses for the purposes of the Act. They may be regulated but must not be prohibited by any local government bylaw except a bylaw under section 917 of the Local Government Act.
- For 'specified' farm uses, that includes the construction of greenhouses and farm buildings for an intensive livestock operation or for mushroom production, and where the fill 'footprint' exceeds 2 % of the property area, a notification process is additionally set out in the Regulations.

#### ii) ALC Policy: Placement of Fill or Removal of Soil: Construction of Farm Buildings

- The ALC, by policy, further sets limits for the placement of fill for particular farm uses (e.g. for construction of a single family residence the area is limited to 0.2 ha; for the construction of farm buildings the area is limited to 2 % of the parcel area).
- Where it has been determined through the building approval process that placement of fill or removal of soil is necessary for the construction of a farm building, of which the building area is less than 2% of the parcel, the acceptable volume of fill or soil removal is that needed to undertake the construction of the building.



Intent of  
ALC  
re: fill + soil  
removal



- The over-riding principle is that the volume is reasonable and the quality of material is not deleterious to the agricultural quality of the land or the environment and all activity must be done in accordance with good agricultural practice.

### iii) ALC Policy: Placement of Fill or Removal of Soils: Construction of a Single Family Residence

- The ALC allows fill for a single family residence building of up to 0.2 ha, subject to the local government approval process, typically through a building permit.

#### Typical Amounts Used

- The amount of materials used will vary.

#### Recommended Local Government Notice

- Building construction is typically regulated by municipal bylaws, and formal applications must be made to the local government. Requirements vary by municipality. Geotechnical reports and/or fill plans may be required as part of this process. In many cases, a building permit must be issued before any filling can proceed.

l) Farm buildings that take up more than 2% of the parcel

### i) ALR Regulation Use, Subdivision and Procedure Regulation (under ALC Act)

- Buildings for 'specified farm-uses' (e.g. greenhouses, farm buildings or structures for an intensive livestock operation or mushroom production) greater than 2% of the parcel area, the owner must submit a Notice of Intent to the ALC and applicable local government of their intention to remove soil or place fill at least 60 days beforehand. The ALC's CEO may request additional information within 30 days or receipt of the notice, and may order restrictions or set the terms and conditions for the conduct of that use.

#### Typical Amounts Used

- The amounts of materials used will vary.

#### Recommended Local Government Notice

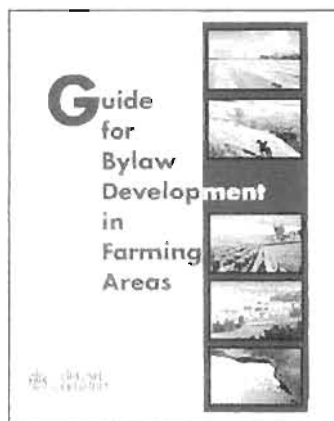
- Some local governments may require the approval of a building permit application before any filling can take place
- Building construction is typically regulated by municipal bylaws, and formal applications must be made to the local government. Requirements vary by municipality. Geotechnical reports and/or fill plans may be required as part of this process. In many cases, a building permit must be issued before any filling can proceed.
- Applicants should include copies of the completed ALC "notice of intent" with their building permit application.



m) Fill for parking, loading and turnaround areas

### i) ALR Use, Subdivision and Procedure Regulation (under ALC Act)

- Any activity designated as farm use for the purposes of the Act, including the construction, maintenance and operation of a building, structure, driveway, ancillary service or utility necessary for that farm use, may be regulated but must not be prohibited by any local government bylaw except a bylaw under section 917 of the *Local Government Act*. To be necessary, the amount and type of fill used for the above, which includes loading and turnaround areas and parking, shall be commensurate with the scale, scope and needs of the farm operation, as well as the parcel area and soils on the property.



- An application to the ALC is required where the proposed fill area on an individual parcel, for the above uses, exceeds 2% of the property area.

## ii) Guide for Bylaw Development in Farming Areas, BCMAFF, 1998

- Off-street parking spaces should be required for all commodities that undertake direct farm marketing. Produce stands/Nurseries: 1 parking space per 20 m<sup>2</sup> of direct farm marketing area; Greenhouses: 1 parking space per 15 m<sup>2</sup> of direct farm marketing area.

## iii) BC Cranberry Growers' Association

- Areas for periodic staging and loading of large trucks, including semi-trailers, are required. Also required are areas to temporarily store/compost vine cuttings/trimmings. Parking is commonly required for workers during the harvest season.

## iv) BC Greenhouse Growers' Association

- In order to accommodate staff/worker parking an area equivalent to about 400 m<sup>2</sup> per hectare greenhouse area under production may be required. Up to an additional 10% may be required for loading and turn around areas.

### Typical Amounts Used

- Areas required will vary, depending on the commodity. For cranberries and greenhouses see the estimates listed above.
- Parking and loading areas should be appropriately sized and located so as to minimize removal of land from production.
- Local governments should be consulted prior to constructing such areas as some local government bylaws contain site coverage restrictions.

n) Using woodwaste\* and sand for cranberry field drainage trenches

## i) Crop Profile for Cranberries in British Columbia BCMAL, 2006

- Reservoirs and ditches are constructed to contain and move water for frost protection, irrigation and harvest, and to store water recovered from these operations. Some new fields are being constructed with perimeter drains which eliminate the need for a ditch around the fields inside the dike and allows for a greater usable crop area.

## ii) BC Cranberry Growers' Association

- Drains are installed by digging a 60 cm deep trench (10 to 15 cm wide), placing a 75 to 100 mm perforated plastic drainage pipe, then filling with approximately 50 cm of woodwaste (usually aged cedar chips, not hog fuel), adding a geotextile cloth, and then topped with up to 15 cm of sand. The trenches would be placed approximately every 3 to 3.5 m throughout the field, in both new and existing fields.

### Typical Amounts Used

- As described above.

### Additional Recommended Local Government Notice

- No notice for existing fields.

Example:

## NOTICE OF PROPOSED "FILL" ACTIVITY

Local Government: \_\_\_\_\_  
Bylaw Number: \_\_\_\_\_  
Fax form to: \_\_\_\_\_

*Note: The information required by this form is collected under the Local Government Bylaw. This information may be available for review by any member of the public. If you have any questions about the collection or use of this information, please contact the Local Government.*

Owner: _____	Agent: _____
Address: _____	Address: _____
_____	_____
Telephone: _____	Telephone: _____
Cell: _____	Cell: _____
Fax: _____	Fax: _____
E-mail: _____	E-mail: _____

Civic Address of Property: _____
Legal Description: _____
Size of Property / Parcel: _____ (hectares or dimensions)

Zoning of Property:	<input type="radio"/> Agricultural	<input type="radio"/> Residential	<input type="radio"/> Commercial	<input type="radio"/> Industrial
	<input type="radio"/> Other – specify: _____			
Current Use:	_____			
Proposed Land Use: (if different than current use)	_____			

Adjacent Uses: North _____	East _____
South _____	West _____

Type of Fill Material	<input type="radio"/> Topsoil	<input type="radio"/> Excavation soil	<input type="radio"/> Sand	<input type="radio"/> Gravel
	<input type="radio"/> Ditch-cleanings	<input type="radio"/> Woodwaste	<input type="radio"/> Soil Conditioner	<input type="radio"/> Mulch
	<input type="radio"/> Other – specify: _____			
Source of Fill materials:	_____			
Volume: _____	cubic metres	Depth: _____	metres	
Total Project Area: _____	hectare or dimensions			
Duration of the Project: _____	weeks / months			

Purpose of Project: (refer to Factsheet "Guidelines for Farm Practices Involving Fill" BC Ministry of Agriculture and Lands as appropriate) _____
Proposed Reclamation Measures: (if applicable) _____

Has either a Professional Agrologist and/or a Professional Engineer reviewed the project and provided a written report? ☐ Yes ☐ No (If Yes, please attach a copy of the report.)

**Declaration and Consent:** I/we declare that the information is to the best of my/our knowledge, true and correct. I/we consent to the use of the information provided in this notice and all supporting documents. Furthermore, I/we understand that the Local Government may take the necessary steps to confirm the accuracy of the information and documents provided.

Date \_\_\_\_\_ Signature of Owner or Agent \_\_\_\_\_ Print Name \_\_\_\_\_

## METRIC CONVERSIONS

Metric	Imperial Equivalent	Metric	Imperial Equivalent
2.5 cm	1 inch	10.5 m	35 feet
4 cm	1.5 inches	20 m	65 feet
5 cm	2 inches	21 m	70 feet
7.5 cm (75 mm)	3 inches	36 m	120 feet
10 cm (100 mm)	4 inches	42 m	140 feet
15 cm	6 inches	15 square metres	160 square feet
20 cm	8 inches	20 square metres	215 square feet
30 cm	12 inches (1 foot)	400 square metres	4300 square feet
45 cm	18 inches	0.2 ha	0.5 acre
50 cm	20 inches	1 ha	2.47 acre
60 cm	24 inches (2 feet)	16.2 ha	40 acre
90 cm (0.9 m)	3 feet	40 ha	100 acre
1.2 m	4 feet	5.7 cubic metres	200 cubic feet (1 volumetric sawdust unit)
1.5 m	5 feet	1,230 cubic metres	1 foot depth over 1 acre
3.5 m	12 feet	18,300 cubic metres	23,900 cubic yards
4.5 m	15 feet	25 volumetric sawdust units per hectare	10 volumetric sawdust units per acre
5 m	16 feet	400 square meters per ha	1800 square feet per acre
6 m	20 feet	25,000 kg	55,000 pounds
7.5 m	25 feet	43,000 kg	95,000 pounds
9 m	30 feet		

Conversions in this table are rounded to a convenient number.

## LIST OF ACRONYMS

ALC	Agricultural Land Commission
ALR	Agricultural Land Reserve
BCGGA	BC Greenhouse Growers' Association
BCMAFF	BC Ministry of Agriculture, Food and Fisheries
BCMAL	BC Ministry of Agriculture and Lands
EFP	Environmental Farm Plan
EMA	Environmental Management Act
UFG	United Flower Growers Co-Op Association

## RESOURCE MANAGEMENT BRANCH

Ministry of Agriculture and Lands  
1767 Angus Campbell Road  
Abbotsford, BC Canada V3G 2M3  
Phone: (604) 556-3100 Toll Free: 1-888-221-7141  
December 18, 2006

## WRITTEN BY

Geoff Hughes-Games, PAg  
Provincial Soil Specialist  
Kathleen Zimmerman, PAg  
Regional Agrologist

My friend for City Council

Re: contaminants, toxins

~~Benji~~ - UBC student helping us with policy research, getting other students involved

~~Chris Friend~~ - just finishing a book on bio remediation

~~Chris Fletcher~~ - friend helping us with soil sampling

\* need local enforcement  
of "deliterious" fill

From ~~Benji~~

✓ Contaminants  
maybe leaching

\* asphalt

heavy metals

On soil/water contamination - I did a quick survey of literature on the issues and I think we can safely say that there are contaminants in the waste material and there is potential of contaminants leaching from the waste into the soil and potentially into the groundwater and beyond. What type of contaminants depends on the materials and what the materials were previously used for which we don't know so can't make conclusive statements regarding contaminants. Concrete on its own is not so dangerous as it is primarily aggregates and limestone/calcium carbonate (could maybe raise pH, but I am not confident this would be an issue), asphalt on the other hand definitely is problematic as it contains organic compounds that are considered toxic and monitored in environmental monitoring. Asphalt usually contains bitumen, which is a form of petroleum and which contains (PAH) Polycyclic aromatic hydrocarbons - organic (carbon based) pollutants that can be dangerous to humans (in soil or drinking water). Various heavy metals can also be leached from these waste materials such as zinc. The scraps of unknown material is a concern cause we don't even know what it is or where from. The other thing is that aside from material depending on what it was used for it may have contaminants form the urban environment on it - example if it is road waste it could have pollutants that accumulate from cars.

In terms of enviro effect it is difficult to say anything conclusively because there are many variables from the type of contaminants, levels, mobility in the enviro and and each one's level of toxicity. For instance PAHs must pass a certain threshold in the enviro before they are considered a contaminant (according to regulation). Maybe Lis has more insight on this??

future irreversible

Art made what I think is the most convincing points - that putting contamination issues aside - we can state for sure that this land will no longer be able to produce food. If tree farm fails in a few years the productivity of the land and potential for reverting to food production has been destroyed. It would be an astronomical cost to reclaim the land - removal of all that material, cost of properly disposing, rebuilding topsoil fertility, and then you would want to test to ensure there are no contaminants that would impact food.

One idea is contacting somewhere like Cottonwood to inquire about costs/challenges of establishing food production on land that may be contaminated from urban environment. (I will do this)

Another idea (Art's) is to contact the agrologist who signed off for the company's application (Bruce McTavish) and get him out to the site to see what is happening and respond to communities concerns - hold him accountable. Art also pointed out that the guy the ALC has monitoring (Thomas Loo) is not an agrologist or environmental scientist.

Q P's (Bruce McTavish) report misrepresents the (recent) current use & fertility of the land. GP - 49 Need Local control.



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Asphalt is a constituent of petroleum with most crude petroleum containing some asphalt. It is comprised mainly of polycyclic aromatic hydrocarbons (PAH's). Asphalts are highly complex and can contain up to 150 carbon atoms, as well as sulfur, and several heavy metals, like nickel, lead, chromium, mercury, arsenic, and more. Asphalt is a solid or semisolid substance and is mixed with solvents to make it easier to work with. These solvents are volatile organic compounds like naphtha, toluene, and xylene. PCB's have also been added to asphalt in the past, to add fire resistance, flexibility and inhibit corrosion. I'm not sure if this is still done, as PCB's are banned in North America (though not around the world), so it may be more of a problem in old asphalt than in new stuff.

For some info on the impacts of PAH's and VOC's, see below. Hope this helps for now!

;) )

Leila

### **Volatile Organic Compounds (VOCs)**

At elevated concentrations, VOCs affect the cardiovascular, neurological and nervous systems, and many are known carcinogens. The following VOCs, present in oil spills and other industrial processes, can pose a particular health risk to humans and the surrounding environment.

#### **{SH3} Benzene {SH3}**

Benzene is a natural part of crude oil and gasoline, and is also used to make some types of rubbers, lubricants, plastics, dyes, detergents, drugs and pesticides. Industries that involve the use of benzene include the rubber industry, oil refineries, petroleum pipelines, coke and chemical plants, shoe manufacturers and gasoline-related industries and associated infrastructure. In most accidents and spills involving petroleum, benzene is definitely a concern. Natural sources of benzene include volcanoes and forest fires.

Benzene is a known carcinogen and can cause a rare form of kidney cancer and leukemia as well as other blood cancers. Short-term inhalation of high levels of benzene can be fatal, and low levels can cause drowsiness, dizziness, headaches, tremors, rapid heart rate, confusion or mental fog and unconsciousness. Eating foods or drinking water contaminated with high levels of benzene can cause vomiting, stomach irritation, dizziness, sleepiness, convulsions and death. Benzene damages the bone marrow and can lead to a decrease in red blood cells and anemia. It can also cause excessive bleeding and depress the immune system, resulting in a higher incidence of infections. It can impact the reproductive systems of men and women and cause birth defects such as spina bifida and anencephaly. When animals have been exposed to benzenes in studies, results have shown low birth weights, delayed bone formation and bone marrow damage.

#### **{SH3} Ethyl Benzene {SH3}**

Ethyl benzene is found in coal tar and petroleum. It is used primarily to make the chemical styrene. It is used as a solvent, a constituent of asphalt and naphtha and is a constituent of synthetic rubber, fuels, paints, inks, carpet glues, varnishes, tobacco products and insecticides. It is a component of automotive and aviation fuels.

Acute exposure to ethyl benzene can cause eye, throat, nose, upper respiratory tract, and mucous membrane irritation; chest constriction; redness and blistering of the skin. Neurological effects include dizziness, fatigue and lack of coordination. Animal studies have shown impacts to the

central nervous system, pulmonary system and effects on the liver, kidney and eyes. Chronic exposure to ethyl benzene can cause fatigue, headache, and eye and upper respiratory tract irritation, as well as drying, dermatitis and defatting of the skin.

#### {SH3}Toluene{SH3}

Toluene occurs naturally in crude oil. It is also produced in the process of making coke from coal and gasoline and other fuels (such as jet fuel) from crude oil. Toluene is used in making paints, paint thinners, fingernail polish, lacquers, adhesives and rubber and in some printing and leather tanning processes. Low to moderate exposure to toluene can cause tiredness, confusion, weakness, drunken-type actions, memory loss, nausea, loss of appetite and loss of hearing and color vision. Toluene is also known to impact the cardiovascular system and the neurological/nervous system. Higher exposure levels can cause unconsciousness and death.

#### {SH3}Xylene{SH3}

Xylene occurs naturally in petroleum and coal tar; it can catch on fire easily. It is found in small amounts in airplane fuel and gasoline. It is used in paints, paint thinners and varnishes. It is used also as a solvent and cleaning agent, and in the printing, rubber and leather industries.

Xylene exposure can damage the central nervous system, liver and other body systems. Signs and symptoms of acute exposure to xylene include headache, fatigue, irritability, lassitude, nausea, anorexia, flatulence, irritation of the eyes, nose and throat, issues with motor coordination and balance, flushing, redness of the face, a sensation of increased body heat, increased salivation, tremors, dizziness, confusion and cardiac irritability. Chronic exposure can cause central nervous system depression; conjunctivitis; dryness of nose, throat and skin; dermatitis; anemia; mucosal hemorrhage; bone marrow hyperplasia and kidney and liver damage.

#### {SH3}Trichloroethylene (TCE){SH3}

TCE is used primarily as a degreasing agent for metal and electronic parts; as an extractant for oils, waxes and fats; a solvent for cellulose esters and ethers; a dry-cleaning fluid (although it has largely been replaced since the 1950s by tetrachloroethylene); refrigerant and heat exchange fluid; fumigant; carrier agent in paints and adhesives; a scourant for textiles and as a feedstock for manufacturing organic chemicals. When first widely produced in the 1920s, its major use was to extract vegetable oils from plant materials such as soy, coconut and palm, as well as in coffee decaffeination. It has also been used in the medical field as an anesthetic. TCE can enter groundwater and surface water from industrial discharges or from improper disposal of industrial wastes at landfills. It can also be found in typewriter correction fluid, paint, spot removers, carpet-cleaning fluids, metal cleaners and varnishes.

When inhaled, TCE can cause central nervous system depression, liver and kidney damage. The symptoms of acute exposure can look similar to alcohol intoxication, beginning with a headache, dizziness and confusion and progressing with increasing exposure to unconsciousness.

Respiratory and circulatory depression can eventually lead to death. TCE is believed to cause cancer (liver and kidney), leukemia, non-Hodgkin lymphoma as well as congenital heart defects. There are many other VOCs (Tetrachloroethane, 1,2,4-Trichlorobenzene, Vinyl chloride) to be concerned about - those named above are just a few common ones.

#### **Polycyclic Aromatic Hydrocarbons (PAHs)**

Polycyclic aromatic hydrocarbons are a group of over 100 different semi-volatile organic compounds that are formed during the incomplete burning of coal, oil and gas, garbage or other organic substances like tobacco or charbroiled meat. PAHs are found in coal tar, crude oil, creosote and roofing tar, but a few are used in medicines or to make dyes, plastics and pesticides.

When coal is converted to natural gas, PAHs can be released, which is why some former coal-gasification sites may have elevated levels of PAHs. They are also found in incinerators, coke ovens and asphalt processing and use. They are also a major concern when it comes to human and environmental health impacts at oil spills, as they are present in crude oil. Although hundreds of PAHs exist, two of the more common ones are benzo(a)pyrene and naphthalene. Polycyclic aromatic hydrocarbons can cause red blood cell damage that can lead to anemia; they can also suppress the immune system. Possible long-term health effects from exposure may include cataracts, kidney and liver damage and jaundice. Some polycyclic aromatic hydrocarbons are cancer-causing. Also, high prenatal exposure to PAHs is associated with lower IQ and childhood asthma, as well as low birth weight, premature delivery and heart malformations in babies.





**To:** General Purposes Committee  
**From:** Cathryn Volkering Carlile  
General Manager, Community Services  
**Re:** 2013 Health, Social and Safety Grants

**Date:** January 4, 2013

**File:**

---




**Staff Recommendation**

That, as per the report from the General Manager of Community Services, dated January 4, 2013:

1. Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$546,054.
2. The following applicants be recommended for the **first** year of a three-year funding cycle, based on Council approval of each year of funding:
  - Chinese Mental Wellness Association of Canada
  - Heart of Richmond AIDS Society
  - Richmond Mental Health Consumer & Friends Society
  - Richmond Society for Community Living
  - Richmond Women's Resource Centre Association
3. The following applicants be recommended for the **second** year of a three-year funding cycle, based on Council approval of each year of funding:
  - Big Sisters of the Lower Mainland
  - Canadian Mental Health Association – Richmond Branch
  - CHIMO Crisis Services
  - Family Services of Greater Vancouver
  - Richmond Addiction Services
  - Richmond Family Place
  - Richmond Multicultural Community Services
  - Richmond Youth Service Agency
  - Volunteer Richmond Information Services Society

Cathryn Volkering Carlile  
General Manager, Community Services

Att. 4

REPORT CONCURRENCE			
ROUTED TO:		CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets		<input checked="" type="checkbox"/>	
REVIEWED BY SMT SUBCOMMITTEE		INITIALS: 	REVIEWED BY CAO INITIALS: 

## **Staff Report**

### **Origin**

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

The City Grant Policy and Programs support the following 2011 – 2014 Council Term Goal Statement with respect to Community Social Services:

*To develop and implement an updated social services strategy that clearly articulates and communicates the City's roles, priorities and limitations with respect to social services issues and needs.*

This report provides information and recommendations pertaining to the 2013 Health, Social and Safety Grant Program.

### **Findings of Fact**

#### **1. 2013 Health, Social and Safety Grant Budget**

The 2013 Health, Social and Safety (HSS) Grant Budget is \$547,453, including a 2% Cost of Living increase over last year's budget, as per the City Grant Policy.

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in August and September, 2012 advising the community that applications would be accepted until October 12<sup>th</sup>, 2012 for the 2012 City Grant Programs. HSS Program Guidelines and the Application Form (**Attachment 3**) were posted on the City website, available at the Information Counter and circulated electronically to the RCSAC, as well as by request.

In the HSS category, a total of 35 applications were received for a total request of \$997,903. A table outlining requests and recommended allocations for the 2013 HSS Grant Program is provided in **Attachment 1**. Grant Application Summary Sheets, prepared by the applicant to provide key information about the proposal, are found in **Attachment 2**. Staff recommendations and comments are included in the Summary Sheets.

As indicated in the Grant Program guidelines, all proposals must demonstrate that primarily Richmond residents will be served to be considered eligible. While some applicants serve wider geographic areas (e.g., Family Services of Greater Vancouver; Canadian Mental Health Association, Vancouver-Burnaby Branch), all requests met were for programs and services serving primarily Richmond residents.

### 3. Late Applications

No applications were received after the October 12, 2012 deadline. The City Grant Policy indicates that late applications will not be accepted, and the deadline is identified on each page of the application form to ensure that no late submissions are received.

### 4. New Applications

Three applications were received from organizations that had not previously applied for a City Grant: ALS Society of BC, Chinese Cultural Centre of Greater Vancouver and Richmond Bethel Church.

### 5. Application Review Process

A HSS Grant Review Committee, consisting of staff from the Community Services Department, reviewed the 2012 Health, Social & Safety applications. Recommended allocations were determined by committee rather than individual reviewers.

## Analysis

### 1. Health, Social & Safety Grant Application Information, 2011 – 2013

Numbers of applications, allocations (2011/2012) and recommendations (2013) are:

Previous HSS Applications, Allocations (2011/12) and Recommendations (2013)*			
	2011	2012	2013
Total number of applications	29	29	35
New applicants	4	2	3
Late applications	0	0	0
Grants denied (did not meet criteria)	2	0	1
Partial amount of request recommended	27	23	24
Full amount of request recommended	0	6	10
Minor request (\$5,000 or less)	3	4	11
Total amount requested	\$842,705	\$855,471	\$997,903
Total budget	\$518,000 (all categories)	\$536,719** (HSS only)	\$547,453 (HSS only)
Total HSS allocated	\$449,698	\$530,637	TBD

\*some categories overlap; numbers are not meant to be totalled

\*\*For the 2012 Grant Program, three separate programs were established and an additional level of \$190,784 was approved for the overall City Grant budget. For the Health, Social and Safety Program, this meant an increase of \$87,021 above the amount allocated by Council in 2011.

## **2. Reasons for Partial or No Funding**

Most applicants (70%) are recommended for partial rather than full funding. 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) the total amount requested exceeds the recommended City Grant budget; providing some assistance to many is considered preferable to providing full assistance to a few.

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,
- City provides other forms of support to the organization, and
- Quality, including completeness, of the application

## **3. Minor/Major Grant Requests**

In response to stakeholder requests to make application requirements less onerous for those seeking small grants, two streams of applications have been established; one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. If applying for a minor grant, applicants are required to complete the Grant Application Summary Sheet, rather than the full application form, plus provide required documentation and signatures. The full application form is required for major grants or three-year funding cycle requests.

In the Health, Social & Safety category, eleven organizations applied for grants of \$5,000 or less:

- ALS Society of BC
- Arthritis Society, BC & Yukon Division
- Big Sisters of BC Lower Mainland
- Boys & Girls Clubs of South Coast BC
- Chinese Cultural Centre of Greater Vancouver
- Minoru Seniors Society
- Richmond Bethel Church
- Richmond Carefree Society
- Richmond Food Security Society
- Richmond Poverty Response Society
- Touchstone Family Association

#### 4. Multi-Year Funding Request

As part of the City Grant Policy adopted in 2011, applicants receiving City Grants for a minimum of the five most recent consecutive years have the option of applying for a maximum three-year funding cycle. Grants are thereby recommended, rather than guaranteed, for three-year cycles; Council reviews recommendations to fund each subsequent year of a cycle. In the first year of a cycle, the full application form is required. For the following two years, the Grant Application Summary Sheet must be completed and required documents and signatures attached.

The number of three-year cycles initiated each year has been staggered to balance yearly intake of full applications. In 2012, nine applicants were approved to begin the cycle. In 2013, staff recommend that the following five applicants be approved for the first year of the cycle:

- Chinese Mental Wellness Association of Canada
- Heart of Richmond AIDS Society
- Richmond Mental Health Consumer & Friends Society
- Richmond Society for Community Living
- Richmond Women's Resource Centre Association

#### 5. On-line Application System

In adopting the City Grant Policy in 2011, Council also requested that:

*Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.*

The City Grant Steering Committee has been working with Information Technology staff and program development consultants to establish an on-line application system. The system will be operational in time to receive on-line applications for the 2014 City Grant Program.

#### 6. RCSAC Community Social Services Survey

The RCSAC has conducted a Community Social Services Survey annually since 2009, and previous versions have been attached to RCSAC Annual Reports/Work Programs. However, as the RCSAC considered the Survey more pertinent to the City Grant Program because it provides information about community service funding changes, the 2011/12 version is found in **Attachment 4**. While no specific RCSAC recommendations emerged from this survey for the 2013 Health, Social & Safety Grant Program, a RCSAC subcommittee has proposed changes to the questionnaire that may result in recommendations for future grant cycles.

**Financial Impact**

The 2013 Health, Social and Safety Grant Program budget is \$547,453. The 2013 allocations itemized in **Attachment 1** are recommended.

Health, Social and Safety Grant Budget	\$547,453
Total recommended allocations	<u>\$546,054</u>
Remaining	\$ 1,399

**Conclusion**

The Health, Social and Safety 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. Staff recommend that 2013 Health, Social and Safety Grants be allocated as indicated (**Attachment 1**) for the benefit of Richmond residents.



Lesley Sherlock  
Social Planner  
(604-276-4220)

LS:ls

Health Social and Safety Services - Recommended Grant Allocation 2013						
APPLICANT NAME	2012 GRANT	2013 REQUEST	2013 RECOM.	MULTI YEAR RECOM.	COMMENTS SUMMARY	SEE ATTACHMENT 2
ALS Society of BC*	N/A	5,000	0	N/A	Ineligible for funding as the grant program does not support annual fundraising campaigns.	Page 1-2
Alzheimer Society of BC	2000	34,480	2,040	N/A	Same level as last year, plus a Cost of Living increase, toward operation of the Resource Centre.	Page 3-4
Arthritis Society, BC & Yukon Division*	N/A	3,500	1,250	N/A	Partial funding toward a Richmond forum.	Page 5-6
Big Brothers of Greater Vancouver	4,500	10,000	4,500	N/A	Same level as last year, to support matches with Big Brothers.	Page 7-8
Big Sisters of BC Lower Mainland	4,500	4,500	4,500	Year 2	Same level as last year, for the full amount requested, to support matches with Big Sisters.	Page 9-11
Boys & Girls Clubs of South Coast BC	2,000	5,000	2,500	N/A	Increased level for operating expenses of after-school program at Mitchell Elementary School.	Page 12-13
Canadian Mental Health Association Richmond Branch	34,000	34,000	34,000	Year 2	Same level as last year, for the full amount requested, for the Meal Program and operating expenses.	Page 14-15
Canadian Mental Health Association Vancouver/ Burnaby Branch	4,200	12,000	5,000	N/A	Increased level to support program costs of the Super Saturday Kids Program.	Page 16-17
Canadian Red Cross Society	8,000	8,400	4,400	N/A	To complete the purchase of 22 four-wheeled walkers, partially funded by 2012 City Grant.	Page 18-19
Chimo Crisis Services	47,000	47,000	47,000	Year 2	Same level as last year, for the full amount requested, for Crisis Response and Community Engagement/Education Services.	Page 20-21
Chinese Cultural Centre of Greater Vancouver*	N/A	5,000	500	N/A	Provide operating assistance for multicultural community events, with request to explore potential partnerships and collaborations	Page 22-23
Chinese Mental Wellness Association	8,700	37,000	8,874	Year 1	Same level as last year, plus a Cost of Living increase, to support operating expenses for social activities and referrals to other community services.	Page 24-25
FIRST Society (Family Integration & Resource Support Team)	1,500	185,000	1,530	N/A	Same level as last year, plus a Cost of Living increase for operating expenses, with request to explore community partnerships, service delivery opportunities, and other funding sources.	Page 26-27
Family Services of Greater Vancouver	46,600	46,600	46,600	Year 2	Same level as last year, for the full amount requested, for individual, family and group counseling service.	Page 28-29
Heart of Richmond AIDS Society	10,000	15,000	10,200	Year 1	Same level as last year, plus a Cost of Living increase, for operating expenses to support drop-in, meal programs and education/prevention services.	Page 30-31
Integration Youth Services Society	3,150	30,589.21	3,213	N/A	Same level as last year, plus a Cost of Living increase, to support the Mustard Seed Theatre.	Page 32-33
Minoru Seniors Society	N/A	5,000.00	2,500	Year 1	To support program costs of the Intergenerational Greenhouse Social Project.	Page 34-35
Multicultural Helping House Society	8,000	45,505	8,160	N/A	Same level as last year, plus a Cost of Living increase, to support the Health and Wellness Program for seniors, live-in caregivers and temporary foreign workers.	Page 36-37



## Health Social and Safety Services - Recommended Grant Allocation 2013

APPLICANT NAME	2012 GRANT	2013 REQUEST	2013 RECOM.	MULTI YEAR RECOM.	COMMENTS SUMMARY	SEE ATTACHMENT 2
Richmond Addiction Services	194,487	199,349	198,377	Year 2	Same level as last year, plus a Cost of Living increase, to be equally allocated to 1) problem gambling prevention and 2) substance misuse and other addictive behavior prevention.	Page 38
Richmond Amateur Radio Club	N/A	8,000	1,500	N/A	For equipment repair and upgrade, as radios sometimes used in emergency situations.	Page 39
Richmond Bethel Church*	N/A	5,000	2,500	N/A	To support the "Food for Life" community dinner.	Page 40
Richmond Carefree Society	5,000	5,000	5,000	N/A	Same level as last year, for the full amount requested, to support special needs children's playgroup.	Page 41
Richmond Family Place Society	24,000	24,000	24,000	Year 2	Same level as last year, for the full amount requested, for family support programs.	Page 42
Richmond Food Security Society	4,000	5,000	4,080	N/A	Same level as last year, plus a Cost of Living increase, for the Stir It Up Youth Kitchen.	Page 43
Richmond Hospice Association	6,500	30,000	7,000	N/A	Increased level for operating expenses of palliative support program.	Page 44
Richmond Mental Health Consumer & Friends Society	3,500	8,980	3,570	Year 1	Same level as last year, plus a Cost of Living increase, for operating expenses of Volunteer Program.	Page 45
Richmond Multicultural Community Services	10,000	15,000	10,200	Year 2	Same level as last year, plus a Cost of Living increase, for operating expenses to support immigrant, refugee and welcoming community programs.	Page 46-47
Richmond Poverty Response Committee	5,000	5,000	5,000	N/A	Same level as last year, for the full amount requested, for phase two of the Housing Registry.	Page 48
Richmond Society for Community Living	14,000	18,000	14,280	Year 1	Same level as last year, plus a Cost of Living increase, to support the Family Resource Program.	Page 49-50
Richmond Women's Resource Centre Association	15,000	52,000	15,300	Year 1	Same level as last year, plus a Cost of Living increase, to support womens' programs and services.	Page 51-52
Richmond Youth Services Agency	12,500	12,500	12,500	Year 2	Same level as last year, for the full amount requested, to support the Richmond Youth Centre.	Page 53
St Albans Anglican Church	7,000	20,000	9,000	N/A	Increased level to support the Drop-in Centre, as well as the Community Meal and the Extreme Weather Shelter.	Page 54-55
Touchstone Family Association	4,000	4,000	4,000	N/A	Same level as last year, for the full amount requested, to support the the Street Smarts program expansion.	Page 56
Turning Point Recovery Society	5,000	12,500	5,750	N/A	Increased level to support need for Domestic Violence Substance Abuse program	Page 57-58
Volunteer Richmond Information Services Society	36,500	40,000	37,230	Year 2	Same level as last year, plus a Cost of Living Increase, to support volunteer and information programs.	Page 59-60
<b>Total</b>	<b>530,837</b>	<b>997,903</b>	<b>546,054</b>			
<b>Total Available 2013</b>			<b>547,453</b>			
<b>Balance Remaining</b>			<b>1,399</b>			

\* New Applicant

**HEALTH, SOCIAL AND SAFETY SERVICES  
GRANT APPLICATION SUMMARY SHEETS**



# City of Richmond

## 2013 Grant Application Summary Sheet

6911 No. 3 Road, Richmond, BC V6Y 2C1  
www.richmond.ca

This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: ALS Society of BC		
2.	Grant Request: \$ 5,000	Proposal Title: 2013 Richmond Vancouver Walk for ALS	
	Number to be Served: 400	How many will be Richmond residents? 400	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
6.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: May/25/13 End: May 25, 2013		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> The Richmond Vancouver Annual Walk for ALS will be celebrating its eighth year in 2013. This year we are hoping to expand our base of supporters and make our walk even bigger. Our target audience is residents and businesses in Richmond and Vancouver, we donate 100% of the funds raised during our walk day to the ALS Society of BC who then distributes 40% of the funds for research to find a cure for ALS and the remaining 60% of the funds go to support families and patient currently struggling with this illness through their patient services program which provides, medical equipment, transportation, counselling and other services to families in our community. During our 2011 and 2012 Walks we were able to raise around \$110,000.00 each year. Most recently our Richmond Walk Committee won the Richmond Volunteer Nova Star award in 2011 for their hard work and dedication to our cause and our contribution.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> We currently receive the use of Garry Point Park and Dyke free of charge for our event each year.		
9.	<b>Your Society's Total Budget</b>  Total Revenue Total Expenses Annual Surplus or (Deficit) Accumulated Surplus or (Deficit) Justification for any Annual and Accumulated Surplus or (Deficit)	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>  \$ 102,984.20 \$ 0 \$ 102,984.20 \$ 102,984.20 Please explain:	<b>Budget for Current Year</b>  \$ to be determined \$ 0 \$ to be determined \$ to be determined Please explain:
10.	Previous City Grant: Amount: 0 Year: n/a Use: n/a		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Professional and administrative salary Amount: 0.00 Donated 2. Use: Consultant services Amount: 0.00 Donated 3. Use: Volunteer support Amount: 0.00 Donated 4. Use: Supplies Amount: 0.00 Donated 5. Use: Equipment Amount: 0.00 Donated  Total City Grant Request: \$5,000 <b>Other Funding Sources for this Proposal:</b> 1. Source: Unipharm Wholesale Drugs Ltd. Amount: \$5,000 Purpose: to provide services for local patients 2. Source: River Rock Resort and Casino Amount: \$3,000 Purpose: to provide services for local patients 3. Source: Maritime Steamship Assistants Amount: \$1,500 Purpose: to provide services for local patients  Total Proposed Budget: 9,500		

12.	For Staff Use Only: <u>AH/SD</u>	
	<p>Recommended Grant: <u>0</u></p> <p>Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: Request to support the 2013 R.V. Walk for ALS</p>	<p>Staff Comments/Conditions: Ineligible for funding as the grant program does not support annual fundraising campaigns.</p>



**City of  
Richmond**

## 2013 Grant Application Summary Sheet

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

www.richmond.ca

This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> Alzheimer Society of B.C.		
2.	<b>Grant Request:</b> \$34,480	<b>Proposal Title:</b> Richmond Resource Centre	
	<b>Number to be Served:</b> 2000	<b>How many will be Richmond residents?</b> Over 90%; Over 1,800	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> We are requesting funding for our Richmond Resource Centre. Through our resource centre we offer information, educational opportunities, support groups and the ability to talk directly with knowledgeable staff members. Books and videos can be viewed on site and a variety of print resources are available to take home. Services are also offered in Cantonese and Mandarin, and various print materials are available in Chinese. Our target audience includes adults and seniors with dementia, adult children who are caring for their parents and grandparents, seniors who are caring for their spouses, siblings and parents. We have found that 73% of primary caregivers who access our programs and services are female. Most of these individuals are female spouses of persons with dementia, or adult daughters.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> n/a		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	<b>Total Revenue</b>	\$ 6,839,485	\$ 6,119,244
	<b>Total Expenses</b>	\$ 5,853,309	\$ 6,592,518
	<b>Annual Surplus or (Deficit)</b>	\$ 994,176	\$ -473,274
	<b>Accumulated Surplus or (Deficit)</b>	\$ 2,491,761	\$ 2,018,487
	<b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>	<b>Please explain:</b> Increase in corporate giving & bequests	<b>Please explain:</b> Planned program enhancement
10.	<b>Previous City Grant:</b> Amount: 2000 Year: 2012 Use: Office Rent		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Professional & Administrative salaries Amount: 26,305 2. Use: Office Rent Amount: 5,000 3. Use: Supplies and Equipment Amount: 775 4. Use: Volunteer Support Amount: 700 5. Use: Printing and Local Travel Amount: 1,700 <b>Total City Grant Request:</b> \$34,480 <b>Other Funding Sources for this Proposal:</b> 1. Source: Community Gaming Grant Amount: 4,000 Purpose: Professional Salaries and Rent 2. Source: Alzheimer Society of B.C. Amount: 35,440 Purpose: All other expenses 3. Source: Amount: Purpose: <b>Total Proposed Budget:</b> \$75,720		

12.	For Staff Use Only <u>SD/AH</u>				
	<table border="1"> <tr> <td data-bbox="224 220 737 281"> Recommended Grant: <u>\$2,040</u>  Year ____ of ____ Multi-year Funding Cycle </td><td data-bbox="737 220 1471 281"> Staff Comments/Conditions: Same level as last year plus a cost of living increase. </td></tr> <tr> <td data-bbox="224 310 737 371"> Purpose: Funding toward operations of the Resource Centre </td><td data-bbox="737 310 1471 371"></td></tr> </table>	Recommended Grant: <u>\$2,040</u> Year ____ of ____ Multi-year Funding Cycle	Staff Comments/Conditions: Same level as last year plus a cost of living increase.	Purpose: Funding toward operations of the Resource Centre	
Recommended Grant: <u>\$2,040</u> Year ____ of ____ Multi-year Funding Cycle	Staff Comments/Conditions: Same level as last year plus a cost of living increase.				
Purpose: Funding toward operations of the Resource Centre					



# City of Richmond

## 2013 Grant Application Summary Sheet

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1.	<b>Organization:</b> The Arthritis Society, BC & Yukon Division		
2.	<b>Grant Request:</b> \$ 3,500	<b>Proposal Title:</b> Free Public Forum on Arthritis presented in Cantonese	
	<b>Number to be Served:</b> 100-150	<b>How many will be Richmond residents?</b> an	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity <b>Start Date:</b> March 2013 <b>End:</b> June 2013		
6.	<b>Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> We will present a free public forum on arthritis that will be targeted at Cantonese speaking people in Richmond with arthritis, or the children or caregivers of people with arthritis. Our experience in presenting similar forums is that there is a great demand for more arthritis-related information. Two rheumatologists will present topics such as diagnoses, the latest news of research and treatment, and the benefits of physical activity and joint protection. The presentation will also dispel the myth that arthritis is a disease of the elderly. In fact, 60% of the population living with this chronic condition are under 65 years of age. The presentation will also address the myth that the resulting pain is something that should just be tolerated. Indeed, if the source of pain isn't diagnosed and managed effectively, it can have very serious implications.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Many community centres in Richmond provide free space for arthritis education programs for local residents		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 4,825,627	\$ 4,402,590
	Total Expenses	\$ 4,691,958	\$ 4,402,590
	Annual Surplus or (Deficit)	\$ 132,171	\$ 0
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: estate gifts were higher than expected	Please explain:
10.	<b>Previous City Grant: Amount:</b>	<b>Year:</b>	<b>Use:</b>
11.	<b>Proposed City Grant Budget:</b> 1. Use: honorarium for speakers Amount: \$1,500 2. Use: advertising/translation Amount: \$1,250 3. Use: materials Amount: \$250 4. Use: Amount: 5. Use: venue rental Amount: \$500 <b>Total City Grant Request: \$3,500</b> <b>Other Funding Sources for this Proposal:</b> 1. Source: The Arthritis Society Amount: \$500 Purpose: project management/registration 2. Source: Richmond Library/comm centre Amount: \$500 Purpose: (tentative) - in kind venue space 3. Source: Amount: Purpose: <b>Total Proposed Budget:</b>		

12.	For Staff Use Only <u>SD/AH</u>	
	Recommended Grant: <u>\$1,250</u> Year ____ of ____ Multi-year Funding Cycle	Staff Comments/Conditions: This funding is contingent on the event taking place. If the forum does not proceed, funds should be returned.
	Purpose: Partial funding toward the public forum	





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1.	Organization: Big Brothers of Greater Vancouver		
2.	Grant Request: \$10,000	Proposal Title: Community & Teen Mentoring Programs	
	Number to be Served: 195	How many will be Richmond residents? 195	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): BBGV operates two mentoring programs in the City of Richmond. The traditional Community Match Program matches adult male volunteer mentors one-to-one with boys who are lacking a positive male role model. Big and Little Brothers spend 2-4 hours per week together doing a wide range of fun activities. The Teen Mentoring Program works in partnership with local high schools where the Teen "Buddy" mentors a younger child in the school environment for one hour per week. Every child referred to us comes on the basis that he or she will benefit substantially by forming a continuing bond with a caring older mentor. We currently have a list of such children who are waiting to be matched with mentors in Richmond. The impacts our programs have on the community are widespread. Each mentoring match serves the "Little" and the "Big", the family, and the larger community in many meaningful ways.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): N/A		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 1,494,471	\$ 1,918,100
	Total Expenses	\$ 1,494,298	\$ 1,945,300
	Annual Surplus or (Deficit)	\$ 173	\$ 2,800
	Accumulated Surplus or (Deficit)	\$ 82,860	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: surplus is less than 1 months expenses	Please explain:
10.	Previous City Grant: Amount: \$4,500	Year: 2012	Use: Richmond's Big Brother & Teen Mentoring Program
11.	Proposed City Grant Budget:		
	1. Use: Salaries & Benefits	Amount: 7,200	
	2. Use: Office (rent, supplies, etc.)	Amount: 1,400	
	3. Use: Materials	Amount: 300	
	4. Use: Travel	Amount: 100	
	5. Use: Volunteer Recruitment & Training	Amount: 1,000	
	Total City Grant Request: 10,000		
	Other Funding Sources for this Proposal:		
	1. Source: United Way Lower Mainland	Amount: 6,500	Purpose: Toward Richmond service delivery
	2. Source: BBGVF	Amount: 69,300	Purpose: Toward Richmond service delivery
	3. Source: Community Gaming Grant	Amount: 14,600	Purpose: Toward Richmond service delivery
	Total Proposed Budget: 100,400		

12.	<p>For Staff Use Only <u>(RT / ES)</u></p> <p>Recommended Grant: <u>\$4,500</u></p> <p>Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: To match children and youth with Big Brothers.</p>	<p>Staff Comments/Conditions: Same funding as previous year, as there were no changes to program.</p>
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**City of  
Richmond**

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1.	Organization: Big Sisters of BC Lower Mainland	
2.	Grant Request: \$4,500	Proposal Title: Big Sister's Big and Little Sister Program
	Number to be Served: To date we have 14 Big Sister Matches in Richmond, with 24 volunteers from Richmond.	How many will be Richmond residents? 14 Little Sisters, 14 families and 24 volunteers in our organization who are from Richmond.
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events	
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)	
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:	
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year 2 of a 3-year cycle  Please attach information regarding any changes since Year 1 that will impact City Grant use. No Change	
7.	Summary of Request (including proposed activities, target group(s), community benefit):	

Big Sisters has been providing quality mentoring programs that promote positive empowerment to at risk girls in the Lower Mainland for over fifty years. In 2012 we plan to provide at least 650 girls and young women with a mentor.

### Big Sisters Mentoring Program

This program matches girls (ages 7-17) with a volunteer Big Sister in a one-to-one mentoring relationship, who meet once a week for 2 to 4 hours for a minimum of one year. Matches enjoy a wide range of activities, including making crafts, playing sports, watching movies, and just hanging out and talking. We anticipate serving over 325 Big & Little Sister matches in 2012. We request a minimum one year commitment from our matches; our average match length is 2.49 years which demonstrates the importance of this relationship for not only the Little Sister, but the Big Sister as well. We ensure that our programs are as accessible as possible to potential mentors and mentees.

It costs \$2,000 to make and support each Big Sister/Little Sister match for one year. The Big Sisters organization provides professional and personalized support; mentor and child safety training; ongoing professional development; organizes educational and fun activities for the Big Sister matches. Big Sisters is committed to equipping not only our volunteers, but our Little Sisters and Parents/Guardians with the skills and tools needed to engage in a positive, safe and supportive mentoring relationship. We endeavour to manage and minimize any potential problems through our volunteer training; Big Sister, Little Sister and Parent/Guardian check in interviews; Child Safety Training for all three match participants (Big Sister, Little Sister and Parent/Guardian) and our match introduction interviews.

### Girls Served

We target an extremely vulnerable, socially disadvantaged population. Girls are referred to our agency by parents, school personnel, social workers and other helping professionals. 68% of the girls in our programs come from a single parent family; 19% from a dual parent family; 7% from foster or group homes, and 6% do not report or are in transition.

Our Little Sisters represent a wide array of ethnicities and, while not all report their background, we estimate over 25% of our Little Sisters were born outside Canada, and we know that at least 23% are of First Nations heritage. Approximately 20% of our Little Sisters are directly referred by the Ministry of Children and Family Development or mental health agencies, and an additional 10-20% have Ministry of Children and Family Development involvement.

Most of the girls we serve suffer from low self-esteem, social isolation, or a lack of enriching experiences as a result of poverty; family distress; recent immigration; loss or trauma; past or present abuse; developmental challenges; physical disabilities or other life challenges. All of the girls referred to our programs are seeking a champion in their lives – a friend to trust and support them and to spend time with them on a weekly basis. Studies show a warm, supportive relationship with a caring adult is a key factor in helping children overcome challenges in their lives over which they often have no control.

Big Sisters of BC Lower Mainland is a member agency of Big Brothers Big Sisters of Canada. As a movement, Big Brothers Big Sisters is recognized as being a leader in mentoring excellence. Research has demonstrated that a relationship with a Big Sister volunteer has a positive impact on a child including: reducing her risk of drug and alcohol abuse; reducing violent behavior; improving school attendance and academic success; improving family relationships and improving her overall self-esteem, confidence and competence. Having the support of a Big Sister assists the girls in our program to grow up into capable and contributing members of our society and helps them to reach their full potential as adults.

Our program is aimed at prevention and intervention as research has shown that a warm, supportive relationship with a caring adult is a key factor in helping children overcome challenges in their lives. We believe that each Little Sister benefits immediately from the relationship formed with a caring, supportive woman and benefits in the long term by gaining self-esteem and confidence to make positive life choices.

Research has shown that children who participate in a Big Sisters Mentoring Program are 46% less likely to begin using illegal drugs; 27% less likely to begin using alcohol; 52% less likely to skip school; 37% less likely to skip class; are more confident in their schoolwork performance; and are able to get along better with their families. (Tierney, J.P., Grossman, J.B., and Resch, N.L. (1995) *Making a Difference: An Impact Study of Big Brothers Big Sisters*. Philadelphia: Public/Private Ventures)

8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): N/A		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$1,236,149	\$1,210,000
	Total Expenses	\$1,114,756	\$1,250,097
	Annual Surplus or (Deficit)	\$121,393	\$(40,097)
	Accumulated Surplus or (Deficit)	\$237,577	\$197,480
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: We received an unanticipated \$90,000 in Bequests in 2011, \$40,000 under Planned Giving in the spring and \$50,000 in Gala in October.	Please explain: Reason for deficit: Funding from the Raiser the Reader campaign ended (Value \$30,000)
10.	Previous City Grant: Amount: \$4,500 Year: 2012 Use: Big Sister Mentoring Program for girls living in Richmond		
11.	Proposed City Grant Budget: 2013 1. Use: Professional and administrative salaries and benefits (full time) Amount: \$4,500 Total City Grant Request: \$4,500  Other Funding Sources for this Proposal: 1. Source: United Way Donations Amount: \$5,153 (tentative) Purpose: Richmond Big Sisters Program Costs 2. Source: Community Grants Amount: \$15,929 Purpose: Richmond Big Sisters Program Costs 3. Source: Big Sisters' Spring Lunch Amount: \$4,872 Purpose: Richmond Big Sisters Program Costs 4. Source: Third Party Events Amount: \$ 37,769 Purpose: Richmond Big Sisters Program Costs 4. Source: Earned Interest Amount: \$13,00 Purpose: Richmond Big Sisters Program Costs  Total proposed Budget: \$81,023		
12.	For Staff Use Only (RT/ES)		
	Recommended Grant: \$4,500 Year 2 of 3 Multi-year Funding Cycle  Purpose: Provide funding to match children and youth with Big Sisters.	Staff Comments/Conditions: Same funding as previous year as there were no changes to program.	



# City of Richmond

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1.	Organization: Boys and Girls Clubs of South Coast BC		
2.	Grant Request: \$5,000	Proposal Title: Boys and Girls Club Services at Mitchell Elementary	
	Number to be Served: 80	How many will be Richmond residents? 80	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> 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. The Richmond Club opened in September 2011, and has already reached maximum capacity, with attendance averaging about 30 per day. The Club provides a safe, accessible place for children that enhances their physical, educational, character, and skill development through supervised social and recreational activities. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. Programs are currently offered 4 days per week for participants aged 6 through 12. We strive to eliminate barriers to participation, and to ensure that all children and families have access to our programs, we have a policy that no one is turned away due to an inability to pay.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): n/a		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 8,866,250	\$ 10,895,011
	Total Expenses	\$ 8,922,121	\$ 11,073,876
	Annual Surplus or (Deficit)	\$ (55,871)	\$ (178,865)
	Accumulated Surplus or (Deficit)	\$ 2,180,055	\$ 2,001,390
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Sound fiscal management over 75 years	Please explain: Club expansion, reduced govt. funding
10.	Previous City Grant: Amount: \$2,000	Year: 2012	Use: Operating expenses for after-school program at Mitchell Elem.
11.	<b>Proposed City Grant Budget:</b> 1. Use: Staff Salaries Amount: \$ 3,500 2. Use: Program Supplies Amount: 500 3. Use: Transportation Amount: 500 4. Use: Centralized Support & Admin. Amount: 500 5. Use: Amount: Total City Grant Request: \$ 5,000 <b>Other Funding Sources for this Proposal:</b> 1. Source: United Way Amount: \$ 80,000 Purpose: Salaries / Supplies / Transport / Admin. 2. Source: The BGC Foundation Amount: 63,800 Purpose: Salaries / Supplies / Transport / Admin. 3. Source: Program Fees / Memberships Amount: 1,200 Purpose: Salaries / Supplies / Transport / Admin. Total Proposed Budget: \$130,000		

12.	<p><b>For Staff Use Only (RT / ES)</b></p> <p><b>Recommended Grant: <u>\$2,500</u></b>  <b>Year ____ of ____ Multi-year Funding Cycle</b></p> <p><b>Purpose:</b> Operating expense for a 4 day/week after school program at Mitchell Elementary School in East Richmond.</p> <p><b>Staff Comments/Conditions:</b> Increased level. Applicant followed recommendations to explore options of working more directly with Cambie Community Centre as to not duplicate services, which met requirements for this year's approval.</p>
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1.	<b>Organization:</b> Canadian Mental Health Association, Richmond Branch		
2.	<b>Grant Request:</b> \$34,000	<b>Proposal Title:</b> Pathways Clubhouse	
	<b>Number to be Served:</b> 375	<b>How many will be Richmond residents?</b> 360	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>2</u> of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> Meal Program - \$22,000 The Clubhouse provides accessible, affordable, nutritious meals to members. For the majority of our members, eating at the Clubhouse is their main and/or only meal of the day. Due to our members being on disability benefits, many live on low incomes and some lack the skills to prepare meals for themselves. For the physical well-being of our members, it is crucial that the Clubhouse provide meals that are accessible, affordable and nutritious. This past year, over 16,000 meals were served. Operations, including Rent, Light, Telephone - \$12,000 The rest of the grant would assist in operations which include rent, hydro, and telephone service.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Permissive Tax Exemption for Apartment Block - \$8,500		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	<b>Total Revenue</b>	\$ 2,748,944	\$ 2,749,301
	<b>Total Expenses</b>	\$ 2,756,510	\$ 2,764,028
	<b>Annual Surplus or (Deficit)</b>	\$ (7,921)	\$ (14,727)
	<b>Accumulated Surplus or (Deficit)</b>	\$	\$
	<b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>	Please explain: BC Housing Subsidy Adjustment - prior years	Please explain: Includes amortization of \$18,524
10.	<b>Previous City Grant:</b> Amount: \$34,000 <b>Year:</b> 2011-12 <b>Use:</b> Meal Program and operations		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Meal Program Amount: \$22,000 2. Use: Rent Amount: \$10,000 3. Use: Hydro Amount: \$1,200 4. Use: Telephone Amount: \$800 5. Use: Amount: <b>Total City Grant Request:</b> \$34,000 <b>Other Funding Sources for this Proposal:</b> 1. Source: VCH Amount: \$163,200 <b>Purpose:</b> Meal program, rent, hydro, telephone 2. Source: Clubhouse Members Amount: \$40,000 <b>Purpose:</b> Payment for meals 3. Source: Amount: <b>Purpose:</b> <b>Total Proposed Budget:</b> \$203,200		



12.	For Staff Use Only <u>KR</u>	
	<p>Recommended Grant: <u>\$34,000</u> Year <u>2</u> of <u>3</u> Multi-year Funding Cycle</p> <p>Purpose: Funding towards Pathways Clubhouse operations and meal program</p>	<p>Staff Comments/Conditions: Same level as last year, to the full amount requested.</p>



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All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Canadian Mental Health Association, Vancouver-Burnaby Branch		
2.	Grant Request: \$ 12,000	Proposal Title: Super Saturday Club Kids Program serving Richmond	
	Number to be Served: 38	How many will be Richmond residents? 38	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: Jan 2013 End: Dec 2013		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit):  Our grant application is to request partial funding to support one of the groups in our Super Saturday Club Kids Programs serving Richmond. Super Saturday Club Kids Program is a recreation-based, long-term program for children of parents with serious and persistent mental illness. The children we serve in Richmond are from ages 8 to 14, majority of them are from immigrant families with limited income. There is no cost for the children to participate. The program provides the kids with a full day of activities once a month, it enables them to have fun, build social skills and establish strong friendships with other kids in the program who have similar situations in their home life. At the same time, it also provides parents with respite time to attend to their own self-care.  Children of parents with mental illness are at higher risk of developing mental illness or other emotional problems; the situation is more serious for the families with limited financial resources. Super Saturday Club Kids Program is an inclusive, proactive approach that focuses on early intervention, supporting both the children and their parents and build resilience in children.  This preventive strategy in treating mental health related illness is proven to be effective, it enables young people to reach their potential without losing time in dealing with mental health issues in adulthood. Prevention will result in significant savings in long-term government health dollars.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption):		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$2,716,832	\$2,904,798
	Total Expenses	\$2,717,364	\$2,904,798
	Annual Surplus or (Deficit)	\$(532)	\$ 0
	Accumulated Surplus or (Deficit)	\$252,791	\$252,791
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Contingency for contract cancellation	Please explain:
10.	Previous City Grant: Amount: \$4,200	Year: 2012	Use: \$4,200
11.	Proposed City Grant Budget:		
	1. Use: Program staff wages & Benefits	Amount: \$6,900	
	2. Use: Activity and admission fees	Amount: \$3,600	
	3. Use: Transportation	Amount: \$1,500	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: \$12,000		

12.	For Staff Use Only <u>KR</u>	
	<p>Recommended Grant: <u>\$5,000</u>  Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: Funding requested for Super Saturday Kids Club Program serving Richmond.</p>	<p>Staff Comments/Conditions: Cost of living increase, plus a slight increase in funding to support program costs</p>



# City of Richmond

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1.	Organization: Canadian Red Cross		
2.	Grant Request: \$8,400	Proposal Title: Richmond Health Equipment Loan Program (HELP)	
	Number to be Served: 2216+ clients	How many will be Richmond residents? 95% of 2216+ clients	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: April 1, 2013 End: Mar 31, 2014		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): The Canadian Red Cross is seeking \$8400.00 to be allocated as follows: \$4400 to purchase 22 four wheeled walkers (4WWs) for loan at the Richmond Health Equipment Loan Program Depot in Richmond, BC. The depot does not currently have ANY 4WWs available, and the aging population of Richmond is in great need of this mobility device. A 4WW provides walking support for a senior or community member who has suffered a hip or knee injury, is recovering from surgery, or simply frail. The other \$4000.00 would be used to fund the costs of a part-time HELP Equipment Technician to visit the depot one day per week. The Technician will train volunteer staff in equipment cleaning/repair, conduct spot checks of equipment to ensure hygiene standards are met, assist with cleaning/maintenance, and maintain parts stock. Overall community benefit includes increased healing, health and mobility.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): N/A		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 387,050,000.00	\$ 357,007,000.00
	Total Expenses	\$ 386,445,000.00	\$ 361,103,000.00
	Annual Surplus or (Deficit)	\$ 605,000.00	\$ 4,098,000.00
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain:	Please explain:
10.	Previous City Grant: Amount: \$8000	Year: 2012	Use: HELP Depot Technician; Four Wheeled Walkers (4WWs)
11.	Proposed City Grant Budget:		
	1. Use: HELP Equipment Technician Salary	Amount: \$4000.00	
	2. Use: 22 Four Wheeled Walkers	Amount: \$4400.00	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: \$8400.00		
	Other Funding Sources for this Proposal:		
	1. Source:	Amount:	Purpose:
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total Proposed Budget:		

12.	For Staff Use Only: <u>SD/AH</u>	
	<p>Recommended Grant: <u>\$4,400</u>  Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: Funding to complete purchase of 22 four-wheeled walkers.</p>	<p>Staff Comments/Conditions: Grant provided to fund 22 four-wheeled walkers to supplement grant fund from 2012. This funding must be used for the purchase of walkers in 2013. No further grants will be considered until a proof of purchase is supplied.</p>



This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: CHIMO Crisis Services		
2.	Grant Request: \$ 47,000	Proposal Title: Strengthening Crisis Prevention & Response: Building knowledge, Skills and Resilience Across Richmond	
	Number to be Served: 17,000+	How many will be Richmond residents? 13,000+	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>2</u> of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		

7.	<p><b>Summary of Request (including proposed activities, target group(s), community benefit):</b></p> <p>This grant supports delivery &amp; continuing expansion of CHIMO's Crisis Response and Community Engagement/Education Services, all of which are delivered by professionally trained and supervised volunteers. In 2011/2012, these services collectively supported over 17,000 people.</p> <p>Crisis Response Services help individuals and families in Richmond navigate their way through wide-ranging life crisis in up to 20 different languages. They offer immediate emotional support; help with identifying and resolving problems; provide strong linkages to key public &amp; community resources, give practical assistance with poverty, administrative, family, immigration &amp; civil law matters; and intervene in life threatening situations. As a result, individuals/families are supported, lives are saved, people are able to resolve their issues expediently and live in the community with greater clarity, capacity, energy, robustness and readiness to address future challenges in their lives.</p> <p>Community Engagement/Education Services help children, youth, partners, newcomers and families become more knowledgeable about social concerns and understand how to address them in healthy and effective ways. They provide important information to newcomers and help them adjust to life in Canada. Social/emotional learning activities strengthen family and community communication and build skills and resiliency for addressing future life challenges. These services are delivered in all Richmond high schools as well as to newcomers, parents and others in the broader community.</p>
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8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Use of City-owned lot for social housing (60 yr no cost lease for Nova House property), partial tax relief for Nova House property		
9.	<b>Your Society's Total Budget</b>  Total Revenue Total Expenses Annual Surplus or (Deficit) Accumulated Surplus or (Deficit) Justification for any Annual and Accumulated Surplus or (Deficit)	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>  \$1,919,519 \$1,865,912 \$53,807 or 26,387 after amortization \$(15,404) Please explain: Accumulated deficit from previous years.	<b>Budget for Current Year</b>  \$2,154,990 \$2,154,990 \$0 \$ Please explain:
10.	<b>Previous City Grant: Amount: \$ 47,000 Year: 2012 Use: Crisis Response and Community Engagement/Education Services</b>		
11.	<b>Proposed City Grant Budget: \$ 47,000</b> 1. Use: Crisis Response Services Amount: \$ 13,500 2. Use: Community Engagement/Education Services Amount: \$ 33,500 3. Use: Amount: 4. Use: Amount: 5. Use: Amount: <b>Total City Grant Request: \$ 47,000</b>  <b>Other Funding Sources for this Proposal:</b> 1. Source: VCH & Prov of BC Contracts Amount: \$ 340,425 Purpose: Crisis Response Services 2. Source: Gaming, Law Foundation, Grants Amount: \$ 92,300 Purpose: Crisis Response/Community Engagement/Ed 3. Source: Donations, Gaming, fees Amount: \$ 130,665 Purpose: Crisis Response/Community Engagement/Ed <b>Total proposed Budget: \$ 610,380</b>		

12.	For Staff Use Only <u>    </u> KR <u>    </u>	
	Recommended Grant: <u>    \$47,000    </u> Year <u>  2  </u> of <u>  3  </u> Multi-year Funding Cycle	Staff Comments/Conditions: Same level as last year, for the full amount requested.
	Purpose: This grant supports delivery and continuing expansion of CHIMO's Crisis Response and Community Engagement/Expansion Services	



This Summary Sheet will be provided to City Council for consideration.  
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1.	<b>Organization:</b> Chinese Cultural Centre of Greater Vancouver		
2.	<b>Grant Request:</b> \$ 5,000	<b>Proposal Title:</b> Working Together For A Better To-morrow in Richmond	
	<b>Number to be Served:</b> 6,200	<b>How many will be Richmond residents?</b> 6,200	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity <b>Start Date:</b> April 20, '13 <b>End:</b> June 30, '13		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> Proposed project aims at: (1) Cultivate mutual understandings, strengthen communication & build up acceptance among Richmond residents of different ethnic groups of all ages; (ii) Promote Civic rights and responsibilities & encourage active involvement in local community issues and elections. The proposed activities will include: (1) Set up committee, oversee / plan / organize / promote activities, community networking, evaluation, 200 volunteers' recruitment / supervision. (2) Organize 4 half-day event for 6,000 Richmond residents at Kwantlen Polytechnic University Richmond Campus with programs (i.e. Civic Participation Panel; Dialogue among different ethnic groups; Display; Performances; Information booths) on May 25 & 26 at Asian Heritage month. (3) Follow up "Media Campaign" to promote 'Civic Participation' in Richmond. Harmonious community spirit will be built & the 'Civic Participation' of Richmond residents will be encouraged.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> N/A		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 1,925,549	\$ 2,220,000
	Total Expenses	\$ 1,883,216	\$ 2,210,000
	Annual Surplus or (Deficit)	\$ 42,333	\$ 10,000
	Accumulated Surplus or (Deficit)	\$ 1,768,177	\$ 1,778,177
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Accumulated surplus from 1974 until 2011	Please explain: Near break even
10.	<b>Previous City Grant Amount:</b> NIL	<b>Year:</b>	<b>Use:</b>
11.	<b>Proposed City Grant Budget:</b> 1. Use: Administration Amount: 500 2. Use: Promotion Amount: 1840 3. Use: Proposed activities Amount: 1600 4. Use: Rental Amount: 1060 5. Use: Amount: <b>Total City Grant Request:</b> 5000 <b>Other Funding Sources for this Proposal:</b> 1. Source: Federal Inter-Action grant Amount: 6000 Purpose: Multiculturalism grant 2. Source: Richmond Mandarin Lion's Club Amount: 500 Purpose: Support program budget 3. Source: Royal Pacific Realty Inc Amount: 500 Purpose: Support program budget <b>Total Proposed Budget:</b> 35,130 (details refer to Appendix IV)		



12.	For Staff Use Only <u>DKB</u>	
	<p>Recommended Grant: <u>\$500</u></p> <p>Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: Community service one-time activity</p>	<p><b>Staff Comments/Conditions:</b> Staff recommend approval of the grant in the amount of \$500 to provide operating assistance for the development of the multicultural community activity proposed by the group. In addition, staff recommend that the organization explore potential partnerships and collaboration with the Richmond Intercultural Advisory Committee, Richmond Multicultural Community Services, and the Civic Engagement Network.</p>



# City of Richmond

## 2013 Grant Application Summary Sheet

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

www.richmond.ca

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1.	Organization: Chinese Mental Wellness Association of Canada																				
2.	Grant Request: \$37,000	Proposal Title: CMWAC Operation & service delivery supplement																			
	Number to be Served: 9500	How many will be Richmond residents? 9500																			
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events																				
4.	Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)																				
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:																				
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>1</u> of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.																				
7.	Summary of Request (including proposed activities, target group(s), community benefit): Mainline funding toward peer support activities that promote psychosocial recovery and information services (i.e. karaoke, dancing, tea groups, support groups, field trips, festival events, outreach support, English conversation class, Chinese literature class, Chinese calligraphy class, knitting, mental health information events, choir, emotional support and networking, individual and family counselling in Mandarin & Cantonese, workplace skills training for family member volunteers and seniors impacted by mental health issues). Target groups would include the residents of Richmond and Chinese/English speaking individuals seeking information or support services for mental health issues and referrals. The community benefit of CMWAC participants is very large. Individuals affected by depression can attend a 2 week recovery workshop with CBT based healing strategies. Group and individual counselling is also available.																				
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption):																				
9.	<table border="1"> <thead> <tr> <th>Your Society's Total Budget</th> <th>Most Recent Completed Year (e.g., Audited Financial Statement)</th> <th>Budget for Current Year</th> </tr> </thead> <tbody> <tr> <td>Total Revenue</td> <td>\$ 83,049</td> <td>\$ 90,880</td> </tr> <tr> <td>Total Expenses</td> <td>\$ 84,434</td> <td>\$ 80,880</td> </tr> <tr> <td>Annual Surplus or (Deficit)</td> <td>\$ (485)</td> <td>\$ 0</td> </tr> <tr> <td>Accumulated Surplus or (Deficit)</td> <td>\$ 1,783</td> <td>\$ 0</td> </tr> <tr> <td>Justification for any Annual and Accumulated Surplus or (Deficit)</td> <td>Please explain: Donations exceeded budget.</td> <td>Please explain:</td> </tr> </tbody> </table>			Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year	Total Revenue	\$ 83,049	\$ 90,880	Total Expenses	\$ 84,434	\$ 80,880	Annual Surplus or (Deficit)	\$ (485)	\$ 0	Accumulated Surplus or (Deficit)	\$ 1,783	\$ 0	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Donations exceeded budget.	Please explain:
Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year																			
Total Revenue	\$ 83,049	\$ 90,880																			
Total Expenses	\$ 84,434	\$ 80,880																			
Annual Surplus or (Deficit)	\$ (485)	\$ 0																			
Accumulated Surplus or (Deficit)	\$ 1,783	\$ 0																			
Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Donations exceeded budget.	Please explain:																			
10.	Previous City Grant: Amount: <u>\$700</u> Year: <u>2012</u> Use: <u>3 months casual labour, office rent, telephone, insurance</u>																				
11.	Proposed City Grant Budget: 1. Use: Operations - admin (full-time) salaries Amount: 11,040 2. Use: Operations - admin (part-time) salaries Amount: 4,180 3. Use: Volunteer support (honoraria) Amount: 3,600 4. Use: office rent Amount: 13,200 5. Use: telephone supplies, utilities, equipment Amount: 4,620 Total City Grant Request: 37,000 Other Funding Sources for this Proposal: 1. Source: New Horizons Program for Senior Amount: 21,900 Purpose: support seniors programs of CMWAC 2. Source: BC Gaming Commission Amount: 11,400 Purpose: support operations costs 3. Source: CMWAC Amount: 20,560 Purpose: produce bi-lingual education materials Total Proposed Budget: 90,860																				

12.	For Staff Use Only: <u>KR</u>	
	<p>Recommended Grant: <u>\$8,874</u> Year <u>1</u> of <u>3</u> Multi-year Funding Cycle</p> <p>Purpose: To fund staff wages and operational expenses</p>	<p>Staff Comments/Conditions: Same level as last year, plus cost of living increase, to support social activities and referrals to other community services.</p>



# City of Richmond

## 2013 Grant Application Summary Sheet

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

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1.	<b>Organization:</b> FIRST Society (Family Integration & Resource Support Team)		
2.	<b>Grant Request:</b> \$185,000.00	<b>Proposal Title:</b> FIRST SOCIETY OPERATING ASSISTANCE REQUEST	
	<b>Number to be Served:</b> 400	<b>How many will be Richmond residents?</b> 400	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="radio"/> Yes <input type="radio"/> No If yes, this is for year <u>one</u> of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> In spite of great visions and best intentions, FIRST Society had faced formidable challenges in the past 4 years of operations, mainly due to lack of operational space. Our office is temporarily located in one of the Director's residence until such time that a more appropriate location is available. If and when an office space becomes available, this will have an enormous influence over the future of our non-profit organization in providing much needed training programs and social activities to the community we serve. Operational activities will include personal consultation and client intake, one on one tutoring and mentoring activities with new immigrant families as well as the youth, seniors and caregivers, temporary foreign workers; social activities to promote integration and multiculturalism; provide workshop facilitation and information sessions which are essential in educating and reaching out to multicultural clients.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Steveston Community Centre, Thompson Community Centre, Caring Place, Seniors Activity Centre & King George Park (facility usage)		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 3,378.07	\$ 3,932.00
	Total Expenses	\$ 2,494.00	\$ 1,276.05
	Annual Surplus or (Deficit)	\$ 894.07	\$ 2,655.95
	Accumulated Surplus or (Deficit)	\$ 1,331.30	\$ n/a
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain:	Please explain: increase in membership & donation
10.	<b>Previous City Grant:</b> Amount: \$1,500.00 <b>Year:</b> 2012 <b>Use:</b> insurance cost		
11.	<b>Proposed City Grant Budget:</b> Operating cost & community service Amount: \$185,000.00 1. Use: Amount: 2. Use: Amount: 3. Use: Amount: 4. Use: Amount: 5. Use: Amount: <b>Total City Grant Request:</b> \$185,000.00 <b>Other Funding Sources for this Proposal:</b> 1. Source: Literacy Richmond Amount: 10,000 Purpose: Life After Live-In Caregiver Program 2. Source: Amount: Purpose: 3. Source: Amount: Purpose: <b>Total Proposed Budget:</b> 10,000.00		

12.	For Staff Use Only <u>DKB</u>
	<p>Recommended Grant: <u>\$1,530</u>  Year __ of __ Multi-year Funding Cycle  Applied for multi-year funding but ineligible based on the Policy requirement of having received City Grants for a minimum of the five most recent consecutive years.</p> <p>Purpose: Operating assistance</p> <p>Staff Comments/Conditions: Same level as last year with cost of living increase for operating expenses. Staff recommend approval of the grant and encourage the group to connect with Multi-Cultural Helping House and Richmond Multicultural Community Services to explore potential community partnerships and service delivery opportunities as well as seek other potential funding sources to support capacity building.</p>



# City of Richmond

## 2013 Grant Application Summary Sheet

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1.	<b>Organization:</b> Family Services of Greater Vancouver		
2.	<b>Grant Request:</b> \$46,600	<b>Proposal Title:</b> Richmond Counselling, Support & Therapeutic Education Program	
	<b>Number to be Served:</b> 243	<b>How many will be Richmond residents?</b> 181	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>2</u> of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> This current 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 33 years. This program offers individual, family and group counselling 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, relationship difficulties, settlement, loss and grief. This program prioritizes 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 cannot afford private counselling and who do not qualify for any other services.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b>		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 21,454,696	\$ 21,895,894
	Total Expenses	\$ 21,662,103	\$ 21,993,325
	Annual Surplus or (Deficit)	\$ -207,407	\$ -97,431
	Accumulated Surplus or (Deficit)	\$ 876,673	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: see Attachment 1 for explanation	Please explain: see Attachment 1 for explanation
10.	<b>Previous City Grant: Amount:</b> \$46,600 <b>Year:</b> 2012 <b>Use:</b> Program operations (salaries, benefits, program expenses)		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Salaries, Wages, and Benefits <b>Amount:</b> \$37,052 2. Use: Office Rent <b>Amount:</b> \$ 2,641 3. Use: Supplies, Equipment <b>Amount:</b> \$ 1,301 4. Use: Telephone, Photocopy <b>Amount:</b> \$ 946 5. Use: IT, Travel, Prof. Dev., Admin. <b>Amount:</b> \$ 4,860 <b>Total City Grant Request:</b> \$46,600 <b>Other Funding Sources for this Proposal:</b> 1. Source: UWM <b>Amount:</b> \$ 25,018 <b>Purpose:</b> Program operations 2. Source: Fundraising/Gaming Income <b>Amount:</b> \$ 13,000 <b>Purpose:</b> Program operations 3. Source: FSGV additional revenue <b>Amount:</b> \$ 20,000 <b>Purpose:</b> Program operations <b>Total Proposed Budget:</b> \$104,618		

12.	For Staff Use Only <u>LS</u>	
	Recommended Grant: <u>\$46,600</u> Year <u>2</u> of <u>3</u> Multi-year Funding Cycle  Purpose: Richmond Counseling, Support & Therapeutic Education Program	Staff Comments/Conditions: Same level as last year for individual, family and group counseling service.



# City of Richmond

## 2013 Grant Application Summary Sheet

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1.	<b>Organization:</b> Heart of Richmond AIDS Society		
2.	<b>Grant Request:</b> \$ 15,000	<b>Proposal Title:</b> Office and Administrative Operations	
	<b>Number to be Served:</b> 1900	<b>How many will be Richmond residents?</b> 1870	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year 1 of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): To provide a wide range of support services and programs for person with HIV/AIDS and their families and caregivers. To provide education and prevention services to the community in general as well as all high school students in Richmond. To provide drop in as well as meal programs and supplemental health funding to HIV positive persons. The office provides information and referral for HIV testing. The office administrative operations are the base for all of these activities and allow us to provide a wide range of support services for persons with HIV/AIDS and their families and caregivers.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): We have gratefully used the board room at City Hall for a meeting in 2012.		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 160,000	\$ 197,000
	Total Expenses	\$ 181,500	\$ 197,000
	Annual Surplus or (Deficit)	\$ (21,500)	\$ 0
	Accumulated Surplus or (Deficit)	\$ 7,545	\$ 7,545
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Increase in rent, insurance and staffing costs	Please explain: Challenging budget; increase in costs
10.	<b>Previous City Grant:</b> Amount: 10,000	<b>Year:</b> 2012	<b>Use:</b> Office Rent
11.	<b>Proposed City Grant Budget:</b> 1. Use: Office Rent Amount: 10,000 2. Use: Telephone/Internet Amount: 2,000 3. Use: Insurance Amount: 2,000 4. Use: Volunteer coordination/support Amount: 500 5. Use: Phone referral/youth testing info. Amount: 500 <b>Total City Grant Request: 15,000</b> <b>Other Funding Sources for this Proposal:</b> 1. Source: BC Gaming Amount: 9,000 Purpose: Rent/insurance 2. Source: Vancouver Coastal Health Amount: 6,500 Purpose: Phone referral and drop in 3. Source: Heart and Soul Event Amount: 1,500 Purpose: Volunteer support <b>Total Proposed Budget: 32,000</b>		



12.	For Staff Use Only <u>DKB</u>	
	Recommended Grant: <u>\$10,200</u> Year ____ of ____ Multi-year Funding Cycle  Purpose: On-going Community service activities	Staff Comments/Conditions: Same level as last year with cost of living increase. Staff recommend approval of the grant request. It is further recommended that additional funding sources be explored to support the development of an operations sustainability plan.



**City of  
Richmond**

## 2013 Grant Application Summary Sheet

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All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> Integration Youth Services Society (IYSS)		
2.	<b>Grant Request:</b> \$30589.21	<b>Proposal Title:</b> IYSS 2012-13 City of Richmond Grant Application	
	<b>Number to be Served:</b> 6122	<b>How many will be Richmond residents?</b> 4238	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): IYSS is a non-profit organization dedicated to providing services that facilitate the personal growth of local youths. One of our pillar programs provides theatrical training and performing opportunities to children so that they can fully express their creativity on stage while developing a well-rounded character. We also have a combined program which allows youths to build their leadership, teamwork and communication skills through the participation in social research projects. We also have a unique program that offers youths a chance to visit impoverished regions of China and experience life in scarcity. Many young members have gained a greater appreciation for life from that program. Lastly, we also have a program which provides an electronic platform for youths to voice their opinions on controversies. Our target groups are youths and families. In short, IYSS is a pioneer for many innovative programs.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): N/A		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	<b>Total Revenue</b>	\$ 65,877.25	\$ 100,000.00
	<b>Total Expenses</b>	\$ 80,827.19	\$ 100,000.00
	<b>Annual Surplus or (Deficit)</b>	\$ (15,149.94)	\$ 0
	<b>Accumulated Surplus or (Deficit)</b>	\$ (33,761.01)	\$ (33,761.01)
	<b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>	<b>Please explain:</b> Lack of funding and sponsors	<b>Please explain:</b>
10.	<b>Previous City Grant:</b> Amount: \$3,000 <b>Year:</b> 2011 <b>Use:</b>		
11.	<b>Proposed City Grant Budget:</b> 1. <b>Use:</b> Professional and admin. salary (FT) <b>Amount:</b> 8060 2. <b>Use:</b> Professional and admin. salary (PT) <b>Amount:</b> 7000 3. <b>Use:</b> Office Rent & Supplies <b>Amount:</b> 9693.06 4. <b>Use:</b> Telephone & Photocopying <b>Amount:</b> 1432.32 5. <b>Use:</b> Program Booklets for Promotion <b>Amount:</b> 4383.83 <b>Total City Grant Request:</b> 30589.21 <b>Other Funding Sources for this Proposal:</b> 1. <b>Source:</b> <b>Amount:</b> <b>Purpose:</b> 2. <b>Source:</b> <b>Amount:</b> <b>Purpose:</b> 3. <b>Source:</b> <b>Amount:</b> <b>Purpose:</b> <b>Total Proposed Budget:</b>		

12.	For Staff Use Only <u>ES/RT</u>	
	<p>Recommended Grant: <u>\$3,213</u></p> <p>Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: To support youth theatre programs.</p>	<p><b>Staff Comments/Conditions:</b> Same level as last year with Cost of Living increase. Staff recommends grant money be used to support the Mustard Seed Theatre, which provides theatrical training and performing opportunities for children to express their creativity on stage.</p>



**City of  
Richmond**

## 2013 Grant Application Summary Sheet

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

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1.	<b>Organization:</b> Minoru Seniors Society		
2.	<b>Grant Request:</b> \$5000.00	<b>Proposal Title:</b> Greenhouse Social	
	<b>Number to be Served:</b> 220	<b>How many will be Richmond residents?</b> 220	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>1</u> of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> Proposed activities: Intergenerational opportunity for seniors and youth to grow and harvest healthy produce to be donated to the local Food Bank. The work would include seeding, transplanting and harvesting in raised and accessible garden beds as well as a social component at the end of each session where refreshments and sharing would take place. Transportation would be provided to and from the Sharing Farm from allocated community centres. The sessions would have an emphasis on sharing and socializing between generations with an agri-educational component. Community benefits: strengthens communications, maximizes resources, expands services, increases cultural exchange, stimulates learning, increases socialization and social skills, increases emotional support, and enhances community interactions		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Facility use and staff support		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 396750.00	\$ 392050.00
	Total Expenses	\$ 392200.00	\$ 391400.00
	Annual Surplus or (Deficit)	\$ 4550.00	\$ 650.00
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Surplus is negligible.	Please explain: Surplus is negligible.
10.	<b>Previous City Grant:</b> Amount: N/A Year: N/A Use: N/A		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Personnel (salaries and benefits) Amount: \$2800.00 2. Use: Volunteer support (recognition) Amount: \$450.00 3. Use: Supplies and equipment (bus & tools) Amount: \$850.00 4. Use: Program materials (refreshments) Amount: \$900.00 5. Use: Amount: <b>Total City Grant Request: \$5000.00</b> <b>Other Funding Sources for this Proposal:</b> 1. Source: Minoru Seniors Society Amount: \$500.00 Purpose: Promotions and administrative support 2. Source: Amount: Purpose: 3. Source: Amount: Purpose: <b>Total Proposed Budget: \$5500.00</b>		

12.	For Staff Use Only: <u>AH/SD</u>	
	<p>Recommended Grant: <u>\$2,500</u> Year <u>1</u> of <u>3</u> Multi-year Funding Cycle</p> <p>Purpose: Applied for partial funding toward intergenerational Greenhouse Social project.</p>	<p>Staff Comments/Conditions: Staff recommend that Minoru Seniors Society seek additional funders to joint fund this program prior to future applications, as per program guidelines.</p>



# City of Richmond

## 2013 Grant Application Summary Sheet

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1.	<b>Organization:</b> Multicultural Helping House Society		
2.	<b>Grant Request:</b> \$45,505	<b>Proposal Title:</b> Health & Wellness Program for Seniors & LIC/TFW in Richmond	
	<b>Number to be Served:</b> 150	<b>How many will be Richmond residents?</b> 124 (80 + caregivers & 50+ seniors)	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> March 2013 <b>End:</b> March 2014		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> MHHS continually seeks funding for the Innovative Health & Wellness Program for seniors and live-in caregivers/temporary foreign workers in Richmond. Seniors faced health and safety challenges, hence, increasingly important to help them become active and make healthy life choices. In the same way, live-in caregivers/temporary foreign workers who experienced family separation for a long-time need support. The Society intends to provide continuous support on this population group based on the premise that the earlier a person is help, the more prepared and psychologically sound they will be in their efforts to get out from feelings of loneliness, depression and isolation. In partnership with Minoru Seniors Society and Richmond Seniors Network, more comprehensive programs will be provided and at the same time encourage more participation from diverse and multicultural groups who have not been reached out.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b>		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	<b>Total Revenue</b>	\$ 855,733.00	\$ 631,731.00
	<b>Total Expenses</b>	\$ 855,774.00	\$ 631,632.00
	<b>Annual Surplus or (Deficit)</b>	\$ (41)	\$ 99
	<b>Accumulated Surplus or (Deficit)</b>	\$ (4785)	\$
	<b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>	<b>Please explain:</b>	<b>Please explain:</b>
10.	<b>Previous City Grant: Amount:</b> \$8,000.00 <b>Year:</b> 2012 <b>Use:</b> Health and Wellness Program for Seniors & LIC in Richmond		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Prof/Admin Salaries & Benefits Amount: \$32,735.00 2. Use: Professional Services Amount: \$ 3,200.00 3. Use: Volunteer Support Amount: \$ 600.00 4. Use: Program Support Amount: \$ 4,310.00 5. Use: Rent/Equipment/Supplies Amount: \$ 4,630.00 <b>Total City Grant Request:</b> \$45,505.00 <b>Other Funding Sources for this Proposal:</b> 1. Source: I-Remit & Minoru Senior Services Amount: \$ 3,000.00 <b>Purpose:</b> venue rental/membership 2. Source: Richmond Seniors Network Amount: \$ 2,000.00 <b>Purpose:</b> nutritional support for volunteers/facilitator 3. Source: MHHS Amount: \$12,770.00 <b>Purpose:</b> program support <b>Total Proposed Budget:</b> \$63,275.00		

12.	For Staff Use Only <u>DKB</u>	
	<p>Recommended Grant: <u>\$8,160</u>  Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: On-going community service activities for seniors, live-in caregivers and temporary foreign workers.</p>	<p>Staff Comments/Conditions: Same level as last year with Cost of Living increase. In addition, Staff recommend that additional funding sources be explored to support the on-going sustainability of the programs that are offered.</p>



This Summary Sheet will be provided to City Council for consideration.  
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1.	Organization: Richmond Addiction Services Society		
2.	Grant Request: \$ 199,349	Proposal Title: Centre of Excellence in the Prevention of Gambling and Substance Misuse	
	Number to be Served: 5500	How many will be Richmond residents? 5500	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year 2 of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): The City grant enables Richmond Addiction Services Society (RASS) to offer the continuum of prevention services in the City. Gambling and substance use prevention is occurring across the community, in partner agencies, public places and in schools. We aim to delay the onset of first use and reduce the harm if use has begun regardless if it is concerning a drug, gambling or internet gaming. We wish to raise awareness in the community regarding the consequences of problematic gambling and substance use and other addictive behaviours such as the overuse of the computer or the Internet. Increasing awareness in parents, children, grandparents and adults enables the community to learn how to communicate about these issues in safe ways where people can ask for help and support. Along with families, we build capacity in other professionals, teachers and community partners facilitating "every door is the right door".		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): Use of city space for community based initiatives like Hockey Day in Richmond (Brighthouse Lacrosse Box)		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 1 067 301	\$ 1 070 151
	Total Expenses	\$ 1 105 166	\$ 1 085 561
	Annual Surplus or (Deficit)	\$ (37 865)	\$ (15 410)
	Accumulated Surplus or (Deficit)	\$ 113 055	\$ 97 645
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Shortfall due to reduced annual funding	Please explain: Due to reduced annual funding
10.	Previous City Grant: Amount: 194 487 Year: 2011 Use: Prevention Services and Programs		
11.	Proposed City Grant Budget:		
	1. Use: Salaries	Amount: 166 421	
	2. Use: Rent	Amount: 10 617	
	3. Use: Program Expenses	Amount: 11 477	
	4. Use: Admin Costs	Amount: 10 834	
	5. Use:	Amount:	
	Total City Grant Request: 199 349		
	Other Funding Sources for this Proposal:		
	1. Source: VCH	Amount: 684 334	Purpose: Treatment and Prevention Programs
	2. Source: VCH-SMART	Amount: 28 000	Purpose: Richmond Youth Media Program
	3. Source:	Amount:	Purpose:
	Total Proposed Budget: 911 683		
12.	For Staff Use Only LS		
	Recommended Grant: \$198,377 Year 2 of 3 Multi-year Funding Cycle Purpose: To provide a continuum of education, prevention and awareness programming about gambling, substance misuse, and addictive behaviour.		Staff Comments/Conditions: Same level as last year with a Cost of Living increase.  Funding is to be equally allocated to 1) problem gambling prevention and 2) substance misuse and other addictive behavior prevention.





This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Richmond Amateur Radio Club (RARC)		
2.	Grant Request: \$8,000	Proposal Title: Improving preparedness and awareness	
	Number to be Served: 199,000	How many will be Richmond residents? 199,000	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="radio"/> Yes <input checked="" type="radio"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): For the RARC to meet its objectives, additional funding is required to increase public awareness of Amateur Radio through greater contact with community groups, and perform ongoing maintenance on the Society's communication equipment to improve operational readiness. Resources will be required to produce public relations collateral (e.g. Information handouts and signage at events) and acquire materials for upkeep and updating equipment. Adequate funding to enable the fulfillment of these two objectives will allow RARC to better inform and educate the public on the role of Amateur Radio in the community, and become better prepared when providing assistance in the provision of communication services at the request of community groups and the City of Richmond.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): Use of room in Steveston Community Centre for club meetings and radio courses Use of City Works Yard for parking communications trailer		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 1574.63	\$ 1766.00
	Total Expenses	\$ 1665.54	\$ 1756.00
	Annual Surplus or (Deficit)	\$ 80.91	\$ 0.00
	Accumulated Surplus or (Deficit)	\$ 1966.98	\$ 1966.98
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Reserve funds for unexpected equipment repairs and replacement	Please explain: Maintain reserve funds for unexpected equipment repairs and replacement
10.	Previous City Grant: Amount: \$1000.00	Year: 2010	Use: equipment repairs and upgrades
11.	Proposed City Grant Budget:		
	Equipment repair and upgrade	Amount: \$ 5000.00	
	1. Use: Supplies and spare parts	Amount: \$ 1000.00	
	2. Use: Public relations collateral and handouts	Amount: \$ 1000.00	
	3. Use: Volunteer support equipment	Amount: \$ 1000.00	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: \$ 8000.00		
	Other Funding Sources for this Proposal:		
	1. Source:	Amount:	Purpose:
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total Proposed Budget:		
12.	For Staff Use Only (RT / ES)		
	Recommended Grant: \$1,500		Staff Comments/Conditions: Recommendation is to use money for equipment repair and upgrade because radios are sometimes used in emergency situations.
	Year ____ of ____ Multi-year Funding Cycle		
	Purpose: To raise community awareness about amateur radio and to provide ongoing maintenance to existing equipment.		



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1.	<b>Organization:</b> Richmond Bethel Church		
2.	<b>Grant Request:</b> \$5,000	<b>Proposal Title:</b> Food For Life	
	<b>Number to be Served:</b> about 180	<b>How many will be Richmond residents?</b> about 175	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): Richmond Bethel Church operates a free community dinner on Wednesday evenings during the months of September to June inclusive. We provide a satisfying, nutritious meal with drinks and dessert to anyone who comes, but the vast majority of our clients are the needy, homeless, new immigrants and elderly. Food For Life also provides a venue for social interaction that our clients may not find elsewhere. Additionally, if anyone presents a specific need such as clothing, shelter, transportation, or other assistance, Richmond Bethel Church members will try to fulfill them. Our Food For Life program is a way for us to build greater inclusiveness and community in Richmond.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): permissive tax exemption		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	<b>Total Revenue</b>	\$ 383,717	\$ 322,760
	<b>Total Expenses</b>	\$ 367,936	\$ 342,138
	<b>Annual Surplus or (Deficit)</b>	\$ (4,219)	\$ (19,378)
	<b>Accumulated Surplus or (Deficit)</b>	\$	\$
	<b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>	Please explain: repayment of loan for new roof	Please explain: continued repayment of new roof loan
10.	<b>Previous City Grant:</b> Amount: N/A	<b>Year:</b>	<b>Use:</b>
11.	<b>Proposed City Grant Budget:</b> 1. Use: purchase of food products/ingredients Amount: \$5,000 2. Use: Amount: 3. Use: Amount: 4. Use: Amount: 5. Use: Amount: <b>Total City Grant Request:</b> \$5,000 <b>Other Funding Sources for this Proposal:</b> 1. Source: Dream Auction Amount: \$2,500 Purpose: purchase of food products/ingredients 2. Source: Richmond Bethel Church Amount: \$11,500 Purpose: food purchase and kitchen supplies 3. Source: Amount: Purpose: <b>Total Proposed Budget:</b> 19,000		
12.	<b>For Staff Use Only: SD / AH</b> <b>Recommended Grant:</b> \$2,500 Year ____ of ____ Multi-year Funding Cycle <b>Purpose:</b> Funding for "Food for Life" community dinner.		
	<b>Staff Comments/Conditions:</b> Funding to be used for purchase of food products/ingredients.		



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1.	<b>Organization: Richmond Carefree Society</b>		
2.	<b>Grant Request: \$5000.00</b>	<b>Proposal Title: Richmond Carefree Society Children's Playgroup</b>	
	<b>Number to be Served: 16</b>	<b>How many will be Richmond residents? All</b>	
3.	<b>Grant Program: <input checked="" type="checkbox"/> Health, Social &amp; Safety <input type="checkbox"/> Parks, Recreation &amp; Community Events</b>		
4.	<b>Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)</b>		
5.	<b>Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:</b>		
6.	<b>Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> Richmond Carefree Society provides support for local families with special needs by providing a twice weekly playgroup for children ages 6 months to 3 years. Committed to helping Richmond families who may be at risk, the Children's Playgroup provides social stimulation, age appropriate activities and weekly music therapy for infants and toddlers who have a special need, or have a family member that needs extra support. This may include parents of multiples or families with a member with health concerns or mental health challenges. Operating since 1989 with the loving care of volunteers, Richmond Carefree Society provides children with a safe and friendly environment to grow and learn, while allowing their parents a much-needed break. In order to ensure that all qualifying families are able to participate, Richmond Carefree Society provides safe transportation for the children to and from the program for those requiring the service.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Use of East Richmond Hall at no cost; transportation and music therapy subsidy		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 14,582	\$ 14,520
	Total Expenses	\$12,129	\$ 14,431
	Annual Surplus or (Deficit)	\$ 2,453	\$ 89
	Accumulated Surplus or (Deficit)	\$ 9,776	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Accumulated surplus will be applied to increased cost in current fiscal.	Please explain:
10.	<b>Previous City Grant: Amount: \$5000 Year: 2012 Use: Insurance, Music Therapy, program supplies/equipment</b>		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Insurance Amount: \$1400 2. Use: Program Supplies/Equipment Amount: \$2500 3. Use: Coordinator contact fee Amount: \$1100 4. Use: Amount: 5. Use: Amount: <b>Total City Grant Request: \$5000</b> <b>Other Funding Sources for this Proposal:</b> 1. Source: Gaming Amount: \$5000 Purpose: Transportation, program supplies, etc. 2. Source: Variety Club Amount: \$5000 Purpose: Program Coordinator fee, program costs 3. Source: Researching other sources Amount: Purpose: As above <b>Total proposed Budget: \$14,431</b>		
12.	<b>For Staff Use Only ES</b> <b>Recommended Grant: \$5,000</b> Year ____ of ____ Multi-year Funding Cycle Purpose: Full grant amount recommended for operating assistance to support children's playgroup in high demand for families with special needs.		
	<b>Staff Comments/Conditions: Same level as last year for operating expenses.</b> <b>GP - 103</b>		



# City of Richmond

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1.	Organization: Richmond Family Place Society		
2.	Grant Request: \$24,000	Proposal Title: Richmond Family Place Programs	
	Number to be Served: 8,800	How many will be Richmond residents? 99%	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>2nd</u> of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): Richmond Family Place Society (RFP) is seeking funding to support its operating costs. RFP works to ensure that every child in Richmond reaches their full potential by providing a wide array of preventative services and support programs to families with children birth to 12 years of age living in Richmond. These programs are delivered at 14 different sites throughout Richmond. The essence of a Richmond Family Place is to promote community initiatives, enhance the parenting skills of caregivers, provide children opportunities to learn the skills they need, and to support the family as a whole. Families are also given information about other community resources.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): subsidized rent of Debeck House and free use of community centers and libraries, permissive tax exemption		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 922,119	\$ 862,725
	Total Expenses	\$ 895,253	\$ 854,492
	Annual Surplus or (Deficit)	\$ 26,866	\$ 8,233
	Accumulated Surplus or (Deficit)	\$ 40,443	\$ 48,676
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Proper fiscal management	Please explain: proper fiscal management
10.	Previous City Grant: Amount: 24,000	Year: 2012	Use: operating costs
11.	Proposed City Grant Budget:		
	1. Use: Administrative salaries	Amount: 20,000	
	2. Use: Equipment	Amount: 1,000	
	3. Use: Heat	Amount: 1,000	
	4. Use: Telephone	Amount: 2,000	
	5. Use:	Amount:	
	Total City Grant Request: 24,000		
	Other Funding Sources for this Proposal:		
	1. Source: Government Funding	Amount: 314,059	Purpose: family resource programs
	2. Source: Foundations, grants, donations	Amount: 425,566	Purpose: family resource programs
	3. Source: Earned revenue	Amount: 99,100	Purpose: family resource programs
	Total Proposed Budget: 838,725		
12.	For Staff Use Only <u>LS</u>		
	Recommended Grant: \$24,000 Year <u>2</u> of <u>3</u> Multi-year Funding Cycle Purpose: To support operating costs for preventative and support services to families		Staff Comments/Conditions: Same level as last year for full amount requested.

GP - 104



This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> Richmond Food Security Society		
2.	<b>Grant Request:</b> \$ 5,000	<b>Proposal Title:</b> Stir it Up Youth Program	
	<b>Number to be Served:</b> 30	<b>How many will be Richmond residents?</b> 30	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): The Stir it Up (SIP) Youth Kitchen has been operational for two years and has made meaningful impact among youth at risk in the City of Richmond by developing skills around cooking, food security and strengthening life skills. Through weekly cooking sessions, at a supportive, positive space, accessible by transit, youth gain life skills addressing many issues facing this group such as: absenteeism, emotional and social skills, lack of food skills, and reports of empty food cupboards at home. A facilitator guides the program and develops menus, purchases ingredients, and guides youth in food skills (e.g. food preparation, cooking, cleaning, purchasing, and making healthy food choices). In addition, enough food is made that youth get a chance to eat that evening and to take leftovers home. Youth that attend get connected with youth workers and establish a strong peer support network giving a solid base to succeed in life.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): Kitchen space - Steveston Community Centre, 3hrs/week. Youth worker - 3hrs/week.		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 96,951.04	\$ 92,560
	Total Expenses	\$ 72,089.44	\$ 92,560
	Annual Surplus or (Deficit)	\$ 24,861.60	\$ 0
	Accumulated Surplus or (Deficit)	\$ 24,861.60	\$ 0
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Earmarked funds for other RFSS programs	Please explain:
10.	<b>Previous City Grant: Amount:</b> 4000	<b>Year:</b> 2012	<b>Use:</b> Stir it Up Youth Kitchen
11.	<b>Proposed City Grant Budget:</b> 1. Use: Facilitator salary Amount: \$4000 2. Use: Food supplies Amount: \$1000 3. Use: Amount: 4. Use: Amount: 5. Use: Amount: <b>Total City Grant Request:</b> \$5000 <b>Other Funding Sources for this Proposal:</b> 1. Source: Gilmore Park Dream Auction Amount: \$1500 Purpose: Facilitator time/food purchases 2. Source: Sharing Farm Society Amount: \$1000 Purpose: Food purchases 3. Source: Amount: Purpose: <b>Total Proposed Budget:</b> \$7500		
12.	<b>For Staff Use Only: SD/AH</b> <b>Recommended Grant:</b> \$4,080 <b>Year ____ of ____ Multi-year Funding Cycle</b> <b>Purpose:</b> Funding for the operation of the "Stir it Up" youth kitchen program.		
	<b>Staff Comments/Conditions:</b> Same level as last year plus a cost of living increase. <b>GP - 105</b>		



This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Richmond Hospice Association		
2.	Grant Request: \$30,000	Proposal Title: Hospice Palliative Support Programs and Resources for Richmond residents	
	Number to be Served: 975	How many will be Richmond residents? All will be Richmond residents	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): Fund 2 part time staff positions at risk of being lost which are critical to the delivery of hospice palliative support in the city. Our services are available to all Richmond residents. These positions provide volunteer management, scheduling in all settings as well as support and recognition for our volunteers, Hospice palliative volunteer training programs (2 thirty hour programs annually), telephone support. We train all of the hospice palliative volunteers in Richmond. Included are group facilitation of all of our group programs, 5, six week support groups, 3 ongoing monthly drop in support groups, weekly walking and relaxation groups, community education programs and our new library program. All of our programs are free of charge in keeping with the mandate of the Canadian Hospice Palliative Care Association. Referrals are received from medical professionals, other social service agencies and by word of mouth.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): None		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 62,836	\$ 70,250
	Total Expenses	\$ 79,720	\$ 87,698
	Annual Surplus or (Deficit)	\$ (16,884)	\$ (17,448)
	Accumulated Surplus or (Deficit)	\$ (42,284)	\$ (59,732)
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Loss of VGH Funding not yet replaced	Please explain: Funding avenues being explored
10.	Previous City Grant: Amount: 6,500	Year:	Use:
11.	Proposed City Grant Budget:		
	1. Use: 2 part time salaries and benefits	Amount: 24,000	
	2. Use: Volunteer Support	Amount: 2,500	
	3. Use: Telephone and Internet	Amount: 1,000	
	4. Use: program materials and photocopying	Amount: 1,000	
	5. Use: Training and Workshops	Amount: 1,500	
	Total City Grant Request: 30,000		
	Other Funding Sources for this Proposal:		
	1. Source: BC Gaming (in process)	Amount: 50,000	Purpose: administration and overhead
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total Proposed Budget: 80,000		
12.	For Staff Use Only: SD/AH		
	Recommended Grant: \$7,000 Year ____ of ____ Multi-year Funding Cycle		Staff Comments/Conditions: This organization needs to continue to seek alternate sources of funding and provide details of such in future City grant applications, as per program guidelines.
	Purpose: Partial funding toward two part time positions.		



# City of Richmond

## 2013 Grant Application Summary Sheet

6911 No. 3 Road, Richmond, BC V6Y 2C1  
www.richmond.ca

This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Richmond Mental Health Consumer and Friends' Society		
2.	Grant Request: \$8,980.00	Proposal Title: Infra-Structure Building for Volunteer Program	
	Number to be Served: 200	How many will be Richmond residents? 190 – almost all are from Richmond	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will Impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit):  The target group for the proposal is mental health consumers who are volunteers with our organization.  Our purpose is to encourage the group to move ahead in their lives by acquiring skills that may help them in daily living or in a workplace.  In order to facilitate this process we would like to hire, on a part time basis, an administrative support staff who is currently a volunteer.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): n/a		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$523,935.09	\$506,640.55
	Total Expenses	\$520,167.03	\$504,769.68
	Annual Surplus or (Deficit)	\$ 3,768.06	\$ 1,880.87
	Accumulated Surplus or (Deficit)	\$ 3,768.05	\$ 0.00
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Housing subsidy surplus.	Please explain: Not allocated yet.
10.	Previous City Grant: Amount: \$3,500.00 Year: 2011/12 Use: same program		
11.	Proposed City Grant Budget:  1. Use: Wages/Benefits Amount: \$ 8,740.00 2. Use: Travel Amount: \$ 45.00 3. Use: Cell Phone Amount: \$ 195.00 4. Use: Amount: 5. Use: Amount:  Total City Grant Request: \$ 8,980.00  Other Funding Sources for this Proposal: 1. Source: SMART Amount: \$1,386.00 Purpose: 2. Source: n/a Amount: Purpose: 3. Source: n/a Amount: Purpose:  Total Proposed Budget: \$10,366.00		
12.	For Staff Use Only <u>KR</u>		
	Recommended Grant: \$3,570 Year 1 of 3 Multi-year Funding Cycle		Staff Comments/Conditions: Same level as last year with a Cost of Living increase. The organization is encouraged to seek other funding sources to support this position.
	Purpose: Infrastructure building for volunteer program		<b>GP - 107</b>





This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Richmond Multicultural Community Services		
2.	Grant Request: \$15,000	Proposal Title: RMCS Capacity Building	
	Number to be Served: 8000	How many will be Richmond residents? 5500	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year 2 of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): 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 immigrants 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."		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): n/a		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 1,190,000	\$ 738,260
	Total Expenses	\$ 1,232,000	\$ 738,260
	Annual Surplus or (Deficit)	\$ Not finalized yet	\$ n/a
	Accumulated Surplus or (Deficit)	\$ Not finalized yet	\$ n/a
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Deferrals & Adjustments need to be made yet	Please explain:
10.	Previous City Grant: Amount: \$10,000	Year: 2012	Use: Administrative Salaries and Benefits
11.	Proposed City Grant Budget:		
	1. Use: Administrative Salaries/Benefits	Amount: \$15,000	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: \$15,000		
	Other Funding Sources for this Proposal:		
	1. Source: RMCS	Amount: \$4,000	Purpose: Administrative Salaries/Benefits
	2. Source: United Way	Amount: \$19,000	Purpose: Administrative Salaries/Benefits
	3. Source:	Amount:	Purpose:
	Total Proposed Budget: \$38,000		



12.	<p>For Staff Use Only <u>DKB</u></p> <p>Recommended Grant: <u>\$10,200</u></p> <p>Year <u>2</u> of <u>3</u> Multi-year Funding Cycle</p> <p>Purpose: Group operating assistance.</p>	<p>Staff Comments/Conditions: Same level as last year with Cost of Living increase. The grant is to support core operating functions of RMCS to maximize organizational capacity to meet identified community needs in Richmond.</p>
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This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Richmond Poverty Response Committee		
2.	Grant Request: \$ 5,000	Proposal Title: Richmond Rental Connect – Phase 2 – Housing Registry	
	Number to be Served:	How many will be Richmond residents? All	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit):  Please see attached document - Part 7: 2013 Grant Application Summary Sheet		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): Rent fee for the Richmond Cultural Centre was waived June 20, 2012 event		
9.	Your Society's Total Budget	Most Recent Completed Year (2011) (e.g., Audited Financial Statement)	Budget for Current Year 2012
	Total Revenue	\$ 23,190	\$ 25,000
	Total Expenses	\$ 9,735	\$ 25,000
	Annual Surplus or (Deficit)	\$ 13,455	\$ 00
	Accumulated Surplus or (Deficit)	\$ 00	\$ 00
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Funds received for Rental Connect for use in 2012	Please explain:
10.	Previous City Grant: Amount: \$5,000 Year: 2012 Use: group operating assistance and community service		
11.	Proposed City Grant Budget: see attached budget		
	1. Use: Wages, Project Coordinator	Amount: \$2,500	
	2. Use: Wages, Housing Registry Coordinator	Amount: \$2,500	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: \$5,000		
	Other Funding Sources for this Proposal:		
	1. Source: Richmond Food Bank	Amount: \$5000	Purpose: office space and storage
	2. Source: RBC/Dominion Securities	Amount: \$2000	Purpose: bookkeeping, financial administration
	3. Source: TD Canada Trust	Amount: \$5,000	Purpose: wages, Housing Registry Coordinator
	Total proposed Budget: \$ 17,000		Purpose: workshops, marketing and honorariums
12.	For Staff Use Only: AH/SD		
	Recommended Grant: \$5,000 Year ____ of ____ Multi-year Funding Cycle		Staff Comments/Conditions: Same level as last year for full amount requested. Staff to remind RPRC that #7 is to be completed, rather than refer to attachments.
	Purpose: Funding is for Phase 2 of the Housing Registry for tenants and landlords including ongoing orientation and workshops.		



**City of  
Richmond**

## 2013 Grant Application Summary Sheet

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1.	<b>Organization:</b> Richmond Society for Community Living		
2.	<b>Grant Request:</b> \$18,000	<b>Proposal Title:</b> Family Resource Program	
	<b>Number to be Served:</b>	<b>How many will be Richmond residents?</b>	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>1</u> of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b>  <p>The RSCL Family Resource Program provides information, resources and support to families that face the extraordinary circumstances that come with having a loved one who has a developmental disability. 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 Family Resource 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 individuals and the improved well-being of the family unit.</p> <p>The Family Resource Coordinator also supports adults living with developmental disabilities by coordinating a Self-Advocates group which meets regularly to offer an opportunity for individuals to socialize and to participate in workshops designed to improve life skills and sense of belonging. Topics include nutrition, safety in the community and online and other health-related topics. In Spring of 2012, the Family Resource Coordinator broadened this program to include a weekly Peer Social Group which provides the opportunity for young adults with autism spectrum disorder to ease the transition from high school by creating a social network in the community.</p> <p>The Family Support Coordinator provides information about supports and services available locally and provincially; and aids families and individuals during significant transitions. The Family Support Program aims to assist families through periods of transition that are not limited to times of crisis. The program provides family-to-family networking, training and information sessions for family members and individuals with a developmental disability in the community, as well as opportunities for parents to share their experiences and important information with others.</p> <p>Through the Family Resource Program, health care partners and other social service providers in Richmond are able to communicate with one person who can facilitate the connections for families with other specialized and generic services and supports. This creates efficiency in the referral process between organizations and consistency for families who require multiple forms of support. In addition, the Family Resource Program promotes the partnership of other like-minded organizations through a series of workshops which provide information on a range of disability-related topics.</p>		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> <p>RSCL currently receives tax exemption for five residential properties which are part of RSCL's Residential Program and are home to eleven adults with developmental disabilities. In addition, RSCL leases child care space through the City of Richmond for \$1/year to operate Treehouse early Learning Centre which provides day care and preschool to 30 children ages 30 months to five years. Further, each year the City of Richmond waives the rental fee for King George Park and provides use of a City BBQ for reduced rate to support RSCL's annual Family Picnic.</p>		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 9,721,577.00	\$9,966,945.26
	Total Expenses	\$ 9,689,678.00	\$9,993,228.44
	Annual Surplus or (Deficit)	\$ 30,100.00	\$(26,283.18)
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Surplus will be applied to reserves	Please explain: Deficit will be covered by capital reserves

10.	Previous City Grant: Amount: \$14,000	Year: 2012	Use: Family Resource Program
11.	<b>Proposed City Grant Budget:</b> 1. Use: Salaries and benefits Amount: \$14,400 2. Use: Utilities and telephone Amount: \$ 1065 3. Use: Photocopying Amount: \$ 860 4. Use: Mileage Amount: \$ 175 5. Use: Workshops Amount: \$ 1,500 Total City Grant Request: \$18,000 <b>Other Funding Sources for this Proposal:</b> 1. Source: BC Gaming - Direct Access Amount: \$13,000 Purpose: Salaries and expenses 2. Source: Coast Capital Savings Amount: \$ 4,000 Purpose: Peer Social Group 3. Source: RSCL Amount: \$ 4,000 Purpose: In-kind rent and admin support Total proposed Budget: \$39,000		
12.	<b>For Staff Use Only <u>RT</u></b> Recommended Grant: \$14,280 Year 1 of 3 Multi-year Funding Cycle Purpose: To support the Family Resource Program and reflect an increased need for its services.		
	Staff Comments/Conditions: Same level of funding as last year plus Cost of Living increase.		



# City of Richmond

## 2013 Grant Application Summary Sheet

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1.	Organization: Richmond Women's Resource Centre		
2.	Grant Request: \$52,000	Proposal Title: City of Richmond Grant	
	Number to be Served: 6141	How many will be Richmond residents? 6141	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year 1 of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	<p><b>Summary of Request</b> (including proposed activities, target group(s), community benefit):</p> <p>The RWRC 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." We provide support and programs that empower women. Our primary role is to enable women to obtain the assistance they need, which increases their well-being and the well-being of their families. Many women we help come back to volunteer and help other women, thus giving back to the community.</p> <p>The RWRC acts as an advocate, speaking out on issues that affect women disproportionately, such as violence, poverty, childcare, affordable housing and access to legal service.</p>		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): N/A		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 220,661	\$ 163,950
	Total Expenses	\$ 202,522	\$ 163,950
	Annual Surplus or (Deficit)	\$ 18,139	\$ 0
	Accumulated Surplus or (Deficit)	\$ 18,139	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Received additional funding/year end Mar.2012	Please explain:
10.	Previous City Grant: Amount: 15,000 Year: 2012 Use:		
11.	<p><b>Proposed City Grant Budget:</b></p> <p>1. Use: Supplement Wages Amount: 33,854</p> <p>2. Use: Office Rent Amount: 13,520</p> <p>3. Use: Telephone/Equipment/Photocopy Amount: 1,560</p> <p>4. Use: Others (bookkeeping/ bank charges) Amount: 1,280</p> <p>5. Use: Materials to run programs Amount: 1,986</p> <p style="text-align: right;">Total City Grant Request: 52,000</p> <p><b>Other Funding Sources for this Proposal:</b></p> <p>1. Source: BC Gaming Grant Amount: 83,000 Purpose: to support the cost of running programs</p> <p>2. Source: Vancity Grant (pending) Amount: 10,000 Purpose: to support the Work Ready program</p> <p>3. Source: Literacy Grants Amount: 4,000 Purpose: to support literacy and cost of programs</p> <p style="text-align: right;">Total Proposed Budget: 97,000</p>		

12.	For Staff Use Only <u>LS</u>		
	<table><tr><td data-bbox="212 203 737 346">Recommended Grant: <u>\$15,300</u> Year <u>1</u> of <u>3</u> Multi-year Funding Cycle  Purpose: Operating assistance, primarily to supplement wages.</td><td data-bbox="742 203 1476 346">Staff Comments/Conditions: Same level as last year with Cost of Living increase.</td></tr></table>	Recommended Grant: <u>\$15,300</u> Year <u>1</u> of <u>3</u> Multi-year Funding Cycle  Purpose: Operating assistance, primarily to supplement wages.	Staff Comments/Conditions: Same level as last year with Cost of Living increase.
Recommended Grant: <u>\$15,300</u> Year <u>1</u> of <u>3</u> Multi-year Funding Cycle  Purpose: Operating assistance, primarily to supplement wages.	Staff Comments/Conditions: Same level as last year with Cost of Living increase.		



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All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Richmond Youth Service Agency Society		
2.	Grant Request: \$ 12500	Proposal Title: Richmond Youth Center	
	Number to be Served:	How many will be Richmond residents?	
3.	Grant Program: <input type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): The grant would be used to support part of the Richmond Youth Centre (RYC) support worker position that will operate the centre, organize activities, and work towards the recreational, inter generational, learning, leadership and volunteer goals and activities of the centre. This position will focus on the middle childhood age participants and clients. The position will be supported through additional partnerships and funding to target older youth. The benefits of this grant will include increased positive out of school activities, opportunities for social learning for children and youth, increased recreational opportunities, promotion of health and wellness for kids involved, opportunities for skill development for youth, support for career and life exploration, increased community connection, increased awareness for youth about social issues and supporting success for children and youth at school.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): None		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 1,562,318	\$ 1,378,103
	Total Expenses	\$ 1,531,294	\$ 1,378,103
	Annual Surplus or (Deficit)	\$ 21,025	\$ 0
	Accumulated Surplus or (Deficit)	\$ 333,276	\$ 333,276
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Surplus restricted rental income/operating resrv	Please explain: operating reserve/restricted funds
10.	Previous City Grant: Amount: 12500 Year: 2011/12 Use: wages and benefits		
11.	Proposed City Grant Budget:		
	1. Use: Wages and benefits	Amount: 12500	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request:		
	Other Funding Sources for this Proposal:		
	1. Source: Rogers	Amount: 112000	Purpose: staff wages, program costs
	2. Source: Vancity	Amount: 10000	Purpose: staff wages, program costs, tutoring costs
	3. Source: Gaming/UJW/Childrens Aid	Amount: 53000	Purpose: staff wages, rent, program costs, tutors
	Total Proposed Budget: 187,500		
12.	For Staff Use Only ES		
	Recommended Grant: \$12,500 Year 2 of 3 Multi-year Funding Cycle		Staff Comments/Conditions: Same level as last year for full amount requested.
	Purpose: To provide continued level of funding for the Richmond Youth Centre to support ongoing programs.		



This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> St. Alban Anglican Church		
2.	<b>Grant Request:</b> \$20,000	<b>Proposal Title:</b> Community Meal, Extreme Weather Shelter and Drop-In Centre	
	<b>Number to be Served:</b> 300-500	<b>How many will be Richmond residents?</b> >95%	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> 1. Community Meal - offers a hot, nourishing weekly meal to 150+ women, children and men, many isolated and poor. Offers volunteer opportunities for over 130 individuals, including local service groups, high school students and businesses. 2. Extreme Weather Shelter - the only shelter in Richmond offering shelter and meals to the city's neediest women, children and men. Mandate is to save lives, by opening on the coldest night of the year, but we offer more: dignity, service referrals and community. 3. Drop-In Centre - A new initiative, opening five days a week starting Oct 2012. Identified as one of the top priorities for the city by the Richmond Homelessness Coalition. Provides a safe and welcoming place where the poor, the marginalized and isolated can feel welcomed and supported, socialize, talk in confidence with staff, and access services such as housing, employment,		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Mentorship and Support from Emergency Services team; Fire Safety training; city staff volunteer as servers at the Community Meal.		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 165,120.72	\$ 168,790
	Total Expenses	\$ 234,808.36	\$ 233,888
	Annual Surplus or (Deficit)	\$ (69,487.64)	\$ (65,098)
	Accumulated Surplus or (Deficit)	\$ unavailable	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	<b>Please explain:</b> Donations down \$23K, expenses up \$46K	<b>Please explain:</b> Donations below expenses
10.	<b>Previous City Grant: Amount:</b> \$7,000 <b>Year:</b> 2011 <b>Use:</b> Food, Wages, Startup costs		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Food <b>Amount:</b> \$2,000 2. Use: Wages <b>Amount:</b> \$10,000 3. Use: Rent <b>Amount:</b> \$8,000 4. Use: <b>Amount:</b> 5. Use: <b>Amount:</b> <b>Total City Grant Request:</b> \$20,000 <b>Other Funding Sources for this Proposal:</b> 1. Source: BC Housing <b>Amount:</b> \$20,000 <b>Purpose:</b> Wages, operational costs 2. Source: Great Canadian Gaming Corp <b>Amount:</b> \$15,000 <b>Purpose:</b> Renovations, rent, wages. 3. Source: Grants, Donations, Fundraising <b>Amount:</b> \$102,000 <b>Purpose:</b> Wages, food, utilities, renovations <b>Total Proposed Budget:</b> \$157,000		



12.	<p><b>For Staff Use Only: AH/SD</b></p> <p>Recommended Grant: <u>\$9,000</u>  Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: Funding for the Community Meal Program, Extreme Weather Shelter, and Drop-in Centre.</p>	<p><b>Staff Comments/Conditions:</b> Increased level to support the Drop-in Centre.:  Community Meal Program – \$3,000  Extreme Weather Shelter – \$4,000  Drop-in Centre - \$2,000</p>
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This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Touchstone Family Association		
2.	Grant Request: \$4000.00	Proposal Title: Street Smarts	
	Number to be Served: 80	How many will be Richmond residents? 100%	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): A community based program for at-risk-youth called "Street Smarts" was established in the community of Richmond in 2008 in response to a growing concern for street level gang violence amongst youth in the community. Many of the youth connected to Street Smarts have self-identified as having direct or peripheral involvement with street gangs. The aim of the program is to support youth to deconstruct the gang lifestyle and to offer support in transitioning from a "gang" oriented image and lifestyle to a self-image that is a reflection of their vision and higher goals that they have for themselves. The Street Smarts group runs twice a year, once in the fall/winter and once in the fall/spring. It also has a summer recreation component that provides recreational opportunities to troubled youth during the summer helping to keep them busy as well as connecting them to community.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): None		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 2,815,246	\$ 2,871,173
	Total Expenses	\$ 2,958,229	\$ 2,822,559
	Annual Surplus or (Deficit)	\$ (142,983)	\$ (149,286)
	Accumulated Surplus or (Deficit)	\$ 570,151	\$ 420,885
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Endowment Fund and Real estate disposal	Please explain: underfunded occupancy costs
10.	Previous City Grant: Amount: \$4000	Year: 2012	Use: Staff Support costs
11.	Proposed City Grant Budget:		
	1. Use: Program support costs, i.e. recreation	Amount: \$2000.00	
	2. Use: Food, bus tickets	Amount: \$1000.00	
	3. Use: Support Staff	Amount: \$1000.00	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: \$4000.00		
	Other Funding Sources for this Proposal:		
	1. Source: Ministry of Justice	Amount: \$70,000	Purpose: Staffing, wages/benefits
	2. Source: Touchstone Family Association	Amount: \$4000.00	Purpose: Space, phones, office, summer staff costs
	3. Source: Service Canada	Amount: \$3000.00	Purpose: Summer recreation staffing costs
	Total Proposed Budget: \$81,000.00		
12.	For Staff Use Only ES		
	Recommended Grant: \$4,000		Staff Comments/Conditions: Full grant amount recommended for Street Smarts program to support program expansion due to high demand.
	Year ____ of ____ Multi-year Funding Cycle		
	Purpose: Street Smarts program to support program expansion due to high demand.		



This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization: Turning Point Recovery Society</b>		
2.	<b>Grant Request: \$12,500</b>	<b>Proposal Title: Domestic Violence Substance Abuse (DVSA) Program</b>	
	<b>Number to be Served: 200</b>	<b>How many will be Richmond residents? 125-150</b>	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date: October 2012</b> <b>End: N/A</b>		
6.	<p>Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle</p> <p><b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b></p>		
7.	<p><b>Summary of Request (including proposed activities, target group(s), community benefit):</b></p> <p>Turning Point is requesting funds to continue to provide our innovative Domestic Violence Substance Abuse (DVSA) counselling program to the residents in our men's and women's residential support recovery facilities in Richmond. The program will provide domestic violence screening, assessments, individual and group counselling services and interventions for victims of trauma and abuse, and to individuals with a history of anger. The program will focus on how substance abuse affects the cycle of violence.</p> <p>Turning Point will continue to partner with organizations in Richmond specializing in family violence for facilitation of group sessions. Victims will be referred for further advocacy and intervention as indicated. Requested funds will help to provide approximately 50 counselling groups and over 100 individual counselling sessions during the fiscal year. Over 200 individuals in Richmond will receive services through this grant and will acquire skills to aid in reducing recidivism and maintaining abstinence.</p> <p>The DVSA program enhances treatment outcomes and reduces recidivism by providing clients with skills and education to assist them in living violence free and safe in recovery. By stopping the cycle of abuse the DVSA program reduces the burden on the criminal justice system, policing, and health and social services. There are no other programs of this type operating in Richmond at this time.</p>		
8.	<p><b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Turning Point is leasing a house from the City of Richmond for the purposes of operating our Women's Residential Support Recovery program. The City has made significant investments to provide for necessary health and safety upgrades to prepare the house for use and provides ongoing support in the maintenance of the property and equipment not impacted by wear and tear.</p>		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$1,067,423	\$ 1,207,156
	Total Expenses	\$1,079,082	\$1,207,156
	Annual Surplus or (Deficit)	-\$11,659	\$ 0
	Accumulated Surplus or (Deficit)	\$ n/a	\$ n/a
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Funding changes with respect to Gaming grants & donations.	Please explain: No surplus or deficit has been projected for this FY.
10.	<b>Previous City Grant: Amount: \$5,000.00</b>	<b>Year: 2012</b>	<b>Use: DVSA Program</b>
11.	<p><b>Proposed City Grant Budget:</b></p> <p>1. Use: Contracted Professional Services Amount: \$4,800</p> <p>2. Use: Staffing Costs Amount: \$3,500</p> <p>3. Use: Materials, Equipment, Office Supplies Amount: \$3,350</p> <p>4. Use: Utilities Amount: \$500</p> <p>5. Use: Volunteer Training and Recognition Amount: \$350</p> <p><b>Total City Grant Request: \$12,500</b></p>		

<b>Summary Sheet Cont.</b>		
<b>Other Funding Sources for this Proposal:</b>		
1. Source: Green Shield Social Surplus Program	Amount: \$5,000	Purpose: DVSA
2. Source: Face the World Foundation	Amount: \$15,000	Purpose: DVSA
3. Source: Self-pay Revenue, Richmond Health Contracts, Other	Amount: \$20,000	Purpose: DVSA
<b>Total proposed Budget: \$52,500</b>		
12.	<b>For Staff Use Only <u>LS</u></b>	
Recommended Grant: <u>\$5,750</u> Year ____ of ____ Multi-year Funding Cycle N/A  Purpose: To provide Domestic Violence Substance Abuse counseling to residents in residential support recovery facilities		Staff Comments/Conditions: Increased level to support need for program in both mens' and womens' facilities



This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization: Volunteer Richmond Information Services</b>		
2.	<b>Grant Request: \$40,000</b>	<b>Proposal Title: Volunteer Richmond Information Services Society Core Funding</b>	
	Number to be Served: VRIS programs and services serve the whole Richmond community.	How many will be Richmond residents? VRIS programs and services serve the whole Richmond community.	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>2</u> of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use. There are none.		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> Volunteer Richmond Information Services (VRIS) is a non-profit charitable society that has been operating in Richmond since 1972.  For 40 years, Volunteer Richmond Information Services has been a leader in Richmond, "bringing people and services together through community information and volunteerism." VRIS contributes to an enhanced quality of life by: (1) Promoting the spirit of volunteerism in the community and coordinating the recruitment of volunteers, (2) Providing information and referral services to connect people with community services, and (3) Planning and implementing specific programs to meet identified needs in a changing community.  We are requesting the City of Richmond grant to support core operating expenses and staff costs. The grant will support program development, enhancement and instruction expenses involved with running the community Volunteer Centre and Information Services, and the administrative service costs essential to our organization's charitable work.  The result of this support is our ability to continue, enhance and maximize the quality and delivery of programs and services to the Richmond community, and to non-profit organizations in the form of volunteer recruitment and referral, training programs and resource materials. It allows us to build community capacity by promoting volunteerism and providing the community at large with information about available resources, thus connecting people with community services through quality information and referral programs.  Services are available at our office in the Caring Place, by phone, on-line, through our ambassadors at Richmond Centre Mall and community events, and through our training and workshops.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> - For Richmond Christmas Fund: use of Toy Room at Brighthouse Pavilion and short-term parking spots at Brighthouse parking lot; loan of equipment from Emergency Social Services. - City Staff participate on committees such as volunteer advisory and information and referral - Use of City Hall meeting rooms 5-10 times in a year - In-kind printing of the nomination forms for Volunteers are Stars Awards and Gala - Child Care Resource & Referral Centre program received a Child Care Development Grant in August 2011 for capital items.		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$1,116,199	\$1,167,220
	Total Expenses	\$1,108,247	\$1,167,220
	Annual Surplus or (Deficit)	\$7,952	\$0
	Accumulated Surplus or (Deficit)	\$50,270 unrestricted net assets	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: A modest surplus is necessary for stability and allows us to provide ongoing service.	Please explain:

10.	Previous City Grant: Amount: \$36,500 Year: 2012 Use: Salaries and benefits, office rent, computer support, telephone.																					
11.	<p>Proposed City Grant Budget:</p> <table> <tr> <td>1. Use: Salaries &amp; benefits</td> <td>Amount: \$25,000</td> </tr> <tr> <td>2. Use: Office rent</td> <td>Amount: \$8,000</td> </tr> <tr> <td>3. Use: Computer support</td> <td>Amount: \$4,000</td> </tr> <tr> <td>4. Use: Telephone</td> <td>Amount: \$4,000</td> </tr> <tr> <td>5. Use: Volunteer recognition</td> <td>Amount: \$1,000</td> </tr> </table> <p>Total City Grant Request: \$40,000</p> <p>Other Funding Sources for this Proposal:</p> <table> <tr> <td>1. Source: United Way of the Lower Mainland</td> <td>Amount: \$130,500</td> <td>Purpose: Volunteer Centre, Caregivers Education &amp; Support, Richmond Seniors Network</td> </tr> <tr> <td>2. Source: Coast Capital Savings</td> <td>Amount: Unknown</td> <td>Purpose: Leadership Richmond</td> </tr> <tr> <td>3. Source: Government of BC, Gaming Funds</td> <td>Amount: \$85,000 budgeted, unconfirmed</td> <td>Purpose: Volunteer Centre, Information &amp; Referral, Richmond Christmas Fund</td> </tr> </table> <p>Total proposed Budget: Agency budget 2013-2014: \$1,190,000</p>			1. Use: Salaries & benefits	Amount: \$25,000	2. Use: Office rent	Amount: \$8,000	3. Use: Computer support	Amount: \$4,000	4. Use: Telephone	Amount: \$4,000	5. Use: Volunteer recognition	Amount: \$1,000	1. Source: United Way of the Lower Mainland	Amount: \$130,500	Purpose: Volunteer Centre, Caregivers Education & Support, Richmond Seniors Network	2. Source: Coast Capital Savings	Amount: Unknown	Purpose: Leadership Richmond	3. Source: Government of BC, Gaming Funds	Amount: \$85,000 budgeted, unconfirmed	Purpose: Volunteer Centre, Information & Referral, Richmond Christmas Fund
1. Use: Salaries & benefits	Amount: \$25,000																					
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1. Source: United Way of the Lower Mainland	Amount: \$130,500	Purpose: Volunteer Centre, Caregivers Education & Support, Richmond Seniors Network																				
2. Source: Coast Capital Savings	Amount: Unknown	Purpose: Leadership Richmond																				
3. Source: Government of BC, Gaming Funds	Amount: \$85,000 budgeted, unconfirmed	Purpose: Volunteer Centre, Information & Referral, Richmond Christmas Fund																				
12.	For Staff Use Only <u>ES</u>																					
	<p>Recommended Grant: <u>\$37,230</u></p> <p>Year <u>2</u> of <u>3</u> Multi-year Funding Cycle</p> <p>Purpose: Funding for core operating expenses and staff costs to support ongoing programs.</p>	<p>Staff Comments/Conditions: Same level as last year with Cost of Living Increase.</p>																				

**City of Richmond**

**2013 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, Child Care and Sport Hosting grants. Please see the City website ([www.richmond.ca](http://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 City 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 achieve Term Goals and adopted Strategies
- 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
- Annual 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](http://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
- An effort has been made to seek funding from sources other than the City and the applicant, and
- 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](http://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 Application Forms

Program Guidelines and Application Forms will be posted on the City website ([www.richmond.ca](http://www.richmond.ca)).

- These Guidelines apply to the Health, Social & Safety and Parks, Recreation and Community Events Grant Programs
- A simplified application form will be available for minor requests (\$5,000 or less), or year 2 or 3 of a multi-year funding cycle
- A longer application form will be 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](http://www.richmond.ca)) for dates.

### (iv) Late Applications

Applications which miss the application 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 lead by staff in the respective divisions:
  - Health, Social and Safety (Community Social Services)
  - 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](http://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.



Please complete this Application if you are applying for either the:

1. Health, Social & Safety Grant Program, or the
2. Parks, Recreation & Community Events Grant Program.

Please read the 2013 Grant Program Guidelines for these programs before completing this application ([www.richmond.ca](http://www.richmond.ca) or available from the Information Counter, City Hall).

Separate programs exist for Arts and Culture, Child Care and Sport Hosting grants. Please see the City website ([www.richmond.ca](http://www.richmond.ca)) for information about these programs.

### SUBMISSION REQUIREMENTS

1. Please ensure that the following documents are attached to the back of your application:
  - ☐ Your organization's history, purpose, vision, goals and objectives
  - ☐ A list of the Board of Directors, Officers and Executive Directors including addresses and contact information
  - ☐ 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
  - ☐ Partnership documentation as requested in Section 4(2)
  - ☐ Previous City Grant Progress Report/Evaluation Plan, if applicable, including results to date
  - ☐ If applying for Year 2 or 3 of a multi-year grant cycle, please attach information regarding any changes since Year 1 that will impact grant use
2. Please do not include general information that does not pertain directly to your application (e.g., promotional brochures, annual reports).
3. Submissions should be on letter-size paper and three whole-punched. Please clip; do not bind.
4. Send **four complete sets of documentation (original plus three copies)** to the **Information Counter** at Richmond City Hall by the stated deadline.
5. Submissions that do not contain complete financial and budgetary information will be considered incomplete.
6. **Please Note: Late submissions will not be considered.**



## APPLICATION PROCESS

1. If you have general questions regarding your application, please contact the Community Services Department, City of Richmond at 604-276-4000.
2. As part of the review process, a City staff member may contact you for further information.
3. Decisions regarding funding allocations within the City Grant Budget rest with Richmond City Council.
4. Following Council approval, each applicant will receive notification of Council's decision pertaining to the application.
5. The annual review and allocation of City grants may take three to six months.
6. **Please submit your application by 5:00 p.m., October 12, 2012 to:**

**The Information Counter  
(City Grant Applications)**  
Richmond City Hall  
6911 No. 3 Road  
Richmond, BC V6Y 2C1

## SIGNATURES

**Signatures of two signing officers of the Board of Directors, as well as the society contact, are required to indicate agreement that the information provided in this City Grant application, including all required documentation, is accurate, complete and endorsed by the organization.**

**Board of Directors:**

Name	Title	Signature	Date
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Name	Title	Signature	Date
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**Society Contact:**

Name	Title	Signature	Date
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Organisation	Society No.	Charitable No.
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Mailing Address
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Telephone	E-mail
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This Summary Sheet will be provided to City Council for consideration.

All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization:		
2.	Grant Request: \$	Proposal Title:	
	Number to be Served:	How many will be Richmond residents?	
3.	Grant Program: <input type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit):		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption):		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$	\$
	Total Expenses	\$	\$
	Annual Surplus or (Deficit)	\$	\$
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain:	Please explain:
10.	Previous City Grant: Amount:	Year:	Use:
11.	Proposed City Grant Budget:		
	1. Use:	Amount:	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request:		
	Other Funding Sources for this Proposal:		
	1. Source:	Amount:	Purpose:
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total proposed Budget:		
12.	For Staff Use Only (Initials ____)		
	Recommended Grant: \$		Staff Comments/Conditions:
	Year ____ of ____ Multi-year Funding Cycle		
	Purpose:		



# City of Richmond

## 2013 Grant Application

6911 No. 3 Road, Richmond, BC V6Y 2C1  
www.richmond.ca

Complete this part of the application if you are applying for:

- ☐ Major Grant (over \$5,000) Amount: \_\_\_\_\_  
☐ Year 1 of a 3-Year Grant Cycle (see Program Guidelines regarding eligibility)

For Grant requests of \$5,000 or less, or year 2 or 3 of a multi-year Grant Cycle, only pages 1 – 3 need to be submitted, with required attachments.

### APPLICANT AND PROPOSAL INFORMATION

Please summarize the mandate of your organisation.

Please describe your grant proposal, including target group(s) and community benefit.

### 1. PREVIOUS CITY GRANT INFORMATION

(1) Has your organization ever received a Richmond City Grant before?

☐ Yes ☐ No

(2) If yes, when did you receive your most recent Richmond City Grant?

Year: \_\_\_\_\_ Amount: \_\_\_\_\_

(3) Has your organization ever received a Richmond City Grant under another name in the last 5 years?

☐ Yes ☐ No

If yes, Group Name: \_\_\_\_\_ Year: \_\_\_\_\_ Amount: \_\_\_\_\_



(2) Proposed Grant Budget – All Funders

Grant Proposal Funding	Amount	% of Total Budget
Total amount provided by your Society		
Total amount of City Grant Requested (as in #2(1) above)		
Total amount requested from other funders (Please complete #2(3) below)		
TOTAL BUDGET		100%

(3) Financial Assistance From Other Sources

If your Group is applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorships) regarding this grant proposal, please describe below.

Funder Name 1: \_\_\_\_\_

Amount: \_\_\_\_\_ Confirmed: ☐ Yes ☐ No

Details: How will the funding be used?  
\_\_\_\_\_  
\_\_\_\_\_

Funder Name 2: \_\_\_\_\_

Amount: \_\_\_\_\_ Confirmed: ☐ Yes ☐ No

Details: How will the funding be used?  
\_\_\_\_\_  
\_\_\_\_\_

Funder Name 3: \_\_\_\_\_

Amount: \_\_\_\_\_ Confirmed: ☐ Yes ☐ No

Details: How will the funding be used?  
\_\_\_\_\_  
\_\_\_\_\_

(4) Staff and/or Volunteers

This grant request will be used to fund the following staff and/or volunteer positions:

Staff	Number	Avg. Hrs/Week
Full-time employees		
Part-time employees		
Volunteers (excluding board members)		

(5) Do you require a grant for the full amount requested to implement the proposal? ☐ Yes ☐ No

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

(6) User Pay Principle

Will the people you intend to serve with the proposed program or service pay some fee to receive it?

☐ Yes If Yes, how much? \$ \_\_\_\_\_, per person, group

☐ No Why not?  
\_\_\_\_\_  
\_\_\_\_\_

(7) Membership

Do you charge society membership fees? ☐ Yes ☐ No If yes, how much per annum? \_\_\_\_\_

What is your society membership criteria? Please describe.  
\_\_\_\_\_  
\_\_\_\_\_

### 3. DEMONSTRATING COMMUNITY NEED AND BENEFITS

- (1) Community Need: Have you determined the need for this particular operating expense, program, etc.? ☐ Yes ☐ No

If yes, describe the method used to establish need and the results.

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- (2) Target Populations: Please identify the PRIMARY populations your proposal will benefit

Primary Population(s) Served	Specific Target(s) (if applicable, e.g., immigrants, mental health)	Total # Served	# of Richmond Residents Served	Summary Paragraph How will your proposal benefit these residents?
<input type="checkbox"/> General Population				
<input type="checkbox"/> Neighbourhood (specify)				
<input type="checkbox"/> Children				
<input type="checkbox"/> Youth				
<input type="checkbox"/> Seniors				
<input type="checkbox"/> Families				
<input type="checkbox"/> Women				
<input type="checkbox"/> Other (specify)				

- (3) Identifying Community Benefits: Identify which City Grant Program benefits would be provided to the community and specify how. Please complete the table and attach information to the back of the application, if necessary.

Benefits to the Richmond Community	Key Benefits	Summary Paragraph How will your proposal provide these benefits?
<input type="checkbox"/> General Objectives		
Promoting the City's Vision "to be the most appealing, livable and well-managed City in Canada".	<input type="checkbox"/>	
Inclusion	<input type="checkbox"/>	
Voluntarism	<input type="checkbox"/>	
Wellness	<input type="checkbox"/>	
Innovation	<input type="checkbox"/>	
Build Capacity:		
• Individual	<input type="checkbox"/>	
• Organizational	<input type="checkbox"/>	
• Community	<input type="checkbox"/>	
Provide Sustainability:		
• Social	<input type="checkbox"/>	
• Economic	<input type="checkbox"/>	
• Environmental	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	

<input type="checkbox"/> <b>Benefits to Applicant Organization</b>		<b>How will this proposal benefit your organization?</b>
Improve Quality of Service	<input type="checkbox"/>	
Maximize Number Served	<input type="checkbox"/>	
Promote Partnerships	<input type="checkbox"/>	
Leverage Funding	<input type="checkbox"/>	
Support Stable, Capable Services	<input type="checkbox"/>	
Minimize Duplication of Services	<input type="checkbox"/>	
Other (specify)	<input type="checkbox"/>	

- (4) Measuring Community Benefits: Using the format below, please identify the goals, objectives, deliverables and outcome measurements of your proposal and attach information, as necessary.

<b>Goals</b> What do you hope to achieve?	<b>Objectives</b> How will you achieve the goals?	<b>Deliverables</b> What specific activities will you undertake to achieve the objectives?	<b>Outcome measurement</b> How will you measure results? (e.g., statistics, surveys)

- (5) Unique Service:  
Is a similar program, service or event already offered to Richmond residents by another organization? ☐ Yes ☐ No  
If yes, how is this program different? \_\_\_\_\_  
If yes, have you contacted the organization to see how you might work together? ☐ Yes ☐ No  
Results: \_\_\_\_\_

#### 4. PARTNERSHIPS

- (1) Please identify any organizations you will partner with to deliver and ensure the success of your proposed grant use (for a definition of Partnership, see the 2013 Richmond Grant Program Guidelines, Section 1(vii)):

<b>Partner Organizations</b> (Partners may be contacted for clarification)	<b>Partnership Roles and Activities</b> (What will the Partner and your Society each contribute?)
<b>Partnership 1</b>	
Organization Name:	
Contact Name:	
Position:	
Phone: E-mail:	
<b>Partnership 2</b>	
Organization Name:	
Contact Name:	
Position:	
Phone: E-mail:	
<b>Partnership 3</b>	
Organization Name:	
Contact Name:	
Position:	
Phone: E-mail:	







**RCSAC** | **Richmond Community Services  
Advisory Committee**

January 15, 2013

Attention: Richmond City Council

RE: 2011/2012 Community Social Services Survey Results and Comparative Summary

Please find attached a submission from the RCSAC of the 2011/2012 Community Social Services Survey Results and Comparative Summary. It is requested that the survey results be included in the 2013 Grant Review Report.

Please let us know if you have any questions or comments to share regarding the report.

Sincerely,

Rick Dubras

Co-Chair

Lisa Whittaker

Co-Chair



## **Community Social Services Survey**

### **2011/2012 Summary and Highlights**

#### **Introduction:**

The Community Social Services Survey was completed by RCSAC member agencies in August/September 2012. Four rounds of the survey have been completed and reported annually since 2009. The results of the survey constitute an important body of information that has traditionally been included in the RCSAC's annual report. This year the results are included in the grant report so that changes in funding and services can be considered alongside the results of the City of Richmond's grant program.

Survey questions remained the same in 2011 and 2012 with the exception of one added question in 2012. The 2011/2012 survey results are reported and a summary of findings including a year over year comparison is presented.

#### **Process:**

Information for this report was gathered through an on-line survey, hosted on the City of Richmond's website, open to the member agencies of the RCSAC. The survey was completed anonymously to maintain the confidentiality of the agency reporting their financial information.

The RCSAC is comprised of 31 member agencies, a City Staff Liaison, a City Council Representative, 2 Citizen Appointees and 2 Members at Large. See Appendix 1 for list of eligible agencies. A review of the membership determined that 20 of the member agencies would have relevant information to report that would be meaningful to the City of Richmond (highlighted agencies in Appendix 1).

In 2011 and 2012, of the 20 relevant member agencies, 15 member agencies responded to the survey which is a 75% response rate. The RCSAC Executive approved a motion to accept 75% as an adequate response rate. The results of the 15 member agencies' responses are documented in this report.

The detailed 2011/2012 survey results are reported below. A committee of the RCSAC was struck to review the survey results and a summary of their findings from the data is also presented.

### **Sub-committee Summary of Comparative Findings:**

A sub-committee composed of member including: Maryanne Schulz from the Youth and Family Court Committee, Carol White from the Heart of Richmond Aids Society and Jennifer Larsen, an individual member reviewed the results and provide the following summary of comparative findings.

#### **Survey Limitations:**

- The survey is completed anonymously:
- It is unknown if the same agencies responded in 2011 and 2012. As a result the comparison year over year is generalized to the agencies responding.
- Question 2B is a new question in 2012.

#### **Highlights:**

#### **FUNDING**

- More agencies reported changes to their funding in 2012.
- Changes in funding occurred mostly in the areas of "growing existing services" and "removing or reducing funding".
- Most of the agencies reporting changes in their funding indicated the services and or program was still available in the community and being provided by other agencies. There was no data on quality or type of service changes sought in the survey.
- The agencies reporting new or increased programs or services indicated that the populations of the community that benefited the most were Immigrants/Refugees, Children and Families. All populations showed an increase or stayed the same.
- Where reductions in funding / service occurred those most affected over 2011 were Immigrants / Refugees, Seniors and People with Addictions. Also Children and Families were impacted

#### **GROWTH OF SERVICES**

- 100% of respondents indicated an increase in demand for services.
- Where service demand is expected most agencies are planning to increase their staffing to support existing programs and establish waitlists to manage this demand.
- In 2012 additional staffing to existing programs is the most common response whereas implementing new programs is markedly down. Many agencies are still establishing waitlists.

## **PROVINCIAL ECONOMIC ENVIRONMENT**

- In 2012 direct cuts to funding are anticipated. The need to increase private fundraising activities, seeking other funding sources such as grants, and lobbying the provincial government are indicated as preferred choice of options to raise needed funds.
- NEED FOR SUPPORT
- In 2012 most agencies will be requesting funding for additional staff to support programs or services. . In 2011 funding for increased programs and services was the most reported response.
- Support will be requested from all funding resources as identified in the survey.. Most notably, all funding sources other than foundations were targeted for increases in requests for funding. The largest change was a plan to increase fundraising activities.

## SURVEY RESULTS

Total number of member agencies available to respond to the survey and number of agency respondents 2011/2012

Total Agencies	Total Responses	% Response
21	15	71%

## FUNDING

**1 Has there been a change in your funding that will impact direct services to the community?**

Response Options	2011		2012	
	Response Percent	Response Count	Response Percent	Response Count
Yes	53%	8	77%	10
No	47%	7	23%	3
	<i>Answered question</i>	15		13
	<i>Skipped question</i>	0		2

**2 If you answered yes to the previous question what was the impact?**

Response Options	2011	2012
	Response Count	
New services added	4	3
Growth of existing services	3	5
Removal of services	2	3
Reduction of existing services	3	3
	<i>Answered question</i>	12
	<i>Skipped question</i>	0

### 2012 Comments

We had 10 of our supported housing units removed, with 5 more this next fiscal year. Funders plan to use these funds for more supported housing for individuals who need more intensive supports.

Obtained a new 3-Year Government contract to deliver a new project

Connections Youth Resource Centre serving youth between the ages of 15-30 ended on March 31st due to the integration of services under the new employment program. RYSA no longer offers employment assistance services through a youth resource centre but still provides employment assistance services to adults residing in Richmond and Ladner with barriers through the Job Options BC program. Information on this and other RYSA programs can be found at [www.rysa.bc.ca](http://www.rysa.bc.ca) or by calling Erin at 604-271-7600.

Notice of loss of employment centre services contract late in 2011-2012 fiscal year. Opening of Richmond Club at Mitchell Elementary, currently providing 4 day/week accessible after-school drop in social recreation programs.

Some of our services have grown (supports during the day for adults with a developmental disability) but due to funding restrictions, some have been reduced (Supported Child Development and Infant Development).

Settlement and Immigration Services growth.

Growth of Services includes new short term funding from BC Gaming to support the existing Supporting Families Affected by Parental Mental Illness and Substance Use. IN addition, a short term grant from Richmond Youth Foundation to support the negative impact on decision making when alcohol is consumed and another short term grant for Toxic Ecstasy prevention and awareness. The removal of Services is that our agency could no longer continue to afford subsidizing the problem gambling counselling program.

We lost some funding from the United Way and had to close the mobile child-minding program. We received some new money from United Way and started a new program at the food bank, We received a new grant from green shield to expand our father's programs. We had to reduce some programming in Ironwood because of a funding shortfall

A substantial grant was added for prevention of youth gang violence from the Ministry of Justice.

2B is a new question in 2012 - no comparative data is available

2B Is this service still available to the community?

Response Options	2012	
	Response Percent	Response Count
Yes	93%	13
No	7%	1
	<i>Answered question</i>	<b>14</b>
	<i>Skipped question</i>	<b>1</b>

**2012 Comments**

Youth specific employment services are now available through the EVIE Employment Services, Back in Motion, Richmond. Contact information: 778-732-0285

Employment services contract has changed hands to other service providers

The BC Responsible and Problem Gambling Program has hired another contractor to fill the gap in the community.

Mobile child-minding is not available in the community

3 If your agency added new or increased existing programs or services which population of the community benefited?

Response Options	2011	2012
	Response Count	
Immigrants / Refugees	3	7
Children	3	6
Families	5	6
Seniors	1	3
People with mental illness	4	4
People with addictions	2	2
People with disabilities	2	3
Homeless	1	3
<b>Answered question</b>	<b>9</b>	<b>11</b>
<b>Skipped question</b>	<b>6</b>	<b>4</b>

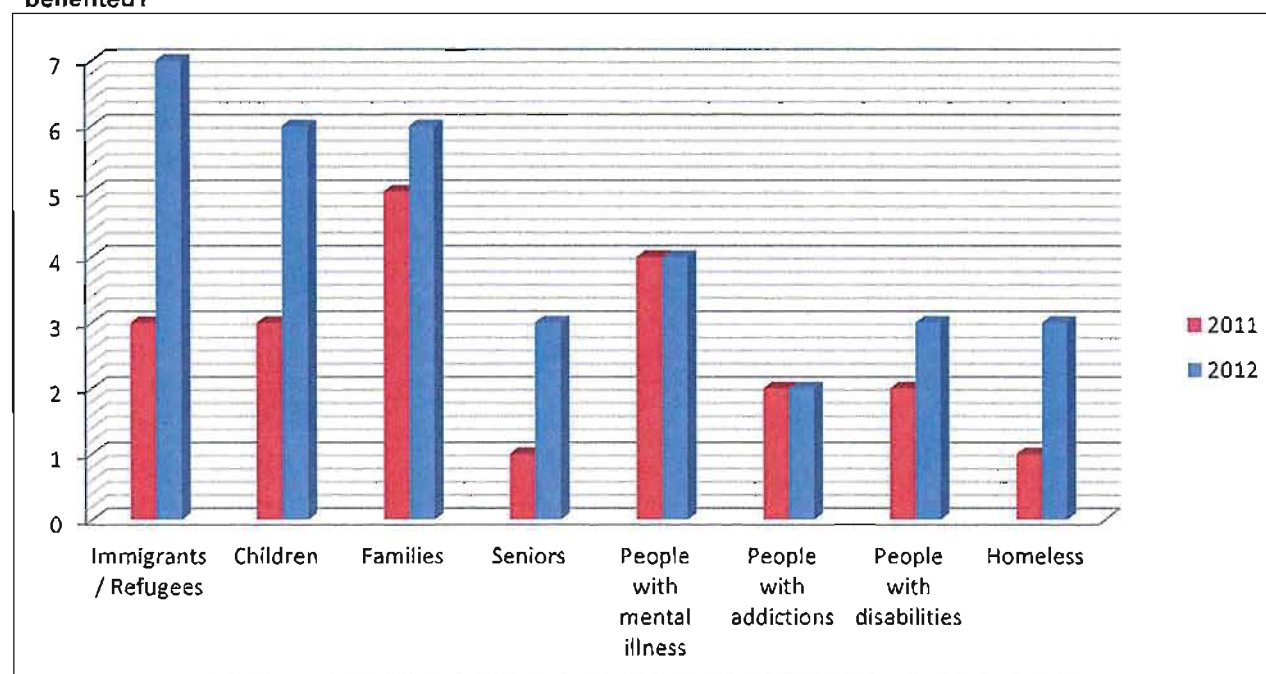
**Other Please Specify**

RYSA now offers free after school tutoring and recreational services to high school students under the Rogers Connections Program funded through Rogers Youth Fund. More information about this service can be found at [www.rysa.bc.ca](http://www.rysa.bc.ca) or by contacting Marcella Ng at 604-271-7600, ext. 669.

Those with health problems

Youth

If your agency added new or increased existing programs or services which population of the community benefited?



4. If your agency removed or reduced all or part of existing programs or services 'for funding related reasons' which population of the community was affected?

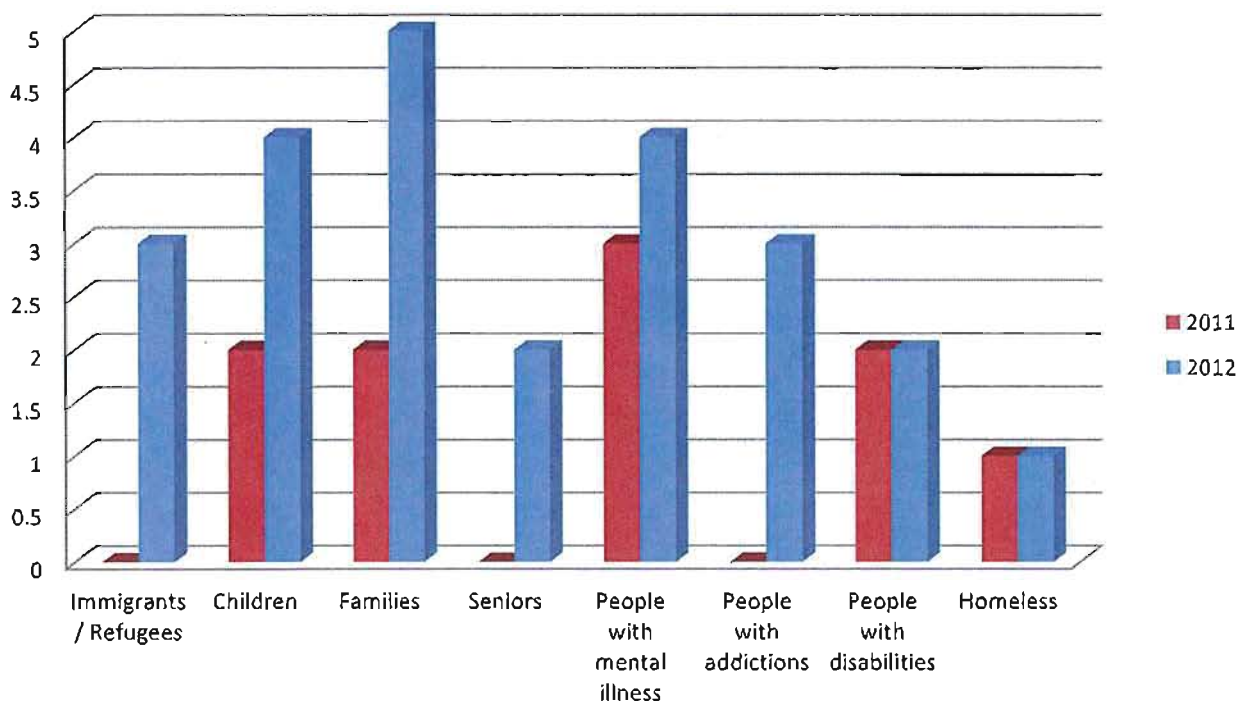
Response Options	2011	2012
	Response Count	
Immigrants / Refugees	0	3
Children	2	4
Families	2	5
Seniors	0	2
People with mental illness	3	4
People with addictions	0	3
People with disabilities	2	2
Homeless	1	1
<b>Answered question</b>	<b>6</b>	<b>7</b>
<b>Skipped question</b>	<b>9</b>	<b>8</b>

Other Please Specify

Youth between the ages of 15-30.

Any population seeking employment or career counselling services.

If your agency removed or reduced all or part of existing programs or services for "funding related reasons" which population of the community was affected?





## Growth of Services

1. In the upcoming year is your agency planning for an increased demand for services?

Response Options	2011		2012	
	Response Percent	Response Count	Response Percent	Response Count
Yes	93%	14	100%	15
No	7%	1	0%	0
	<b>Answered question</b>	15		15
	<b>Skipped question</b>	0		0

2. If you answered yes to the previous question what is your agency planning regarding increased services?

Response Options	2011	2012
	Response Count	
Implementing completely new programs	4	1
Adding staff to support existing programs	3	8
Acquiring additional space for programs or services	3	4
Establishing waitlists	5	5
Decreasing services to one client service group to accommodate increased demand by another client service group	3	3
	<b>Answered question</b>	13
	<b>Skipped question</b>	2

### Other Please Specify

Provide service to young adults affected by mental illness.

We'll look at service priority, but momentarily we don't plan to reduce any services

We at RYSA plan to implement a new program called Richmond Asian Youth Outreach Program (RAYOP) and will be hiring an Asian Youth Outreach Worker to provide services to vulnerable Asian Youth by early September.

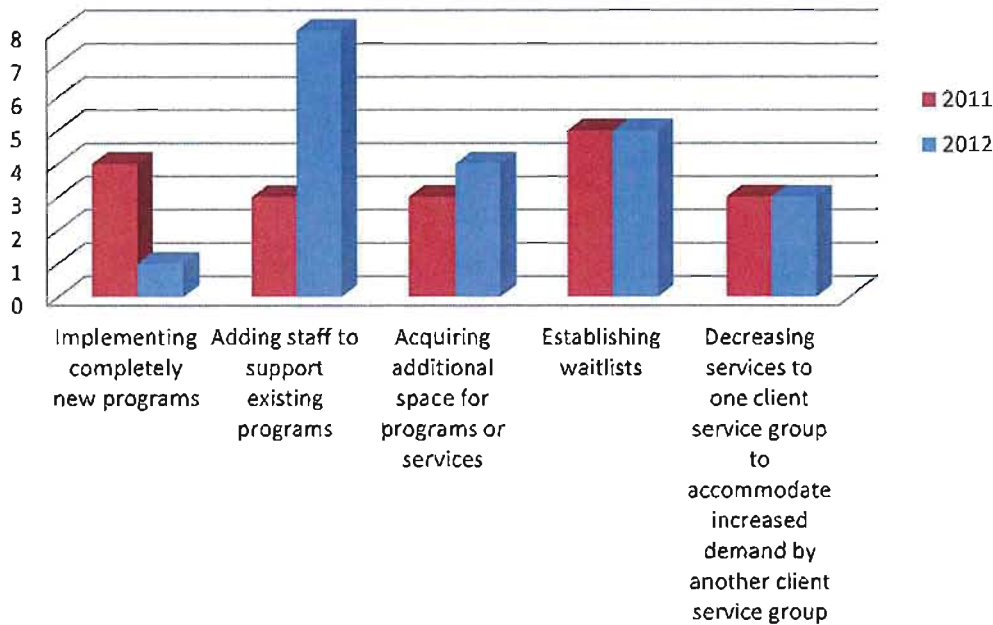
If funding and school district allows, offer 5 day a week programming at the Richmond Club.

Increasing service level for Outreach and Advocacy.

Searching for new funding so that we can add staff and programs

Requests for service continue to increase however this will just cause an increase in waiting lists as there is no increase in funding and very well could be a decrease in funding.

If you answered yes to the question regarding growth of services what is your agency planning



## PROVINCIAL ECONOMIC ENVIRONMENT

1. In the current provincial economic environment what has been the greatest impact to your agency?

Response Options	Response Count	
Direct cuts to funding	6	9
Additional funding to programs or services	3	0
The need to work with community partners to leverage funding	6	5
The need to lobby the provincial government more often	8	8
The need to lobby the city for increased funding support	4	2
The need to seek other funding sources such as grants	11	11
The need to increase fundraising activities	9	14
The need to shift resources from one client service group to another based on changing provincial priorities	3	3
	<b>Answered question</b>	<b>14</b>
	<b>Skipped question</b>	<b>1</b>

### Other Please Specify

One of our regular funding sources from the Federal Government has announced gradual cut for next 3 years and will implement a new funding call for proposal approach.

have never received provincial funding

## NEED FOR SUPPORT

1. In the upcoming calendar year, will your agency be requesting any of the following?

	2011	2012
Response Options	Response Count	
Funding for new programs or services	11	5
Space to run programs or services	5	3
Additional staff to support programs or services	8	8
Tools or equipment to support the running of programs or services	5	4
	<b>Answered question</b>	<b>13</b>
	<b>Skipped question</b>	<b>2</b>
		<b>1</b>

**Other Please Specify**

We find overhead expenses have increased tremendously in past 2 years, perhaps due to the impact of HST, or inflation, or a rippling effect of the increase in demand for services, we're not sure.

2. If you will be requesting support who will you approach?

	2011	2012
Response Options	Response Count	
Local government (City of Richmond)	7	9
Provincial government	11	12
Federal government	8	9
United Way	4	6
Foundation or other grants	13	13
	<b>Answered question</b>	<b>14</b>
	<b>Skipped question</b>	<b>1</b>
		<b>0</b>

**Other Please Specify**

individuals and businesses through fundraising activities

Community Partners and collaborators

## Appendix 1 - RCSAC Survey Eligible Members 2012

Organization
Boys and Girls Club of South Coast BC
Canadian Mental Health Association (Richmond)
CHIMO Crisis Services
Developmental Disabilities Association
Family Services of Greater Vancouver
Heart of Richmond AIDS Society
Richmond Addictions Services Society
Richmond Centre for Disability
Richmond Family Place Society
Richmond Food Bank Society
Richmond Mental Health Consumer & Friends Society
Richmond Multicultural Community Services
Richmond Society for Community Living
Richmond Therapeutic Equestrian Society
Richmond Women's Resource Centre
Richmond Youth Service Agency
Salvation Army (Richmond)
S.U.C.C.E.S.S.
Touchstone Family Services
Turning Point Recovery Society
Volunteer Richmond Information Services



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Mike Redpath  
Senior Manager, Parks

**Date:** January 14, 2013  
**File:** 03-1085-01/2012-Vol  
01

Vern Jacques  
Senior Manager, Recreation

**Re:** 2013 Parks, Recreation and Community Events Grants

### Staff Recommendation

That:

1. Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$97,100 as identified in **Attachment 1** of the report, Parks, Recreation and Community Events City Grants dated January 14, 2013, from the Senior Manager, Parks and the Senior Manager, Recreation.
2. Richmond Summer Programs be recommended for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding.

Mike Redpath  
Senior Manager, Parks  
(604-247-4942)

Vern Jacques  
Senior Manager, Recreation  
(604-247-4930)

Att. 3

REPORT CONCURRENCE			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Budgets	<input checked="" type="checkbox"/>		
REVIEWED BY SMT SUBCOMMITTEE	INITIALS: 	REVIEWED BY CAO	INITIALS: 

## **Staff Report**

### **Origin**

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

The City Grant Policy and Programs support the following Council Term Goal:

*Development of clear policies around the City's role in social services and the grant processes, and corresponding clear communications with the public on these roles and policies.*

This report provides information and recommendations pertaining to the Parks, Recreation and Community Events Grant Program.

### **Findings of Fact**

#### **1. 2013 Parks, Recreation and Community Events Grant Budget**

The proposed 2013 Parks, Recreation and Community Events Grant budget is \$98,519. This includes a 2% cost of living increase over the 2012 budget as per the City Grant Policy.

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page/City Notice Board in the Richmond Review and on the City website in August and September 2012 advising the community that grant applications would be accepted until October 12, 2012. The Program and Application Forms were posted on the City website, available at the Information Counter and circulated electronically by request.

In the Parks, Recreation and Community Events category, 16 applications were received totalling \$194,860.

A table outlining requests and recommended allocations for the 2013 Parks, Recreation and Community Events Grant Program is provided in **Attachment 1**.

Grant Application Summary Sheets, prepared by the applicant to provide key information about the proposal, are found in **Attachment 2**. Staff recommendations and comments are included in the Summary Sheets.

#### **3. Late Applications**

No applications were received after the October 12, 2012 deadline. The City Grant Policy indicates that late applications will not be accepted, and the deadline is identified on each page of the application form to ensure that no late submissions are received.

#### 4. New Applications

One new application was received from an organization that had not previously applied for a City Grant—the Tian-Pao Maitreya Buddha Missionary Institute.

#### 5. Application Review Process

A Parks, Recreation and Community Events Review Committee, consisting of staff from the Community Services Department, reviewed the 2013 Parks, Recreation and Community Events applications. A committee, rather than individual reviewers, determined recommended allocations.

### Analysis

#### 1. Parks, Recreation and Community Events Grant Program Information, 2011–2013

Information regarding applications, allocations and 2013 recommendations in the Parks, Recreation and Community Events (PR) category is included in the table on the following page:

Previous PR Applications, Allocations (2011/12) and Recommendations (2013)*			
	2011	2012	2013
Total number of applications	12	11	16
New applicants	2	1	1
Late applications	0	0	0
Grants denied (did not meet criteria)	2	0	2
Partial amount of request recommended	8	8	13
Full amount of request recommended	2	3	1
Total Grant Program budget	\$518,000 (All categories)	\$96,587 (PR category only)	\$98,519 (PR category only)
Total budget allocated	\$449,698 (All categories)	\$94,765	TBD

\*Some categories overlap; numbers are not meant to be totalled;

#### 2. Reasons for Partial or No Funding

Most applicants are recommended for partial funding. 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) the total amount requested exceeds the recommended City Grant budget; providing some assistance to many is considered preferable to providing full assistance to a few.

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;
- 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.

For 2013, two denials in the Parks, Recreation and Community Events category have been recommended. In the first case, the Richmond Rockets Speed Skating Club has failed to show an effort to obtain additional funding partners in delivering its event. In addition, in its budget proposal, it appears to have failed to include the user-pay principle—no revenues are shown from entry fees or concession sales for its proposed event. In the second case, the Tian-Pao Maitreya Buddha Missionary Institute has applied for a grant to assist it in delivering computer classes for seniors. This proposed program is a duplication of services offered by a number of community agencies in Richmond. In addition, the Institute has not verified additional funding partners (other than itself) to assist in delivering the program and its significant organizational surplus suggest that should this program be a priority for the organization, it could be self-funded.

### **3. Minor/Major Grant Requests**

In response to stakeholder requests to make application requirements less onerous for those seeking small grants, two streams of applications have been established; one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. If applying for a minor grant, applicants are required to complete only the Grant Application Summary Sheet, rather than the full application form, plus provide required documentation and signatures. The full application form is required for major grant or three-year funding cycle requests.

In the Parks, Recreation and Community Events category, nine organizations applied for grants of \$5,000 or less:

- East Richmond Community Association
- Gulf of Georgia Cannery Society
- Hamilton Community Association
- Richmond Museum Society
- Richmond Rockets Speed Skating Club
- Sea Island Community Association
- The Kehila Society of Richmond
- The Sharing Farm Society
- Tian-Pao Maitreya Buddha Missionary Institute



#### 4. Multi-Year Funding Request

As part of the City Grant Policy adopted in 2011, applicants receiving City Grants for a minimum of the five most recent consecutive years have the option of applying for a maximum three-year funding cycle. Grants are thereby recommended, rather than guaranteed, for three-year cycles; Council will review recommendations to fund each subsequent year of a cycle. In the first year of a cycle, the full application form is required. For the following two years of a cycle, the Grant Application Summary Sheet must be completed and required documents and signatures attached.

In 2012, the Richmond Summer Project, applied for on behalf of a variety of Community Associations, was approved for year 1 of a three-year funding cycle. It is recommended that this project be approved for year 2 of this funding in 2013.

Three organizations—KidSport Richmond, the Richmond Agricultural and Industrial Society, and the Richmond Museum Society—each applied for multi-year funding. However, none of these organizations received funding in ALL of the previous five years so are not eligible at this time.

#### 5. On-line Application

In adopting the City Grant Policy in 2011, Council requested that:

*Staff explore the development of an information technology system whereby City Grant Program applications, including Attachments, may be submitted on-line.*

The City Grant Steering Committee has been working with Information Technology staff and program development consultants to establish an on-line application system. Following staff review and testing with applicant focus groups, the system will be operational by August 2013, in time to receive applications for the 2014 City Grant Program.

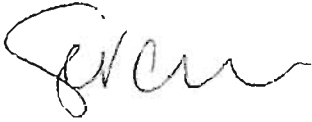
#### Financial Impact

The 2013 Parks, Recreation and Community Events Grant Program has a proposed budget of \$98,519. The 2012 allocations itemized in **Attachment 1** are recommended.

Parks, Recreation and Community Events Grant Proposed Budget	\$98,519
Total recommended allocations	<u>\$97,100</u>
Remaining	\$ 1,419

## **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 livable community. Staff recommend that 2013 Parks, Recreation and Community Events Grants be allocated as indicated (**Attachment 1**) for the benefit of Richmond residents.

A handwritten signature in black ink, appearing to read 'Serena Lusk', with a stylized, flowing script.

Serena Lusk  
Manager, Parks Programs  
(604-233-3344)

	Applicant	2012 Award	2013 Request	2013 Proposed Award	Multiyear Request	Comments
1	East Richmond Community Association	\$1,500	\$1,750.00	\$1,000	-	to support Summer Fun Nights event
2	Gulf of Georgia Cannery Society	\$2,000	\$2,000.00	\$1,000	-	to support Best Catch Sustainable Seafood Festival
3	Hamilton Community Association	\$1,500	\$1,500.00	\$1,000	-	to support Hamilton Festival
4	The Sharing Farm Society	n/a	\$4,500.00	\$1,000	-	to support Garlic Festival
5	Sea Island Community Association	n/a	\$1,400.00	\$1,000	-	to support Burkeville Daze
6	KidSport Richmond	\$6,250	\$15,000.00	\$9,000	Yes	Increase to support access to sport opportunities for low income children
7	Richmond Agricultural and Industrial Society	\$7,250	\$18,380.00	\$11,000	Yes	to support Salmon Festival and Steveston Farmer's and Artisan's Market
8	Steveston Community Society	\$3,000	\$24,380.00	\$0	-	application for grant for operating; grant not recommended as City and Society have existing operating agreement
9	Richmond Chinese Community Society	\$3,000	\$33,900.00	\$3,000		to support delivery of recreation programs
10	Richmond City Centre Community Association	\$10,000	\$14,900.00	\$10,000		to support delivery of after school recreation programs for low-asset children
11	Richmond Fitness and Wellness Association (RFA)	\$9,000	\$10,000.00	\$7,000	-	reduction from 2012 given existence of organizational surplus and number of participants identified.
12	Richmond Museum Society	\$3,500	\$3,500.00	\$1,800	Yes	to support staff for Doors Open; request for assistance with Tram Barn Opening can be achieved through in-kind operating assistance.
13	Richmond Rockets Speed Skating Club	\$500	\$3,700.00	\$0	-	application does not identify partnerships nor apply user-pay principle; grant not recommended.
14	The Kehila Society of Richmond	\$1,000	\$5,000.00	\$500	-	to support Jewish Film Festival in Richmond, reduction from 2012 to reflect lower participation rates.
15	Tian-Pao Maitreya Buddha Missionary Institute	n/a	\$4,950.00	\$0	-	applicant has significant organizational surplus, the service is a duplication of others in the community (computer programs for seniors) and no partnerships have been identified; grant not recommended.
16	Richmond Summer Project (c/o Steveston Community Society)	\$50,750	\$50,000.00	\$50,000		to support low cost summer programs; year 2 of three year funding cycle recommended.
	TOTAL	\$99,250*	\$194,860.00	\$97,100		
	Available Funds		\$98,519	\$98,519		
	GAP		-\$96,341.00	\$1,419		
	*some grants were allocated in arts and culture grant program in 2012.					



**City of  
Richmond**

## 2013 Grant Application Summary Sheet

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

www.richmond.ca

This Summary Sheet will be provided to City Council for consideration.

All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> East Richmond Community Association		
2.	<b>Grant Request:</b> \$1750	<b>Proposal Title:</b> Summer Fun Nights featuring Outdoor Movie Night	
	<b>Number to be Served:</b> 700+	<b>How many will be Richmond residents?</b> over 85%	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity <b>Start Date:</b> July 30 & August 13 2013 <b>End:</b>		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	<p><b>Summary of Request (including proposed activities, target group(s), community benefit):</b> Imagine a sea of smiles created by an event that brings a heightened sense of community during the warm summer evenings in East Richmond. The East Richmond Community Association (ERCA) will invite the community to its fourth annual Summer Fun Nights series in the Summer of 2013. At this event guests will have a relaxing and fun summer experience that includes grassroots family activities and games, a low-cost concession, program demonstrations, and a free outdoor yoga/fitness class. Opening night will feature a free outdoor movie enabling the community to come together to eat popcorn, sit on a lawn chair or under a blanket and enjoy a g-rated film under a twinkling canopy of stars. The Summer Fun Nights series is an entertaining and easy-going event series where community members can reconnect in a activity-filled outdoor environment.</p> <p>Our Summer Fun Nights is an excellent example of the community coming together to celebrate the many people that make up this diverse neighbourhood. This event provides the community with the opportunity to learn more about their Community Centre and how they can become involved within their community. An affordable and inclusive event, it is attended by a broad cross-section of Richmond residents though the majority will be from East Richmond. It provides a fun, interactive, social and educational experience. Summer Fun Nights promotes partnerships with businesses in East Richmond and strengthens the partnership between ERCA and Cambie Secondary, who's Recreation Leadership group regularly volunteer their time to organize and run the games and activities. These youth will build on their developmental assets through teamwork, constructive use of time, planning and decision making.</p>		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Subsidized space, heat and light, maintenance on a percentage basis w/City of Richmond and Richmond School District		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 868,363.82	\$899,979.44
	Total Expenses	\$ 832,813.58	\$890,854.56
	Annual Surplus or (Deficit)	\$33,540.24	\$9,124.88
	Accumulated Surplus or (Deficit)	\$65,330.42	\$40,915.06
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Certain expenses anticipated weren't realized. Better registrations than budgeted.	Please explain: For projects and community initiatives in progress.
10.	<b>Previous City Grant:</b> Amount: \$1500 Year: 2012 Use: Summer Fun Nights 2012		
11.	<b>Proposed City Grant Budget:</b> please refer to spreadsheet at end of document		
	1. Use:	Amount:	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	<b>Total City Grant Request: \$1750</b>		
	<b>Other Funding Sources for this Proposal:</b>		
	1. Source: Coast Capital Savings	Amount: \$3500	Purpose: Repeat sponsorship of Movie Night
	2. Source: Richmond Funeral Homes	Amount: \$500	Purpose: Entertainment for Movie Night
	3. Source: ERCA	Amount: \$2500	Purpose: Summer Fun Nights series
	<b>Total Proposed Budget: \$8375</b>		

12.	<b>For Staff Use Only:</b>	
	<p>Recommended Grant: \$1000.00  Year ____ of ____ Multi-year Funding Cycle</p> <p><b>Purpose:</b>  To support Summer Fun Nights featuring Outdoor Moving Night.</p>	<p><b>Staff Comments/Conditions:</b>  Recommended award is consistent with those to other community events of similar size. SL</p>



**City of  
Richmond**

## 2013 Grant Application Summary Sheet

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

www.richmond.ca

This Summary Sheet will be provided to City Council for consideration.

All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> Gulf of Georgia Cannery Society		
2.	<b>Grant Request:</b> \$2,000	<b>Proposal Title:</b> Best Catch Sustainable Seafood Festival	
	<b>Number to be Served:</b> 1,500 +	<b>How many will be Richmond residents?</b> 1,200 +	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: Sept.8 2013 End: Sept.8 2013		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> The Best Catch Sustainable Seafood Festival is one-day event at the Gulf of Georgia Cannery featuring cooking demonstrations, seafood tastings, exhibitors, live music, carnival games and activities for children. The festival aims to help local residents and other visitors learn more about making ocean-friendly choices and how to prepare sustainable foods they may not have tried before. The target audience for this event is local Richmond residents and other residents of Metro Vancouver including seniors and families. The event will benefit the City of Richmond and its residents by contributing to the cultural life of the city, promoting community engagement and environmental awareness, volunteerism and diversity. It will improve the quality of our service to the community, maximize the number of people we serve, promote partnerships and build both organizational and community capacity.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b>		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 777,597	\$ 893,000
	Total Expenses	\$ 781,434	\$ 892,488
	Annual Surplus or (Deficit)	\$ 16,563	\$ -89,488
	Accumulated Surplus or (Deficit)	\$ 474,857	\$ 375,488
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: see notes, #5 of financial statements	Please explain:
10.	<b>Previous City Grant:</b> Amount: \$2,000 Year: 2012 Use: Music at the Cannery		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Best Catch Amount: \$2,000 2. Use: Amount: 3. Use: Amount: 4. Use: Amount: 5. Use: Amount: Total City Grant Request: \$2,000 <b>Other Funding Sources for this Proposal:</b> 1. Source: Gulf of Georgia Cannery Society Amount: 3,000 Purpose: 2. Source: Corporate Sponsorship Amount: 1,500 Purpose: 3. Source: Amount: Purpose: Total Proposed Budget: 6,500		
12.	<b>For Staff Use Only:</b> Recommended Grant: \$1000.00 Year ____ of ____ Multi-year Funding Cycle Purpose: To support Best Catch Sustainable Seafood Festival Staff Comments/Conditions: Recommended award is consistent with those to other community events of similar size. SL		



This Summary Sheet will be provided to City Council for consideration.

All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: HAMILTON COMMUNITY ASSOCIATION		
2.	Grant Request: \$ 1,500.00	Proposal Title: HAMILTON COMMUNITY FESTIVAL	
	Number to be Served:	How many will be Richmond residents?	
3.	Grant Program: <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: Jun 28/13 End: Jun 28/13		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): The Grant will assist the Hamilton Community Association in putting on the Hamilton Festival, which is the annual community celebration. This one day event consists of entertainment, rides, games, exhibitors, community group demonstrations, public safety service displays, volunteer opportunities, food booths, social interaction and the recognition of outstanding community volunteers. The Hamilton Festival concludes with an outdoor movie night.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): The City provides the Hamilton Community Association with office space, equipment and staffing.		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 564,483.77	\$ 577,773.86
	Total Expenses	\$ 482,995.99	\$ 644,482.82
	Annual Surplus or (Deficit)	\$ 81,487.78	\$ 32,931.04
	Accumulated Surplus or (Deficit)	\$ 59,861.06	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: savings for capital items	Please explain:
10.	Previous City Grant: Amount: \$1,500.00 Year: 2012 Use: Hamilton Festival entertainment and equipment		
11.	Proposed City Grant Budget:		
	1. Use: entertainment and equipment	Amount: \$1,500.00	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: \$1,500.00		
	Other Funding Sources for this Proposal:		
	1. Source: Lafarge Cement	Amount: \$4,000.00	Purpose: outdoor movie
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total Proposed Budget: \$5,500.00		
12.	For Staff Use Only:		
	Recommended Grant: \$1000.00 Year ____ of ____ Multi-year Funding Cycle		Staff Comments/Conditions: Recommended award is consistent with those to other community events of similar size.
	Purpose: To support Hamilton Community Festival		



# City of Richmond

## 2013 Grant Application Summary Sheet

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

www.richmond.ca

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1.	Organization: The Shanna Farm Society		
2.	Grant Request: \$4,500	Proposal Title: Garlic Festival	
	Number to be Served: 2,500-3,000	How many will be Richmond residents? 2,000+	
3.	Grant Program: <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: August 25 End: August 25		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> Target audience: families, youth, active seniors and older adults, environmentally aware adults and youth, active volunteers, from Richmond and other regions Activities: Cooking demonstrations highlight the use of garlic and local produce from numerous culinary traditions. Workshops introduce visitors to topics such as organic gardening, composting, ornamental garlic braiding, alternative power, sustainable farming, year-round gardening. Graphic displays illustrate the life cycle of garlic and other crops. Over 50 volunteers were engaged. Community benefit: many Festival volunteers are first time volunteers with SFS = increased volunteerism; introduce visitors to Terra Nova Rural Park = increased use of park facilities/trails; farm market and workshops = more local food knowledge into the community; strengthens local food system; increases knowledge of agricultural significance in community; increase awareness of food insecurity and the need for locally grown food.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> Facility use: Terra Nova Rural Park, including Beumann House.		
9.	<b>Your Society's Total Budget</b>  Total Revenue Total Expenses Annual Surplus or (Deficit) Accumulated Surplus or (Deficit) Justification for any Annual and Accumulated Surplus or (Deficit)	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>  \$ 83,888 \$ 85,505 \$(1,537) \$ Please explain: non-budgeted MERCs for seasonal hires	<b>Budget for Current Year</b>  \$96,700 \$96,700 \$ \$ Please explain:
10.	Previous City Grant Amount: n/a	Year:	Use:
11.	<b>Proposed City Grant Budget:</b> 1. Use: Festival infrastructure (tables, tables mar Amount: 3,000 2. Use: Honoraria for speakers and democratic Amount: 500 3. Use: Supplies for education and information e Amount: 1,000 4. Use: Amount: 5. Use: Amount: <b>Total City Grant Request: 4,500</b> <b>Other Funding Sources for this Proposal:</b> 1. Source: Print and broadcast media outlets Amount: \$2,000, in kind advertising Purpose: promotion 2. Source: The Shanna Farm Society Amount: 6,000 Purpose: event planning, production and staffing 3. Source: The Shanna Farm Society Amount: 2,000 Purpose: product and food sales, cooking demo supp <b>Total Proposed Budget: 9,000</b>		
12.	<b>For Staff Use Only:</b> Recommended Grant: \$1000 Year ____ of ____ Multi-year Funding Cycle. Purpose: To support the annual Garlic Festival.		
	<b>Staff Comments/Conditions:</b> Recommended award is consistent with awards with those to other community events of similar size.		





# City of Richmond

## 2013 Grant Application Summary Sheet

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1.	Organization: Sea Island Community Association		
2.	Grant Request: \$1400.00	Proposal Title: Burkeville Daze Grant	
	Number to be Served: 3,000	How many will be Richmond residents? 3,000	
3.	Grant Program: <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
6.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: June 2013 End: June 2013		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): This grant would assist the Sea Island Community Association to present our annual Community celebration: Burkeville Daze.  This one-day event consists of a parade, community group demonstrations, heritage group displays, fund-raising booths, public safety service displays, games, petting zoo, volunteer opportunities, program registration, food and social interaction.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): City facility upkeep/utilities/staff		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 98,523	\$ 103,025
	Total Expenses	\$ 86,415	\$ 103,500
	Annual Surplus or (Deficit)	\$ 12,109	\$ 125.00
	Accumulated Surplus or (Deficit)	\$ 12,342	\$ 0
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Saving to replace old equipment/furniture	Please explain: Budget to break even
10.	Previous City Grant: Amount: 1015.00 Year: 2011 Use: Burkeville Daze Expense		
11.	Proposed City Grant Budget:		
	1. Use: Burkeville Daze Expense	Amount: 1,400.00	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: 1,400.00		
	Other Funding Sources for this Proposal:		
	1. Source: Vancouver Airport Authority	Amount: 1,500.00	Purpose: Burkeville Daze Expense
	2. Source: BC Gaming Commission	Amount: 1,300.00	Purpose: Burkeville Daze Expense
	3. Source: Sea Island Community Assoc	Amount: 400.00	Purpose: Burkeville Daze Expense
	Total Proposed Budget: 4,500.00		
12.	For Staff Use Only:		
	Recommended Grant: \$1000.00 Year ____ of ____ Multi-year Funding Cycle  Purpose: To support Burkeville Daze		Staff Comments/Conditions: Recommended award amount consistent with those to other community events of a similar size.



# City of Richmond

## 2013 Grant Application Summary Sheet

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1.	<b>Organization:</b> KIDSPORT RICHMOND (CHAPTER)		
2.	<b>Grant Request:</b> \$ 16,000	<b>Proposal Title:</b> SPORT PARTICIPATION PROGRAM	
	<b>Number to be Served:</b> 60	<b>How many will be Richmond residents?</b> 100%	
3.	<b>Grant Program:</b> <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year 1 of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): KIDSPORT RICHMOND IS A NON-PROFIT, CHARITABLE ORGANIZATION THAT HAS BEEN LICENSED TO OPERATE A COMMUNITY CHAPTER AS PART OF THE NATIONAL AND PROVINCIAL KIDSPORT PROGRAM. KIDSPORT RICHMOND WILL PROVIDE FINANCIAL ASSISTANCE FOR RICHMOND FAMILIES-IN-NEED TOWARDS THE COSTS OF REGISTRATION FEES FOR THEIR CHILDREN TO PARTICIPATE IN AN ORGANIZED SPORT OF THEIR CHOICE.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): NONE		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 44123	\$ 17218
	Total Expenses	\$ 34248	\$ 32756
	Annual Surplus or (Deficit)	\$ 9874	\$ -15538
	Accumulated Surplus or (Deficit)	\$ 18910	\$ 3372
	<b>Justification for any Annual and Accumulated Surplus or (Deficit)</b>	<b>Please explain:</b> 2011 Surplus to 2012 Expense	<b>Please explain:</b> 2012 YTD Summary
10.	<b>Previous City Grant: Amount:</b> 8212	<b>Year:</b> 2012	<b>Use:</b> FUNDING FOR APPLICATIONS RECEIVED
11.	<b>Proposed City Grant Budget:</b> 1. Use: SPORT REGISTRATION FEES Amount: 15000 2. Use: Amount: 3. Use: Amount: 4. Use: Amount: 5. Use: Amount: <b>Total City Grant Request:</b> 15000 <b>Other Funding Sources for this Proposal:</b> 1. Source: CORPORATE SPONSORS Amount: 20000 Purpose: SPORT REGISTRATION FEES 2. Source: PROVINCIAL FUNDING Amount: 13000 Purpose: SPORT REGISTRATION FEES 3. Source: FUND RAISING ACTIVITIES Amount: 19000 Purpose: REGISTRATION FEES; ADMINISTRATI <b>Total Proposed Budget:</b> 57000		
12.	<b>For Staff Use Only:</b> Recommended Grant: \$9000.00 Year ____ of ____ Multi-year Funding Cycle Purpose: To assist children in low income families to access opportunities to participate in community sport. Staff Comments/Conditions: Increase from 2012 to recognize the importance of this program in ensuring opportunities to participate in sport are available to all. SL		



# City of Richmond

## 2013 Grant Application Summary Sheet

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

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1.	<b>Organization:</b> Richmond Agricultural and Industrial Society		
2.	<b>Grant Request:</b> \$18,380.00	<b>Proposal Title:</b> Steveston Salmon Festival AND Steveston Farmers & Artisans Market	
	<b>Number to be Served:</b> 100,000	<b>How many will be Richmond residents?</b> 30,000	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity <b>Start Date:</b> July 1 <b>End:</b> July 1		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year 1 of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> 1. Steveston Farmers & Artisans Market (SFAM): operating assistance for on-going activity. Target groups: all members of the community and surrounding municipalities. Community Benefit: local/regional tourism; promote sustainable local agriculture and arts; healthy food choices; economic stimulation for area merchants; community gathering place. 2. Steveston Salmon Festival (SF): Richmond's largest annual community event. Target groups: all members of the community and surrounding municipalities. Community benefit: local/regional tourism; immeasurable economic benefits; celebration of Canadian pride - "Canada's biggest little birthday party since 1945." Parade, children/youth festivals, cultural displays/demos, 2 stages, salmon BBQ, food craft, trade show, art show, and carnival. The festival needs a new mascot costume, this year's request includes one-time expense.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> facility use, in-kind services, equipment and supplies		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 194,479.35	\$ 183,815.00
	Total Expenses	\$ 162,503.44	\$ 183,815.00
	Annual Surplus or (Deficit)	\$ 31,975.92	\$ 0.00
	Accumulated Surplus or (Deficit)	\$ 0.00	\$ 0.00
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain:	Please explain:
10.	<b>Previous City Grant: Amount:</b> \$7,250.00 <b>Year:</b> 2012 <b>Use:</b> operating assistance		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Steveston Farmers & Artisans Market <b>Amount:</b> \$5,502.00 2. Use: Steveston Salmon Festival <b>Amount:</b> \$12,880.00 3. Use: <b>Amount:</b> 4. Use: <b>Amount:</b> 5. Use: <b>Amount:</b> <b>Total City Grant Request:</b> \$18,380.00 <b>Other Funding Sources for this Proposal:</b> 1. Source: event revenues <b>Amount:</b> \$144,855.00 <b>Purpose:</b> operating expenses; equipment/supplies 2. Source: sponsorships/other grants <b>Amount:</b> \$20,620.00 <b>Purpose:</b> operating expenses 3. Source: misc. other revenue <b>Amount:</b> \$260.00 <b>Purpose:</b> operating expenses <b>Total Proposed Budget:</b> \$183,815.00		
12.	<b>For Staff Use Only:</b> <b>Recommended Grant:</b> \$11,000 <b>Year ____ of ____ Multi-year Funding Cycle</b> <b>Purpose:</b> To support the Steveston Salmon Festival and the Steveston Farmer's and Artisan's Market. <b>Staff Comments/Conditions:</b> Increase from 2012 to reflect importance of these large community events to the Richmond community. SL		



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1.	Organization: Steveston Community Society		
2.	Grant Request: \$50,000.00	Proposal Title: Richmond Summer Project	
	Number to be Served: 15,766 + Community Special Events 1200 staff/volunteer events 600 = 17566	How many will be Richmond residents? 95%	
3.	Grant Program: <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating, Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: Jan. 2013 End: Oct 2014		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year <u>2</u> of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit):  Funds would be contributing to the overall 2013 summer project. Grant dollars would be distributed between 13 facilities citywide. The City Grant would enable low cost/no cost services to be offered to Richmond residents by offsetting staff salaries, general expenses, summer initiatives and training for staff and volunteers. The grant also allows children that require extra support to participate in our summer programs. Steveston Community Society is submitting the grant application for summer 2013 on behalf of the following City of Richmond partners in the Community Services Department: 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		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): Facilities and City Staff support		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$221,494.06	\$51,815.00
	Total Expenses	\$207,521.50	\$51,450.00
	Annual Surplus or (Deficit)	\$13,972.56	\$365.00
	Accumulated Surplus or (Deficit)	\$21,179.37	\$ N/A
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: The surplus money has accumulated over the past several years (2000-2009). We carry some money over for start up costs as the summer Administrator starts prior to any funding approval. We also need money to cover the first four payroll periods for those that are on the Summer Grant as we don't receive our HRDC funding until mid/end of July.	Please explain: We are continuing to research and purchase equipment for children's summer programs and events that can be utilized Citywide. We will also continue to support our partners with Children's Outreach opportunities in their community.
10.	Previous City Grant: Richmond Summer Project Amount: \$50,000.00 Year: 2011 Use:		
11.	Proposed City Grant Budget:		
	1. Use: Wages	Amount: \$29,900.00	
	2. Use: Volunteer support	Amount: \$5,000.00	
	3. Use: Supplies	Amount: \$5,200.00	
	4. Use: Other initiatives - see grant	Amount: \$6,000.00	
	5. Use: Administrative	Amount: \$350.00	
	6. Use: Training	Amount: \$5,000.00	
	Total City Grant Request: \$51,450.00		
	Other Funding Sources for this Proposal:		
	1. Source: Canada Summer Jobs	Amount: \$85,000.00	Purpose: summer staff at each facility
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total Proposed Budget: \$136,450.00		

12.	<p><b>For Staff Use Only:</b></p> <p>Recommended Grant: \$50,000  Year ____ of ____ Multi-year Funding Cycle</p> <p>Purpose: To support low-cost summer programs.</p>	<p>Staff Comments/Conditions: Same level as 2012 although a cost of living increase has not been applied as \$50,000 is the amount which has been budgeted by the applicant.</p>
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**City of  
Richmond**

## 2013 Grant Application Summary Sheet

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1.	<b>Organization:</b> Richmond Chinese Community Society		
2.	<b>Grant Request:</b> \$33,900	<b>Proposal Title:</b> Office Operating Assistance	
	<b>Number to be Served:</b> Over 1,200	<b>How many will be Richmond residents?</b> Over 1,100	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): Our grant proposal is for helping our office operating assistance including programs and activities. We provide programs and activities to Richmond residents, service groups and organizations and to help building a strong and healthy community. Our programs and services welcome everyone from different ethnic backgrounds. Our leadership in promoting volunteerism, healthy living and wellness showcases the City of Richmond's commitment to the benefits of active living and community involvement. If approved, RCCS programs and services could assist the City's issue of demands for particular programs & services from the general public.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): N/A		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 335,074	\$ 313,000
	Total Expenses	\$ 328,376	\$ 313,000
	Annual Surplus or (Deficit)	\$ 6,698	\$ Nil
	Accumulated Surplus or (Deficit)	\$ Nil	\$ Nil
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Carries forward to 2012 fiscal year	Please explain:
10.	<b>Previous City Grant:</b> Amount: \$3,000 <b>Year:</b> 2012 <b>Use:</b> \$3,000		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Hire part-time Program Coordinator <b>Amount:</b> \$15,000 2. Use: Consultant Services <b>Amount:</b> \$5,000 3. Use: Volunteer Support <b>Amount:</b> \$1,500 4. Use: Activity Room Rental <b>Amount:</b> \$10,000 5. Use: Office Supplies <b>Amount:</b> \$2,100 <b>Total City Grant Request:</b> \$33,900 <b>Other Funding Sources for this Proposal:</b> 1. Source: Direct Access Grant <b>Amount:</b> \$58,700 <b>Purpose:</b> Community Festival and Events 2. Source: City Grant <b>Amount:</b> \$33,900 <b>Purpose:</b> Assisting Programs and Activities 3. Source: RCCS <b>Amount:</b> \$220,400 <b>Purpose:</b> <b>Total Proposed Budget:</b> \$313,000		
12.	<b>For Staff Use Only:</b> <b>Recommended Grant:</b> \$3000 <b>Year ____ of ____ Multi-year Funding Cycle</b> <b>Purpose:</b> To support office operations and programming.		
	<b>Staff Comments/Conditions:</b> Same amount recommended as in 2012.		



# City of Richmond

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1.	Organization: Richmond City Centre Community Association		
2.	Grant Request: \$ 14,900.00	Proposal Title: Asset Development for Children in Central Richmond	
	Number to be Served: 128 weekly	How many will be Richmond residents? all	
3.	Grant Program: <input checked="" type="checkbox"/> Health, Social & Safety <input type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: Sept 2012 End: June 30, 2013		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): To run community based asset development programs for high need and at-risk children who attend City Centre inner-city schools – Anderson, Cook and General Currie Elementary schools. These are children who would otherwise be on their own with inadequate care on the schools early dismissal day and after school. This asset development program will seek support and work with the Boys and Girls Club and the schools. The program is based on an earlier pilot project which showed the effectiveness of this type of asset development in inner-city children. Please see the attached Appendix "Asset Proposal Outline" for program details and community benefits.		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption):		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ 368,579	\$ 367,360
	Total Expenses	\$ 364,891	\$ 345,911
	Annual Surplus or (Deficit)	\$ 13,688	\$ 21,449
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Strong enrollment in programs	Please explain: Project continued strong enrollment
10.	Previous City Grant: Amount:	Year:	Use:
11.	Proposed City Grant Budget:		
	1. Use: Asset Development Programs	Amount: \$14,900	
	2. Use:	Amount:	
	3. Use:	Amount:	
	4. Use:	Amount:	
	5. Use:	Amount:	
	Total City Grant Request: \$14,900		
	Other Funding Sources for this Proposal:		
	1. Source:	Amount:	Purpose:
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total Proposed Budget: \$14,900		
12.	For Staff Use Only:		
	Recommended Grant: \$10,000 Year ____ of ____ Multi-year Funding Cycle		Staff Comments/Conditions: Same award amount as in 2012. Program delivery which is in alignment with both Wellness Strategy and Youth Strategy.
	Purpose: To support delivery of after school recreational programs for low-asset youth.		



**City of  
Richmond**

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1.	<b>Organization:</b> Richmond Fitness and Wellness Association (RFWA)		
2.	<b>Grant Request:</b> \$10,000	<b>Proposal Title:</b> Walk Richmond	
	<b>Number to be Served:</b> 2600 since 10	<b>How many will be Richmond residents?</b> 2516	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> RFWA submits its proposal to support the Walk Richmond Program that aims to provide opportunities for Richmond residents to increase their physical activity. Walk Richmond offers the public an opportunity to explore the health benefits of walking. The program was developed in 2007 by the City of Richmond in partnership with VCH and Richmond School district #38 as part of its Active Communities initiative, Getting Richmond Moving. RFWA has co-sponsored the initiative by providing the Walk Leaders and the Walk Coordinator. The program provides individuals an option to participate in drop-in guided walks at no cost. The target audience of our program are sedentary individuals/families, seniors, and new immigrants. The program aims to increase community awareness through exploring the trails, landmarks, and heritage sites throughout the city. Our program also supports volunteerism by providing volunteer opportunities.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b> None.		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 17,070.11	\$ 18450
	Total Expenses	\$ 10571.37	\$ 21300
	Annual Surplus or (Deficit)	\$ -2501.26	\$ -2850
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Funding of Walk Richmond from reserves	Please explain: As last year funding from reserve
10.	<b>Previous City Grant: Amount:</b> 8000	<b>Year:</b> 2012	<b>Use:</b> Walk Richmond program, consultant services, etc.
11.	<b>Proposed City Grant Budget:</b> 1. Use: Consultant services Amount: \$5,850 2. Use: Volunteer support Amount: \$1,000 3. Use: Supplies and Marketing Amount: \$1,140 4. Use: Volunteer Leader Training (ie. first aid) Amount: \$1,000 5. Use: Volunteer Safety Gear/Uniforms Amount: \$1,000 <b>Total City Grant Request: \$10,000</b> <b>Other Funding Sources for this Proposal:</b> 1. Source: RFWA Amount: \$11,700 Purpose: continuation of Walk Richmond program 2. Source: BCRPA Amount: \$300 Purpose: participation in city-wide health promotion 3. Source: Richmond School District Amount: \$500 Purpose: facilitation of youth walking workshops <b>Total Proposed Budget: \$22,500</b>		
12.	<b>For Staff Use Only:</b>		
	<b>Recommended Grant:</b> \$7000 <b>Year ____ of ____ Multi-year Funding Cycle</b> <b>Purpose:</b> Funding request to support Walk Richmond program.	<b>Staff Comments/Conditions:</b> Reduction of \$2000 from 2012 award amount in recognition of existing organizational surplus.	





City of  
Richmond

## 2013 Grant Application Summary Sheet

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

www.richmond.ca

This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> Richmond Museum Society (RMS)		
2.	<b>Grant Request:</b> \$3500.00	<b>Proposal Title:</b> Doors Open Richmond 2013 & Tram Building Opening Celebrations	
	<b>Number to be Served:</b> 10,000+	<b>How many will be Richmond residents?</b> 75%	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity <b>Start Date:</b> May 4, 2013 <b>End:</b> May 5, 2013		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this is for year <u>1</u> of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): The RMS seeks funding for Richmond's film arts, culture and heritage festival, Doors Open Richmond 2013, May 4-5, 2013. This free event encourages visitors of all ages to explore Richmond at 50 sites - heritage landmarks, places of worship, artist studios, museums and national historic sites. Also, an evening event will mark a celebration of Doors Open at the new No. 1220 Tram Building in Steveston. Doors Open has generated over 90,000 site visits over five years, engaging participants with a program that fosters community learning, cross-cultural understanding and community pride. In 2013, we will reach out to new immigrants and ethnic communities through an expanded media campaign in Richmond and Metro Vancouver, and build upon existing partnerships developed through programming and exhibits, such as the Museum's upcoming Highway to Heaven: Richmond's Multi-faith Community exhibit.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): Richmond Museum Society maintains a community museum in partnership with the City of Richmond.		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 77,339.00	\$ 94,650.00
	Total Expenses	\$ 60,804.00	\$ 94,650.00
	Annual Surplus or (Deficit)	\$ 17,235.00	\$ 0
	Accumulated Surplus or (Deficit)	\$ 0	\$ 0
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Edo Exhibits funds deferred to 2012	Please explain:
10.	<b>Previous City Grant:</b> Amount: \$2000	<b>Year:</b> 2011	<b>Use:</b> SustainABILITY? Exhibit
11.	<b>Proposed City Grant Budget:</b> 1. Use: Special Events Assistant - Interns Amount: \$1600.00 2. Use: Volunteer Support Amount: \$200.00 3. Use: Program Materials Amount: \$1000.00 4. Use: Refreshments / Food Amount: \$400.00 5. Use: Supplies Amount: \$300.00 <b>Total City Grant Request: \$3500.00</b> <b>Other Funding Sources for this Proposal:</b> 1. Source: Heritage Canada Amount: \$10,000.00 Purpose: Advertising 2. Source: Community Services Amount: \$6,500.00 Purpose: Amchures, performances 3. Source: Sponsors Amount: \$2600.00 Purpose: Volunteer support, refreshments <b>Total Proposed Budget: \$24,200.00</b>		
12.	<b>For Staff Use Only:</b> Recommended Grant: \$1600 Year ____ of ____ Multi-year Funding Cycle Purpose: To support Doors Open. <b>Staff Comments/Conditions:</b> Partial funding of request recommended. Assistance for Tram Barn Opening event can be accommodated through operating assistance.		



**City of  
Richmond**

## 2013 Grant Application Summary Sheet

6911 No. 3 Road, Richmond, BC V6Y 2C1  
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1.	<b>Organization:</b> Richmond Rockets Speed Skating Club		
2.	<b>Grant Request:</b> \$ 3700.00	<b>Proposal Title:</b> Short Track Speed Skating 2013 Coastal Funale	
	<b>Number to be Served:</b> 100 - 150	<b>How many will be Richmond residents?</b> 75	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
6.	<b>Duration:</b> <input type="checkbox"/> An Ongoing Activity, and/or <input checked="" type="checkbox"/> A One-time Activity Start Date: 03/16/2013 End: 03/16/2013		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	<b>Summary of Request (including proposed activities, target group(s), community benefit):</b> To host a year-end event that showcases short track speed skating at the high-level Richmond Olympic Oval. This event will allow participants of all age groups to compete against fellow competitors from other Lower Mainland speed skating clubs. The competition is completely run by volunteer members of the Richmond Rockets Speed Skating Club.  The 2013 Coastal Funale will give us the opportunity to host the Lower Mainland's speed skating community and introduce first-time visitors to Richmond's world-class facility. Visitors will be impressed with the Oval's diversity of sport and training facilities offered, as well as, the fact that the facility is not a deep freeze, despite that there are two Olympic sized ice rinks in the building.		
8.	<b>Other City Supports Currently Received (e.g., facility use; permissive tax exemption):</b>		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year (e.g., Audited Financial Statement)</b>	<b>Budget for Current Year</b>
	Total Revenue	\$ 15662.18	\$ 11753.00
	Total Expenses	\$ 15945.72	\$ 13573.94
	Annual Surplus or (Deficit)	\$ (383.54)	\$ (1820.94)
	Accumulated Surplus or (Deficit)	\$ 8902.53	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Surplus for new equipment and budget deficits.	
10.	<b>Previous City Grant:</b> Amount: \$500.00 Year: 2011 Use: 2011-2012 RRSSC Development Fund		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Ice Rental for Event Amount: \$1100.00 2. Use: BC Ambulance Services Amount: \$1088.00 3. Use: Oval Room Rental Amount: \$ 500.00 4. Use: Refreshments & Food for Event Amount: \$ 500.00 5. Use: Medals (\$312) & Misc. Supplies (\$200) Amount: \$ 512.00 <b>Total City Grant Request: \$3700.00</b>  <b>Other Funding Sources for this Proposal:</b> 1. Source: Amount: Purpose: 2. Source: Amount: Purpose: 3. Source: Amount: Purpose: <b>Total Proposed Budget:</b>		
12.	<b>For Staff Use Only:</b>		
	<b>Recommended Grant:</b> Year ____ of ____ Multi-year Funding Cycle  <b>Purpose:</b> To support short track speed skating competition.	<b>Staff Comments/Conditions:</b> No grant recommended. The applicant has not identified partnerships or applied the user-pay principle in its budgeting.	



**City of  
Richmond**

## 2013 Grant Application Summary Sheet

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

www.richmond.ca

This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> The Kehilla Society of Richmond		
2.	<b>Grant Request:</b> \$5000	<b>Proposal Title:</b> Richmond Jewish Film Series	
	<b>Number to be Served:</b> 300	<b>How many will be Richmond residents?</b> 300	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> Feb 2013 <b>End:</b> Dec 2013		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): Requesting fund to assist with the costs of the Richmond Jewish Film Series. We plan to screen three films during 2013, which will have Jewish themes, based at the Richmond Jewish Day School. The target groups will be families, youth, men, women, low-income residents, seniors, and immigrants. This film series could appeal to both the Jewish community of Richmond as well as the broader Richmond community. The Richmond Jewish Film Series will enhance multiculturalism within the City; acknowledging the diversity of the City of Richmond. The Richmond Jewish Film Series will contribute towards building a complete community, by embracing the broader community and creating community spirit.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): None		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 60,963.94	\$ 71,350.00
	Total Expenses	\$ 61,003.97	\$ 70,533.27
	Annual Surplus or (Deficit)	\$ -40.03	\$ 816.73
	Accumulated Surplus or (Deficit)	\$	\$
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: Increased cost of services	Please explain: Received grants
10.	<b>Previous City Grant:</b> Amount: \$1000 <b>Year:</b> 2013 <b>Use:</b> Richmond Jewish Film Series		
11.	<b>Proposed City Grant Budget:</b> 1. Use: Film Rental and Film Rights <b>Amount:</b> \$3000 2. Use: Printing and advertising <b>Amount:</b> \$1000 3. Use: Rental of equipment <b>Amount:</b> \$1000 4. Use: <b>Amount:</b> 5. Use: <b>Amount:</b> <b>Total City Grant Request:</b> \$5000 <b>Other Funding Sources for this Proposal:</b> 1. Source: Vancouver Jewish Film Festival <b>Amount:</b> In Kind <b>Purpose:</b> Research, rights to movie, coordination 2. Source: Richmond Jewish Day School <b>Amount:</b> In kind <b>Purpose:</b> Venue 3. Source: Sid Bile Photography <b>Amount:</b> In Kind <b>Purpose:</b> Creative design of promotional material <b>Total Proposed Budget:</b> \$5000		
12.	<b>For Staff Use Only:</b>		
	<b>Recommended Grant:</b> \$500 <b>Year ____ of ____ Multi-year Funding Cycle</b>  <b>Purpose:</b> To support a Jewish Film Festival in Richmond.	<b>Staff Comments/Conditions:</b> 2012 award was recommended to provide seed funding for the event. 2013 recommendation is a reduced amount reflecting the number of event participants.	



This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	Organization: Tian-Pao Maitreya Buddha Missionary Institute		
2.	Grant Request: \$ 4950	Proposal Title: Senior Citizen Computer Learning	
	Number to be Served: 203 - 250	How many will be Richmond residents? All	
3.	Grant Program: <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	Purpose: <input type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	Duration: <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity Start Date: End:		
6.	Are you applying for a multi-year funding cycle? (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle Please attach information regarding any changes since Year 1 that will impact City Grant use.		
7.	Summary of Request (including proposed activities, target group(s), community benefit): (See Attachment A)		
8.	Other City Supports Currently Received (e.g., facility use; permissive tax exemption): N/A		
9.	Your Society's Total Budget	Most Recent Completed Year (e.g., Audited Financial Statement)	Budget for Current Year
	Total Revenue	\$ (See page 9)	\$ (See page 9)
	Total Expenses	\$ (See page 9)	\$ (See page 9)
	Annual Surplus or (Deficit)	\$ (See page 9)	\$ (See page 9)
	Accumulated Surplus or (Deficit)	\$ (See page 9)	\$ (See page 9)
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: hosts a lot of events, lack of donations	Please explain:
10.	Previous City Grant: Amount:	Year:	Use:
11.	Proposed City Grant Budget:		
	1. Use: (See attachment B)	Amount: (See attachment B)	
	2. Use: (See attachment B)	Amount: (See attachment B)	
	3. Use: (See attachment B)	Amount: (See attachment B)	
	4. Use: (See attachment B)	Amount: (See attachment B)	
	5. Use: (See attachment B)	Amount: (See attachment B)	
	Total City Grant Request: 4,950		
	Other Funding Sources for this Proposal:		
	1. Source: Donation	Amount: 6,050	Purpose: supportive donations
	2. Source:	Amount:	Purpose:
	3. Source:	Amount:	Purpose:
	Total Proposed Budget:		
12.	For Staff Use Only:		
	Recommended Grant: Year ____ of ____ Multi-year Funding Cycle  Purpose: To support computer programs for Older Adults.		Staff Comments/Conditions: No grant is recommended. The applicant has a significant organizational surplus, the service duplicates others which exist in the community and no partnerships have been identified.



# City of Richmond

## 2013 Grant Application Summary Sheet

6911 No. 3 Road, Richmond, BC V6Y 2C1  
www.richmond.ca

This Summary Sheet will be provided to City Council for consideration.  
All questions must be answered on this page (do not refer to attachments). Please type.

1.	<b>Organization:</b> Steveston Community Society		
2.	<b>Grant Request:</b> \$24,380.00	<b>Proposal Title:</b> Special and General Programs	
	<b>Number to be Served:</b> 30,000	<b>How many will be Richmond residents?</b> 30,000	
3.	<b>Grant Program:</b> <input type="checkbox"/> Health, Social & Safety <input checked="" type="checkbox"/> Parks, Recreation & Community Events		
4.	<b>Purpose:</b> <input checked="" type="checkbox"/> Group Operating Assistance, and/or <input checked="" type="checkbox"/> A Community Service (e.g., Program, Project, Event)		
5.	<b>Duration:</b> <input checked="" type="checkbox"/> An Ongoing Activity, and/or <input type="checkbox"/> A One-time Activity <b>Start Date:</b> <b>End:</b>		
6.	<b>Are you applying for a multi-year funding cycle?</b> (See Grant Program for eligibility requirements) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this is for year ____ of a 3-year cycle <b>Please attach information regarding any changes since Year 1 that will impact City Grant use.</b>		
7.	<b>Summary of Request</b> (including proposed activities, target group(s), community benefit): general operating assistance includes wages, special event expenses, cleaning and maintenance costs related to special events; community newsletter. Target group: general Steveston neighbourhood and the City at large. Community benefit: these events attract the public to Steveston; general regional tourism; stimulate neighbourhood economy; newsletter is a valuable communication tool for the community.		
8.	<b>Other City Supports Currently Received</b> (e.g., facility use; permissive tax exemption): facility use; in-kind equipment and supplies		
9.	<b>Your Society's Total Budget</b>	<b>Most Recent Completed Year</b> (e.g., Audited Financial Statement)	<b>Budget for Current Year</b>
	Total Revenue	\$ 1,477,403	\$ 1,363,731
	Total Expenses	\$ 1,420,687	\$ 1,287,024
	Annual Surplus or (Deficit)	\$ 56,708	\$ 78,707
	Accumulated Surplus or (Deficit)	\$ 187,462	\$ TBD
	Justification for any Annual and Accumulated Surplus or (Deficit)	Please explain: equipment replace; fund; projects; amortization	Please explain: equip. replace; projects; amortization
10.	<b>Previous City Grant:</b> Amount: \$1015	Year: 2011	Use: Sockeye Spin operating expenses
11.	<b>Proposed City Grant Budget:</b> 1. Use: staff wages Amount: \$2,502 2. Use: operating expenses special events Amount: \$7,465 3. Use: cleaning and maintenance Amount: \$690 4. Use: newsletter Amount: \$6,720 5. Use: Amount: <b>Total City Grant Request: \$24,380</b> <b>Other Funding Sources for this Proposal:</b> 1. Source: sponsorships, various sources Amount: \$7,500 Purpose: special events operating expenses 2. Source: Amount: Purpose: 3. Source: Amount: Purpose: <b>Total Proposed Budget: \$1,363,731</b>		
12.	<b>For Staff Use Only:</b>		
	<b>Recommended Grant:</b> Year ____ of ____ Multi-year Funding Cycle  <b>Purpose:</b> To support general operating assistance for the Steveston Community Society.	<b>Staff Comments/Conditions:</b> No grant is recommended. The organization has an existing operating agreement with the City.	



Page 1 of 1

Adopted by Council: July 25, 2011

Policy 3712

Amended by Council: July 9, 2012

File Ref: 03-1085-00

City Grant Policy

**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:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
**Re:** 2013 Arts and Culture Grant Program

**Date:** January 8, 2013

**File:**

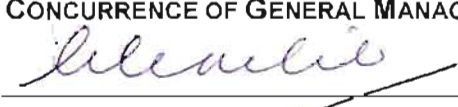


### Staff Recommendation

That the 2013 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$94,300 as per the report from the Director, Arts, Culture and Heritage Services, dated January 8, 2013.



Jane Fernyhough  
Director, Arts, Culture and Heritage Services

Att. 5

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Finance Division	<input checked="" type="checkbox"/>		
<b>REVIEWED BY SMT SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>REVIEWED BY CAO</b>	<b>INITIALS:</b> 

## **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 2013 Arts and Culture Grant Program, now in its second year.

The 2013 Arts and Culture Grant Program supports the Council Term Goal:

*Continue to support the development of a thriving, resilient and diverse cultural sector and related initiatives in creating a vibrant, healthy and sustainable City.*

### **Findings of Fact**

#### **1. 2013 Arts and Culture Grant Budget**

The 2013 Arts and Culture Grant Budget is \$100,000, as per the City Grant Policy. 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 request 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 request of \$5,000.

#### **2. Notice Given and Applications Received**

Notices were placed on the City Page in the Richmond Review and on the City website in August and September, 2012 advising the community that applications would be accepted until October 12, 2012 for all grant programs, including Arts and Culture. In August and October, emails were sent to members of Richmond Artists Directory (more than 300 individual artists and arts/cultural organizations that have opted to receive information from the Cultural Development Manager throughout the year) to announce the grants were online and to remind of deadlines. On the City website at both the "City Grant Program" and the "Artists' Opportunities" pages, downloadable Guideline documents were available, as well as the Project Assistance Form. The Operating Assistance Form was emailed to applicants upon request.

Three free grant writing workshops were offered this year; one in the spring (May) and two in the fall (September). All classes were full, attracting a total of 31 participants.



For Operating Assistance, 9 applications were received and 13 were received for Project Assistance, for a total combined request of \$122,300. Tables outlining requests and recommended allocations for the 2013 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**. Staff recommendations and comments are included in the Summary Sheets.

### 3. Late Applications

No applications were received after the October 12, 2012 deadline. The City Grant Policy indicates that late applications will not be accepted, and the deadline is identified on each page of the application form to ensure that no late submissions are received.

### 4. New Applications

Eight applications (total) were received from five organizations that had not previously applied for a City Grant:

- PhilCAS of BC (Philippine Cultural Arts of BC)
- Richmond Arts Coalition
- Richmond Weavers and Spinners Guild Society
- Vancouver Cantonese Opera
- Vancouver Tagore Society

### 5. Application Review Process

An Adjudication Panel made up of City staff reviewed the applications. They 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 each application, these three key areas were assigned a numerical ranking to create a total numeric score out of 50. At the Adjudication Meeting, the combined scores of all four members of the Adjudication Panel were distilled to an average score to determine a funding recommendation:

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

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

## Analysis

### 1. 2013 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

OPERATING ASSISTANCE Applications, Allocations and Recommendations (2012-2013)		
	2012	2013
Total number of applications	10	9
New applicants	n/a	2*
Grants denied (did not meet criteria)	2**	0
Partial amount of request recommended	3	1
Full amount of request recommended	5	8
Total amount requested	\$71,000	\$71,700
Total amount allocated   recommended	\$50,900	\$71,200

\* These applicants are new to the Operating Assistance category, having received Project Assistance previously.

\*\* While these applicants were found ineligible for Operating Assistance, they did receive Project Assistance funding

PROJECT ASSISTANCE Applications, Allocations and Recommendations (2012-2013)		
	2012	2013
Total number of applications	17*	13
New applicants	n/a	5
Grants denied (did not meet criteria)	4	4
Partial amount of request recommended	8	5
Full amount of request recommended	3	5
Total amount requested	\$58,780	\$50,600
Total amount allocated   recommended	\$31,400	\$23,100

\*16 were received, but one Operating Assistance applicant (for the Children's Arts Festival, was added to this category)

<b>COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2013)</b>			
	<b>2011</b>	<b>2012</b>	<b>2013</b>
Total number of applications	11	26	22
New applicants	1	n/a	5
Grants denied (did not meet criteria)	1	7	4
Partial amount of request recommended	9	18	9
Full amount of request recommended	2	8	13
Total amount requested	\$71,855	\$133,280	\$122,300
Total budget	n/a	\$100,000	\$100,000
Total amount allocated   recommended	\$14,450	\$82,300	\$94,300

Last year's establishment of a grant program specific to Richmond Arts and Culture was a landmark advance in the development of the local arts and culture sector. As such, the program is understood as not only a new source of funding for the applicants — who range from long-standing professional institutions to fledgling groups of enthusiastic amateur artisans — but an important opportunity for capacity building, including those who have limited or no previous experience writing grant applications.

In the second year, staff have noted an improvement in the quality of grant applications and foresee increased competition for approval in the future as more organizations apply with strong applications as well as move from the Project Assistance to Operating Assistance. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves.

## **2. Reasons for Partial or No Funding**

The majority of applications are recommended for funding. Principal reasons for not recommending funding are: (1) the applicant is recommended for Operating Assistance (or already receives the equivalent of operating funds from the City) and has also applied for funding of a Project that is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding, and (2) the application is ineligible under the criteria listed in the Guidelines.

More than half of the applicants (13 of the 22) were recommended for full funding. As per the adjudication scoring system described above, recommendations were made based on each application's average score.

**Financial Impact**

The 2013 Arts and Culture Grant Program has a proposed budget of \$100,000. The 2013 allocations itemized in **Attachments 1 and 2** are recommended.

Project Assistance	\$ 23,100
Operating Assistance	<u>\$ 71,200</u>
Total	<u>\$ 94,300</u>
Remaining	\$ 5,700

**Conclusion**

The 2013 Arts and Culture Grant Program is 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 2013 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



Liesl G. Jauk  
Manager, Community Cultural Development  
(604-204-8672)

## OPERATING ASSISTANCE

Name of Organization	Most Recent City Grant	2013 Request	2013 Recom	Comments	Page
BC Children's Arts and Literacy Centre	\$4,700 (Project Assistance) (2012)	10,000	10,000	Operating Assistance at the full request is recommended for this society which produces the Children's Arts Festival, a well-attended event with high community impact and quality programming, produced with strong community and creative partnerships. This event is unique in the region. The applicant demonstrates a strong self-awareness of its capacity and shows confidence in its plans to grow over time.	1
Cinevolution Media Arts Society	\$10,000 (2012)	10,000	10,000	Operating Assistance at the full request is recommended for this society behind a growing international festival (Your Kontinent) and a wide range of year-round professional programming that reaches diverse audiences – and successfully collaborates with other artists and supporters. The applicant demonstrates diverse funding sources, is accessible well-marketed and growing, and reaches out to many cultures and generations, working with emerging immigrant artists as well as senior artists.	2
The Community Arts Council of Richmond	\$5,000 (2012)	9,100	9,100	Operating Assistance at the full request is recommended to this long-standing organization that provides valuable opportunities for local artists to display their art in public settings, and have demonstrated an eagerness to work with partners (such as the Steveston Grand Prix of Art) and engage in community outreach. The society has addressed the deficit issue of last year and rose to the challenge of no exhibition space. The applicant is encouraged to broaden its programming scope to include non-traditional and/or innovative arts practices.	3
Richmond Community Band Society	\$3,600 (2012)	3,600	3,600	Operating Assistance at the full request is recommended for this long-standing musical group with a solid track record providing professional direction for amateur musicians and regularly performing at major events in Richmond. The applicant has identified the need to increase its membership base, recruit younger members and diversify/increase its audiences.	4
Richmond Community Orchestra & Chorus Assoc.	\$9,000 (2012)	10,000	10,000	Operating Assistance at the full request is recommended for this long-standing organization that has demonstrated strong organizational development and self-reflection, a commitment to collaborating with other singing groups and increasing outreach strategies, and has a range of revenue streams. In future, the applicant is instructed to provide more clarity in the budget and use the form that is provided.	5
Richmond Music School Society	\$8,500 (2012)	10,000	10,000	Operating Assistance at the full request is recommended for this organization for its broad educational impact providing music education for all income levels with high calibre results. The applicant has demonstrated that it is organized, forward-looking, fosters volunteer engagement in the community, attracts multiple funding sources, brings in professional artists and develops music skills and appreciation in young people.	6

Richmond Potters' Club	\$800 Project Assistance (2012)	3,500	3,000	Operating Assistance is recommended for this well-established member of Richmond's cultural community that provides pottery programs. The applicant has made improvements in addressing challenges as well as developing relationships and partnerships, and is encouraged to continue growth in this area. The applicant is also directed to use the form's budget form in future.	7
Richmond Youth Choral Society	\$9,000 (2012)	9,900	9,900	Operating Assistance at the full request is recommended for this organization whose progress-to-date is impressive, and shows growth and development (for example the potential to start a choir for younger children) while looking forward with a clear recognition of challenges. While the applicant demonstrates a clear and realistic self-awareness, it might benefit from paid staff in future to avoid burn-out.	8
Textile Arts Guild of Richmond Society	\$4,300 (2012)	5,600	5,600	Operating Assistance at the full request is recommended. TAGOR has formed successful partnerships outside their group; for example with the Photography Club and Youth Media Squad. The organization does lots of charity work and has a good reach into community. In future, the applicant is encouraged to place more emphasis on advancing textile arts as an art form.	9
OPERATING ASSISTANCE SUBTOTAL		71,700	71,200		

# 2013 Arts and Culture Grants - Recommendations

ATTACHMENT 2

## PROJECT ASSISTANCE

Name of Organization + Project	Most Recent City Grant	2013 Request	2013 Recom	Comments	Page
Gateway Theatre Society Sisters (Project 1 of 2)	\$3,800 (2012)	5,000	0	With existing City funding for Operations for the Gateway Theatre, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	10
Gateway Theatre Society Nine Dragons - One Week Workshop (Project 2 of 2)	\$3,800 (2012)	5,000	0	With existing City funding for Operations for the Gateway Theatre, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	11
PhilCAS of BC (Philippine Cultural Arts of British Columbia) Mabuhay 2013 (Project 1 of 4)	N/A	5,000	2,100	Project Assistance is recommended for this project based on its significant cultural and educational merit. In future, the applicant is encouraged to compensate the principal artists and consider increasing their marketing efforts to reach a wider audience (given a new, much larger venue) and provide a more detailed and complete budget.	12
PhilCAS of BC Bamboo Band Musical (Project 2 of 4)	N/A	5,000	2,000	Project Assistance is recommended for this unique project to establish a bamboo band that can perform in community events. In future, the applicant is encouraged to provide a detailed budget with a request that is not more than 50% of the total projected budget.	13
PhilCAS of BC Children and Teens Understanding Their Roots (Project 3 of 4)	N/A	5,000	1,000	Project Assistance is recommended to support this project that involves youth in the performing arts. In future, the applicant is encouraged to provide a more detailed and complete budget.	14
PhilCAS of BC SEVEC Youth Exchange (Project 4 of 4)	N/A	5,000	0	Project Assistance is not recommended for this youth exchange program as activities occurring outside the city of Richmond are ineligible and the community impact within Richmond is low compared to other projects proposed by this applicant.	15
Richmond Art Gallery Association Chinese Community Outreach Program	\$5,000 (2012)	5,000	5,000	Project Assistance at the full request is recommended for this educational and proactive Project that targets hard to reach communities and builds relationships with recent immigrants. There are other confirmed financial partners and, while the RAG already receives City support that represents the equivalent of Operating Assistance, this Project falls outside of normal operations. The applicant is encouraged to work closely with the City's Diversity Services to ensure cooperation of efforts. In 2014, it is expected that this program will be ineligible, and considered part of regular operations.	16
Richmond Arts Coalition RAC Membership Coordinator	N/A	5,000	3,600	Project Assistance is recommended in order to support the increased capacity of this organization. Funding is recommended for the proposed surveys and forums only.	17
Richmond Potters' Club Potters Club Workshop	\$800 (2012)	800	0	With Operating Assistance recommended for this applicant, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.	18

Richmond Weavers and Spinners Guild Society Playing with the Art Form of Basket Making Using Richmond Treasures	N/A	2,000	1,900	Project Assistance is recommended for this interesting and innovative project working with professional artist incorporating Richmond parks and natural materials. The applicant is strongly encouraged to take a budget writing workshop when offered and provide a detailed and complete budget in future.	19
Richmond Singers Spring Concert with Ensemble Etoile	\$1,500 (2012)	1,500	1,500	Project Assistance in the full amount is recommended for this long-standing cultural organization. With successful partnerships with other high-profile choirs, and a well-respected program, the applicant has the opportunity to grow their operations.	20
Vancouver Cantonese Opera Multicultural Heritage - Music and Movement	N/A	3,000	3,000	Project Assistance in the full amount requested is recommended for this organization to create a new cultural event in Richmond. The applicant has a strong programming history and track record, works effectively in partnership with local arts and cultural groups and is proactive with its community engagement activities. Much of their activities occur in Richmond and involve Richmond artists.	21
Vancouver Tagore Society West Coast Tagore Festival 2013	N/A	3300	3,000	Project Assistance is recommended for this growing cultural event that attracts the community in good numbers, and offers eclectic cross-cultural programming with a mix of community-level and professional-level activity. The applicant is encouraged to seek additional sources of financial support and provide a more detailed budget in future applications.	23
PROJECT ASSISTANCE SUBTOTAL		50,600	23,100		

PROJECT ASSISTANCE SUBTOTAL	50,600	23,100
OPERATING ASSISTANCE SUBTOTAL	71,700	71,200
COMBINED TOTAL	122,300	94,300
TOTAL AVAILABLE		100,000
Balance Remaining		5,700





**City of  
Richmond**

## 2013 Arts and Culture Grant Program

### OPERATING ASSISTANCE Application Summary Sheet

<b>Organization</b>	BC Children's Arts and Literacy Centre
<b>Mission/Mandate</b>	To lead, develop, house and promote programs that engage British Columbian children, youth and adults in the enjoyment of art for its own sake as well as a means of enhancing literacy and learning.
<b>Organizational Background</b>	Registered incorporated non-profit society – September 2006; Just over 6000 children participated in the making of the book "the House that Max Built" which will launch on June 7 at the Richmond Cultural Centre; 120 children worked with Stigman Puppets to create their masterpieces; 700 children registered in our Drama and Literacy Projects; Provided cartooning classes to 60 underprivileged children; Launched our concept publicly with our partners on June 7 with approx 500 people in attendance; Presented workshops this year to 120 teachers bringing them practical and easy to implement ideas from drama and visual arts all with a focus on literacy; Pro-Day for teachers Oct 24, 2008 at Gateway Theatre – workshops and Keynote speakers focused on the everyday teacher who needs help incorporating the arts into their everyday classroom life; Sept 2008 we launched our formal programming for teachers and students; Feb 2009 launched our first Children's Art Festival (sold out); March 2010 art workshops and professional development given to Blair elementary; Drumming workshops given to Gilmore Elementary-400 students for a week; April 2010 second Children's Art Festival (sold out); Feb 2011 third Children's Art Festival with addition of a public day (sold out); 2011 nominated for Richmond Arts Award (Education); 2011 nominated and finalist Richmond Arts Award (Volunteerism); Planning complete for our 2012 Children's Art festival 5 days total (sold out); Plans underway for 2013 Children's Art Festival (5 days total, 4 school days already sold out with the addition of Family Day on Feb 11); We are in the process of obtaining title sponsors and partners to expand our endeavour.

Grant Request	\$10,000	Previous City Grant	\$4,700 (Project Assistance) (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$41,920	\$164,900	
Total Expenses	\$41,920	\$164,900	
Annual Surplus (Deficit)	\$0	\$0	
Accumulated Surplus (Deficit)	\$0		
Other Sources of Revenue	Earned: \$27,000 Fundraising (sponsors and donations): \$154,900		
Adjudication Score (Average)	48.5	Recommended Grant	\$10000
Comments	Operating Assistance at the full request is recommended for this society which produces the Children's Arts Festival, a well-attended event with high community impact and quality programming, produced with strong community and creative partnerships. This event is unique in the region. The applicant demonstrates a strong self-awareness of its capacity and shows confidence in its plans to grow over time.		



<b>Organization</b>	Cinevolution Media Arts Society
<b>Mission/Mandate</b>	Our mandate is to organize activities related to film and media arts, including festivals, workshops, public exhibitions and forums, and production, as a way to stimulate innovative thinking and creation, increase community media literacy, encourage new immigrants to express themselves through artistic engagement and enhance cross-cultural communication and understanding.
<b>Organizational Background</b>	Richmond is home to the highest concentration of immigrants in Canada. According to Statistics Canada, 60% of Richmond's population consists of immigrants, many of whom immigrated in the past 15 years. Due to language and cultural barriers, many new immigrants are reluctant to engage with other cultures and with the community at large. Film and media art have become the most powerful modern art forms in today's hyper-concentrated and highly digitized world. Founded in 2007, Cinevolution Media Arts Society has been dedicating itself to using digital media arts to connect people of different backgrounds, encourage the new residents' involvement with local cultural activity, and foster a renewed sense of social engagement. It gained recognition as the winner of the 2012 Richmond Arts Awards for Artistic Innovation and was also nominated for the Cultural Leadership Award in 2011. It is a professional arts group in the Richmond Media lab and its signature event, Your Kontinent: Richmond International Film and Media Arts Festival, was chosen as one of the top arts stories in Richmond in 2011. For the past five years, Cinevolution has successfully organized three New Asia Film Festivals (2008-2010), two Your Kontinent Festivals (2011-2012), the first Richmond youth film outreach program The Dream Project (2010-2011), the first Richmond community digital storytelling project My Richmond Story (2011), the first Richmond Film Appreciation Month (2011), the first Get Animated! event (2011), three DocuAsia Forums (2009-2011), over 50 community screenings and over ten various community workshops.

Grant Request	\$10,000	Previous City Grant	\$10,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$74,559	\$158,291	
Total Expenses	\$73,271	\$158,291	
Annual Surplus (Deficit)	\$1,288	\$0	
Accumulated Surplus (Deficit)	\$1,299		
Other Sources of Revenue	Earned: \$8,281 Fundraising: \$104,510 BC Arts Council/Gaming: \$17,500 Canada Council: \$5,000 Citizenship & Immigration Canada: \$13,000		
Adjudication Score (Average)	47.25	Recommended Grant	\$10,000
Comments	Operating Assistance at the full request is recommended for this society behind a growing international festival (Your Kontinent) and a wide range of year-round professional programming that reaches diverse audiences -- and successfully collaborates with other artists and supporters. The applicant demonstrates diverse funding sources, is accessible well-marketed and growing, and reaches out to many cultures and generations, working with emerging immigrant artists as well as senior artists.		



<b>Organization</b>	The Community Arts Council of Richmond
<b>Mission/Mandate</b>	We are dedicated to supporting arts, artists and artisans in a variety of ways and have been doing so for over 42 years.
<b>Organizational Background</b>	We are a federally and provincially registered charity. In the 42 years that we have been operating we have experienced many accomplishments. In previous years, we were instrumental in raising funds to help build the current cultural centre and the Gateway Theatre; as "the" primary arts council in Richmond during 1980-1990, we were responsible in approving grants for arts and culture, distributing thousands of dollars to various art groups and organizations. We held workshops, classes and events to all ages and abilities. We operated a gallery where local artists would display and sell their works as well as give the public a location to view the latest in various art disciplines. We have held many many exhibitions and events, always free to the public to attend, in our support of our artists and artisans. We encourage emerging artists to display their work in a gallery setting, and made room for disabled and mature artists. Since closing our gallery, we have found new welcoming venues in which to hold our annual exhibition series, and this expansion has increased the number of attendees and broadened the public's ability to access art events. Most recently, we held our 2D art and photography exhibition titled Mid-Summer's Art Dream at centre court in Lansdowne Centre and to our amazement we counted 8,000 people who took the time to stop and actually view the entire exhibition, the largest attendance ever.

Grant Request	\$9,100	Previous City Grant	\$5,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$48,600	\$48,600	
Total Expenses	\$48,600	\$48,600	
Annual Surplus (Deficit)	\$(1,950)	\$0	
Accumulated Surplus (Deficit)	\$(20,285)		
Other Sources of Revenue	Eamed: \$1,850 Fundraising: \$27,650 Gaming: \$10,000		
Adjudication Score (Average)	45.5	Recommended Grant	\$9,100
Comments	Operating Assistance at the full request is recommended to this long-standing organization that provides valuable opportunities for local artists to display their art in public settings, and have demonstrated an eagerness to work with partners (such as the Steveston Grand Prix) and engage in community outreach. The society has addressed the deficit issue of last year and rose to the challenge of no exhibition space. The applicant is encouraged to broaden its programming scope to include non-traditional and/or innovative arts practices.		



<b>Organization</b>	Richmond Community Band Society
<b>Mission/Mandate</b>	Our mandate is to provide an outlet for the musical aspirations of our members; to provide live public musical concerts primarily in Richmond; to promote music in local schools via joint concerts
<b>Organizational Background</b>	The Royal Canadian Legion Branch 5 (Richmond) created the band in 1973. It became an independent organization in 1976 and was incorporated as the J.H. Thompson Band Society, which was changed to Lulu Island Band Society in 1996 and changed again to the Richmond Community Band Society in 2003. But throughout its history the musical focus has remained constant. We rehearse at Brighthouse United Church in the Murdoch Centre from 8:00-10:00 pm on Monday nights. Our band director is Bob Mullett, a local professional musician, who has led the band since 1979. We have played in a tour of Britain in 1990, for the Canadian WWII veterans as part of the Royal Canadian Legion's Holland Liberation Reunion in 1995, at the Seattle Seafair Parade, we've hosted and performed with visiting bands and performed at Expo 86.

Grant Request	\$3,600	Previous City Grant	\$3,600 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$10,662	\$13,300	
Total Expenses	\$11,382	\$12,525	
Annual Surplus (Deficit)	\$(720)	\$1,075	
Accumulated Surplus (Deficit)	\$(2,024)		
Other Sources of Revenue	Earned: \$4,00 Fundraising: \$5,700		
Adjudication Score (Average)	45.75	Recommended Grant	\$3,600
Comments	Operating Assistance at the full request is recommended for this long-standing musical group with a solid track record providing professional direction for amateur musicians and regularly performing at major events in Richmond. The applicant has identified the need to increase its membership base, recruit younger members and diversify/increase its audiences.		



<b>Organization</b>	Richmond Community Orchestra & Chorus Association
<b>Mission/Mandate</b>	To be leaders in music education and training for musicians in the Richmond community and to make exemplary contributions to the rich cultural scene of Richmond.
<b>Organizational Background</b>	In 1986, a small group of Richmond musicians came together to make music for their community. The impetus came from local music teacher, George Austin, who approached Richmond Leisure Services with the idea for a local orchestra and chorus. The result was the establishment of the Richmond Community Orchestra and Chorus Association with an orchestra and a chorus under one administration. The two groups rehearse and perform both separately and together, and present up to six formal concerts per year. The Chorus has had only two conductors since its inaugural year: Len Lythgoe and currently Brigid Coult. Orchestra conductors have included Peter Rohloff, Charles Willett, Wallace Leung, Lorraine Grescoe and Chris Robertson. James Malmberge is the current conductor. Special performances have included singing at the opening of the new International Terminal at Vancouver Airport, performances on the Main Stage and at the Captain's Ball of the Tall Ships festival in August 2002. In March 2006, the Chorus sang in New York's famed Carnegie Hall and in October 2009 sang with the Xiamen Philharmonic Orchestra under the direction of Zheng Xiaoying which was arranged by Richmond's Sister City Committee. In 2010, the Chorus had the privilege of singing the official Olympic Torch Anthem as part of the ceremonies at the O Zone and in 2011, sang for the Richmond Library's Lest We Forget. The orchestra is constantly working to mentor young musicians.

Grant Request	\$10,000	Previous City Grant	\$9,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$100,769	\$112,300	
Total Expenses	\$83,484	\$112,300	
Annual Surplus (Deficit)	\$17,285	\$0	
Accumulated Surplus (Deficit)	\$36,116		
Other Sources of Revenue	Earned: \$48,850 Fundraising: \$56,250		
Adjudication Score (Average)	47.0	Recommended Grant	\$10,000
Comments	Operating Assistance at the full request is recommended for this long-standing organization that has demonstrated strong organizational development and self-reflection, a commitment to collaborating with other singing groups and increasing outreach strategies, and has a range of revenue streams. In future, the applicant is instructed to provide more clarity in the budget and use the form that is provided.		



<b>Organization</b>	Richmond Music School Society
<b>Mission/Mandate</b>	The purposes of the Society are to provide quality music education and to foster interest and participation in music.
<b>Organizational Background</b>	The Richmond Music School was established in February 1980 as a non-profit organization dedicated to high standards in teaching music, both in private and class settings. Since that time, it has come to enjoy a leadership position throughout Greater Vancouver for its many student performances and innovative programs. There are 25 teachers employed at the school, nine junior teachers and second apprentice teachers. The school provided major concert opportunities for its students with faculty and professional performers, community performances, preparation for RCM and ABRSM examinations, master classes, below-cost group violin classes and professional development experience for its apprentice and junior teachers, who have their ARCT and/or LRSM certificates. Over 350 public performances are presented by students and faculty in Richmond and Metro Vancouver each year.

Grant Request	\$10,000	Previous City Grant	\$8,500 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$545,800	\$545,800	
Total Expenses	\$503,387	\$585,800	
Annual Surplus (Deficit)	\$54,116	\$0	
Accumulated Surplus (Deficit)	\$0		
Other Sources of Revenue	Earned: \$485,600 Fundraising:\$8,700 Gaming: \$43,000		
Adjudication Score (Average)	47.25	Recommended Grant	\$10,000
Comments	Operating Assistance at the full request is recommended. Operating Assistance at the full request is recommended for this organization for its broad educational impact providing music education for all income levels with high calibre results. The applicant has demonstrated that it is organized, forward-looking, fosters volunteer engagement in the community, attracts multiple funding sources, brings in professional artists and develops music skills and appreciation in young people.		



<b>Organization</b>	Richmond Potters' Club
<b>Mission/Mandate</b>	Inform and promote interest in pottery by providing education opportunities through workshops and classes. Mentoring between members. Demonstrate the skills and techniques of pottery making to the public.
<b>Organizational Background</b>	The Richmond Potters Club began on March 16, 1969. Since then, the RPC has organized, administered and provided adult classes on a volunteer basis. The RPC offers workshops to members and the public, provides in-house education in clay arts, publishes a newsletter, has monthly meetings, informs members of pottery shows/workshops elsewhere, puts on two sales/year, rents the studio for members, maintains a website and takes part in community events with demonstrations and displays. The RPC furnished the studio and currently owns about \$40,000 worth of materials and equipment. It has a large library and subscribes to pottery periodicals. The RPS displays and demonstrates at City events showcasing the Arts: Doors Open, Winterfest, Culture Days and the Maritime Festival. We join the Rmd Artists' Guild at their London Farm event. Members have about 23 hours/week studio time to do their clay work and the many jobs needed to keep the Club going. Our members welcome the public into the studio, answer their queries and inform parents about City classes for children. The Richmond public looks forward to our twice yearly Sales which now include the Spinners and Weavers. Sales give us another chance to discuss our art. The Club has reinstated a prize of a semester of classes for a graduating Richmond student. The Club donated over 50 bowls to the Empty Bowl Project.

Grant Request	\$3500	Previous City Grant	\$800 Project Assistance (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$47,478	\$43,900	
Total Expenses	\$39,413	\$43,900	
Annual Surplus (Deficit)	\$8,065	\$20,320	
Accumulated Surplus (Deficit)	\$20,320		
Other Sources of Revenue	Earned: \$43,000		
Adjudication Score (Average)	40.25	Recommended Grant	\$3,000
Comments	Operating Assistance is recommended for this well-established member of Richmond's cultural community that provides pottery programs. The applicant has made improvements in addressing challenges as well as developing relationships and partnerships, and is encouraged to continue growth in this area. The applicant is also directed to used the form's budget form in future.		



<b>Organization</b>	Richmond Youth Choral Society
<b>Mission/Mandate</b>	To provide children in the City of Richmond an excellent choral music education and prestigious performance opportunities. Our desire is to enrich their lives and nurture them to become proud community contributors and builders in our city's multicultural atmosphere.
<b>Organizational Background</b>	In 2000, a choir of 75 elementary school voices from across our city formed under the direction of three Richmond teachers, Lorraine Jarvis, Catherine Ludwig and Lyn Wilkinson. This choir was formed to sing at the BC Music Educators Conference. These teachers continued a Richmond School District Choir (Richmond Elementary Honour Choir) for two years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Memberships began with 45 singers. By October 2003, a Secondary Choir was added at the request of Elementary Choir graduates. Concerts were arranged to feature the skills of the RYHC singers at many community and charitable events. By 2009-2010 season of the RYHC, the choirs were recognized as a premiere group within our city. Performance highlights include: 2010 Olympic Performances (4); Emperor and Empress of Japan; Philharmonic Orchestra from our sister city, Xiamen, China; World senior Badminton Championships; Vancouver Symphony Orchestra; Richmond Community Chorus and Orchestra; and Richmond Singers. Current invitations include: Vancouver Youth Symphony Orchestra; Vancouver Peace Choir; and Richmond Sings. Parents, the Board of Directors, and members of the community continue to volunteer to make this choir successful.

Grant Request	\$9,900	Previous City Grant	\$9,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$54,110	\$54,110	
Total Expenses	\$34,554	\$53,847	
Annual Surplus (Deficit)	\$(4,316)	\$263	
Accumulated Surplus (Deficit)	\$37		
Other Sources of Revenue	Earned: \$31,305 Fundraising: \$9,500 BC Gaming: \$3,630		
Adjudication Score (Average)	48.25	Recommended Grant	\$9,900
Comments	Operating Assistance at the full request is recommended for this organization whose progress-to-date is impressive, and shows growth and development (for example the potential to start a choir for younger children) while looking forward with a clear recognition of challenges. While the applicant demonstrates a clear and realistic self-awareness, it might benefit from paid staff in future to avoid burn-out.		





<b>Organization</b>	Textile Arts Guild of Richmond Society
<b>Mission/Mandate</b>	1) Advancing textile arts creation by our members 2) Producing items requested by community organization, and 3) Maintaining an environment that provides friendship and support to our guild members.
<b>Organizational Background</b>	TAGOR began in 1975. From 1975 to 1988, our guild focused on educational workshops and speakers as many products, tools and machines were changing at this time. TAGOR offered eight major public exhibitions either by ourselves or in user group shows. Community projects in these years included quilts to mark Richmond's 1979 Centennial Quilt and Expo '86. The early 1990's saw us based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the studio were purchased by TAGOR when the new Cultural Centre opened in 1993. As the focus of the Richmond Art Gallery shifted from local arts groups to a national and international base, our costs for mounting shows rose dramatically. Still, we 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. We were given rent-free days by the Arts centre to support this work. We created a special Millenium Quilt in 2000 and created quilts auctioned to support the Canadian Breast Cancer Foundation on 2005-06. In 2009, we became a non-profit society. In December 2010, the TAGOR website was launched. Also in December 2010, TAGOR won the Constellation Award from the Richmond Volunteer Bureau. We have seen many changes - some we couldn't control, but most have been in response to our members and community needs. We see change as a growth opportunity, and look forward to working with Arts Centre staff and the public well into the future.

Grant Request	\$5,600	Previous City Grant	\$4,300 (2012)
BUDGET	Most Recent Completed Year	Proposed for Current Year	
Total Revenue	\$13,703	\$19,078	
Total Expenses	\$10,731	\$19,078	
Annual Surplus (Deficit)	\$2,972	\$0	
Accumulated Surplus (Deficit)	\$7,645		
Other Sources of Revenue	Earned: \$5,200 Fundraising: \$8,278		
Adjudication Score (Average)	47.75	Recommended Grant	\$5,600
Comments	Operating Assistance at the full request is recommended. TAGOR has formed successful partnerships outside their group; for example with the Photography Club and Youth Media Squad. The organization does lots of charity work and has a good reach into community. In future, the applicant is encouraged to place more emphasis on advancing textile arts as an art form.		



<b>Organization</b>	Gateway Theatre Society
<b>Project Title</b>	Sisters (Project 1 of 2)
<b>Project Summary</b>	World Premiere of <i>Sisters</i> by Simon Johnston will run Jan 31-Feb 16, 2013 as part of Gateway Theatre's Main Stage series. An original work that explores the clash of different cultures, this production requires significant investment to realize the playwright's vision.
<b>Date of Project</b>	Jan 31-Feb 16, 2013
<b>Mission/Mandate</b>	The Gateway will continue to be a leader in the cultural life of our city. We will continue to welcome all of Richmond through our doors. We will continue to celebrate our rich cultural diversity. And, as always, we will continue to provide the City of Richmond with theatre of the highest calibre. The Gateway is the cultural heart of Richmond. Here, you can see some of Canada's most talented actors and designers working under the same roof as local community arts organizations. On one night, you might see a beloved Broadway musical. On another, you might see a community Cantonese opera. And on another, you might see your children on our stage with their school band. The same diversity that makes Richmond such a great place of live is very present in our programming.
<b>Organizational Background</b>	The Gateway Theatre, now entering its 28th year of operation, is Richmond's premiere professional arts organization. Gateway Theatre's Professional performing arts programs are used to connect with the community by creating, developing and producing thought-provoking plays that address social issues and cultural experiences. The Gateway's two stages host six annual productions, focusing on award-winning Canadian playwrights and emerging Canadian writers of diverse cultures. The Gateway Theatre Academy for the Performing Arts is a year-round program of theatre training at the professional level for students aged 6-18.

Grant Request	\$5,000	Previous City Grant	\$3,800 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,284,105	\$163,000	
Total Expenses	\$1,230,905	\$163,300	
Annual Surplus (Deficit)	\$53,200	\$0	
Accumulated Surplus (Deficit)	(\$31,059)		
Society Operating Budget for current year		\$1235918	
Other Sources of Revenue for this Project	Earned: \$95,750 Fundraising: \$31,750 BC Gaming: \$12,500 BC Arts Council: \$3,000 Canada Council: \$15,000		
Adjudication Score (Average)	0	Recommended Grant	\$0
Comments	With existing City funding for Operations for the Gateway Theatre, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



<b>Organization</b>	Gateway Theatre Society
<b>Project Title</b>	Nine Dragons - One Week Workshop (Project 2 of 2)
<b>Project Summary</b>	<i>Nine Dragons</i> is a new script by Artistic Director Jovanni Sy as part of the Scene First Series for a 2014/2015 production. Set in 1920s Hong Kong, <i>Nine Dragons</i> is a murder mystery that explores the internal and cultural struggles of the detective investigating the case. Funding is requested for one-week development workshop.
<b>Date of Project</b>	April 2013
<b>Mission/Mandate</b>	The Gateway will continue to be a leader in the cultural life of our city. We will continue to welcome all of Richmond through our doors. We will continue to celebrate our rich cultural diversity. And, as always, we will continue to provide the City of Richmond with theatre of the highest calibre. The Gateway is the cultural heart of Richmond. Here, you can see some of Canada's most talented actors and designers working under the same roof as local community arts organizations. On one night, you might see a beloved Broadway musical. On another, you might see a community Cantonese opera. And on another, you might see your children on our stage with their school band. The same diversity that makes Richmond such a great place of live is very present in our programming.
<b>Organizational Background</b>	The Gateway Theatre, now entering its 28th year of operation, is Richmond's premiere professional arts organization. Gateway Theatre's Professional performing arts programs are used to connect with the community by creating, developing and producing thought-provoking plays that address social issues and cultural experiences. The Gateway's two stages host six annual productions, focusing on award-winning Canadian playwrights and emerging Canadian writers of diverse cultures. The Gateway Theatre Academy for the Performing Arts is a year-round program of theatre training at the professional level for students aged 6-18.

Grant Request	\$5,000	Previous City Grant	\$3,800 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,284,105	\$15,480	
Total Expenses	\$1,230,905	\$15,480	
Annual Surplus (Deficit)	\$53,200	\$0	
Accumulated Surplus (Deficit)	(\$31,059)		
Society Operating Budget for current year		\$1,235,918	
Other Sources of Revenue for this Project	Earned: \$5,500 Fundraising: \$3,480 BC Arts Council: \$1,500		
Adjudication Score (Average)	0	Recommended Grant	\$0
Comments	With existing City funding for Operations for the Gateway Theatre, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



<b>Organization</b>	PhilCAS of BC (Philippine Cultural Arts of British Columbia)
<b>Project Title</b>	Mabuhay 2013 (Project 1 of 4)
<b>Project Summary</b>	Mabuhay is a historical exploration of the Philippine Culture, represented through the art of dance. The annual production transports the audience to the Philippines during an evening of Filipino Folk dance featuring four suites from different eras such as Mountain dances, Spanish and Muslim influenced dances, other remote indigenous dances and the typical barrio fiesta scene dances.
<b>Date of Project</b>	Nov 2013
<b>Mission/Mandate</b>	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 value, 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 as they learn to respect their own cultures, heritage and traditions.
<b>Organizational Background</b>	PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to introducing Philippine tradition and culture through dance and music. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community. The members of this Society are mostly young Filipino-Canadians whose main interests are to discover their roots and eventually propagate these traditions to their peers. PhilCAS annually receives invites to perform at various community events throughout Richmond and the Lower Mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS's role in Richmond is geared towards providing awareness to Richmond residents of the richness of multiculturalism through various art forms.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,843	\$16,100	
Total Expenses	\$3,145	\$15,300	
Annual Surplus (Deficit)	(\$1,575)	\$800	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$16,100	
Other Sources of Revenue for this Project	Eamed: \$7,900 Fundraising: \$3,200		
Adjudication Score (Average)	35.5	Recommended Grant	\$2,100
Comments	Project Assistance is recommended for this project based on its significant cultural and educational merit. In future, the applicant is encouraged to compensate the principal artists and consider increasing their marketing efforts to reach a wider audience (given a new, much larger venue) and provide a more detailed and complete budget.		



<b>Organization</b>	PhilCAS of BC (Philippine Cultural Arts of British Columbia)
<b>Project Title</b>	Bamboo Band Musical (Project 2 of 4)
<b>Project Summary</b>	The objective of putting together a Bamboo Band is to keep up the tradition of performing in festivals and events with bamboo instruments. PhilCAS of BC would like to engage the Richmond community to experience a new type of sound through live bamboo instruments which cannot be found elsewhere in BC.
<b>Date of Project</b>	Dec 2013
<b>Mission/Mandate</b>	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 value, 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 as they learn to respect their own cultures, heritage and traditions.
<b>Organizational Background</b>	PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to introducing Philippine tradition and culture through dance and music. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community. The members of this Society are mostly young Filipino-Canadians whose main interests are to discover their roots and eventually propagate these traditions to their peers. PhilCAS annually receives invites to perform at various community events throughout Richmond and the Lower Mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS's role in Richmond is geared towards providing awareness to Richmond residents of the richness of multiculturalism through various art forms.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,843	\$9,000	
Total Expenses	\$3,145	\$8,600	
Annual Surplus (Deficit)	(\$1,575)	\$400	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$16,100	
Other Sources of Revenue for this Project	Earned: \$2,500 Fundraising: \$4,000		
Adjudication Score (Average)	34.25	Recommended Grant	\$2,000
Comments	Project Assistance is recommended for this unique project to establish a bamboo band that can perform in community events. In future, the applicant is encouraged to provide a detailed budget with a request that is not more than 50% of the total projected budget.		



<b>Organization</b>	PhilCAS of BC (Philippine Cultural Arts of British Columbia)
<b>Project Title</b>	Children and Teens Understanding Their Roots (Project 3 of 4)
<b>Project Summary</b>	The Children and Teens Understanding Their Roots is a program in which the children and teens in the community will be able to participate in workshops that will work on their musicality and dancing. Learning traditional Filipino dances through weekly practices, the participants will be able to showcase their gained talents in the culminating 2014 production.
<b>Date of Project</b>	July 2013-Mar 2014
<b>Mission/Mandate</b>	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 value, 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 as they learn to respect their own cultures, heritage and traditions.
<b>Organizational Background</b>	PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to introducing Philippine tradition and culture through dance and music. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community. The members of this Society are mostly young Filipino-Canadians whose main interests are to discover their roots and eventually propagate these traditions to their peers. PhilCAS annually receives invites to perform at various community events throughout Richmond and the Lower Mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS's role in Richmond is geared towards providing awareness to Richmond residents of the richness of multiculturalism through various art forms.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,843	\$11,200	
Total Expenses	\$3,145	\$10,950	
Annual Surplus (Deficit)	(\$1,575)	\$250	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$16,100	
Other Sources of Revenue for this Project	Earned: \$5,500 Fundraising: \$1,200		
Adjudication Score (Average)	28	Recommended Grant	\$1,000
Comments	Project Assistance is recommended to support this project that involves youth in the performing arts. In future, the applicant is encouraged to provide a more detailed and complete budget.		



<b>Organization</b>	PhilCAS of BC (Philippine Cultural Arts of British Columbia)
<b>Project Title</b>	SEVEC Youth Exchange (Project 4 of 4)
<b>Project Summary</b>	The SEVEC Youth Exchange program helps Canadian youth learn more about Canada and its vast multicultural members by facilitating opportunities for Cultural Exchanges within Canada between young ages 12-17. The SEVEC society provides guidance between different cultural groups, legal accountability from participant organizations, and funding for travel costs between host cities
<b>Date of Project</b>	Mar-Sep 2013
<b>Mission/Mandate</b>	To educate, inform and enrich people residing in North America 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 value, 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.
<b>Organizational Background</b>	PhilCAS of BC, based in Richmond and registered since 2000, is a non-profit organization primarily dedicated to introducing Philippine tradition and culture through dance and music. PhilCAS focuses on strengthening the concept of harmoniously existing with the various multi-cultural sectors in the community. The members of this Society are mostly young Filipino-Canadians whose main interests are to discover their roots and eventually propagate these traditions to their peers. PhilCAS annually receives invites to perform at various community events throughout Richmond and the Lower Mainland. In addition, PhilCAS aims to educate our community of the traditions and culture of the Philippines, in particular those people of Filipino birth, ancestry or affiliation. We hope this will provide the youth with a sense of community and help them better understand their own heritage and culture. PhilCAS role in Richmond is geared towards providing awareness to Richmond residents the richness of multiculturalism through various art forms.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$1,843	\$29,500	
Total Expenses	\$3,145	\$23,100	
Annual Surplus (Deficit)	(\$1,575)	\$5,900	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$16,100	
Other Sources of Revenue for this Project	Earned: \$3,250 Fundraising: \$3,250 Federal Travel: \$22,500		
Adjudication Score (Average)	19.25	Recommended Grant	\$0
Comments	Project Assistance is not recommended for this youth exchange program as activities occurring outside the city of Richmond are ineligible and the community impact within Richmond is low compared to other projects proposed by this applicant.		



<b>Organization</b>	Richmond Art Gallery Association
<b>Project Title</b>	Chinese Community Outreach Program
<b>Project Summary</b>	A series of social and educational events appealing to the Chinese newcomer community, creating opportunities to learn more about Canadian art and culture. Funding will cover programming and advertising expenses.
<b>Date of Project</b>	Jan-Dec 2013
<b>Mission/Mandate</b>	The Richmond Art Gallery is mandated to exhibit, preserve, and promote visual art, and support visual artists in the public presentation of their work. We believe our role is to promote dialogue between artists and between diverse communities on ideas and issues that challenge and stimulate our audience. Through exhibitions, publications, educational programming, collections and significant partnerships, the Richmond Art Gallery provides opportunities for the enrichment of life in Richmond while serving and contributing to the contemporary art community in Canada.
<b>Organizational Background</b>	The Richmond Art Gallery began as a volunteer organization in 1970s exhibiting in the corridors of the old Richmond Arts Centre. The Gallery moved to a small exhibition space in 1980 and continued to develop through community involvement until moving to its permanent home in the Richmond Cultural Centre in 1992. In 2005 the Gallery celebrated its 25th anniversary. In 2012 the curatorial program broadened to include national and international art. That year also saw the Gallery receive a Richmond Arts Award for Arts Leadership, and host a Cultural Olympiad exhibition, Arthur Renwick, "Mask". The Richmond Art Gallery is a dynamic and vital community organization, well respected regionally and nationally for its quality programming and publications, and for its excellence in art education. In addition to our exhibition program, we regularly organize artist talks, workshops, panels and demonstrations. Our art lounge is supplied with books and art activities related to our exhibitions, and gallery-produced artist interviews. Our popular school art program serves over 110 regional schools and our Family Sunday program serves over 2,500 parents and children annually.

Grant Request	\$5,000	Previous City Grant	\$5,000 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$163,650	\$26,457	
Total Expenses	\$181,838	\$26,457	
Annual Surplus (Deficit)	(\$18,188)	\$0	
Accumulated Surplus (Deficit)	\$45,681		
Society Operating Budget for current year		\$204,950	
Other Sources of Revenue for this Project	Fundraising (Vancouver Fdn, sponsors): \$20,000 BC Gaming: \$1,457		
Adjudication Score (Average)	47.25	Recommended Grant	\$5,000
Comments	Project Assistance at the full request is recommended for this educational and proactive Project that targets hard to reach communities and builds relationships with recent immigrants. There are other confirmed financial partners and, while the RAG already receives City support that represents the equivalent of Operating Assistance, this Project falls outside of normal operations. The applicant is encouraged to work closely with the City's Diversity Services to ensure cooperation of efforts. In 2014, it is expected that this program will be ineligible, and considered part of regular operations.		





<b>Organization</b>	Richmond Arts Coalition
<b>Project Title</b>	RAC Membership Coordinator
<b>Project Summary</b>	Richmond Arts Coalition will contract a Membership Coordinator to enable us to become a more effective voice for the Arts community by providing opportunities (conversations, surveys and forums) for artists and arts and culture groups to work together on Arts issues.
<b>Date of Project</b>	Jan-Oct 2013
<b>Mission/Mandate</b>	To be a welcoming and inclusive member-driven association that will support and celebrate culture and arts activity in Richmond. To create support for a diversity of cultural and arts experiences by ensuring that artists, arts organizations and arts supporters can contribute to the quality of life in Richmond, as expressed in the following ways: a. Advocate for arts and culture to all levels of government b. Work with other coalitions for arts and culture c. Provide a communications platform for arts and culture d. Advocate for a new cultural and performing arts facility in Richmond e. Ensure that Richmond arts and culture are represented at major events in Richmond
<b>Organizational Background</b>	In 2004, the City developed a formal plan to strengthen its arts community which resulted in the formation of the Richmond Arts Coalition (RAC). In 2008, the City endorsed a 2010 Arts Plan identifying RAC as the organization responsible for bringing local artists and arts organizations together and leading the development and advocacy of local community arts and culture.

Grant Request	\$5,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$142,580	\$10,000	
Total Expenses	\$138,419	\$10,000	
Annual Surplus (Deficit)	\$4,161	\$0	
Accumulated Surplus (Deficit)	\$2,174		
Society Operating Budget for current year		\$70,400	
Other Sources of Revenue for this Project	Eamed: \$4,000 Fundraising (in-kind): 1,000		
Adjudication Score (Average)	40.6	Recommended Grant	\$3,600
Comments	Project Assistance is recommended in order to support the increased capacity of this organization. Funding is recommended for the proposed surveys and forums only.		



<b>Organization</b>	Richmond Potters Club
<b>Project Title</b>	Potters Club Workshop
<b>Project Summary</b>	A 2 1/2 day workshop with a well-known potter including a slide show, clay demonstration and hands-on instruction in handbuilding and/or wheel throwing. This workshop will be offered to Club members and the public at-large.
<b>Date of Project</b>	Sept 2013
<b>Mission/Mandate</b>	The purpose of the Society is to inform and promote interest in pottery by providing educational opportunities through workshops and classes as well as mentoring between members of the Club. The Richmond Potters' Club will take every opportunity to demonstrate the skills and technique of pottery making to the public.
<b>Organizational Background</b>	The Richmond Potters Club began on March 16, 1969. Since then, the RPC has organized, administered and provided adult classes on a volunteer basis. The RPC offers workshops to members and the public, provides in-house education in clay arts, publishes a newsletter, has monthly meetings, informs members of pottery shows/workshops elsewhere, puts on two sales/year, rents the studio for members, maintains a website and takes part in community events with demonstrations and displays. The RPC furnished the studio and currently owns about \$40,000 worth of materials and equipment. It has a large library and subscribes to pottery periodicals. The RPS displays and demonstrates at City events showcasing the Arts: Doors Open, Winterfest, Culture Days and the Maritime Festival. We join the Rmd Artists' Guild at their London Farm event. Members have about 23 hours/week studio time to do their clay work and the many jobs needed to keep the Club going. Our members welcome the public into the studio, answer their queries and inform parents about City classes for children. The Richmond public looks forward to our twice yearly Sales which now include the Spinners and Weavers. Sales give us another chance to discuss our art. The Club has reinstated a prize of a semester of classes for a graduating Richmond student. The Club donated over 50 bowls to the Empty Bowl Project.

Grant Request	\$800	Previous City Grant	\$800 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$47,478	\$1,600	
Total Expenses	\$39,413	\$1,600	
Annual Surplus (Deficit)	\$8,065	\$0	
Accumulated Surplus (Deficit)	\$20,320		
Society Operating Budget for current year		\$43,900	
Other Sources of Revenue for this Project	Eamed: \$800		
Adjudication Score (Average)	0	Recommended Grant	\$0
Comments	With Operating Assistance recommended for this applicant, the proposed Project is not recognized as distinct enough from the scope of normal operations to be eligible for additional funding.		



<b>Organization</b>	Richmond Weavers and Spinners Guild Society
<b>Project Title</b>	Playing with the Art Form of Basket Making Using Richmond Treasures
<b>Project Summary</b>	Creating two sets of 4 half-day workshops to teach the general public and the members of the Richmond Weavers and Spinners Guild how to create weavings and baskets from locally based art materials including invasive and non-invasive plant materials. The participants would gather the materials with a Richmond Parks employee and learn to prepare and then use the materials.
<b>Date of Project</b>	Mar-Jun 2013
<b>Mission/Mandate</b>	Richmond Weavers and Spinners Guild was formed in the late 1970s as a non-profit organization with the objectives: 1) to promote, encourage and improve the arts and crafts of weaving, spinning and dyeing in the community 2) to provide an opportunity for the sharing of knowledge, skills and ideas among the members through workshops and demonstrations.
<b>Organizational Background</b>	Richmond Weavers and Spinners Guild was formed in the mid 1970s as a non-profit organization, and has promoted weaving and spinning to the public in numerous venues such as weaving and spinning demonstrations at various cultural events such as London Farm Family Fair. (We also held spinning groups at London Farm weekly to help the farm to represent to the public a craft of a bygone day). Other events covered were: the 2012 Winer Showcase, gallery shows and sales in conjunction with the Potters Guild and TAGOR, World Wide Spin in Public Day and participation in Sheep to Shawl competitions where the Guild has, with one exception place 1st. We have attempted to represent to the public, especially in Richmond, the attraction of weaving and spinning. The Guild has offered demonstration of spinning and weaving at numerous elementary schools, heritage Cultural Days and Steveston Museum and Surrey Museum. The Guild has approximately 30 members who have a solid base within the Richmond Art Centre. While we have contributed to some local charities such as the food bank, we now wish to expand the role further to encourage involvement of the general public in a worthwhile project that could raise awareness of environmental responsibility.

Grant Request	\$2000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$8,693	\$4,010	
Total Expenses	\$7,061	\$4,010	
Annual Surplus (Deficit)	\$	\$0	
Accumulated Surplus (Deficit)	\$		
Society Operating Budget for current year		\$	
Other Sources of Revenue for this Project	Earned: \$1,800 Fundraising: \$4,460		
Adjudication Score (Average)	44.25	Recommended Grant	\$1,900
Comments	Project Assistance is recommended for this interesting and innovative project working with professional artist incorporating Richmond parks and natural materials. The applicant is strongly encouraged to take a budget writing workshop when offered and provide a detailed and complete budget in future.		



<b>Organization</b>	Richmond Singers
<b>Project Title</b>	Spring Concert with Ensemble Etoile
<b>Project Summary</b>	We will be rehearsing for a joint spring concert on May 25, 2013. We have two additional concerts on April 20 and April 26. Our choir director of many years has announced that she is having a baby in the middle of March. We need to have a replacement director for at least six rehearsals and some clinicians for workshops leading up to our Spring concert in May 2013.
<b>Date of Project</b>	Jan-May 2013
<b>Mission/Mandate</b>	The Richmond Singers is a 55-voice women's choir and began performance in 1971. For the past 40 years this group has been directly involved in offering their musical gifts to the community. The purpose of the Society 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."
<b>Organizational Background</b>	The Richmond Singers is an adult ladies choir with 55 active members and 3 associates who have provided a choral presence in the community for over 40 years. The choir produces two major concerts per season featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our major concerts and we are also available upon request to sing at various events organized by the City of Richmond, charities, special functions and fundraisers. Our 15-member Richmond Singers Ensemble "sing out" over 25 performances during the season at seniors facilities, hospitals and many places request them several times a year. We are the longest standing community choir in Richmond. We hold auditions in September and again in January if necessary. Membership to the choir is based on space availability and auditions are based on the ability to sing, read music and to blend your voice with the choir. Our members range in age from the 20's to 70+. We sing a variety of music from classical, jazz, spiritual to modern.

Grant Request	\$1,500	Previous City Grant	\$1,500 (2012)
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$48,817	\$3,287	
Total Expenses	\$37,667	\$2,335	
Annual Surplus (Deficit)	\$11,150	\$952	
Accumulated Surplus (Deficit)	\$37,406		
Society Operating Budget for current year		\$37,667	
Other Sources of Revenue for this Project	Earned: \$1,787		
Adjudication Score (Average)	45.25	Recommended Grant	\$1,500
Comments	Project Assistance in the full amount is recommended for this long-standing cultural organization. With successful partnerships with other high-profile choirs, and a well-respected program, the applicant has the opportunity to grow their operations.		



<b>Organization</b>	Vancouver Cantonese Opera
<b>Project Title</b>	Multicultural Heritage - Music and Movement
<b>Project Summary</b>	Celebrate Canada Day and Canadian Multiculturalism Day. Celebrate and build awareness of Canadian Multicultural culture, foster and create partnerships within the community, build inclusivity and foster cultural awareness with a festival of dance and music at the Richmond Cultural Centre.
<b>Date of Project</b>	June 29, 2013
<b>Mission/Mandate</b>	The mission of the Vancouver Cantonese Opera is to present the unique traditional art of Cantonese opera at the highest level to both Chinese and non-Chinese audiences. We also strive to collaborate with our stakeholders to meet the fundamental need for spiritual and aesthetic satisfaction and richness in our lives. Our artistic vision and 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 and entertaining performances for the public; 4. Provide employment opportunities to Cantonese opera artists, musicians and technicians.
<b>Organizational Background</b>	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 12 years, the Vancouver Cantonese Opera has collaborated with international and 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. Vancouver Cantonese Opera has been offering Cantonese Opera singing and performance technique classes in Richmond since 2005, and participated in various multicultural events in Richmond community and senior homes. Most recently, we participated in the 2012 Culture Days by offering two Cantonese opera workshops at the Richmond Cultural Centre and we were invited to perform at the Minoru Chapel Opera Series on October 3rd, 2012. On June 23rd, 2012, we presented the first Multicultural Heritage Music and Movement festival in Vancouver with an estimated attendance of 1,000 people. We celebrated three diverse cultures: China, Japan and India.

Grant Request	\$3,000	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$90,692	\$26,500	
Total Expenses	\$88,747	\$26,500	
Annual Surplus (Deficit)	\$1,945	\$0	
Accumulated Surplus (Deficit)	\$33,728		
Society Operating Budget for current year		\$145,000	
Other Sources of Revenue for this Project	Earned: 5,000 Fundraising: 8,500 BC Arts Council: 5,000 Canadian Heritage: 5,000		

<b>Adjudication Score (Average)</b>	47.25	<b>Recommended Grant</b>	<b>\$3,000</b>
<b>Comments</b>	Project Assistance in the full amount requested is recommended for this organization to create a new cultural event in Richmond. The applicant has a strong programming history and track record, works effectively in partnership with local arts and cultural groups and is proactive with its community engagement activities. Much of their activities occur in Richmond and involve Richmond artists.		



<b>Organization</b>	Vancouver Tagore Society
<b>Project Title</b>	West Coast Tagore Festival 2013
<b>Project Summary</b>	West Coast Tagore Festival is a celebration of confluence of cultures, one of the many visionary ideals of the Nobel-laureate Rabindranath Tagore. As in the past two events of this Festival, we shall have participants from diverse ethnic and cultural backgrounds to showcase their cultural contents through music, dance, poetry, visual arts, drama, lectures, etc.
<b>Date of Project</b>	September 2013
<b>Mission/Mandate</b>	The mission of the Vancouver Tagore Society is to organize and promote social, cultural and intellectual events which celebrate diversity, inter-cultural 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 philosophies of Rabindranth Tagore, Asia's first Nobel-laureate in Literature, as expressed through his poems, songs, writings, plays, lectures, art, social reforms and other works.
<b>Organizational Background</b>	Vancouver Tagore Society was formed in mid 2011 out of the desire by a group of cultural-minded people to celebrate the 150th birth anniversary of great Bangali poet and visionary Nobel-laureate Rabindranath Tagore. On September 8, 2011, we organized the "150 years of Tagore" event with support from the City of Richmond and in partnership with World Poetry Richmond. One July 28, 2012, Vancouver Tagore Society, with support from the City of Richmond, organized "An Afternoon of Bengali Poetry" on the Rooftop Garden of the Richmond Cultural Centre. On Nov 16 and 17, 2012, Vancouver Tagore Society held the "West Coast Tagore Festival 2012" in the same structure and format of the September 2011 event. This event was supported by the City of Richmond. Several renowned Richmond artists, including playwright Simon Johnston, took part in the event along with other performers of various ethnic backgrounds.

Grant Request	\$3,300	Previous City Grant	n/a
BUDGET	Most Recent Completed Year	Proposed for Project	
Total Revenue	\$7,468	\$8,800	
Total Expenses	\$7,336	\$8,400	
Annual Surplus (Deficit)	\$131	\$400	
Accumulated Surplus (Deficit)	\$237		
Society Operating Budget for current year		\$8,800	
Other Sources of Revenue for this Project	Earned: \$500		
Adjudication Score (Average)	43	Recommended Grant	\$3,000
Comments	Project Assistance is recommended for this growing cultural event that attracts the community in good numbers, and offers eclectic cross-cultural programming with a mix of community-level and professional-level activity. The applicant is encouraged to seek additional sources of financial support and provide a more detailed budget in future applications.		

# City of Richmond Arts and Culture Grants Program

## 2013 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:

Liesl Jauk, Cultural Development Manager  
TEL 604-204-8672 E-MAIL [ljauk@richmond.ca](mailto:ljauk@richmond.ca)

Grant information and other information about our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

### 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 receiving Operating Assistance may also apply for one Project grant within the same calendar year in which they receive operating 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.

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.

### 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 an application form. If eligible, staff will forward you the appropriate application forms and guidelines electronically.

- The application form is available as fillable pdf or Word doc upon request.
- Information should be typewritten. Handwritten forms will not be accepted.
- 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.
- Use the provided checklist to ensure that your application is complete.
- Budget information should be provided only in the requested format.



## **Operating Assistance Eligibility Criteria**

- Operating Assistance is for established organizations that have an ongoing presence in Richmond and a track record of quality 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 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, provide services that 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 an independent organization with a clear mandate, which includes the provision of public programs and/or services with an arts and culture focus. Applicant must produce or present work 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](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://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 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.
- 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
- Activity that is not artistic or cultural
- Other City of Richmond departments or branches
- Social Service, Religious, Political or Sports organizations
- Clubs

## **Ineligible Activities**

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

## Multiple Applications for Operating and Project Grants

Organizations receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations that already receive the equivalent of operating funds from the City of Richmond are ineligible for Operating grants; however, they are eligible for project funding if the project is outside the scope of normal operations.

## 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 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 Division 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 provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

## **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 2013 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.

Liesl Jauk, Cultural Development Manager  
TEL 604-204-8672 E-MAIL [ljauk@richmond.ca](mailto:ljauk@richmond.ca)

This information and other information on our programs and services are available on the City website at [www.richmond.ca/artists](http://www.richmond.ca/artists).

### Arts & Culture Grants Program Objectives and Description

The Arts & 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 historic 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 receiving Operating grants may also apply for one Project grant within the same calendar year in which they receive operating funding. Organizations already receiving City funding that represents the equivalent of operating funds are not eligible for Operating Assistance. They are, however, eligible for Project Assistance if their project is outside the scope of their normal operations.

Organizations meeting Project Assistance eligibility criteria (please see below) may make multiple applications for Project Assistance.

### 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, confirm your eligibility and request an application form.

- The application form is available as a fillable PDF and Word file online at [www.richmond.ca/artists](http://www.richmond.ca/artists)
- Information should be typed in. Handwritten forms will not be accepted.
- 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.
- Use the provided checklist to ensure that your application is complete.
- Budget information should be provided only in the requested format.

## Project Assistance Eligibility Criteria

- Project Assistance is available for new and/or developing arts and culture organizations, or 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, 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.
- 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](http://www.afm.org)
  - Canadian Actors Equity Association: [www.caea.com](http://www.caea.com)
  - Canadian League of Composers: [www.clc-lcc.ca](http://www.clc-lcc.ca)
  - Canadian Alliance of Dance Artists: [www.cadadance.org](http://www.cadadance.org)
  - Professional Writers Association of Canada: [www.pwac.ca](http://www.pwac.ca)
  - Canadian Artists Representation/Le front des artistes canadiens/CARFAC: [www.carfac.ca](http://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 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 (for Operating applicants, this must be outside of regular operations.)

- 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
- Activity that is not artistic or cultural
- Other City of Richmond departments or branches
- Social Service, Political, Religious or Sports organizations
- Clubs

## **Ineligible Activities**

- Core-training, in-class or curriculum-based training, conferences, mentorships
- Bursaries or scholarships
- Contests or competitions
- 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 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 Division 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

## Conditions of Assistance (cont'd)

- Receipt of a grant does not guarantee funding in the following fiscal year
- Successful applicants will provide year-end reports in a prescribed format to the City of Richmond Arts, Culture and Heritage Services Division. Receipt of these reports is a pre-condition for consideration of an organization's future grant applications

## **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.