



General Purposes Committee

Anderson Room, City Hall
6911 No. 3 Road

Monday, February 6, 2017
4:00 p.m.

Pg. # ITEM

MINUTES

GP-5 *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on January 16, 2017.*



COMMUNITY SERVICES DIVISION

1. **2017 HEALTH, SOCIAL AND SAFETY GRANTS**
(File Ref. No. 07-3000-01) (REDMS No. 5254911 v. 2)

GP-9

See Page GP-9 for full report

Designated Speaker: Lesley Sherlock

STAFF RECOMMENDATION

That, as per the report from the General Manager of Community Services, dated January 11, 2017:

- (1) *Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$586,095;*
- (2) *The following applicants be approved for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*
 - (a) *Big Brothers of Greater Vancouver; and*

- (b) *Big Sisters of BC Lower Mainland; and*
- (3) *The following applicants be approved for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:*

 - (a) *Community Mental Wellness Association of Canada*
 - (b) *Heart of Richmond AIDS Society*
 - (c) *Richmond Mental Health Consumer and Friends Society*
 - (d) *Richmond Society for Community Living*
 - (e) *Richmond Women’s Resource Centre; and*
- (4) *The following applicants be approved for the third year of a three-year funding cycle:*

 - (a) *Chimo Community Services*
 - (b) *Family Services of Greater Vancouver*
 - (c) *Pathways Clubhouse*
 - (d) *Richmond Addiction Services Society*
 - (e) *Richmond Family Place Society*
 - (f) *Richmond Multicultural Community Services*
 - (g) *Richmond Youth Service Agency; and*
 - (h) *Volunteer Richmond Information Services Society*



2. **2017 CHILD CARE GRANTS**
(File Ref. No. 07-3070-01) (REDMS No. 5281754 v. 1A)

GP-126

[See Page GP-126 for full report](#)

Designated Speaker: Coralys Cuthbert

STAFF RECOMMENDATION

- (1) *That, as outlined in the report from the General Manager of Community Services, dated January 10, 2017, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$8,536.62; and*

Pg. # ITEM

- (2) *That, as outlined in the report from the General Manager of Community Services, dated January 10, 2017, the Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$10,000.*



3. **2017 PARKS, RECREATION AND COMMUNITY EVENTS GRANTS**
(File Ref. No. 03-1085-01) (REDMS No. 5223432 v. 6)

GP-160

See Page GP-160 for full report

Designated Speaker: Serena Lusk

STAFF RECOMMENDATION

- (1) *That Parks, Recreation and Community Events Grants be allocated and cheques disbursed for a total of \$103,250 as identified in Attachment 1 of the staff report titled “2017 Parks, Recreation and Community Events Grants,” dated January 11, 2017, from the Senior Manager, Recreation and Sport Services.*
- (2) *That Sea Island Community Association not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application; and*
- (3) *That Steveston Community Society – Richmond Summer Project be approved for the third year of a three-year funding cycle.*



4. **2017 ARTS AND CULTURE GRANT PROGRAM**
(File Ref. No. 11-7000-01) (REDMS No. 5280279)

GP-213

See Page GP-213 for full report

Designated Speaker: Katie Varney

STAFF RECOMMENDATION

That the 2017 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$109,754, as outlined in the report from the Director, Arts, Culture and Heritage Services, dated January 10, 2017.



FINANCE AND CORPORATE SERVICES DIVISION

5. **SHORT-TERM RENTAL REGULATIONS**

(File Ref. No. 03-0900-01) (REDMS No. 5285428 v. 16)

GP-283

See Page GP-283 for full report

Designated Speaker: Carli Edwards

STAFF RECOMMENDATION

That in respect to the regulation of short-term rentals and the enforcement of such regulation:

- (1) *Richmond Zoning Bylaw No. 8500, Amendment Bylaw, 9647 be introduced and given first reading; and*
- (2) *That:*
 - (a) *Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9649;*
 - (b) *Business Licence Bylaw No. 7360, Amendment Bylaw No. 9650;*
 - (c) *Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9651; and*
 - (d) *Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9652;**each be introduced and given first, second and third readings.*
- (3) *That the proposed communication plan described in Attachment 3 of this report be endorsed.*

ADJOURNMENT



General Purposes Committee

Date: Monday, January 16, 2017

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au
Councillor Derek Dang
Councillor Carol Day
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Linda McPhail
Councillor Harold Steves (entered at 4:04 p.m.)

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on January 3, 2017, be adopted as circulated.

CARRIED

Councillor Harold Steves entered the meeting (4:04 p.m.).

General Purposes Committee
Monday, January 16, 2017

FINANCE AND CORPORATE SERVICES DIVISION

1. REGULATIONS FOR MARIHUANA DISPENSARIES

(File Ref. No. 03-0900-01) (REDMS No. 5232673 v. 6)

In reply to questions, Carli Edwards, Manager, Customer Services and Licencing, confirmed that the report outlines the regulations for marihuana dispensaries and that the zoning in Richmond for marihuana production has already been determined by Council. The proposed bylaw would specify that marihuana dispensary is a prohibited use in Richmond. Wayne Craig, Director, Development, further clarified that current zoning only permits for one site-specific marihuana production facility in Richmond, with no retail component being permitted.

It was moved and seconded

That Richmond Zoning Bylaw No. 8500, Amendment Bylaw 9671 to add a definition of “marihuana dispensary” and add this use to the non-permitted uses and definitions (Section 3.5) of the Richmond Zoning Bylaw No. 8500 to prohibit “marihuana dispensary” in all zones, be introduced and given first reading.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

2. 2016 REPORT FROM CITY CITIZEN REPRESENTATIVES TO THE VANCOUVER INTERNATIONAL AIRPORT AERONAUTICAL NOISE MANAGEMENT COMMITTEE (YVR ANMC)

(File Ref. No. 01-0153-04-01) (REDMS No. 5251399)

Victor Wei, Director, Transportation, and Gary Abrams, City Citizen Representative to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC), responded to questions from the Committee regarding noise complaints from Richmond residents and provided the following information: (i) one resident is responsible for 67% of the total complaints, (ii) YVR has not personally met the individual but has responded to their complaints and the complaints of others, and (iii) YVR conducts an annual tour available to the public which provides general information on airport operations.

2.

General Purposes Committee
Monday, January 16, 2017

It was moved and seconded

That the report from the City citizen representatives appointed to the Vancouver International Airport Aeronautical Noise Management Committee (YVR ANMC) regarding the Committee's 2016 activities dated December 22, 2016, from the Director, Transportation, be received for information.

CARRIED

COMMUNITY SERVICES DIVISION

3. **MINORU COMPLEX ENTRIES AND ARRIVALS PUBLIC ART CONCEPT**

(File Ref. No. 11-7000-09-20-202) (REDMS No. 5252534)

The Committee discussed whether or not the artwork reflects the values of Richmond as a community. It was noted that it would be helpful for the Committee to receive the rationale for the selected work along with the other shortlisted works prior to the approval of the art concept. In reply to questions, Eric Fiss, Public Art Planner, noted that the theme for the artwork was decided upon after consultation with the various user groups in the area.

As a result of the discussion, the following referral motion was introduced:

It was moved and seconded

That the matter be referred back to staff:

- (1) to circulate all five shortlisted projects to Council for information; and*
- (2) to consult with stakeholders through the Minoru Major Facility Stakeholder Advisory Committee and report back with their feedback.*

CARRIED

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:40 p.m.).

CARRIED

General Purposes Committee
Monday, January 16, 2017

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 16, 2017.

Mayor Malcolm D. Brodie
Chair

Shaun Divecha
Legislative Services Coordinator



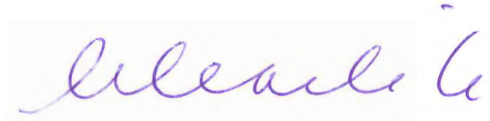
To: General Purposes Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: **2017 Health, Social and Safety Grants**

Date: January 11, 2017
File: 07-3000-01/2017-Vol
01

Staff Recommendation

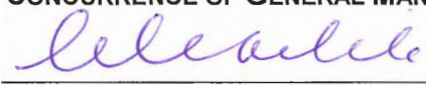
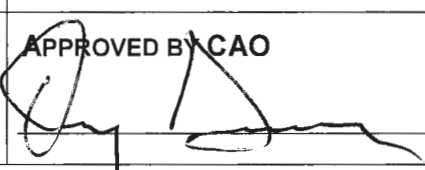
That, as per the report from the General Manager of Community Services, dated January 11, 2017:

1. Health, Social and Safety Services Grants be awarded for the recommended amounts, and cheques disbursed for a total of \$586,095;
2. The following applicants be approved for the first year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:
 - Big Brothers of Greater Vancouver
 - Big Sisters of BC Lower Mainland
3. The following applicants be approved for the second year of a three-year funding cycle, based on Council approval of each subsequent year of funding, for:
 - Community Mental Wellness Association of Canada
 - Heart of Richmond AIDS Society
 - Richmond Mental Health Consumer and Friends Society
 - Richmond Society for Community Living
 - Richmond Women's Resource Centre
4. The following applicants be approved for the third year of a three-year funding cycle:
 - Chimo Community Services
 - Family Services of Greater Vancouver
 - Pathways Clubhouse
 - Richmond Addiction Services Society
 - Richmond Family Place Society
 - Richmond Multicultural Community Services
 - Richmond Youth Service Agency
 - Volunteer Richmond Information Services Society



Cathryn Volkering Carlile
General Manager, Community Services

Att. 3

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

Staff Report

Origin

City Council has the authority to provide financial assistance to community organizations under the Local Government Act. Richmond City Council has provided grants to non-profit societies for many years. In 2011, with the adoption of the City Grant Policy, three separate programs were established (Arts & Culture; Health, Social & Safety; and Parks, Recreation & Community Events). The City also has a Child Care Grant Program.

This report provides information and recommendations pertaining to the 2016 Health, Social and Safety Grant Program. This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

Findings of Fact

2017 Health, Social and Safety Grant Budget

The 2017 Health, Social and Safety (HSS) Grant Budget is \$589,074, including a 2.1% Cost of Living increase over last year's budget, as per the City Grant Policy (3712).

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 October and November, 2016 advising the community that applications were being accepted for the 2016 City Grant Programs until November 18, 2016. The notices also informed the community that a Web-based Application System was available to provide an integrated and user-friendly on-line system for applicants. A link to the City website was provided for further information and to access the system. A Grant Application User Guide, HSS Program Guidelines and the Social Development Strategy were also posted on the City website. A notice was circulated to the Richmond Community Services Advisory Committee, as well as by request to other non-profit societies.

In the HSS category, a total of 34 applications were received for a total request of \$891,709. A table outlining requests and recommended 2017 allocations is provided in Attachment 1. Grant Application Summary Sheets, generated from applicant information provided in the web-based system, as well as staff recommendations and comments, are found in Attachment 2. As the contents of the summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicant.

As indicated in the HSS Grant Program Guidelines (Attachment 3), 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 were to support operations and programs serving primarily Richmond residents.

Late Applications

The City Grant Policy indicates that no late applications will be accepted. One organization contacted staff after the deadline to inquire, but as the deadline had passed, did not submit an application.

New Applications

One application was received from an organization that had not previously applied for a City Grant: the Muslim Food Bank and Community Services Society.

Application Review Process

A HSS Grant Review Committee, consisting of staff from the Community Services Division, reviewed the 2017 HSS applications. Recommended allocations were determined by the committee rather than individual reviewers. The HSS Grant Program Guidelines were used to determine eligibility and assess applications.

Analysis

Health, Social & Safety Grant Application Information, 2015 – 2017

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

Applications and Allocations (2015/16)			
	2015	2016	2017 (Recommended)
Total number of applications	35	33	34
New applicants	3	4	1
Late applications	1	0	0
Grants denied (did not meet criteria)	3	4	1
Partial amount of request recommended	28	22	23
Full amount of request recommended	4	7	8
Minor request (\$5,000 or less)	14	11	12
Total amount requested	\$822,434	\$881,094	\$891,709
Total budget available	\$563,986	\$576,958	\$589,074
Total HSS allocated	\$562,449	\$566,570	TBD**

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

**subject to Council approval

Reasons for Partial or No Funding

Most applicants (67%) are recommended for partial rather than full funding. Principle reasons for partial funding are:

- the City supports, but is not a primary funder, of non-profit organizations, whose main sources of support include federal and provincial governments, BC Direct Access Gaming, foundations, endowments, donations and fundraising efforts, and;
- the total amount requested 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
- quality, including completeness, of the application

Minor/Major Grant Requests

In response to stakeholder requests to reduce application requirements for those seeking smaller 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 fewer sections of the application. The full application form is required for major grants or the first year of three-year funding cycle requests. In the Health, Social & Safety category, 12 organizations applied for grants of \$5,000 or less (minor), while 22 applied for over \$5,000 (major).

Multi-Year Funding Request

As part of the City Grant Policy, adopted in 2011, applicants receiving City Grants for a minimum of five of the most recent consecutive years, for the same purpose, have the option of applying for a maximum three-year funding cycle. In the first year of a cycle, the full application form is required. For the following two years, fewer sections must be completed. Council reviews recommendations to fund each year of a cycle. The number of three-year cycles initiated each year has been staggered to balance yearly intake of full applications.

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 Web-based City Grant Application system was launched in September 2013 to receive on-line applications for 2014 City Grant Programs (Arts & Culture; Child Care; Health, Social & Safety; and Parks, Recreation & Community Events). The on-line grant system is still being refined, based on both applicant and administrator experience. Since 2015, applicants have been able to duplicate information from their previous application and edit as required. This constitutes a considerable time-saver for those applying for the same purpose. With the support of one-time additional level funding, further refinements were undertaken for the 2017 Programs, including linking the previous grant use report to the current application. Each annual application period, Information Technology staff have assisted applicants with any web-based challenges encountered. Some challenges were experienced by 2017 applicants on occasions when the City server was temporarily down.

Financial Impact

The 2017 HSS Grant Program budget is \$589,074. A total of \$586,095 is recommended for disbursement (Attachment 1). The remaining balance of \$2,979 will be transferred to the Grant Provision account for future distribution.

Conclusion

The HSS Grant Program contributes significantly to the quality of life in Richmond by supporting community organizations whose programs and activities constitute essential components of a livable community. Staff recommend that 2017 HSS Grants be allocated as indicated for the benefit of Richmond residents.



Lesley Sherlock
Social Planner
(604-276-4220)

- Att. 1: Table of Applicant Requests and Recommendations
- 2: Grant Application Summary Sheets
- 3: Grant Application Guidelines

Health, Social and Safety Services Recommendations - 2017

APPLICANT NAME	2016 GRANT	2017 REQUEST	RESIDENTS TO BE SERVED	DRAFT 2017 REC.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Amyotrophic Lateral Sclerosis Society	N/A	\$ 5,000	17	\$ 700	N/A	This grant will purchase a wheelchair ramp for home use by Richmond residents. This program provides costly equipment at no cost to ALS clients.	1
Arthritis Society, BC & Yukon Division	\$ 1,500	\$5,000	700	\$ 1,532	N/A	This grant is to support Arthritis Education live webinar programs, offered at public venues, with simultaneous translation in English, Mandarin, Cantonese and Punjabi.	3
Big Brothers of Greater Vancouver	\$ 4,743	\$ 10,000	55	\$ 4,843	Year 1	This funding is to support matches of Big and Little Brothers in Richmond. This Multi-Year 1 funding is the same level as last year, plus a Cost of Living increase.	8
Big Sisters of BC Lower Mainland	\$ 4,743	\$ 10,000	30	\$ 4,843	Year 1	This funding is to support matches of Big and Little Sisters in Richmond. This Multi-Year 1 funding is the same level as last year, plus a Cost of Living increase.	11
Boys and Girls Clubs of South Coast BC	\$ 5,000	\$ 5,000	75	\$ 5,000	N/A	This grant will support an after school program at Mitchell Elementary in East Richmond reaching 75 residents aged 6 to 12 years and ensuring accessibility to those who cannot afford to pay. This recommendation is for the full amount requested.	14
Canadian Mental Health Association, Vancouver-Fraser	\$ 6,199	\$ 15,140	56	\$ 6,329	N/A	This grant will support staff costs of the Super Fun Groups Kids Program for children of parents with serious and persistent mental illness or addictions. The recommendation is for the same funding level as 2015 (2016 was missed) plus a Cost of Living increase.	17
Canadian Red Cross Society	\$ -	\$ 4,040	2,425	\$ 2,000	N/A	This grant will support the partial cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) Office. The program provides costly medical equipment free of charge to seniors and those recovering from injury.	20
Children of the Street Society	\$ 4,000	\$ 5,000	750	\$ 4,084	N/A	This request is to fund workshops to educate children and youth about sexual exploitation. The workshops will reach 750 children and youth through 25+ workshops delivered in Richmond. The recommended level is the same as last year, plus a cost of living increase.	23
Chimo Community Services	\$ 48,903	\$ 49,392	6,500	\$ 49,392	Year 3	This Multi-Year 3 grant to support crisis response services, community engagement, outreach and advocacy programs, is recommended for the full amount requested.	26
Community Mental Wellness Association of Canada	\$ 9,352	\$ 37,000	9,500	\$ 9,548	Year 2	This grant will support mental wellness education, workshops and referrals to other community services. Multi-Year 2 funding is recommended at the same level as last year, plus a Cost of Living increase.	28

Health, Social and Safety Services Recommendations - 2017

APPLICANT NAME	2016 GRANT	2017 REQUEST	RESIDENTS TO BE SERVED	DRAFT 2017 REC.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Family Services of Greater Vancouver	\$ 47,066	\$ 47,066	220	\$ 47,066	Year 3	This grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. This Multi-Year 3 recommendation is for the full amount requested.	31
Heart of Richmond AIDS Society	\$ 10,750	\$ 15,000	1,610	\$ 11,500	Year 2	This grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. An increase is recommended to assist with increasing operating expenses.	33
Minoru Seniors Society	\$ 3,616	\$ 5,000	100	\$ 5,000	N/A	This grant will support the Wellness Connections program for at-risk, frail and isolated seniors, providing social, leisure and recreation opportunities to support a highly vulnerable population.	35
Multicultural Helping House Society	\$ 8,599	\$ 50,383	1,250	\$ 8,780	N/A	Multicultural Helping House Society (MHHS) is seeking funding for a Health & Wellness Program for 55+ers Club and live-in caregivers in Richmond. Funding has been sought from other sources and partnerships have been developed throughout the community.	39
Muslim Food Bank and Community Services Society	N/A	\$ 90,000	96	\$ -	N/A	A grant to the Surrey-based Muslim Food Bank is not recommended at this time as only 17% of its clientele resides in Richmond and no other municipal grants are being sought. The applicant has only approached one other external funder for support, for a lesser amount than requested from the City of Richmond.	42
Parish of St. Alban's (Richmond)	\$ 15,000	\$ 30,000	1,500	\$ 15,315	N/A	This grant is to support the Community Meal, Shower Program, Hospitality Meal Distribution (providing meals for the homeless in the community) and Friday Lunch in Brighthouse Park. As the Extreme Weather Shelter is now operated by CHIMO and the Drop-in Centre by Turning Point, this grant, for the same level as last year plus a Cost of Living increase, constitutes an increase for these other programs.	45
Pathways Clubhouse	\$ 34,340	\$ 34,340	352	\$ 34,340	Year 3	This Multi-Year 3 grant will assist with the Meal Program and operating expenses, supporting those with serious and persistent mental illness, recommended for the full amount requested.	49
Richmond Addiction Services Society	\$ 209,068	\$ 216,132	6,000	\$213,458	Year 3	This Multi-Year 3 grant, including a Cost of Living allowance, will be used to support RASS' Centre of Excellence in the prevention of substance use, misuse, problem gambling and other addictive behaviours.	51

Health, Social and Safety Services Recommendations - 2017

APPLICANT NAME	2016 GRANT	2017 REQUEST	RESIDENTS TO BE SERVED	DRAFT 2017 REC.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Richmond Amateur Radio Club	\$ 1,581	\$ 2,200	All	\$ 1,614	N/A	This grant will assist with equipment repair and replacement, as well as volunteer expenses, for amateur radio operations that, in the event of emergency, would contribute to the safety of Richmond residents. The recommended level is the same as last year, plus a Cost of Living increase.	53
Richmond Bethel Mennonite Brethren Church	\$ 2,635	\$ 5,000	190	\$2,690	N/A	This grant will assist with supplies for the weekly Food for Life community meal, recommended for the same level as last year plus a Cost of Living increase.	56
Richmond Family Place Society	\$ 25,294	\$ 30,000	7,000	\$ 25,825	Year 3	This Multi-Year 3 grant, for family support programs and other preventative services for families with children up to 12 years, is recommended for the same level as last year plus a Cost of Living increase.	59
Richmond Food Bank Society (Poverty Response Cte.)	\$ 5,000	\$ 5,000	250	\$ 5,000	N.A	This grant will support the Poverty Response Committee's project "Full Participation - Eliminating Barriers to Access" to identify and propose solutions to persistent barriers for low-income people that prevent full participation in society. The recommended grant is for the full amount requested.	61
Richmond Food Security Society	\$ 5,166	\$ 15,000	3,420	\$ -	N.A	As this application is being recommended for funding through the Parks, Recreation and Community Events Grant Program, it is not recommended for funding through this program, although deemed of merit.	65
Richmond Hospice Association	\$ 10,000	\$ 15,000	300	\$ 10,210	N/A	This grant will support the operating expenses of volunteer management and training staff, who support palliative care volunteers, as well as a number of grief support and counselling programs. The same level is recommended, plus a Cost of Living increase.	69
Richmond Mental Health Consumer and Friends Society	\$ 3,762	\$ 5,016	200	\$ 3,841	Year 2	This Multi-Year 2 operating grant will provide support for a peer program for those with mental illness and their families. The recommendation is for the same level, plus a Cost of Living increase.	72
Richmond Multicultural Community Services	\$ 10,750	\$ 15,000	5,500	\$ 10,976	Year 3	This Multi-Year 3 grant will support the operating expenses of immigrant, refugee and welcoming community programs, recommended for the same level as last year plus a Cost of Living increase.	74
Richmond Society for Community Living	\$ 15,000	\$ 15,000	5,000	\$ 15,000	Year 2	This Multi-Year 2 grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for the full amount requested.	76
Richmond Stroke Recovery Centre	\$ -	\$ 5,000	50	\$ 500	N/A	To support educational, recreational and therapeutic activities for stroke survivors, family and caregivers. BC Gaming Grant also sought. South Arm provides meeting space.	79

Health, Social and Safety Services Recommendations - 2017

APPLICANT NAME	2016 GRANT	2017 REQUEST	RESIDENTS TO BE SERVED	DRAFT 2017 REC.	MULTI-YEAR RECOM.	COMMENT SUMMARY	ATT 2 PG
Richmond Women's Resource Centre	\$ 20,000	\$ 46,000	7,000	\$ 20,420	Year 2	This Multi-Year 2 grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for the same level as last year, plus a Cost of Living increase.	82
Richmond Youth Service Agency	\$ 12,915	\$ 15,000	1,500	\$ 13,186	Year 3	This Multi-Year 3 grant will support the Richmond Youth Centre Activities Youth Worker position to facilitate programs including tutors, homework clubs, community improvement and pre-employment. The recommendation includes a Cost of Living increase.	85
Strait of Georgia Marine Rescue Society	\$ 2,000	\$ 5,000	7,500	\$ 2,042	N/A	This grant will support promotional materials for two water safety and marine safety hazard awareness programs for children, residents and visitors.	87
Touchstone Family Association	\$ 5,000	\$ 5,000	40	\$ 5,000	N/A	This grant, to support the Street Smart Program for at-risk youth, designed to stop or prevent street gang involvement, is recommended for the full amount requested.	90
Turning Point Recovery Society	N/A	\$ 25,000	150	\$ 6,000	N/A	This grant is to support operations of a new Drop-in Centre, previously operated by St. Alban's, and temporarily located with the Salvation Army while a permanent location is being sought. Funding has been confirmed from the BC Ministry of Health and Vancouver Coastal Health.	93
Volunteer Richmond Information Services Society	\$ 39,237	\$ 50,000	150,000	\$ 40,061	Year 3	This Multi-Year 3 grant, to provide operating assistance for volunteer, charitable and information programs, is recommended for the same level as last year plus a Cost of Living increase.	96
Totals	\$ 571,219	\$ 891,709		\$586,095			
Total Available				\$589,074			
Remaining				\$ 2,979			
* New Applicant							



**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Amyotrophic Lateral Sclerosis Society of British Columbia

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

Grant Request: \$5,000

Proposal Title: Equipment Loan Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): January 1, 2014 **End Date (if applicable):** December 31, 2014

Number To Be Served: 300 ALS patients and their families

Richmond Residents: 17 patients and their families

Grant Request Summary:

The ALS Society of BC's Equipment Loan Program supports ALS patients by providing the required equipment at any stage of their disease at no cost. The program ensures the patients' mobility and ability to communicate while allowing patients and their families to have the best quality of life possible while dealing with ALS. This program helps remove some of the financial burden that ALS families will face and give them the opportunity to allocate their finances toward other needs of ALS patients. The program provides crucial mobility items such as walkers, scooters, manual and power tilt wheelchairs, and communications devices.

The grant request of the Society is in the amount of \$5,000 to purchase 1 low airloss mattress for \$4,300 and one ramp for \$700.

Richmond Services Received by Your Organization:

Every month of May, the ALS Society of BC organizes the Richmond Walk for ALS at Gary Point Park in Steveston, Richmond. This walk is the biggest Walk for ALS in British Columbia. The Walk for ALS in Richmond raises an average revenue of \$100,000 for patient services and research. The presence of the city mayor and MLAs to this event is immeasurable as it provides prestige to our event and the same time an assurance to the ALS community that they have the support of the government in their journey,

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,446,145.00	2,166,345.00
Total Expenses:	2,243,248.00	2,135,968.00

Health, Social & Safety 2017
Amytrophic Lateral Sclerosis Society of British Columbia

Annual Surplus or (Deficit):	202,897.00	30,377.00
Accumulated Surplus or (Deficit):	2,715,627.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The expense does not reflect the 84,500 worth of capitalized expense purchase by the Society in 2015. In previous years, the surplus of the Society is always sent to ALS Canada for ALS research but for this year the surplus will be deferred as the Society is trying to raise 150,000 to run a caregiver pilot program in BC. The logistics of this program is currently being reviewed by the Patient Services Committee. The said pilot program will provide a supporting reference in the Society's effort to get full funding of 2 million for this new program from the government and other corporations.

Current Year:

The expense does not reflect the 107,300 budget for capitalized equipment for 2016. Net income will be minus 76K if the expenses for capitalized equipment are considered under Expense.

Explanation for Accumulated Surplus or (Deficit):

In addition to annual surplus explanation above, the accumulated surplus of the Society includes various restricted endowment funds of the Society.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2015	\$3,030.00	Health, Social & Safety
2014	\$3,000.00	Health, Social & Safety
2013	\$0.00	Health, Social & Safety

PROPOSED CITY GRANT USE

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

Health, Social & Safety 2017
Amyotrophic Lateral Sclerosis Society of British Columbia

Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Mr. & Mrs. P. A. Woodward Foundation	Amount	\$20,764.00
Funder 2 Name	BC Gaming Grant Application	Amount	160000.00
Funder 3 Name	Sutherland Foundation	Amount	10000.00

Amount Your Society will Provide:	<u>\$0.00</u>
Total Proposed Budget:	<u>\$5,000.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$700

Recommendation:

This grant will purchase a wheelchair ramp for home use by Richmond residents. This program provides costly equipment at no cost to ALS clients.

**Staff Comments /
Conditions:**

None

**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Arthritis Society, BC & Yukon Division
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Arthritis Multilingual Education Webinar Series
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): January 1, 2017 **End Date (if applicable):** December 31, 2017
Number To Be Served: 700
Richmond Residents: 700

Grant Request Summary:

PROPOSED ACTIVITY: The 'Arthritis Multilingual Education Webinar Series' has been designed to deliver webinar workshops that will be simulcast with translation in real-time throughout public venues in the City of Richmond. (e.g. Community Centres and Community Halls) to enhance arthritis knowledge and to encourage healthy behaviours amongst Richmond residents affected by arthritis.

TARGET AUDIENCE: The primary populations that will benefit from this program are the general population and seniors in Richmond, specifically those speak English, Chinese (Mandarin and/or Cantonese), and Punjabi.

GOAL: The goals of this project would be to:

A. Improve the quality of life and reduce the healthcare burden on the community (i.e. reduce the need for doctor visit).

B. Reduce the health disparity that exists among immigrant communities in Richmond who often are not able to access health information in a timely manner to obtain care and to prevent physical deformity.

EVENT DETAILS: Three separate live events would be conducted in English, Chinese (Mandarin and/or Cantonese) and Punjabi. These workshop webinars would be delivered by trained facilitators with health backgrounds and an extensive knowledge in the treatment of arthritis. These events are determined based on the availability of space venues

EVENT FORMAT: For those venues wherein participants are viewing the event via a webinar, volunteers will be present to facilitate questions to be directed to the event presenter.

LANGUAGE, REACH & IMPACT: The Arthritis Society has established an extensive network of ethnic community partners to develop and implement webinar workshops to their clients to ensure cultural appropriateness, access to relevant information in their language, and maximize the reach and impact.

EVENT TOPICS: The webinar workshops event topics are to include arthritis diagnosis, treatment and management, as well as tips to reduce pain through exercise, nutrition and tools to maintain healthy joi

Richmond Services Received by Your Organization:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	5,559,682.00	2,746,643.00
Total Expenses:	2,279,838.00	1,597,042.00
Annual Surplus or (Deficit):	902,716.00	1,149,601.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Our surplus is directed to funding arthritis research.

Current Year:

We are currently only at midpoint. Revenue and expenses reflected in Current Year are

projections in our operating budget.

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$1,500.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$1,500.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$900.00
Supplies	\$0.00
Equipment	\$300.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$300.00
Other	\$1,000.00

Honorariums: Honorariums for rheumatologist and physiotherapists for providing their expertise to deliver high quality vetted program content.

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Hsin Framing & Moulding Co., Ltd.	Amount	\$500.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$6,700.00**

Total Proposed Budget: **\$12,200.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,532

Recommendation:

This grant is to support Arthritis Education live webinar programs, offered at public venues, with simultaneous translation in English, Mandarin, Cantonese and Punjabi.
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**Staff Comments /
Conditions:**

None



**Grant Application for 2017
Health, Social & Safety Program**

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

Society: Big Brothers of Greater Vancouver

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

Grant Request: \$10,000

Proposal Title: Community and Teen Mentoring Programs

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 55

Richmond Residents: 55

Grant Request Summary:

In our fast paced, technology obsessed world, children need stable positive influences more than ever. When our children are emotionally, socially and physically healthy, everyone in the community benefits. In the 2016 BC Provincial Health Officer's Annual report, one of the key messages states that "strong and supportive families as well as having caring adults outside the family are important protective factors in young peoples' lives". The Community Program matches adult male volunteers with boys aged 7-14 who have limited or no contact with a positive male role model in their lives. Big and Little Brothers spend 2-4 hours each week doing a wide range of low-cost fun activities together. We currently have 20 matches and 16 children on the waitlist to be matched. Children on our waitlist often wait up to 2 years before being matched with their mentors. BBGV is working on growing relationships with Chinese Culturally Student Clubs and creating targeted Facebook advertisements to Mandarin speaking individuals to address the need of new immigrant families. We hope to reduce the wait pool and match at least 5 more children in the Community program this year.

The Teen Mentoring Program matches elementary school boys and girls (grades 1-7) with teen "Buddy" mentors from nearby high schools. Big and Little Buddies spend one hour a week on school grounds engaging in fun non-academic activities. This program connects each child one-on-one with teen mentors, thereby increasing their network of support and enabling them to form a relationship with someone who is engaged in and cares about their life. The child experiences the many life-long benefits of a quality mentoring relationship, including higher self-esteem, reduced risky behavior, stronger relationships, and a more positive attitude toward school. The family benefits from the improved wellbeing of the child, and volunteer mentors report feeling immense personal reward — thus bringing the entire community closer.

Richmond Services Received by Your Organization:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,112,234.00	2,394,500.00
Total Expenses:	2,108,126.00	2,393,800.00
Annual Surplus or (Deficit):	4,108.00	700.00
Accumulated Surplus or (Deficit):	90,566.00	91,266.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

minimal

Current Year:

minimal

Explanation for Accumulated Surplus or (Deficit):

Less than one month's expenses

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$4,743	Health, Social & Safety
2015	\$4,636	Health, Social & Safety
2014	\$4,590	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$8,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$1,000.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$10,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Community Gaming	\$7,500
Funder 2 Name	United Way	\$3,100
Funder 3 Name	Big Brothers of Greater Vancouver Foundation	\$63,600

Amount Your Society will Provide: **\$63,600.00**

Total Proposed Budget: **\$84,200.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$4,843

Recommendation:

This funding is to support matches of Big and Little Brothers in Richmond. This Multi-Year 1 funding is the same level as last year, plus a Cost of Living increase.
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**Staff Comments /
Conditions:**

None



**Grant Application for 2017
Health, Social & Safety Program**

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

Society: Big Sisters of BC Lower Mainland

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

Grant Request: \$10,000

Proposal Title: Big Sisters Mentoring Programs in Richmond

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 30

Richmond Residents: 30

Grant Request Summary:

Big Sisters Mentoring 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.

Study Buddy Program: Matches girls (ages 7-17) with volunteers who offer them educational support and academic assistance. For a minimum of six months, Study Buddies meet for one hour a week outside of school to work on school subjects and study skills. With the support of a Study Buddy, Little Sisters are encouraged to improve their educational performance and meet their academic goals.

Girls, aged 7-17, are referred to our agency by parents, school personnel, social workers and other helping professionals. Big Sisters BCLM serves an extremely vulnerable, socially disadvantaged population. Our Little Sisters face serious adversity. We continue to see steady sustainable growth in the numbers of girls we serve annually. 49% of the girls in our programs come from a single parent family. 52% of our Little Sisters are directly referred to Big Sisters by their schools, the Ministry of Children and Family Development (MCFD) or other family service agencies. 30% of our Little Sisters were born outside Canada and 63% of our Little Sisters family's first language is a language other than English. 15% are of First Nations heritage. 54% of our Little Sisters come from low income families.

Mentoring is crucial for girls 7-17 yrs. These are critical and formative years in terms of emotional, social and physical development. Mentorship is one of the most impactful ways to combat the negative messaging girls experience every day. It is a social intervention strategy that provides opportunities for youth to form supportive relationships; build self-esteem; cultivate valuable skills and develop a sense of belonging, acceptance, empowerment and connection.

Richmond Services Received by Your Organization:

Big Sisters' office is in Vancouver and our satellite office is in Surrey, therefore we don't currently use any City of Richmond services.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,435,245.00	1,265,269.00
Total Expenses:	1,612,898.00	1,265,269.00
Annual Surplus or (Deficit):	(177,653.00)	0.00
Accumulated Surplus or (Deficit):	590,178.00	590,178.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

There was a planned deficit in 2015, due to the investment in new staff in 2014, and it's impacts on 2015.

Current Year:

This year we are not expecting a surplus or deficit.

Explanation for Accumulated Surplus or (Deficit):

In the past, we had relatively higher donations, grants, and fundraising event revenues compared to salaries expenses. While these revenues have declined, salaries continue to rise.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$4,743	Health, Social & Safety
2015	\$4,636	Health, Social & Safety
2014	\$4,590	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,000.00
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Health, Social & Safety 2017
Big Sisters of BC Lower Mainland

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

TOTAL **\$10,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	BC Gaming	\$8,848
Funder 2 Name	United Way	\$4,266
Funder 3 Name	Provincial Government Contracts	\$1,215

Amount Your Society will Provide: **\$45,585.00**

Total Proposed Budget: **\$69,872.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$4,843

Recommendation:

This funding is to support matches of Big and Little Sisters in Richmond. This Multi-Year 1 funding is the same level as last year, plus a Cost of Living increase.

Staff Comments / Conditions:

None



**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Boys and Girls Clubs of South Coast BC

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

Grant Request: \$5,000

Proposal Title: Boys and Girls Club Services at Mitchell Elementary

Grant Purpose: Community Service / Program / Event - Ongoing

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

Number To Be Served: 75

Richmond Residents: 75

Grant Request Summary:

We are seeking support from the City of Richmond to support the after-school program offered by Boys and Girls Clubs at Mitchell Elementary School in East Richmond. The drop-in program is offered after school 4 days per week for students aged 6 through 12, and a preteen evening program is offered once a week. The Club provides a safe, accessible place for children after school, and offers supervised social and recreational programs that enhance participants' physical, educational, character, and skill development. Activities include healthy snacks, homework assistance, nutrition and cooking programs, arts and crafts, leadership programs, and sports and physical activities that promote active lifestyles. At BGC, no one is ever turned away due to an inability to pay, ensuring that all children and families can access our programs.

Club members benefit, as they are supported to become engaged in positive, constructive activity during their out-of-school time. The parents and/or caregivers of the participants benefit from accessing affordable, high quality after-school programming for their children. In the long term, the neighbourhood will be safer and healthier as a result of the positive impacts the Club programs have on community members.

Richmond Services Received by Your Organization:

We received a \$5,000 City Grant in 2016, but receive no other services from the City of Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	10,905,050.00	11,546,500.00

Health, Social & Safety 2017
Boys and Girls Clubs of South Coast BC

Total Expenses:	11,085,544.00	11,559,600.00
Annual Surplus or (Deficit):	(180,494.00)	(13,100.00)
Accumulated Surplus or (Deficit):	1,583,701.00	1,764,195.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Actual operations resulted in only a small deficit. The majority of the deficit appears when non-cash items (e.g., amortization of property and equipment) are taken into account, and it was less than the amount budgeted.

Current Year:

Although a deficit budget was approved, our current forecast indicates a balanced year-end position.

Explanation for Accumulated Surplus or (Deficit):

Sound financial management over the last 80 years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$5,000.00	Health, Social & Safety
2015	\$3,000.00	Health, Social & Safety
2014	\$2,550.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$84,545.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$3,700.00
Utilities and Telephone	\$960.00
Supplies	\$140.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,760.00
Local Travel	\$2,400.00
Other	\$10,075.00

Insurance: \$1,680

Health, Social & Safety 2017
Boys and Girls Clubs of South Coast BC

Food: \$1,795

Allocation for Central Administration: \$6,600

TOTAL \$103,580.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name United Way of the Lower Mainland **Amount** **\$30,000.00**

Funder 2 Name Province of BC - Community Gaming Grant **Amount** **4800.00**

Funder 3 Name Memberships & Program Fees **Amount** **6950.00**

Amount Your Society will Provide: **\$56,830.00**

Total Proposed Budget: **\$103,580.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Recommendation: This grant will support an after school program at Mitchell Elementary in East Richmond reaching 75 residents aged 6 to 12 years and ensuring accessibility to those who cannot afford to pay. This recommendation is for the full amount requested.

Staff Comments / Conditions: None



**Grant Application for 2017
Health, Social & Safety Program**

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

Society: Canadian Mental Health Association, Vancouver-Fraser

Grant Type: Over \$5000 Single Year

Grant Request: \$15,140

Proposal Title: Super Fun Groups (known as Super Saturday Club before) Program-serving

Grant Purpose: Community Service / Program / Event - Ongoing

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

Number To Be Served: 56

Richmond Residents: 56

Grant Request Summary:

Our grant is to for partial funding for one of the two groups of the Super Fun Group Kids Program in Richmond. It is part of the Child and Youth Program of the Canadian Mental Health Association. Super Fun Groups currently support 22 kids of parents with serious and persistent mental illness or addiction problems. This is a long-term, recreation-based program. They are all residents of Richmond, ages 8-12. The majority of the kids are from families with very low income.

There are absolutely no barriers and no cost for the kids to participate in the Program. Once a month, the program provides the kids with a full day of activities(such as: Splash Down Park, Extreme Air Park, PNE Playland, Circus School, Pumpkin Patch Event, Movies & Snowboarding). These group activities enable them to have fun, to participate in sports and special events, to build social skills and to establish strong friendships with other kids in the program who have similar situations in their life.

While the kids are on their activities, it provides parents with respite to attend to their own self-care and to relax knowing that their kids are well cared for.

Children of parents with mental illness often miss out on many opportunities and they have many challenges. They are at higher risk of developing mental illness or other emotional problems; the situation is more serious for the families with limited financial resources. Our program is a preventive approach that focuses on early intervention that builds resilience in children and it supports both the kids and their parents.

Our program creates positive childhood experiences that will serve as a protective factor so that the kids have reduced risks of developing mental illness in adult years. The up-stream prevention strategy in treating mental health related illness is effective. and it can save BC health care dollars. (if needs to treat mental illness at later date)

Richmond Services Received by Your Organization:

Our program serving Richmond does not receive any services from the City of Richmond at this time. However, City of Richmond supports the Canadian Mental Health Association annual bike ride (Ride Don't Hide) by offering pre-event preparation support, staff offers recommendations in route designs, road safety and event day support in Richmond.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	6,225,971.00	6,546,355.00
Total Expenses:	6,317,873.00	6,610,849.00
Annual Surplus or (Deficit):	91,902.00	64,494.00
Accumulated Surplus or (Deficit):	242,513.00	114,517.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The organization has amalgamated from three different organizations and is investing in integrating and professionalizing the organization. It is therefore budgeting a deficit for the last year, this year and next year.

Current Year:

The organization has amalgamated from three different organizations and is investing in integrating and professionalizing the organization. It is therefore budgeting a deficit for the last year, this year and next year (next year anticipated to be a smaller amount)

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is reserved for contract cancellation contingencies and capital purchases.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2015	\$6,060	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,640.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$1,500.00
Other	\$3,000.00

Local travel is for our van for picking up and dropping off the kids at their homes. Other is for event admissions, meals and supplies for the kids.

TOTAL **\$15,140.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Canadian Mental Health Association Vancouver-Fraser Branch Fundraising	\$12,860
Funder 2 Name	CKNW Orphans' Funds	\$1,000
Funder 3 Name		

Amount Your Society will Provide: **\$12,860.00**

Total Proposed Budget: **\$29,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$6,329

Recommendation: This grant will support staff costs of the Super Fun Groups Kids Program for children of parents with serious and persistent mental illness or addictions. The recommendation is for the same funding level as 2015 (2016 was missed) plus a Cost of Living increase.

Staff Comments / Conditions: None

**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Canadian Red Cross Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$4,040
Proposal Title: Keeping Richmond Seniors Safe in Their Homes and Community
Grant Purpose: Operating Assistance

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

Number To Be Served: 4335
Richmond Residents: 2425

Grant Request Summary:

The Canadian Red Cross is seeking \$4040.00 towards the partial staffing cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) Office. The Richmond HELP program provides free, by-donation loans of basic medical equipment to community members recovering from injury or surgery, transitioning to a permanent dependency on a mobility device, or receiving palliative care in the home. While equipment may be borrowed by anyone referred by a health care professional, our data shows that 71% of HELP clients are seniors, 46% are elderly seniors over 75, and the majority (33%) are recovering from hip or knee surgeries. Our data also shows that roughly 41% of HELP clients are low income (making less than \$20,000) - without the service, many clients could not access this equipment. At its core, HELP is about fall prevention: statistics show that 1/3 of seniors fall once or more each year. And a senior is never more vulnerable than the period immediately after they are disabled as they struggle to adjust to a world built for the able-bodied.

With a rapidly growing senior demographic, the need for medical equipment loans is rising dramatically. In the last year alone, clients of the Richmond Depot have increased by 25% and equipment loans by 32%. The three most borrowed items in Richmond are folding frame walkers (16%), bed assist handles (8%) and wheelchairs (8%).

Working from a new 11,000 sq. ft equipment reprocessing facility that opened in June 2014, the Technician will work alongside a team of 29 volunteers to clean and repair returned equipment, guaranteeing the highest standards of hygiene and safety. With the number of Richmond seniors set to double by 2038, the Red Cross is ramping up operations to ensure every vulnerable community member has immediate access to the medical equipment they need. HELP equipment loans are a key component of the "Home is Best" philosophy promoted by the Vancouver Coastal Health Authority.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,014,000.00	2,371,074.00
Total Expenses:	2,014,000.00	2,371,074.00
Annual Surplus or (Deficit):	0.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The budget described above is for the BC HELP Program only.

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$0.00	Health, Social & Safety
2015	\$4,040.00	Health, Social & Safety
2014	\$4,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$4,040.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00

Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$4,040.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name Please see attached financial statements and budgets	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

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

Total Proposed Budget: **\$4,040.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$2,000

Recommendation:

This grant will support the partial cost of an Equipment Technician working at the Richmond Health Equipment Loan Program (HELP) Office. The program provides costly medical equipment free of charge to seniors and those recovering from injury.
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Staff Comments / Conditions:

None



**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Children of the Street Society

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

Grant Request: \$5,000

Proposal Title: Taking Care of our Ourselves, Taking Care of Others (TCO²)

Grant Purpose: Community Service / Program / Event - Ongoing

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

Number To Be Served: 25000

Richmond Residents: 750

Grant Request Summary:

Taking Care of Ourselves, Taking Care of Other (TCO²) is a unique, interactive and empowering workshop for children and youth aged 10-18. Our workshops are designed and delivered by young adults with the use of monologues, role-plays and interactive activities.

TCO² workshop facilitators (one male, one female) involve kids in a meaningful discussion about what sexual exploitation is, how to recognize it and how to prevent it from happening to themselves and their peers.

While there are many organizations which offer support and services to children who have already been affected, we are the only organization in BC providing preventative programs and services to stop sexual exploitation before it ever begins.

At the conclusion of our workshop, children and teens attending our TCO² Workshop will be able to identify and describe what sexual exploitation and what human trafficking is, identify characteristics of exploiters, specifically, the tactics they use to find their victims, understand the link between gangs and all forms of sexual exploitation. Our workshop also identifies the factors that put youth at great risk for exploitation such as drugs, alcohol, LGBTQ, aboriginal heritage, currently in a youth agreement or foster care. For the 2016/2017 school year we have also added material to discuss the permanence of online content, and how to be a responsible digital citizen, identify components of a healthy and respectful relationship (Online and Offline), and identify resources and services available for kids needing support or more information.

Our program's primary goal is to provide kids with information and practical tools to keep themselves safe from all forms of sexual exploitation. Prevention programs are often hard to measure, but we ask all participants to fill out a survey at the end of each workshop.

Richmond Services Received by Your Organization:

We do not currently receive City of Richmond Services.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	785,021.00	672,585.00
Total Expenses:	719,381.00	672,585.00
Annual Surplus or (Deficit):	65,640.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

N/A

Current Year:

Donations and grants are received at various times throughout the year resulting in surpluses or deficits depending on when the donation was received.

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$4,000.00	Health, Social & Safety
2015	\$1,010.00	Health, Social & Safety
2014	\$1,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$234,710.00
Consultant Services	\$6,480.00

Health, Social & Safety 2017
Children of the Street Society

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

Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$15,355.00
Utilities and Telephone	\$3,740.00
Supplies	\$5,455.00
Equipment	\$0.00
Photocopying	\$4,260.00
Program Materials	\$6,490.00
Local Travel	\$8,800.00
Other	\$48,185.00

Honouraria (\$600) - Special Events (\$7500) -
 Postage and Courier (\$1555) - Bank Charges (\$450)
 - Insurance (\$7715) - Licenses & Memberships (\$50)
 - Administration Cost (\$30,315)

TOTAL **\$333,475.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name BC Gaming	Amount	\$60,000.00
Funder 2 Name PLEA Community Services Society	Amount	52500.00
Funder 3 Name Ministry of Justice	Amount	50000.00

Amount Your Society will Provide: **\$147,475.00**

Total Proposed Budget: **\$338,475.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$4,084

Recommendation: This request is to fund workshops to educate children and youth about sexual exploitation. The workshops will reach 750 children and youth through 25+ workshops delivered in Richmond. The recommended level is the same as last year, plus a cost of living increase.

Staff Comments / Conditions: None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Chimo Community Services

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$49,392

Proposal Title: 2016 Health, Social and Safety Grant

Number Served: Richmond Residents:

Grant Request Summary:

This grant supports delivery and expansion of Chimo's Crisis Line, Outreach & Advocacy, and Community Engagement programs, all of which are delivered by professionally-trained and supervised volunteers. Annually, these services support approximately 16,000 people.

Our Crisis Line and Outreach & Advocacy programs provide immediate emotional support; help with problem identification, clarification, and resolution; provide strong linkages to community resources; give practical assistance with poverty, administrative, family, immigration, and civil matters; and intervene in life-threatening situations. As a result, individuals and families are supported, in some cases lives are saved, people are able to resolve their issues and move forward with greater clarity, capacity, energy, robustness, and readiness to address future life challenges.

Our Community Engagement program offers eight educational workshops for Richmond Secondary students. Topics include suicide awareness, bullying, body image, financial literacy, stress management, and teen relationship abuse prevention.

Changes that will impact grant use:

N/A.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,717,684.00	1,792,319.00
Total Expenses:	1,719,174.00	1,792,319.00
Annual Surplus or (Deficit):	(17,878.00)	0.00
Accumulated Surplus or (Deficit):	43,662.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The deficit reflects expenses incurred for marketing and fundraising activities during the

year and not to reach our fiscal year goal for donations and fundraising revenues.

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is due to a transfer in 2014/2015 of 62,000 from Chimo's own Innovation and Development Fund and an adjustment of our contingency reserve in the amount of 24,286

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$48,903	Health, Social & Safety
2015	\$48,419	Health, Social & Safety
2014	\$47,940	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$49,392

Recommendation:

This Multi-Year 3 request to support crisis response services, community engagement, outreach and advocacy programs, is recommended for the full amount requested.

Staff Comments /

Conditions:

None

**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Community Mental Wellness Association of Canada**Grant Type: Over \$5000 Multi Year - Year 2****Grant Request: \$37,000****Proposal Title: CMWAC Community Service Delivery****Number Served: Richmond Residents:****Grant Request Summary:**

Maintain funding toward support activities that promote psycho-social recovery and mental health promotion services. Monthly mental health education presentation, karaoke, dancing, tea groups, support groups, field trips, festival events, outreach support, English conversation class, knitting, accessory designs, mental health information events, choir, emotional support and networking, individual and family counselling in Mandarin and Cantonese, workplace skills training for family members, volunteers, and seniors impacted by mental health issues. Target groups include multicultural residents of Richmond seeking information or support services for mental health issues and referrals. The community benefit of CMWAC participants is large. Individuals affected by depression or have mental health concerns can attend a 2-3 week recovery workshop with Cognitive Behavior Treatment based healing strategies. Group and individual counselling is also offered by CMWAC counselling team composed of professionals.

No changes to the descriptions of the programs

Changes that will impact grant use:

Enhancements to existing programs to further community involvement and leadership and the following changes/updates

We would like to make a couple of changes, we have replaced the Board of Directors for 2016/17, and attached the new 2 board signatures required document to the application.

Under the List of Partners on our year one application we listed St Alban's Drop in Centre as we used to serve meals here. They have changed their policy to only support those who provide funding for their cause. Therefore we can no longer help their cause.

We have continued our partnership with Coast Mental Health and Multicultural Helping House and now have associated with Richmond Chinese Community Society to work

together in the community.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	115,000.00	115,000.00
Total Expenses:	99,000.00	115,000.00
Annual Surplus or (Deficit):	16,000.00	0.00
Accumulated Surplus or (Deficit):	7,500.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Donations increased last year,

Current Year:

Based on donations

Explanation for Accumulated Surplus or (Deficit):

Donations in 2015/16

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$9,352	Health, Social & Safety
2015	\$9,142	Health, Social & Safety
2014	\$9,051	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: \$9,548

Recommendation: This grant will support mental wellness education, workshops and referrals to other community services. Multi-Year 2 funding is recommended at the same level as last year, plus a Cost of Living increase.

Staff Comments /

Conditions:

None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Family Services of Greater Vancouver

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$47,066

Proposal Title: Richmond Counselling, Support and Therapeutic Education Program

Number Served: Richmond Residents:

Grant Request Summary:

The grant request will be used to continue the Counselling, Support and Therapeutic Education program that Family Services (FSGV) has provided in the City of Richmond for the last 35 years. This program offers individual, family and group counselling provided by masters level registered clinical counsellors and registered social workers and is fully accredited by CARF International. The FSGV Counselling, Support and Education program serves clients of all ages, family configurations and income groups, addressing a wide spectrum of concerns including parenting issues, emotional and behavioural difficulties in children and youth, family conflict, depression and anxiety, relationship difficulties, loss and grief etc. This program prioritized and works primarily with residents of Richmond. This program is preventative in nature, unique to Richmond, and works in partnership with other Richmond agencies. It is accessible to people who can't afford private counselling or other fee based services and/or who don't qualify for any other services. Services are provided in a variety of languages, including Cantonese and Mandarin to reflect the diverse and changing demographic of the Richmond population. All participants are given a thorough assessment at the time of intake and are actively involved in working with a clinician to set and achieve their counselling goals. On average, individuals or families are able to access 12 sessions of counselling, however, they are not limited to this number of sessions should they require further service because of the highly trained staff, this program is able to offer a wide variety of therapeutic modalities. This allows for service to be flexible to meet client needs. This program assists individuals to improve their coping skills, better deal with life's challenges, improve their quality of life and be active participants in their own lives and in society as a whole.

Changes that will impact grant use:

There are no changes that will impact the grant use.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	22,882,193.00	25,035,062.00
Total Expenses:	22,868,837.00	25,246,350.00

Health, Social & Safety 2017
Family Services of Greater Vancouver

Annual Surplus or (Deficit):	13,356.00	211,288.00
Accumulated Surplus or (Deficit):	674,519.00	463,231.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The annual surplus is .06% of revenue and is, accordingly, insignificant.

Current Year:

The projected annual deficit will be offset by accumulated surplus.

Explanation for Accumulated Surplus or (Deficit):

Accumulated surplus is the net total of the accumulated surplus (deficits) of over 100 programs to be offset by program deficits in the future.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$47,066	Health, Social & Safety
2015	\$47,066	Health, Social & Safety
2014	\$46,600	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$47,066

Recommendation:

This grant will support the Counselling, Support and Therapeutic Education Program, available to all residents on a sliding fee scale. This Multi-Year 3 recommendation is for the full amount requested.

Staff Comments /

Conditions:

None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Heart of Richmond AIDS Society
Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$15,000

Proposal Title: Office and Administrative Operations

Number Served: Richmond Residents:

Grant Request Summary:

The office is the base for our operations and provides specific services to persons with HIV/AIDS, their friends, families and caregivers. These include: a group meeting place; location for individual guidance and advice; free computer facilities; information centre; distribution point for food and food vouchers; planning centre for our HIV 101 Education and Prevention Program which is presented annually to over 1,500 students in all Richmond high schools. This funding will cover some of the costs of this facility and the staff who manage it. The direct benefits are better, healthier lives for those living with HIV/AIDS, reducing the impact on health and community services. The indirect benefits of Education and Prevention are the avoidance of infection with HIV/AIDS along with the huge associated life changes and increased healthcare costs.

Changes that will impact grant use:

The rent for our office is increasing rapidly. In the last year the budget was \$21,000 but the actual figure was \$22,976 and this is going to increase to \$24,000 by 2017/18. We are therefore asking for an increase in funding.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	169,929.84	172,000.00
Total Expenses:	171,534.34	172,000.00
Annual Surplus or (Deficit):	(1,604.50)	0.00
Accumulated Surplus or (Deficit):	7,066.47	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The Deficit was small and did not present a problem

Current Year:

NA

Explanation for Accumulated Surplus or (Deficit):

The Accumulated Surplus is small but satisfactory.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$10,750	Health, Social & Safety
2015	\$10,508	Health, Social & Safety
2014	\$10,404	Health, Social & Safety

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$11,500

Recommendation: This grant will support program costs for those with HIV/AIDS and their families, as well as education/prevention services. An increase is recommended to assist with increasing operating expenses.

**Staff Comments /
Conditions:** None



**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Minoru Seniors Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Wellness Connections Outreach Program for At-Risk, Frail and Isolated
Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 100
Richmond Residents: 100

Grant Request Summary:

Wellness Connections is an outreach program designed to assist at-risk, frail and isolated adults 55+ to reconnect with their community and increase independence through participation in social, leisure and recreation programs.

The program reduces social isolation and improves the health of Richmond residents 55+ by removing barriers to participation such as lack of transportation and low income. Wellness Connections fills a gap in services for those not yet needing supervised health services but not able to independently access community centre programs.

Clients are bused to and from their homes to Minoru Place to enjoy education and leisure programming, adaptive fitness classes and a nutritious lunch in a social setting. The program utilizes volunteers to assist in delivery, runs four times a year, each session runs for 10 weeks, and offers two options of either Chinese or English speaking classes. Clients and their families receive one-on-one leisure counselling and information referral to health and community services.

The Wellness Connections program continues to be in high demand for participation and involves extensive partnership and collaboration between the City of Richmond, Vancouver Coastal Health (VCH), Minoru Seniors Society and other Community Partners.

Since the program lost its core funding from VCH two years ago, Minoru Seniors Society continued to operate the program on a user-fee model. The Society is no longer able to sustain this without increasing fees which will pose a barrier to participation to the intended target population of those who would benefit most.

The Wellness Connections program Supports Council Term Goal: A Vibrant, Active, Connected City as well as the Seniors Services Plan and Social Development Strategy directions to reduce barriers for isolated seniors and address the needs of an aging population.

Richmond Services Received by Your Organization:

Minoru Seniors Society is located in Minoru Place Activity Centre where funding for staff and building is a City responsibility. Estimate about 928,500 for the City portion of operations.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	543,482.00	578,300.00
Total Expenses:	599,634.00	578,280.00
Annual Surplus or (Deficit):	(56,152.00)	20.00
Accumulated Surplus or (Deficit):	289,353.00	289,373.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Small deficit for this operation, adjustments made in additional staffing and administrative costs.

Current Year:

Projecting higher maintenance costs of current facility and additional staffing and administrative costs for the planning of the move to new facility.

Explanation for Accumulated Surplus or (Deficit):

Prudent planning for future move to a new facility.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

Health, Social & Safety 2017
Minoru Seniors Society

ATTACHMENT 2
\$5,000 or Less Single Year
Summary Page 3

2016	\$3,616.00	Health, Social & Safety
2015	\$3,535.00	Health, Social & Safety
2014	\$3,500.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$1,200.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$250.00
Equipment	\$150.00
Photocopying	\$0.00
Program Materials	\$200.00
Local Travel	\$1,450.00
Other	\$1,550.00
Lunches	
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Vancouver Foundation Field of Interest Grant	Amount	\$8,000.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide:	<u>\$2,000.00</u>
Total Proposed Budget:	<u>\$15,000.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Recommendation: This grant will support the Wellness Connections program for at-risk, frail and isolated seniors, providing social, leisure and recreation opportunities to support a highly vulnerable population.

--

**Staff Comments /
Conditions:**

None



**Grant Application for 2017
Health, Social & Safety Program**

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

Society: Multicultural Helping House Society

Grant Type: Over \$5000 Single Year

Grant Request: \$50,383

Proposal Title: Health & Wellness Program

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 1500

Richmond Residents: 1250

Grant Request Summary:

MHHS seeks funding for an innovative Health & Wellness Program for 55+ers Club and live-in caregivers in Richmond. It aims to include activities that assists live-in caregivers and seniors in Richmond to become informed on healthy lifestyles, become socially adjusted and engaged.

This program will provide health information and learning resources to them. Group activities will provide an opportunity for seniors and live-in caregivers to work together to support and encourage healthier lifestyles. Moreover, this program intends to encourage volunteerism and engagement, reduce social loneliness and isolation and improve, restore, promote and maintain optimal health. It will decrease the incidence of mental illnesses which can be costly to the health care and welfare system of Canada.

Proposed activities include Fitness through Dance and Meditation in Motion, Mind Games, Healthy Food Information Sessions, Health Education , Networking and Experience-sharing and fitplus cooking.

Richmond Services Received by Your Organization:

On October 4, 2014, MHHS was granted an approval for the use of the Brighthouse Elementary School Gym for its Saturday activities.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	561,228.00	562,097.00
Total Expenses:	601,330.00	568,475.00

Health, Social & Safety 2017
Multicultural Helping House Society

Annual Surplus or (Deficit):	(40,102.00)	(6,378.00)
Accumulated Surplus or (Deficit):	417,432.00	377,330.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2015 - the resulting deficit is mainly due to the annual amortization expense and only about 4% from operations.

Current Year:

2016 - the current year deficit is only a minimal 1% of the total revenue and this is due to the fact that we have not yet received the revenue from other funding organizations.

Explanation for Accumulated Surplus or (Deficit):

Last year's accumulated surplus was due to prior years' balance. This is not liquid assets. Includes Capital assets and reflects net worth.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$8,599	Health, Social & Safety
2015	\$8,406	Health, Social & Safety
2014	\$8,323	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$35,379.00
Consultant Services	\$2,880.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$3,328.00
Utilities and Telephone	\$1,296.00
Supplies	\$1,200.00
Equipment	\$0.00
Photocopying	\$300.00
Program Materials	\$4,000.00
Local Travel	\$1,000.00
Other	\$0.00
TOTAL	<u>\$50,383.00</u>

Financial Assistance from Other Sources (if applicable):

Health, Social & Safety 2017
Multicultural Helping House Society

ATTACHMENT 2
Over \$5000 Single Year
Summary Page 3

Funder 1 Name	New Horizon (Federal)	\$3,000
Funder 2 Name	BC Province	\$8,000
Funder 3 Name		

Amount Your Society will Provide:	<u>\$2,000.00</u>
Total Proposed Budget:	<u>\$63,383.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$8,780

Recommendation:

Multicultural Helping House Society (MHHS) is seeking funding for a Health & Wellness Program for 55+ers Club and live-in caregivers in Richmond. Funding has been sought from other sources and partnerships have been developed throughout the community.

Staff Comments / Conditions:

None

Society: Muslim Food Bank and Community Services Society**Grant Type: Over \$5000 Single Year****Grant Request: \$90,000****Proposal Title: Operating Costs Assistance for Muslim Food Bank and Community Services****Grant Purpose: Operating Assistance****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 570****Richmond Residents: 96****Grant Request Summary:**

The Muslim Foodbank and Community Services Society (MFBCS) is a grassroots organization that engages the Muslim community of British Columbia towards greater volunteerism and active citizenship in service of all British Columbians.

Since its establishment in 2010, MFBCS has supported more than 5000 low-income individuals (50% of whom are children) with food, clothing, settlement and employment assistance, and other social services.

This grant will be used to assist with the operating costs of the society. It will be utilized for the following activities:

1. Food purchasing, warehousing, and distribution. This targets clients facing food insecurity challenges.

2. Community service and social work. This provides clients with a wide variety of social support (delivered by staff social workers and trained volunteer caseworkers) including help with employment, settlement support for immigrants and refugees, as well as culturally-aware family support services.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	326,072.00	305,974.13
Total Expenses:	253,222.00	326,371.81
Annual Surplus or (Deficit):	72,850.00	(20,397.68)
Accumulated Surplus or (Deficit):	208,028.05	280,877.55

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

surplus: due to funding for capital improvements and expansion

Current Year:

deficit: due to increase in number of clients (mainly because of growth in number of refugees from Syria)

Explanation for Accumulated Surplus or (Deficit):

surplus: due to funding for capital improvements and expansion

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$37,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$37,500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$6,000.00
Local Travel	\$0.00
Other	\$9,000.00

Facilities

TOTAL **\$90,000.00**

Financial Assistance from Other Sources (if applicable):

Health, Social & Safety 2017
Muslim Food Bank and Community Services Society

ATTACHMENT 2
Over \$5000 Single Year
Summary Page 3

Funder 1 Name **Royal Bank of Canada (RBC) Foundation** **\$54,000**
Funder 2 Name
Funder 3 Name

Amount Your Society will Provide: **\$216,000.00**
Total Proposed Budget: **\$360,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Recommendation:

A grant to the Surrey-based Muslim Food Bank is not recommended at this time as only 17% of its clientele resides in Richmond and no other municipal grants are being sought. The applicant has only approached one other external funder for support, for a lesser amount than requested from the City of Richmond.
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Staff Comments / Conditions:

None

**Grant Application for 2017
Health, Social & Safety Program**

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

Society: Parish of St. Alban's (Richmond)**Grant Type: Over \$5000 Single Year****Grant Request: \$30,000****Proposal Title: Extreme Weather Shelter, Hospitality Meal Distribution, Friday Lunch in****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 1500****Richmond Residents: 1500****Grant Request Summary:**

1. Extreme Weather Shelter - the only shelter in Richmond offering shelter and meals to the city's neediest women, children and men. In partnership with CHIMO and The Salvation Army the mandate is to save lives, by offering food and shelter to the homeless when conditions are such that their lives are at risk by living on the streets. It is also an opportunity to connect with them to offer more: dignity, companionship and service referrals. Over the years, we have helped a number of our shelter guests secure jobs, get into rehabilitation programs, find housing, and reconnect with families. This not only helps the individuals, but it helps our community by reducing the number of people on the streets, reduce crime associated with homelessness and reduce the impact on health care.

2.) Community Meal - We serve a hot, nutritious meal to 150 - 175 people every Tuesday from September to June. We served 7,268 meals to men, women, children including seniors, families, new immigrants, the isolated, poor and homeless. We also offer volunteer services.

3.) Shower Program – Every Saturday, from 7:30 to 10:00 am, a safe and respectful place is provided for those in need to take a hot shower. The program provides all toiletries such as soap, shampoo and conditioner, razors, towels, fresh underwear, socks, footwear and clothing. A hearty, hot breakfast with a lunch to go is provided for both guests. An essential part of the program is for volunteers to eat and socialize with guests, to find ways to connect them with services and supports.

4.) Hospitality Meal Distribution is a program which has become very successful. We have partnered with other faith organizations to prepare meals for the homeless in the community. Our Outreach Worker picks up and delivers meals to the homeless and shut ins every evening to those who would otherwise go hungry.

5.) Lunch in the Park - with the closure of the DIC we continue to provide a lunch on Fridays in Brighthouse Park.

Richmond Services Received by Your Organization:

The City has provided us with the concession stand and a room at Brighthouse Park on Fridays so we can serve coffee, snacks and a hot lunch to those in need.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	142,185.00	143,470.00
Total Expenses:	251,012.07	182,088.91
Annual Surplus or (Deficit):	(31,072.07)	(38,619.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

An increase in expenses along with a decrease in donations.

Current Year:

An increase in expenses along with a decrease in donations.

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$15,000	Health, Social & Safety
2015	\$12,500	Health, Social & Safety
2014	\$10,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$16,640.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$7,800.00
Utilities and Telephone	\$0.00
Supplies	\$1,520.00
Equipment	\$0.00

Photocopying	
Program Materials	\$0.00
Local Travel	\$2,400.00
Other	\$2,600.00

The Richmond Food Bank plays a huge part in the services we provide, in that most of our menus are planned around their inventory. We have other community partners who also donate food to us, but we do end up having to buy staples like condiments, cheese, etc. Several of our volunteers are on income assistance and are so committed to the responsibility of running the programs weekly, that we offer a \$25 stipend weekly to recognize our appreciation for the work they do for the community. It has a huge impact of their self esteem and self worth.

TOTAL **\$30,960.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name
Funder 2 Name
Funder 3 Name

Amount Your Society will Provide: **\$0.00**
Total Proposed Budget: **\$30,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$15,315

Recommendation: This grant is to support the Community Meal, Shower Program, Hospitality Meal Distribution (providing meals for the homeless in the community) and Friday Lunch in Brighthouse Park. As the Extreme Weather Shelter is now operated by CHIMO and the Drop-in Centre by Turning Point, this grant, for the same level as last year plus a Cost of Living increase, constitutes an increase for these other programs.

Staff Comments / Conditions:



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Pathways Clubhouse
Grant Type: Over \$5000 Multi Year - Year 3
Grant Request: \$34,340
Proposal Title: Pathways Clubhouse
Number Served: Richmond Residents:

Grant Request Summary:

The grant will be used to subsidize our Meal Program, rent costs, and operating costs.

Pathways Clubhouse is an evidence based, community rehabilitation program for people recovering from a mental illness, and is open everyday of the year.

The majority of our members are living on disability benefits, and having a nutritional meal is essential to assist with their mental and physical wellness. The majority of the grant will be used to subsidize the meal program, with the rest being used for rent and operating costs.

Changes that will impact grant use:

There are no changes although food costs have risen. We have received support from other donors/grants for the meal program.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	2,796,172.00	2,143,899.00
Total Expenses:	2,819,397.00	2,153,120.00
Annual Surplus or (Deficit):	(20,151.00)	(9,221.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

This is due to amortization.

Current Year:

This is also due to amortization.

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$34,340	Health, Social & Safety
2015	\$34,340	Health, Social & Safety
2014	\$34,000	Health, Social & Safety

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$34,340

Recommendation: This Multi-Year 3 grant will assist with the Clubhouse Meal Program and operating expenses, supporting those with serious and persistent mental illness, recommended for the full amount requested.

**Staff Comments /
Conditions:** None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Addiction Services Society

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$216,132

Proposal Title: Centre of Excellence in the Prevention of Substance Use, Misuse, Problem

Number Served: Richmond Residents:

Grant Request Summary:

RASS has received funding to support the City of Richmond to prevent the impacts and consequences of substance use, misuse and addiction as well as problem gambling and other addictive behaviours. In addition, we aim to delay the onset of first use by increasing the awareness of positive coping skills, decision making skills and increase the number of developmental assets in members of our community by offering awareness campaigns, teaching coping and decision making skills and creating partnerships with other agencies to help build the social connectedness in our city. Funding from the city supports RASS to operate a professional and highly regarded and accredited programs and services. The target groups are children, youth, parents and seniors with culturally appropriate interventions and programs to engage, and educate our community. The benefits of our programming are seen in falling substance use rates across the community, increased community engagement and service contacts with our agency. In addition the partnerships, collaborative projects and programs illustrate the many benefits our community receives from the work being done at RASS.

Changes that will impact grant use:

There are no planned changes for this year grant cycle.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,192,870.00	1,112,589.00
Total Expenses:	1,192,870.00	1,112,589.00
Annual Surplus or (Deficit):	0.00	0.00
Accumulated Surplus or (Deficit):	52,134.00	52,134.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Budget for 15/16 fiscal year was balanced.

Current Year:

Budget for 16/17 fiscal year was balanced.

Explanation for Accumulated Surplus or (Deficit):

Small surplus left from previous years.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$209,068	Health, Social & Safety
2015	\$204,368	Health, Social & Safety
2014	\$202,345	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: \$213,458

Recommendation: This Multi-Year 3 grant, including a Cost of Living increase, will be used to support RASS' Centre of Excellence in the prevention of substance use, misuse, problem gambling and other addictive behaviours.

Staff Comments / Conditions: None



**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Richmond Amateur Radio Club
Grant Type: \$5,000 or Less Single Year
Grant Request: \$2,200
Proposal Title: Emergency Communications and Community Event Support
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: Population of Richmond
Richmond Residents: All

Grant Request Summary:

For the Richmond Amateur Radio Club (RARC) to effectively carry out its Emergency Communications and Community Support programs, additional funding is required for communications collateral (GOG radio station renovations), volunteer support, and training and education expenses. This will allow RARC the necessary resources to maintain its role in supporting emergency radio communications at local community events in Richmond (i.e. Steveston Salmon Festival Canada Day Parade, Terry Fox Run, SOS Children's Villages Run) and educating the general public about Amateur radio in emergency communications at local community events (e.g. presentations at CCM Safety & Secure Living Fair, BC Science Teachers' Association Conference, City of Richmond Works Yard Open House). By supporting local community activities, and contributing to the overall public safety at those events, the RARC will be more experienced and better prepared to carry out its role in emergency radio communications support for the City of Richmond by supporting Richmond Emergency Programs' Emergency Social Services (ESS), and playing a role with Emergency Management BC (EMBC).

Richmond Services Received by Your Organization:

Use of City Works Yard for parking emergency communications trailer and locating the club's UHF/VHF repeater on the yard's radio tower . These are in-kind exchange of services for the club's volunteer services to the City of Richmond and Steveston Community Society without any economic value.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	6,737.18	1,961.00
Total Expenses:	5,761.95	1,961.00
Annual Surplus or (Deficit):	975.23	0.00

Accumulated Surplus or (Deficit): 2,813.42 2,813.42

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

570 revenue was budgeted for radio course but 3,610 is actual amount received due to larger than expected class and second unexpected class of 25 (Scouts).

Current Year:

n/a

Explanation for Accumulated Surplus or (Deficit):

Ongoing accumulated surplus is due to synchronization of grant approval date (early Mar.) and date of Society's fiscal year end (Apr. 31), therefore now allowing time for current year's grant reflected in the same year's income statement.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$1,581.00	Health, Social & Safety
2015	\$1,545.00	Health, Social & Safety
2014	\$1,530.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$300.00
Volunteer Support (e.g. expenses, recognition)	\$450.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$350.00
Equipment	\$800.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$300.00
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Training logistics for seminars and events </div>	
TOTAL	<u>\$2,200.00</u>

Financial Assistance from Other Sources (if applicable)

Health, Social & Safety 2017
Richmond Amateur Radio Club

ATTACHMENT 2
\$5,000 or Less Single Year
Summary Page 3

Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00
Amount Your Society will Provide:		<u>\$1,500.00</u>
Total Proposed Budget:		<u>\$3,700.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,614

Recommendation:

This grant will assist with equipment repair and replacement, as well as volunteer expenses, for amateur radio operations that, in the event of emergency, would contribute to the safety of Richmond residents. The recommended amount is the same level as last year, plus a Cost of Living increase.

**Staff Comments /
Conditions:**

None



**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Richmond Bethel Mennonite Brethren Church

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

Grant Request: \$5,000

Proposal Title: Food For Life community meal

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 203

Richmond Residents: 190

Grant Request Summary:

Food For Life is a free community meal offered every Wednesday from September to June. Richmond Bethel Church hosts this service with its volunteers who prepare and serve the meals.

Although the meal service is open to anyone who comes, we find that our outside guests fall primarily into 3 groups - the disadvantaged, new immigrants, and the elderly. They come in growing numbers not only for the free hot meal, but also for the camaraderie and social interaction that they might not otherwise receive.

We at Richmond Bethel Church believe that this meal service helps to build a greater sense of community in Richmond by bringing a varied group of people together on a regular basis.

Richmond Services Received by Your Organization:

Richmond Bethel Church does not receive services from the city of Richmond but does receive property tax relief.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	282,802.49	255,645.00
Total Expenses:	269,475.26	261,185.00
Annual Surplus or (Deficit):	8,204.64	(8,850.00)
Accumulated Surplus or (Deficit):	20,134.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

2015 surplus due to higher rental income and donations plus lower than planned expenditures.
--

Current Year:

no actuals yet.

Explanation for Accumulated Surplus or (Deficit):

total of all surpluses & deficits from past years.
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MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$2,635.00	Health, Social & Safety
2015	\$2,576.00	Health, Social & Safety

PROPOSED CITY GRANT USE

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

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Royal Bank of Canada	Amount	\$4,000.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$9,500.00**

Total Proposed Budget: **\$18,500.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$2,690

Recommendation:

This grant will assist with supplies for the weekly Food for Life community meal, recommended for the same level as last year plus a Cost of Living increase.

**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Family Place Society
Grant Type: Over \$5000 Multi Year - Year 3
Grant Request: \$30,000
Proposal Title: Richmond Family Place Society
Number Served: Richmond Residents:

Grant Request Summary:

Richmond Family Place Society (RFP) is seeking funding to support its operating costs. RFP provides a wide array of preventative family support services and s programs to families with children birth to 12 years of age living in Richmond. These programs are delivered by qualified Early Childhood Educators and Pre-Teen Workers at 14 different sites throughout Richmond. The essence of Richmond Family Place is to promote community initiatives, enhance the parenting skills of caregivers, provide children opportunities to learn the skills they need to be successful in school and beyond, and to support the family as a whole. Families are also given information about other community resources. By participating in Family Place programming, parents feel less isolated, develop important social networks, establish a sense of belonging to their community and acquire a greater level of self confidence and self-esteem. This enables them to play a more active role in the community; they are more willing to be involved, to participate in problem solving efforts, to participate in community building initiatives, to care for and look after one another and to have a greater level of commitment to improving the community they live in. In addition to this, space at Debeck is made readily available and accessible to other community serving agencies for the purpose of providing programs that benefit the health and well-being of families, and therefore communities. Strong and healthy families build strong and healthy communities.

Changes that will impact grant use:

No changes

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	850,048.00	804,123.00
Total Expenses:	805,813.00	794,015.00
Annual Surplus or (Deficit):	44,235.00	10,108.00
Accumulated Surplus or (Deficit):	123,458.00	133,566.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus for the last complete year is due to the vacancy of the program director and parent connections coordinator positions while an exhaustive search was in place. It was incredibly challenging to find qualified candidates to interview for this position.

Current Year:

Following good fiscal responsibility and guidelines for non-profit organizations a small surplus is achieved.

Explanation for Accumulated Surplus or (Deficit):

Following good fiscal responsibility and risk management practices, a healthy accumulated surplus is needed for cash flow and reserves.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$25,294	Health, Social & Safety
2015	\$24,725	Health, Social & Safety
2014	\$24,480	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended

Amount: \$25,825

Recommendation:

This Multi-Year 3 grant, for family support programs and other preventative services for families with children up to 12 years, is recommended for the same level as last year, plus a Cost of Living increase.

Staff Comments /

Conditions:

None

**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Richmond Food Bank Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Richmond Poverty Response Committee/Barriers to Participation for People
Grant Purpose: Operating Assistance

Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 250+
Richmond Residents: 250+

Grant Request Summary:

Richmond PRC project for 2016 and beyond:

Full Participation – Eliminating Barriers to Access

Background: Over 20% of Richmond residents live in poverty, which affects new immigrants, seniors, disabled, youth, single parent families and low-income families disproportionately and affects their ability to access vital services and programs including those concerning health and wellness, housing, food, childcare and recreation. This project will identify, investigate and propose local Richmond solutions to persistent barriers that effectively bar low-income people from participating fully in society.

Past Projects: Our core work is to coordinate numerous activities and conduct projects related to poverty reduction. Since 2000, we have developed and delivered a number of pilot projects that have become established programs in Richmond, and are administered by non-profit agencies with the capacity to continue them (Richmond Shares, Chimo Outreach and Advocacy, Richmond Low Income Resource Directory, Richmond Food Security Society and Richmond Rental Connect).

New Project: After 15 years of filling the gaps in service, members of the Richmond PRC see the need for a project that focuses on identifying the persistent barriers for low-income people that effectively bar them from participating fully in society. We believe that gaps will continue unless we can identify the systemic reasons and promote change in access and delivery of services and programs. We fully believe that investing in the human potential of low-income people will enrich society and contribute to greater good of our economy.

The project will be in three phases (multi-year 2016 - 2018)

Phase 1: Mapping: (2016) We will map various services and programs in Richmond and develop a multi-modal database and website to assist low-income people to navigate the current systems. We will work with Richmond Cares Richmond Gives to upgrade the Low Income Resource Directory and make it more functional and responsive.

Richmond Services Received by Your Organization:

none

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	7,480.00	16,951.00
Total Expenses:	20,176.00	11,475.00
Annual Surplus or (Deficit):	(12,696.00)	5,475.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

We applied to VCH for a 10,000 one-time-only grant for the Barriers project but it was declined. We then reworked the project and liaised with parties in Phase 1 (mapping and updating the LIRD with Richmond Library and RCRG) to move directly into the next Phase (community engagement, conversation circles and establishment of a self-advocacy network) and investigate granting options for the continuation of the project. We maintained basic operations of the RPRC using staff when necessary and volunteers as much as possible.

Current Year:

Upon investigation we found the Vancouver Foundation was a good fit for the project, the end goals of which is to promote systems change in poverty awareness and the establishment of a self-advocacy network. We applied to the VF for 10,000 and it was successful, although we are still waiting for the funding. We also applied to the Richmond Community Foundation requesting 10,000 and it was also successful. RCF funding is deposited and is helping to pay staffing so we can ramp up the project as well as keep up operations (steering cttee, member services, outreach and communications). The project has commenced Phase 2 which is community engagement, conversation circles and the creation of a self-advocacy network for people experiencing poverty. This phase will complete with a public community forum where we will showcase and report on what we have learned during the year. Phase 3 will commence, depending on funding, by late 2017. This phase will build on the elements of Phase 2 and assist the self-advocacy network to gain sustainability.

Explanation for Accumulated Surplus or (Deficit):

n/a

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$5,000.00	Health, Social & Safety
2015	\$5,000.00	Health, Social & Safety
2014	\$5,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

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

Financial Assistance from Other Sources (if applicable)

Funder 1 Name Vancouver Foundation	Amount	\$10,000.00
Funder 2 Name Richmond Community Foundation	Amount	10000.00
Funder 3 Name	Amount	\$0.00

Amount Your Society will Provide:	<u>\$5,000.00</u>
Total Proposed Budget:	<u>\$30,000.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$5,000

Recommendation:

This grant will support the Poverty Response Committee's project "Full Participation - Eliminating Barriers to Access" to identify and propose solutions to persistent barriers for low-income people that prevent full participation in society. The recommended grant is for the full amount requested.

**Staff Comments /
Conditions:**

None



**Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Food Security Society

Grant Type: Over \$5000 Single Year

Grant Request: \$15,000

Proposal Title: Building a Food Secure Richmond

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3420

Richmond Residents: 3420

Grant Request Summary:

Richmond Food Security Society is growing a robust local food system through education, advocacy, and initiatives aimed at fighting hunger and increasing local food production, and are requesting core funds to continue this work. In order to do this, we run five ongoing community programs, produce resources, and organize workshops and events.

Our Community Programs include:

Community Gardens, with over 320 plots at nine sites

Seed Library, where we provide free seeds and resources

Fruit Recovery, where we pick fruit that may go to waste and deliver it to the food bank

Stir It Up Youth Community Kitchen, providing healthy foods and food skills to low-asset youth

Get Rooted Youth Leadership program, training youth to be food security leaders

Since 2009, we have produced the Local Food Guide, a map to Richmond's farmers, and hosted the Seedy Saturday and World Food Day events.

In 2016, we completed an Intercultural Food Security Study, Food Hub Discussion Paper, contributed to a Healthy Food Retail study, and conducted community based research into best practices and tangible solutions to address theft in the Community Gardens.

In November 2016, we are engaging in an externally facilitated strategic planning process, supported by a food policy expert, to clarify our next steps in addressing food security in Richmond. We are assessing the recently completed research projects to help determine our priorities. For example, our Intercultural Food Security Study highlighted the need that was already identified in the OCP to develop a Food Strategy for Richmond that fully represents the cultural diversity of Richmond residents. With the newly endorsed Richmond Food Charter, we are also working with Parks staff, VCH, and other community partners to identify the best collaborative model to ensure we take action on the values outlined in the Charter. Core funding through the City of Richmond will allow us to bring food to the forefront, for our farmers, residents, and

Richmond Services Received by Your Organization:

We receive office space from the City of Richmond, currently at the Buemann House in Terra Nova. We are soon moving our office to Paulik Park, where we will be able to add to our staff team in order to enhance and meet increased demand for our programs.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	168,311.00	189,302.00
Total Expenses:	165,065.00	180,374.00
Annual Surplus or (Deficit):	5,245.00	8,948.00
Accumulated Surplus or (Deficit):	34,183.83	9,289.83

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

For the 2016/2017 fiscal year, we budgeted 168,311 in revenues and 165,065 in expenses with a projected surplus of 5245. Unfortunately we were unable to meet that goal due to significant turnover in the organization. We ended the year with revenues of 133,832 and expenses of 136,208 as per the attached statement of Income and Expense, resulting in an annual deficit of 2376.

We ended the 2015/2016 fiscal year with 66,007 in assets, most of which was deferred grants for the 2016/2017 fiscal year. This brought our accumulated surplus to 341.83 in unrestricted equity.

Current Year:

With a strong board of directors, including several chartered accountants, and an established Executive Director, we are on track for significant financial growth and stability in the 2016/2017 fiscal year. We are projecting revenues of 189,302 and expenses of 180,173 for a projected surplus of 9129. At just over halfway through our fiscal year are well on track towards these targets.

Explanation for Accumulated Surplus or (Deficit):

We are working hard to build an unrestricted financial surplus to ensure we can respond quickly to community need, financial and operational challenges, and to do work that is harder to fund such as our work on the Richmond Food Charter and long term food systems change. We have successfully run a fundraising event for two years now (the Richmond Eats local Eating Challenge) which both furthers our mission and increases organizational stability. We intend to continue to pursue funds to support and enhance our core programs, including the Richmond Community gardens, and to build financial security for the organization in the form of unrestricted funds.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$5,166	Health, Social & Safety
2015	\$5,050	Health, Social & Safety
2014	\$5,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$1,000.00
Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$500.00
Other	\$0.00
TOTAL	<u>\$15,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$37,676
Funder 2 Name	BC Gaming	\$30,000
Funder 3 Name	Heritage Canada: Canada 150 Fund	\$30,000

Amount Your Society will Provide: \$10,000.00

Total Proposed Budget: \$205,000.00

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Recommendation:

As this application is being recommended for funding through the Parks, Recreation and Community Events Grant Program, it is not recommended for funding through this program, although deemed of merit.
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Staff Comments / Conditions:

None



**Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Hospice Association

Grant Type: Over \$5000 Single Year

Grant Request: \$15,000

Proposal Title: Hospice Palliative Support Programs and Resources for Richmond residents

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 300

Richmond Residents: 300

Grant Request Summary:

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 of volunteers, hospice palliative volunteer training programs (2 thirty hour programs annually). We provide the only training program for hospice palliative volunteers in Richmond. Also included are group facilitation of all of our group programs which are as follows 5, six week grief support groups annually, 3 ongoing monthly drop in groups, weekly walking and relaxation groups, community education and awareness programs at local community centres and our library program. In addition we will be offering counseling sessions to those clients for whom it is the only appropriate service, 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.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	96,657.00	107,500.00
Total Expenses:	98,958.00	108,510.00
Annual Surplus or (Deficit):	(2,301.00)	(1,010.00)
Accumulated Surplus or (Deficit):	2,301.00	1,010.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Our deficit is a result of greater cost of program delivery including wages to meet the needs of the community.

Current Year:

We will be in the same position if we continue to meet service demands

Explanation for Accumulated Surplus or (Deficit):

As above

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$10,000	Health, Social & Safety
2015	\$7,211	Health, Social & Safety
2014	\$7,140	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$12,500.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$300.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$350.00
Supplies	\$350.00
Equipment	\$300.00
Photocopying	\$400.00
Program Materials	\$500.00
Local Travel	\$0.00
Other	\$300.00

Provide snacks and beverages for our program attendees.

TOTAL **\$15,000.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	BC Gaming Commission	\$60,000
Funder 2 Name	Vancouver Coastal Health	\$15,000
Funder 3 Name		

Amount Your Society will Provide: **\$1,500.00**

Total Proposed Budget: **\$91,500.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$10,210

Recommendation: This grant will support the operating expenses of volunteer management and training staff, who support palliative care volunteers, as well as a number of grief support and counselling programs. The same level is recommended, plus a Cost of Living increase.

**Staff Comments /
Conditions:** None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Mental Health Consumer and Friends Society

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$5,015.5

Proposal Title: Admin Support for all programs

Number Served: Richmond Residents:

Grant Request Summary:

the position will create an atmosphere of cooperation and encourage socialization

Changes that will impact grant use:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	272,598.66	274,080.00
Total Expenses:	272,598.66	276,465.91
Annual Surplus or (Deficit):	0.00	0.00
Accumulated Surplus or (Deficit):	0.00	(2,385.91)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

n/a

Current Year:

Expenses are year to date versus revenue is for complete fiscal year 2016-2017

Explanation for Accumulated Surplus or (Deficit):

There is no accumulated surplus or deficit

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$3,762	Health, Social & Safety
2015	\$3,677	Health, Social & Safety
2014	\$3,641	Health, Social & Safety

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$3,841

Recommendation:

This Multi-Year 2 operating grant will provide support for a peer program for those with mental illness and their families. The recommendation is for the same level, plus a Cost of Living increase.

**Staff Comments /
Conditions:**

None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Multicultural Community Services

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$15,000

Proposal Title: Multicultural Richmond

Number Served: Richmond Residents:

Grant Request Summary:

The City grant will be used to subsidize administrative positions and support the core operating functions of RMCS maximizing organizational capacity and allowing us to: identify and meet the unique needs of the growing 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"

Changes that will impact grant use:

n/a

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,037,456.00	0.00
Total Expenses:	103,463.00	0.00
Annual Surplus or (Deficit):	7.00	0.00
Accumulated Surplus or (Deficit):	290,736.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

n/a

Current Year:

we do not anticipate an surplus or deficit this year

Explanation for Accumulated Surplus or (Deficit):

not default on our commitments if there is a delay in funding.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$10,750	Health, Social & Safety
2015	\$10,508	Health, Social & Safety
2014	\$10,404	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: \$10,976

Recommendation: This Multi-Year 3 grant will support the operating expenses of immigrant, refugee and welcoming community programs, recommended for the same level as last year plus a Cost of Living increase.

Staff Comments / Conditions: None

**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Society for Community Living**Grant Type:** Over \$5000 Multi Year - Year 2**Grant Request:** \$15,000**Proposal Title:** Family Resource Program**Number Served:** Richmond Residents:**Grant Request Summary:**

Richmond Society for Community Living (RSCL) is the largest provider of services for people with developmental disabilities in the City of Richmond. Through the continuum of programs and support services that respond to the changing needs of the individual over their life-span, RSCL assists more than 1100 people with developmental disabilities to participate and contribute fully as valued members in the community. RSCL also offers supports for their families. Further, RSCL offers programs and awareness initiatives in the community which help to create a more inclusive community and improve everyday life for everybody in Richmond.

The Family Resource Program provides information, resources and support to individuals and families who currently receive services. It also responds to requests from the community including inquiries for service from residents who are new to the community and requests for presentations in the school system and community in order to improve awareness about the value of community inclusion.

The Family Resource Coordinator provides referrals for families to access services and programs offered by community partners and can act as an advocate for the family to ensure appropriate continuum of care. Recognizing the need for support over the life-course, the program provides assistance to families and individuals with a developmental disability during all of life's transitions, resulting in the improvement in the quality of life for the individuals and the improved well-being of the family unit.

RSCL continues to see an increased demand for service, with little to no funding increases from government to respond to the demand. Waitlists are preventing children and adults from living their lives. The Family Resource Program supports individuals and families who have limited or no access to programs to advocate for increases to service to ensure that all residents of Richmond can live and participate in their community.

Changes that will impact grant use:

There are no significant changes to the program that will impact grant use.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	12,924,425.00	13,319,417.00
Total Expenses:	13,020,830.00	13,147,158.00
Annual Surplus or (Deficit):	(274,910.00)	2,460.00
Accumulated Surplus or (Deficit):	427,222.00	429,682.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

RSCL experienced a significant deficit in 2015/2016 resulting from wage and benefit increases which were the result of the collective bargaining process but were not covered by the funder(s)

Current Year:

We do not expect a significant surplus/deficit in 2016/2017

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus is being held in reserves in anticipation of significant capital purchases related to program delivery and expansion of services (eg. vans, real estate, program space).

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$7,238.0500	Child Care Capital
2016	\$15,000	Health, Social & Safety
2015	\$14,280	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: \$15,000

Recommendation: This Multi-Year 2 grant will provide partial funding for the Family Resource Program, supporting the families of those with developmental disabilities. The recommendation is for the full amount requested.

**Staff Comments /
Conditions:**

None



**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Richmond Stroke Recovery Centre
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Continuing Programmes for stroke survivors
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 50
Richmond Residents: 50

Grant Request Summary:

To continue supporting stroke survivors and family and caregivers.

Richmond Services Received by Your Organization:

rental room at S Arm Community Center 5.00/per person

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	0.00	0.00
Total Expenses:	0.00	0.00
Annual Surplus or (Deficit):	0.00	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

prudent management

Current Year:

prudent management

Explanation for Accumulated Surplus or (Deficit):

prudent management

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$0.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$7,000.00
see attached budgets	
TOTAL	<u>\$7,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	CIBC	Amount	\$500.00
Funder 2 Name	Community Gaming BC	Amount	\$10,000.00
Funder 3 Name	ADVET # 284	Amount	\$500.00

Amount Your Society will Provide: **\$3,000.00**

Total Proposed Budget: **\$21,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$500

Recommendation: To support educational, recreational and therapeutic activities for stroke survivors, family and caregivers. BC Gaming Grant also sought. South Arm provides meeting space.

Staff Comments /
Conditions:

None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Women's Resource Centre

Grant Type: Over \$5000 Multi Year - Year 2

Grant Request: \$46,000

Proposal Title: City Grant for Richmond Women's Resource Centre

Number Served: Richmond Residents:

Grant Request Summary:

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 programs, services and support to empower women. Our primary role is to enable women to obtain 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. RWRC also works with other organizations to address issues affecting women such as violence, poverty, child care, affordable housing and access to legal services.

Changes that will impact grant use:

The general grant use will remain the same.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	150,991.00	190,400.00
Total Expenses:	125,570.00	190,400.00
Annual Surplus or (Deficit):	25,421.00	0.00
Accumulated Surplus or (Deficit):	40,235.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The Board worked diligently to organize 5 fundraising events in one year including our annual International Women's Day Breakfast Fundraiser which was well-attended.

There was an increase in donations as a result of our outreach for help to deal with our financial situation.

To be financially responsible, the Board made the difficult decision to close the Centre for 8 weeks during the summer.

Current Year:

We budgeted a balanced budget for the current year.

Explanation for Accumulated Surplus or (Deficit):

An accumulated surplus is the result of the following endeavor in recent years:

The Board worked diligently to organize a series of fundraising events including our annual International Women's Day Breakfast Fundraiser which was well-attended.

There was an increase in donations as a result of our outreach for help to deal with our financial situation.

To be financially responsible, the Board made the difficult decision to close the Centre during the summer months.

An accumulated surplus is desirable for stability due to uncertainty in funding and revenue .

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$20,000	Health, Social & Safety
2015	\$15,762	Health, Social & Safety
2014	\$15,606	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: \$20,420

Recommendation: This Multi-Year 2 grant will support women's programs and services, including skills training, English conversation and peer support groups designed to empower women and help them obtain needed assistance. The recommendation is for the same level as last year, plus a Cost of Living increase.

Staff Comments /

Conditions:

None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Richmond Youth Service Agency

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$15,000

Proposal Title: Richmond Youth Centre Programs and Activities

Number Served: Richmond Residents:

Grant Request Summary:

The grant will be used to support a portion of the Richmond Youth Centre (RYC) Youth Activities 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. 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. In addition the grant will support volunteer driven activities by youth that impact their community at large. This will include the development of volunteer tutors, community improvement activities, homework clubs and various community events which will engage and inform community members about the services, supports, opportunities for youth and families in Richmond.

Changes that will impact grant use:

There are no changes

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	181,394.00	1,262,803.00
Total Expenses:	1,234,142.00	1,258,802.00
Annual Surplus or (Deficit):	52,748.00	4,002.00
Accumulated Surplus or (Deficit):	423,000.00	427,000.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The agency invested in the purchase of a bus, had some unrealized returns on investments and one funders contribution was delayed until the current year, despite expenses being allocated during the previous one.

Current Year:

We are expecting a small surplus related to the above issue.

Explanation for Accumulated Surplus or (Deficit):

Our current reserves are required for operating capital for the organization to cover 4 months of expenses.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$12,915	Health, Social & Safety
2016	\$5,000	Professional and Program Development
2015	\$12,625	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: \$13,186

Recommendation: This Multi-Year 3 grant will support the Richmond Youth Centre Activities Youth Worker position to facilitate programs including tutors, homework clubs, community improvement and pre-employment. The recommendation includes a Cost of Living increase.

Staff Comments / Conditions: None

Society: Strait of Georgia Marine Rescue Society

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

Grant Request: \$5,000

Proposal Title: "Save Your Breath" - Every Kid Needs a Safety Whistle

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 10000

Richmond Residents: 7500

Grant Request Summary:

As an integral part of the Volunteer Canadian Coast Guard Auxiliary and the Canadian Search and Rescue (SAR) system, CCGA-P's Mission is to provide a volunteer marine rescue service and to promote public Boating Safety. The CCGA-P was rebranded as Royal Canadian Marine Search and Rescue (RCM-SAR) in 2012. RCM-SAR's mission is to save 100% of lives at risk.

Station 10 Richmond implemented the RCM-SAR water safety program called "Kids Don't Float" in 2016.

The program features large boards with colourful graphics that house a supply of personal flotation devices (PFDs) for infants, children and youths.

RCM-SAR does not provide funding for the program - which runs on the honour system.

Station 10 Richmond members are dedicated to marine rescue and ensuring the community that they live and volunteer in is a safe water environment for every citizen and visitor to use.

Station 10 Richmond members attend up to two dozen community events per year - our safe boating display is a cornerstone feature at many of the water-based events.

With this in mind, Station 10 Richmond would like to add an initiative that will provide an emergency whistle for every child to use in conjunction with adding a second kiosk to the "Kids Don't Float" program in 2017.

Richmond is a recreational-rich city where folks are able to access the many parks and beach areas adjacent to the Fraser River.

Many visitors are not aware that the attraction that they are attending is on the river or the park that they are visiting has remote areas and large water refuges.

Safety of citizens and visitors is a concern for every municipality - having two programs that are dedicated to providing safety equipment specifically for children, plus instruction on how and when to use the Fox 40 "9-1-1 HELP" whistle ensures that the city of Richmond is doing its best to ensure lost children can be located quickly.

Richmond Services Received by Your Organization:

Station 10 utilizes the South Arm Community Centre classroom for New Crew training 12 times a year. In addition the South Arm provides a meeting space for Station 10 Unit meetings once a month except in the summer. The Britannia Ship Yard also provides classroom space when required for training purposes.

These spaces would cost \$80 per day - or approximately \$2000 per year.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	146,815.00	60,661.00
Total Expenses:	89,164.00	97,544.00
Annual Surplus or (Deficit):	57,650.00	(36,882.00)
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Last years surplus as restricted to support the major capital expense of a mid life refit of our Jimmy Ng vessl (which is stationed in the Fraser Middle Arm). The work was completed this autumn.

Current Year:

Last years surplus covered this years major project expense as planned.

Explanation for Accumulated Surplus or (Deficit):

We never have an accumulated surplus unless we are planning for a major project, and then those funds will be restricted to support the project.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program

2016	\$2,000.00	Health, Social & Safety
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$4,500.00
Equipment	\$2,500.00
Photocopying	\$0.00
Program Materials	\$1,250.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$8,250.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Steveston Harbour Authority	Amount	\$2,500.00
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide:	<u>\$1,250.00</u>
Total Proposed Budget:	<u>\$8,750.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$2,042

Recommendation: This grant will support promotional materials for two water safety and marine safety hazard awareness programs for children, residents and visitors.

Staff Comments / Conditions: None



**Grant Application Summary for 2017
Health, Social & Safety Program**

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

Society: Touchstone Family Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Street Smarts
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): **End Date (if applicable):**
Number To Be Served: 40
Richmond Residents: All

Grant Request Summary:

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. Approximately 20-30 youth attend the StreetSmarts Group and another 15-20 youth attend for mentorship services if they are not quite group ready....

Richmond Services Received by Your Organization:

We operate the Richmond Restorative Justice Program on behalf of the City through the Community Law and Safety budget for \$95000 per year.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	3,502,350.00	3,486,412.00
Total Expenses:	3,272,309.00	3,459,943.00
Annual Surplus or (Deficit):	230,041.00	26,469.00
Accumulated Surplus or (Deficit):	361,743.00	388,212.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

MCFD provided a one time only payment to deal with historical operating deficit

Current Year:

Per current global budget

Explanation for Accumulated Surplus or (Deficit):

Real estate disposal

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$5,000.00	Health, Social & Safety
2015	\$4,000.00	Health, Social & Safety
2014	\$4,000.00	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$3,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$2,000.00

This is for bus tickets, food and recreation.

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Betty Averbach Foundation	Amount	\$10,000.00
Funder 2 Name	Coast Capitol	Amount	\$15,000.00
Funder 3 Name	Ministry for Justice	Amount	\$60,000.00

Amount Your Society will Provide: **\$5,000.00**

Total Proposed Budget: **\$95,000.00**

GRANT RECOMMENDATIONS

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

Recommendation:

This grant, to support the Street Smart Program for at-risk youth, designed to stop or prevent street gang involvement, is recommended for the full amount requested.

**Staff Comments /
Conditions:**

None



**Grant Application for 2017
Health, Social & Safety Program**

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

Society: Turning Point Recovery Society

Grant Type: Over \$5000 Single Year

Grant Request: \$25,000

Proposal Title: Richmond Drop-in Center and Outreach Program

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 150

Richmond Residents: 150

Grant Request Summary:

Turning Point Recovery Society is seeking funding from the City of Richmond to support operations at the new Richmond Drop-in Centre. In May 2016, Turning Point received year-end funding from the BC Ministry of Health to secure a new permanent location for a Drop-in Centre in Richmond following the announcement that St. Albans would be closing. The grant provided \$200K for the expansion of our Outreach Counselling program and \$300K for the relocation of the Drop-in Centre. We are currently operating a new Drop-in Center temporarily at the Salvation Army on Gilbert.

A Drop-in Centre is critical to addressing the essential needs of everyone: food, shelter and community. In Richmond, these needs often go unmet for a significant percentage of our citizens. This is based on information and statistics from several sources including the 2014 Metro Vancouver Homeless Count, reports from the Richmond Food Bank and the Community Meal Program. Over 150 children, women and men attend the community meal programs at St. Albans alone and according to the Food Bank, over 500 family's line up for groceries each week. It is critical that we have a site in Richmond where people who are struggling in our community can find the help and support they need.

The primary goal of the Drop-in Centre is to provide a safe and supportive meeting place for our city's most vulnerable citizens; the poor, the unemployed, the marginalized and the isolated individuals in our city, including our new immigrants and those individuals impacted by substance use and mental health issues and to link these individuals to services in our community.

We provide guests with a place to reengage with community, access critically needed health care and social services, and to get help securing employment and housing. We help to improve self-sufficiency and confidence.

Richmond Services Received by Your Organization:

Turning Point leases a residence at 10191 No. 2 Road at a reduced rate from the City of Richmond for the operation of our women's residential addiction recovery program. We are currently the lead proponent on a 14-story affordable and supportive housing development on City owned land at Granville and Anderson Road in the city center. Additionally, Turning Point in partnership with Western Recovery Foundation has received a property tax exemption for the site of our men's residential addiction recovery program on Odlin Road. Turning Point also regularly uses space at City hall to hold our monthly community outreach programs meeting.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,669,785.00	1,998,962.00
Total Expenses:	17,772,253.00	1,998,962.00
Annual Surplus or (Deficit):	(102,468.00)	0.00
Accumulated Surplus or (Deficit):	0.00	0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Turning Point had several capital projects to complete during the fiscal year that were not capitalized. We had staffing costs associated with the opening of our North Shore Women's site in advance of collecting revenues. Additionally, we had legal fees and expenses associated with an employee termination and client incident.

Current Year:

The 2016-17 budget is balanced.

Explanation for Accumulated Surplus or (Deficit):

Turning Point does not accumulate deficits or surpluses from year-to-year.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2015	\$5,924	Health, Social & Safety
2014	\$5,865	Health, Social & Safety
2013	\$5,750	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$14,500.00
Consultant Services	\$2,500.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$4,500.00
Utilities and Telephone	\$600.00
Supplies	\$750.00
Equipment	\$750.00
Photocopying	\$150.00
Program Materials	\$400.00
Local Travel	\$350.00
Other	\$0.00
TOTAL	<u>\$25,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Government of British Columbia: Ministry of Health	\$100,000
Funder 2 Name	Employment and Social Development Micro Grant	\$25,000
Funder 3 Name	Vancouver Coastal Health	\$10,000

Amount Your Society will Provide:	<u>\$110,000.00</u>
Total Proposed Budget:	<u>\$160,000.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$6,000

Recommendation: This grant is to support operations of a new Drop-in Centre, previously operated by St. Alban's, and temporarily located with the Salvation Army while a permanent location is being sought. Funding has been confirmed from the BC Ministry of Health and Vancouver Coastal Health.

Staff Comments / Conditions: None



**Multi-Year Grant Application for 2017
Health, Social & Safety Program**

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

Society: Volunteer Richmond Information Services Society

Grant Type: Over \$5000 Multi Year - Year 3

Grant Request: \$50,000

Proposal Title: Volunteer Richmond Information Services Society Core Funding

Number Served: Richmond Residents:

Grant Request Summary:

Volunteer Richmond Information Services (VRIS) is a non-profit charitable society that has been operating in Richmond since 1972.

In February 2015, the Community Foundation collaborated with Volunteer Richmond Information Services to form Richmond Cares, Richmond Gives (RCRG). This new project has one goal: to encourage and facilitate local philanthropy on a large scale. The end result will be a stronger, healthier, more resilient community, with a charitable sector that can meet the needs of all Richmond residents.

For more than 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 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 & online

Changes that will impact grant use:

Please see attached file.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	1,466,495.00	1,340,141.00
Total Expenses:	1,461,929.00	1,360,279.00
Annual Surplus or (Deficit):	4,566.00	(20,138.00)
Accumulated Surplus or (Deficit):	60,333.00	40,195.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The surplus is small.

Current Year:

Although a loss was budgeted, additional funds are being sought to reduce the impact on services that can be provided to Richmond residents.

Explanation for Accumulated Surplus or (Deficit):

An accumulated surplus is necessary for stability and sustainability, due to the uncertainty of funding and revenue and the timing of their arrival.

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$39,237	Health, Social & Safety
2016	\$5,000	Professional and Program Development
2015	\$38,355	Health, Social & Safety

GRANT RECOMMENDATIONS

Recommended Amount: \$40,061

Recommendation:

This Multi-Year 3 grant, to provide operating assistance for volunteer, charitable and information programs, is recommended for the same level as last year plus a Cost of Living increase.

Staff Comments / Conditions:

None

City of Richmond

2017 Grant Program Guidelines

For

Health, Social & Safety

and

Parks, Recreation & Community Events

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1. Overview

(i) City Grant Policy

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

(ii) Purpose

The purpose of these City Grant Programs is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well managed 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
- Fund-raising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums or conferences
- Public and private school-based programs (see Definitions)
- Child care purposes (the City has a separate Child Care Grant Program, see www.richmond.ca)
- Travel costs outside the Lower Mainland
- Other.

(vi) Grant Limitations

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

5. Application Assessment Criteria

(i) Key Assessment Criteria

To be considered eligible, all proposals must demonstrate that:

- Primarily Richmond residents will be served
- Funding from sources other than the City and the applicant have been sought, 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). The following Grant Review stages will be followed (see sections below for further information):

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

(ii) Program Guidelines and Web-based Application

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

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

(iii) Application Deadline

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

(iv) Late Applications

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

(v) Staff Review

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

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

(vi) General Purposes Committee Review

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

7. Awarding of Grants

(i) Council Decision

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

(ii) Grant Disbursement

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

(iii) Reporting and Acknowledgement of Grant Benefits

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

(iv) Recuperation of Grant

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

(v) No Appeal

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

8. Further Information

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



City Grant Policy

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

It is Council Policy that:

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



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** January 10, 2017
From: Cathryn Volkering Carlile **File:** 07-3070-01/2017-Vol
 General Manager, Community Services 01
Re: 2017 Child Care Grants

Staff Recommendation

1. That, as outlined in the report from the General Manager of Community Services, dated January 10, 2017, the Child Care Capital Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$8,536.62; and
2. That, as outlined in the report from the General Manager of Community Services, dated January 10, 2017, the Child Care Professional and Program Development Grants be awarded for the recommended amounts, and cheques be disbursed for a total of \$10,000.

Cathryn Volkering Carlile
 General Manager, Community Services
 (604-276-4068)

Att. 4

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

Staff Report

Origin

In 2006, the City adopted the Child Care Development Policy 4017 (Attachment 3) which acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees. Policy 4017 directs staff to plan, partner and, as resources and budgets become available, support a range of quality, affordable childcare including: facilities, spaces, programming, equipment, and support resources. The Child Care Development Statutory Reserve and the Child Care Operating Statutory Reserve were established to financially assist non-profit societies with providing child care grants for minor capital improvements and support resources for child care providers.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

This report supports the City's Social Development Strategy Action #10 Support the establishment of high quality, safe child care services in Richmond through:

Administering the City's Child Care Grant Program to support the provision of quality, affordable, accessible child care in Richmond.

Findings of Fact

2017 Child Care Grants Budget

The City has two Child Care Reserve Funds:

- The Child Care Development Reserve Fund (Bylaw No. 6367), established in 1994 for capital expenses including grants to non-profit societies for capital purchases and improvements (e.g. equipment, furnishings, renovations and playground development); and
- The Child Care Operating Reserve Fund (Bylaw No. 8877), established in May 2012 to assist with non-capital expenses including grants to non-profit societies to support child care professional and program development within Richmond.

On December 12, 2016, as part of the 2017 Capital Budget, City Council approved the expenditure of \$50,000 from the Child Care Development Reserve to be used for the 2017 Child Care Capital Grants. On the same date, an expenditure of \$10,000 was also approved from the Child Care Operating Reserve to provide a budget for the 2017 Child Care Professional and Program Development Grants.

Notice Given and Applications Received

Through October and November 2016, a call for applications for the 2017 Child Care Grants was posted on the City Page and City Website. An advertisement was placed in the Richmond News on three separate publication dates to promote the 2017 Child Care Grants. A notice about the 2017 Child Care Grants was also sent to the Richmond Child Care Resource and Referral Centre to share with their child care operator contacts. The deadline for submissions was November 20, 2016. A total of six applications were received of which two were for Child Care Capital Grants and four were for Child Care Professional and Program Development Grants. Applicants to the 2017 Child Care Grants Program submitted their proposals using the City's online web based grant application system.

AnalysisApplication Review Process

The Child Care Development Advisory Committee (CCDAC) convened a Child Care Grants Subcommittee to review the 2017 Child Care Grant applications and supporting materials. The subcommittee met on November 30, 2016 with the staff liaison. They discussed the grant applications and requests from the following organizations:

2017 Child Care Grant Applicants and Requests		Requested Amount
Capital Grant Applicants and Requests		
1.	Little Wings Day Care Centre Society	\$4,836.62
2.	Richmond Society for Community Living	\$3,700.00
Total Amount Requested for Capital Grants		\$8,536.62
Professional and Program Development Grant Applicants and Requests		
3.	Child Care Training and Professional Development Society of Richmond	\$6,000.00
4.	Richmond Society for Community Living	\$2,000.00
5.	The Perfect Present Daycare and Inter-generational Learning Project	\$5,000.00
6.	Volunteer Richmond Information Services Society	\$2,500.00
Total Amount Requested for Professional and Program Development Grants		\$15,500.00
Total Amount Requests for 2017 Child Care Grants		\$24,036.62

The Child Care Grants Subcommittee assessed each application for eligibility in compliance with the Child Care Grant Guidelines (Attachment 3). Applications were also scored by the subcommittee members using a rating sheet (Attachment 4). The subcommittee prepared recommendations for consideration by the CCDAC voting members.

On December 14, 2016, the CCDAC received a report from its Child Care Grants Subcommittee about the 2017 Child Care Grant applications. The total requests for the 2017 Child Care Grants amount to \$24,036.62.

The two Capital Grant requests amount to \$8,536.62. Applicants are seeking funding to replace furnishings and equipment, and purchase new outdoor play equipment.

The four Professional and Program Development Grant requests amount to \$15,500. Two of the applicants are seeking funding to provide training opportunities for Richmond child care providers (e.g. Circles of Caring Conference 2017 and Loose Parts 2 Workshops: Inspiring Play with Infants and Toddlers). One applicant is requesting funding to purchase adaptive equipment and toys to add to their existing lending library which is used by Richmond-based child care programs serving children with developmental disabilities. Another applicant is seeking funding to develop an inter-generational child care program within a seniors centre.

The CCDAC is recommending that the two Child Care Capital Grants be funded as requested for a total amount of \$8,536.62. Staff will explore a second grant intake in 2017 as a way to use the remaining capital grant funds of \$41,463.38.

The Child Care Professional and Program Development Grant requests exceed the available budget. One application is not eligible as the organization is not a registered society in BC. The CCDAC is recommending that the available \$10,000 budget for this grant stream be allocated to three organizations with one receiving a lower than requested amount. Staff support the CCDAC recommendations as proposed in the attached list of 2017 Child Care Grants (Attachment 1).

For reference, summaries of the 2017 Child Care Grant applications are included with this report (Attachment 2). As the contents of the summary sheets are taken verbatim from the applicants submissions, they will replicate any errors or omissions made by the applicant.

Financial Impact

The 2017 Child Care Grants budget of \$60,000 approved by City Council on December 12, 2016 as part of the 2017 Capital Budget is sufficient to support two grant streams: the Child Care Capital Grants and the Child Care Professional and Program Development Grants. A total of \$18,536.62 in allocations is being recommended for the 2017 Child Care Grants, subject to City Council's approval. Staff will explore providing a second grant intake in 2017 to utilize the remaining capital grant funds of \$41,463.38.

Conclusion

The Child Care Grants will assist with enhancing the provision of quality, affordable and accessible child care throughout Richmond. Staff recommend approval of the proposed CCDAC's recommendations for the 2017 Child Care Capital Grants amounting to \$18,536.62 with \$8,536.62 allocated to the two Child Care Capital Grant requests and \$10,000 allocated to three of the 2017 Child Care Professional and Program Development Grant requests.



Coralys Cuthbert
Child Care Coordinator
(604-204-8621)

- Att. 1: 2017 Child Care Grants
- 2: 2017 Child Care Grants Summary Reports
- 3: Child Care Grants Program Guidelines
- 4: Child Care Development Advisory Committee Grant Review Rating Form

2017 CHILD CARE GRANTS

Applicant	Program	Purpose	Request	Recommended Amount	Comments /Conditions	Att.2 Page
Child Care Capital Grants						
Little Wings Day Care Centre Society	Child Care Capital Grant	To purchase equipment and furnishings for the centre's Group Care 30 Months to School Age Program	\$4,836.62	\$4,836.62		1
Richmond Society for Community Living	Child Care Capital Grant	To purchase equipment and furnishings of both the indoor and outdoor play areas	\$3,700.00	\$3,700.00		3
Total Requested/ Recommended			\$8,536.62	\$8,536.62		
Total Available				\$50,000		
Total Remaining				\$41,463.38*	*staff will explore a second 2017 child care capital intake to utilize these unspent funds	
Child Care Professional and Program Development Grants						
Child Care Training and Professional Development Society of Richmond	Professional and Program Development Grant	To provide professional development training workshops at the 2017 Circles of Caring Conference	\$6,000.00	\$5,500.00	CONDITION: Funds to be used for presenters and cost of the venue	6
Richmond Society for Community Living	Professional and Program Development Grant	To purchase adaptive equipment and toys for the Supported Child Care Development lending library	\$2,000.00	\$2,000.00		8

Applicant	Program	Purpose	Request	Recommended Amount	Comments /Conditions	Att.2 Page
The Perfect Present Daycare and Intergenerational Learning Project	Professional and Program Development Grant	To establish a group child care within a seniors centre	\$5,000.00	\$0.00	Comment: The application is ineligible because the organization is not a registered society in BC	11
Volunteer Richmond Information Services Society	Professional and Program Development Grant	To provide a series of three 2 hour professional development workshops on Loose Parts 2: Inspiring Play with Infants and Toddlers	\$2,500.00	\$2,500.00		13
Total Requested/ Recommended			\$15,500.00	\$10,000.00		
Total Available				\$10,000.00		
Total Remaining				\$0.00		
2017 Child Care Grants – Summary of Both Grants						
Total Requested/ Recommended			\$24,036.62	\$18,536.62		
Total Available				\$60,000.00		
Total Remaining				\$41,463.38	*staff will explore a second 2017 child care capital grant intake to utilize these unspent funds	



**Capital Assistance Application for 2017
Childcare Grants Program**

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

Society: Little Wings Day Care Centre Society

Title: Little Wings Daycare Improvements

Amount: \$4,836.62

Purpose: Equipment

The purpose of this grant is to revitalize and restore play areas in the 3-5 program. Some of the furnishings and play equipment are showing signs of age and need to be replaced in order to offer safe and fun play opportunities for the children.

Service Delivery Benefits:

The funds from this grant will allow the 3-5 program to offer an inviting and stimulating environment for children to socialize and play in. With the purchase of new toys and equipment along with an outdoor storage container, the children will have opportunities for social interactions while enjoying fun activities with their peers. We believe children should be encouraged and invited to explore their surroundings and that providing them with some new toys and equipment, they will be excited to investigate and create meaningful interactions with their peers.

Beneficiaries:

This grant will directly benefit 17 preschool aged children as well as 15 infants and 15 toddler aged children because we share our toys and equipment between our three programs. The staff will enjoy being able to provide opportunities for children to explore their environment with toys and activities that create a sense of wonder and excitement. Parents will be grateful knowing their children have interesting toys and equipment that their children will be able to use on a daily basis.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2015	\$5000.00	Child Care Capital
2016	\$5103.22	Child Care Capital

GRANT RECOMMENDATIONS

Recommended

Amount: \$4,836.62

Recommendation:

The purpose of the grant is to revitalize and restore play areas in the Little Wings Day Care Centre's 3-5 program. Some of the furnishings and play equipment are showing signs of age and need to be replaced in order to offer safe and fun play opportunities for the children. The funds from this grant will allow the 3-5 program to offer an inviting and stimulating environment for children to socialize and play in.

Staff Comments/Conditions:

None



**Capital Assistance Application for 2017
Childcare Grants Program**

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

Society: Richmond Society for Community Living

Title: Treehouse Play Space Improvement Project

Amount: \$3,700.00

Purpose: Equipment

Treehouse Early Learning Centre is one of two licensed child care centres operated by RSCL. It is an integrated program offering care for typically developing children, along with dedicated spots for children with disabilities or who have additional support needs. The program offers both full- and part-time pre-school and daycare using the Reggio Emilia (inquiry-based) approach to learning.

Reggio Emilia is rooted in the concept that the program does not offer a pre-set curriculum, rather the Early Childhood Educators introduce a process of inviting and sustaining learning. Once teachers have prepared an environment rich in materials and possibilities, they observe and listen to the children in order to know how to proceed with their work. By improving the space - both indoors and outdoors - to include natural materials as well as new equipment, we can offer the children an improved opportunity to explore their interests and develop active play in a more natural and soothing environment.

Service Delivery Benefits:

Funds received from the City of Richmond Child Care Capital Grant will allow RSCL to purchase new equipment and furnishings that align with the values of the Reggio Emilia approach to learning. We know that outdoor learning provides an opportunity for both development of creative and critical thinking, as well as for active play. When kids play out of doors, they are more likely to develop new games, they benefit from fresh air, and they are generally more active which reduces risk of childhood obesity.

During these early years, children also need to be encouraged to develop a range of body control. Active play (both indoors and outdoors) should encourage a range of activities to encourage gross motor, balance, and brain/body connection development.

Choosing natural products for items such as indoor tables allows us to create a connection between the indoors and outdoors. By removing man-made materials and synthetics from the classroom, it is more possible to create a flow of activity between the outdoors and indoors, maximizing on the benefits offered by our natural environment. The neutral, soft colors of these elements will serve as a backdrop for all of the color and beauty that the children create and the children will be inspired to use natural objects for discovery and learning.

These are both critical considerations when looking at the purchase of new equipment for the centre. The proposed items will offer improved quality of care as they allow the children to explore new opportunities for active play both indoors and outdoors. In addition, the equipment will be selected with

Beneficiaries:

Beneficiaries of this grant will be the children currently enrolled at Treehouse early Learning Centre and their families, as well as those who will attend the program in the future. Treehouse is a community child care centre with dedicated spots for children with disabilities or additional support needs. The proposed equipment purchase takes into consideration accessibility for children with varying abilities to ensure full participation for all children.

Partners (if applicable):

RSCL will ear-mark \$1,000 raised through a third party fundraiser for this project. The Taste of India will take place on February 24th and is hosted by a family who has received support from more than 20 years.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5892.49	Child Care Capital
2014	\$2161.00	Child Care Capital
2014	\$828.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: \$3,700.00

Recommendation: RSCL will use funds received from the City of Richmond Child Care Capital Grant to make capital improvements to the Treehouse Early Learning Centre. Funds received will allow RSCL to purchase new equipment and furnishings for both the indoors and outdoors offering the children an improved opportunity to explore their interests and develop active play in a more natural and soothing setting.

Staff Comments/Conditions:

None



ATTACHMENT 2
**Program and Professional Development
 Child Care Grants Program 2017**

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

Society: Child Care Training and Professional Development Society of Richmond

Title: Circles of Caring Conference 2017

Amount: \$6,000.00

Purpose:

The grant will help subsidize the cost for the keynote, workshop presenters, and venue.

Service Delivery Benefits:

The grant funds will be dedicated to identify, assess, deliver, and facilitate professional development to the childcare community. Ie. Ann Pelo

This also allows us to pay the professionals presenting for their time accurately.

Beneficiaries:

With the grant, we can maintain a very affordable cost for delegates to attend the conference.

Partners (if applicable):

Richmond Child Care Training Committee

- members volunteer their time at the conference

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2015	\$10000.00	Professional and Program Development

GRANT RECOMMENDATIONS

Recommended Amount: \$5,500.00

Recommendation: The grant will to used to support the costs of the Circles of Caring Conference which offers professional development training to Richmond child care providers. It will help

subsidize the cost for the keynote speaker, workshop presenters, and venue.

Staff Comments/Conditions:

CONDITION: Grant to be used toward costs of the conference presenters and venue.



**Program and Professional Development
Child Care Grants Program 2017**

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

Society: Richmond Society for Community Living

Title: SCDP - Lending Library Replacement and Refurbishment

Amount: \$2,000.00

Purpose:

Supported Child Development Program (SCDP) is a community-based, early intervention program that provides practical information, resources, and strategies for the inclusion of children (age 3-12) with disabilities in childcare settings. SCDP consultants assist families to access childcare in their community as well as supporting childcare facilities where a child with a developmental disability is enrolled. By providing information, resources and training to childcare providers, families are able to access group childcare and pre-school for their child(ren) to allow them to participate alongside their typically developing peers.

The RSCL Lending Library makes adaptive equipment and specialized toys to licensed Richmond childcare programs (pre-school, daycare, and out-of-school care) that support children with developmental disabilities through our Supported Child Development Program (SCDP).

Service Delivery Benefits:

Toys, books and equipment purchased for the SCDP Lending Library will be available to all Richmond childcare providers that care for children with developmental disabilities and who require adaptive equipment or extra supports to fully participate in programming. By making equipment available through the Lending Library, RSCL is able to help alleviate the burden of cost to the childcare provider. With use of equipment assessed on an individualized basis, childcare centres may have a particular piece of equipment for a short-term or trial basis, or for as long as the child is participating in the program.

Beneficiaries:

RSCL SCDP helps working parents to maintain their employment, with the comfort that their childcare provider has the resources and training to provide quality care for their child with special needs. This allows single parents to maintain financial stability and allows families to maintain an improved quality of life. Further, the child is able to participate in a typical childcare setting

which adapts to meet specific needs. RSCL SCDP currently supports 276 children and youth ages 3-18. Due to funding shortfalls from government, there are currently 76 children/youth on a wait-list for services.

Very often families who have a child with special needs experience financial challenges due to costly intervention services or the need for one parent to stay at home to care for the child. The Lending Library ensures that lower income families are able to access specialized toys and adaptive equipment that they may not otherwise be able to afford.

The Lending Library also loans of toys and adaptive equipment to pre-schools, daycares and out-of-school programs that support children with developmental disabilities. The Lending Library allows programs to trial a particular item to assess the benefits for the individual child. By ensuring that programs are equipped to support a child with special needs, families are supported to access quality childcare programming for their child.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$5892.49	Child Care Capital
2014	\$2161.00	Child Care Capital
2014	\$828.00	Child Care Capital

GRANT RECOMMENDATIONS

Recommended Amount: \$2,000.00

Recommendation: The purpose of the grant is to purchase resource materials for the Supported Child Development Program Lending Library. The RSCL Lending Library makes adaptive equipment, specialized toys, and other resources available to all licensed

Richmond childcare programs that support children with development disabilities. The library helps alleviate the burden of cost to the childcare provider and enhances their training and development in supporting children with disabilities in a childcare setting.

Staff Comments/Conditions:

None



ATTACHMENT 2
**Program and Professional Development
Child Care Grants Program 2017**

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

Society: The Perfect Present Daycare and Inter-generational Learning Project

Title: The Perfect Present Daycare introduces Inter-generational Learning

Amount: \$5,000.00

Purpose:

My vision and purpose of this grant is to establish a group day care within a seniors center to help people be healthy addressing the needs of an aging population

- supporting Richmond children, youth and families
- facilitating establishment of a more equitable, inclusive community (i.e. facilities that have linked day care on site)

acknowledging that gaps exist between young and the old and to close those gaps and create new ways of thinking in the future of our seniors

improve access to children and seniors, wage enhancement for staff, for resources, supplies and to support professional learning and development opportunities

Service Delivery Benefits:

For occupancy costs, supplies, wage increase, materials. Complement interests, policies, programs, services and get access for these types of programs. My program is cost-effective and it is probably cheaper to link to a pre-existing facility than build a new group daycare

Beneficiaries:

For the community: Closer ties and friendships within the community. promote partnerships among different groups/organizations. break down barriers and stereotypes that exist between generations. For the families: re-integration into family life, closer to home facility with perhaps grandparents and daycare for the same family in one combined facility. For the elderly reducing the risk of loneliness, depression and isolation. This grant will far outweigh the benefits than the challenges

Partners (if applicable):

Possibility of access in a resident care home.

I keep interviewing directors of care and I am hopeful I will get an agreement with a senior care home and partner, I want to try and mesh all this together as I go forward and secure an agreement , while applying for a grant because the deadline is near, and then be successful and have everything fall into place and grow and develop this project. This group day care is credible and with community partnerships we plan to achieve results.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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GRANT RECOMMENDATIONS

Recommended Amount: \$0.00

Recommendation: The purpose of the grant is to establish a group daycare within a seniors centre, to help people be healthy; to address the needs of an aging population; to support Richmond's children, youth and families; to facilitate establishment of a more equitable and inclusive community (i.e. seniors, facilities that have daycare linked on site).

Staff Comments/Conditions:

No grant: The grant application does not meet the City grant eligibility criteria (e.g., applicant is not a non-profit society registered in BC).



ATTACHMENT 2
**Program and Professional Development
Child Care Grants Program 2017**

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

Society: Volunteer Richmond Information Services Society

Title: Loose Parts 2: Inspiring Play with Infants and Toddlers

Amount: \$2,500.00

Purpose:

To provide child care providers, parents, and service providers the tools, strategies, and vocabulary to engage very young children in intentional play.

Service Delivery Benefits:

Child care providers, parents, and service providers will have the opportunity to explore new and cutting-edge resources and activities based on Heuristic and Loose Parts Play. Resource books will be provided for all participants that will assist them to create an optimal learning environment for very young children.

Beneficiaries:

This series of three 2 hour workshops will provide child care providers and 6 hours of professional development. Parents and service providers who attend will learn the value of intentional play with younger children thus benefitting the children in their care.

Partners (if applicable):

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2013	\$10000.00	Professional and Program Development
2015	\$5000.00	Professional and Program Development
2016	\$5000.00	Professional and Program Development

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$2,500.00

Recommendation:

The purpose of the grant is to provide child care providers, parents, and service providers with a series of workshops, Loose Parts 2: Inspiring Play with Infants and Toddlers. Participants will learn about tools, strategies and vocabulary to engage very young children in intentional play. Participants will receive resource books. The series of three 2 hour workshops will provide child care providers with 6 hours of professional development training.

Staff Comments/Conditions:

None



Child Care Grants Program Guidelines

City of Richmond - Community Services
Community Social Development
September, 2015

Child Care Grants - Program Guidelines

Introduction

The City of Richmond provides grants to non-profit societies who provide child care services within the City's geographic boundaries. Child Care grants are funded by voluntary community amenity contributions from developers. These funds are held in the Child Care Development Reserve or the Child Care Operating Reserve. The ability to provide grants is subject to available funding and there may be years when the grant program(s) are not offered. For more information about the City of Richmond's approach to supporting child care services, please see the attached *City of Richmond's Child Care Development Policy*.

Eligibility

Non-profit societies that either (1) provide child care services or (2) support the provision of child care services are eligible. Applicants may be either non-profit child care providers seeking to improve the quality or capacity of care in their facility, or non-profit societies supporting quality programming and/or providing professional development opportunities for the broader child care community in Richmond.

Purpose

Child care grants are available for both: (1) capital and (2) professional and program development expenses. These purposes are outlined below.

(1) Capital

Capital grants are provided to acquire or upgrade physical assets such as property, buildings and equipment. Funding is available for a **one-time capital expense** that will improve the quality, availability and accessibility of child care in Richmond, such as: equipment, furnishings, renovations, playground improvements. For equipment to qualify as a capital expenditure, it must be of long-term use and durability (e.g., an easel would qualify; art supplies would not).

(2) Professional and Program Development

Non-profit societies developing or providing professional and program development opportunities (e.g., training, workshops) are eligible to apply for funding. The initiatives must be of benefit to the broader child care community in Richmond, rather than to a few specific centres. The need for and benefit to the child care community must be demonstrated.

Priorities

Priority will be given to applications supporting infant/toddler and school-age care, identified as priorities in the 2009 – 2016 Richmond Child Care Needs Assessment and Strategy.

Online Grant Application Process

The City of Richmond has moved to an online grant application process. Please refer to the *City of Richmond Child Care Grant Program - City Grants Web-based System Grant Applicant User Guide* which is posted on the City's web site. The guide provides tips and illustrations for all sections of the grant application. In preparation for submitting an application, please have electronic documents in a location on your computer so they can be attached as requested. The user guide lists the preferred file formats for documents, spreadsheets and pictures. There are also forms posted on the City's web site that you can use to provide information on licensed capacity, project budgets and project timelines. If your Society previously received a child care grant, you will need to submit a grant use report to explain how the funds were used. This information must be submitted in order to be considered for a new grant. Here is a list of the items to have ready for attaching to your application:

- Society Incorporation Certificate, Contact List for the Society's Board of Directors, Officers and Executive Director, Most Recent Annual General Meeting Minutes, Provincial Child Care License(s), Last Year's Financial Statements or Audited Statement, Current Year Operating Budget, Itemized Project Budget, Project Timeline, and Support Letters; and
- If you received a grant in the previous year, you will need to submit a grant-use report documenting how the awarded funds were used and to what benefit. This is required in order to be eligible to apply for a grant in the current funding year.

Applications are to include the following:

Step 1 - Applicant Contacts:

- a) Society name
- b) Society number issued by the BC Registry Services at the time of incorporation
- c) Society web site if applicable
- d) Contact names for the Society, e.g., an executive director, program manager or Board member
- e) Contact members role in the Society
- f) Society's address, postal code, phone number, and e-mail address

Step 2 - Applicant Information:

- a) Briefly outline the Society's history, mandate, goals and objectives of your organization.
- b) Describe the programs and services provided in the last 5 years.
- c) If the Society delivers licensed child care programs provide the licensed capacity and current enrolment by type for each program offered, referred to in the Society's Provincial Child Care License(s).
- d) Attach a copy of the Society's Provincial Child Care License(s) as issued by Vancouver Coastal Health Community Care Facilities Licensing.
- e) Attach a list of the Society's Board of Directors, Officers, and Executive Director, including their addresses and contact information.
- f) Attach minutes of the most recent annual general meeting.
- g) Attach Last Year's Financial Statements or Audited Statement including balance sheet for the recently completed fiscal year, including the auditor's report signed by external auditors, or one of the following alternatives:
 - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors;
 - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors; or
 - If none of the above are available, financial statements for the most recently completed fiscal year endorsed by two signing officers of the Board of Directors.
- h) Attach an operating budget for the current year.

Step 3 - Grant Program:

Capital Grants or Professional and Program Development Grants

Capital Grants:

- a) Purpose of the grant - what is the intent of the proposed grant (e.g., for equipment, furnishings, playground improvements, other?). If you select "other" please provide a description of what capital project you wish to undertake.
- b) Provide a detailed description of how the funds would be used to enhance the delivery of Richmond child care services (e.g., improve quality, availability, accessibility).
- c) Describe who will benefit from the grant if received, e.g., for Capital Grants: the number and age groups of children who will benefit.

Professional and Program Development Grants:

- d) Purpose of the grant – Describe how the funds will be used to enhance the child care service delivery, support skill development of early childhood educators, and benefit the broader Richmond child care community.
- e) Describe who will benefit from the grant, if received (e.g., child care educators).

For both Grants Programs:

- f) List any partners who will be assisting with the project (e.g., any other funders, volunteers, or companies who will be money, services, in-kind assistance or other contributions).
- g) Provide a dollar figure for the requested grant amount.

Supporting Documents:

- h) Provide supporting documents - you will be asked to attach copies of the following:
 - An itemized budget for how grant funds will be used;
 - Additional supporting information for the projected costs (e.g., workshop presenters quotes or 3 quotes from suppliers/trades for Capital projects); and
 - Additional sources of funding or contributions that will be used to complete the grant project.
 - A timeline for completing the project and using the grant funds.
- i) Documentation to demonstrate the need for funds (this could be a letter from the Board, a letter from a building consultant/inspector or an inspection report from Child Care Facilities Licensing).
- j) Letters of support if applicable.

Terms and Conditions

The Terms and Conditions section of the grant application discusses the following expectations for grant applicants:

- Any grant applicant who has awarded funds previously by the City must, if not already provided, submit a report documenting use of those funds and describe the benefits received before their current application can be considered.
- Funds must be used within one year of receipt by successful applicants.
- All grant recipients must provide a photo (for capital grants only) and a report documenting the use of the funds and the benefits received, as soon as complete (at the latest, one year following receipt) to the Child Care Development Advisory Committee.
- In addition, the grant received should be mentioned in any newsletter published by the organization and the City of Richmond logo included in any related publicity.

Consent to these terms will be requested as part of the application process.

Review Process and Approval Process

Grant submissions are first reviewed by City staff from the Community Social Development Division to determine eligibility and completeness. The City of Richmond's Child Care Development Advisory Committee reviews the grant applications and makes recommendations to City Council. These are summarized by staff into a report that is presented to Council for their consideration. All decisions concerning the approval of Child Care grants are made by Council. These decisions are final and there is no appeal process.

Submit an Application

The City of Richmond has an online web based grant application. The *Child Care Grants Program Guidelines* and the *Child Care Web-based System Grant Applicant User Guide* are useful resources to assist you with filing an online grant application. Only electronic applications will be accepted.

Application Deadlines and Decisions

The deadline for submitting a grant application will be determined annually. Late applications are not accepted. Please visit the City's grants web site for more information on the grant program and important application deadlines:
www.richmond.ca/citygrants

If you have questions about applying for a child care grant, please contact:

Coralys Cuthbert
Child Care Coordinator
City of Richmond – Community Social Development
Phone: 604-204-8621
E-mail: ccuthbert@richmond.ca



POLICY 4017:

It is Council policy that:

1. GENERAL

1.1 The City of Richmond acknowledges that quality and affordable child care is an essential service in the community for residents, employers and employees.

2. PLANNING

2.1 To address child care needs, the City will: plan, partner and, as resources and budgets become available, support a range of quality, affordable child care.

3. PARTNERSHIPS

3.1 The City of Richmond is committed to:

- (a) Being an active partner with senior governments, stakeholders, parents, the private and non-profit sectors, and the community, to plan, develop and maintain a quality and affordable comprehensive child care system in Richmond.

Working with the following organizations and groups to facilitate quality child care in Richmond:

- (i) Community Associations and Societies - to assess whether or not child care services can be improved in community centres, and new spaces added to existing and future community centres.
- (ii) Developers - to encourage developers to provide land and facilities for child care programs throughout the City.
- (iii) Employers - to encourage employers' involvement in advocating and planning for child care.
- (iv) Intercultural Advisory Committee - to investigate and report on child care concerns, needs and problems facing ethno cultural groups in the City.
- (v) School Board – to continue providing space for child care programs on school sites; to co-locate child care spaces with schools where appropriate, and to liaise with the Child Care Development Advisory Committee,



Page 2 of 5

Adopted by Council: January 24, 2006
Amended by Council: April 10, 2012; December 8, 2014;
September 14, 2015

Policy 4017

File Ref: 3070

Child Care Development Policy

- (b) Monitoring the need for new child care spaces to support Richmond residents, employee and student populations.
- (c) Providing, when appropriate, new child care spaces and/or facilities to meet existing needs and future population growth.
- (d) Requesting senior governments and other stakeholders to provide ongoing funding for affordable child care facilities, spaces, operations and programming.

4. RICHMOND CHILD CARE DEVELOPMENT ADVISORY COMMITTEE (CCDAC)

4.1 The City will establish and support the Richmond Child Care Development Advisory Committee.

5. CHILD CARE RESERVE FUNDS

5.1 The City has established two Child Care Reserve Funds as described below.

- (a) Child Care Development Reserve Fund (established by Reserve Fund Establishment Bylaw No. 7812)

The City will administer the Child Care Development Reserve Fund to financially assist with the following capital expenses:

- (i) Establishing child care facilities and spaces in:
 - City buildings and on City land.
 - Private developments.
 - Senior government projects.
 - Community partner projects.
- (ii) Acquiring sites for lease to non-profit societies for child care; and
- (iii) Providing grants to non-profit societies for capital purchases and improvements, such as equipment, furnishings, renovations and playground improvements.
- (b) Child Care Operating Reserve Fund (established by Child Care Operating Reserve Fund Establishment Bylaw No. 8827)
 - (i) The City will administer the Child Care Operating Reserve Fund to financially assist with non-capital expenses relating to child care within the City, including the following:



Page 3 of 5

Adopted by Council: January 24, 2006
Amended by Council: April 10, 2012; December 8, 2014;
September 14, 2015

Policy 4017

File Ref: 3070

Child Care Development Policy

- Grants to non-profit societies to support child care professional and program development within the City;
- Studies, research and production of reports and other information in relation to child care issues within the City; and
- Remuneration and costs, including without limitation expenses and travel costs, for consultants and City personnel to support the development and quality of child care within the City.

5.2 Developer cash contributions and child care density bonus contributions to the City's Child Care Reserve Funds will be allocated as follows:

- (a) 90% of the amount will be deposited to the Child Care Development Reserve Fund, and
- (b) 10% of the amount will be deposited to the Child Care Operating Reserve Fund, unless Council directs otherwise prior to the date of the developer's payment, in which case the payment will be deposited as directed by Council.

5.3 All expenditures from the Child Care Reserve Funds must be authorized by Council.

6. DEVELOPMENT OF CHILD CARE FACILITIES

6.1 To facilitate consistent, transparent and sound planning, the City will:

- (a) Undertake periodic child care needs assessments to update its child care strategy.
- (b) Use its powers through the rezoning and development approval processes to achieve child care targets and objectives.
- (c) Prepare Child Care Design Guidelines which articulate the City's expectations for the design and development of City-owned or leased child care facilities, whether they are built as City capital projects or by developers as community amenity contributions.
- (d) Make the Child Care Design Guidelines available to members of the public as a resource, and to City staff, developers, and architects as a guide for planning child care spaces in City-owned or leased facilities or developer-built community amenities being contributed to the City.



- 6.2 The City will further facilitate the establishment of child care facilities by:
- (a) Encouraging adequate child care centre facilities throughout the City where needed, particularly in each new community.
 - (b) Providing City land and facilities for child care programs in locations throughout the City.
 - (c) Encouraging child care program expansion through the enhancement of existing community facilities.

7. CHILD CARE GRANTS POLICY

7.1 Through City child care grants, support child care:

- (a) Facilities.
- (b) Spaces.
- (c) Programming.
- (d) Equipment and furnishings.
- (e) Professional and program development support.

8. PROFESSIONAL CHILD CARE SUPPORT RESOURCES

8.1 Support resources for child care providers as advised by the Child Care Development Advisory Committee and as the need requires and budgets become available.

9. POLICY REVIEWS

9.1 From time to time, the City will:

- (a) Review child care policies, regulations and procedures to ensure that no undue barriers exist to the development of child care.
- (b) As appropriate, develop targets for the required number, type and location of child care services in Richmond.

10. AREA PLANS

10.1 The City will ensure that area plans contain effective child care policies.



Page 5 of 5

Adopted by Council: January 24, 2006
Amended by Council: April 10, 2012; December 8, 2014;
September 14, 2015

Policy 4017

File Ref: 3070

Child Care Development Policy

11. INFORMATION

11.1 The City will, with advice from the Child Care Development Advisory Committee:

- (a) Generate, consolidate and analyze information to facilitate the development of child care facilities, programs and non-profit child care agencies;
- (b) Determine if any City land holdings are appropriate to be made available for immediate use as child care facilities;
- (c) Review, update and distribute City produced public information material to the public on child care.

12. PROMOTION

12.1 The City will:

- (a) Declare the month of May "Child Care Month" and support awareness and fund-raising activities during that month.

Child Care Development Advisory Committee					
Child Care Capital Grant Rating Sheet					
Assessment Criteria	Rating Criteria	Facility			
		Society Name		Society Name	
		Rating	Comments	Rating	Comments
Eligibility					
Complete application (documents provided, authorized signature)	0-5				
Quality of the application (clear, convincing)	0-5				
Designated non-profit & credibility of the organization and program	0-5				
Licensing requirements are up-to date & it is a licensed program	0-5				
Evidence of an AGM occurring	0-5				
Appropriate board of directors	0-5				
Primarily Richmond residents will be served	0-5				
Eligibility rating	<i>max pts = 35</i>				
Purpose of Proposal					
Grant request fits eligibility criteria	0-5				
Supporting documents (letters of support, quotes)	0-5				
Demonstrated need for the proposal	0-5				
Implementation plan is demonstrated	0-5				
Purpose rating	<i>max pts = 20</i>				
Financial Criteria					
Project budget (eg. matching funding provided)	0-5				
Past financial performance	0-5				
Operating budget	0-5				
Financial stability	0-5				
Funding sources other than the City have been sought	0-5				
Financial need for the proposal is demonstrated	0-5				
Financial rating	<i>max pts = 30</i>				
Previous Grant Use (if applicable)					
Use of previous grant funding	0-5				
Previous grant rating	<i>max pts = 5</i>				
FINAL RATING SCORE	<i>max pts = 90</i>				

* 0= Not sufficient/ ineligible

* 5= Sufficient/ qualified

Child Care Development Advisory Committee					
Child Care Professional & Program Development Grant					
Assessment Criteria	Rating Criteria	Facility			
		Society Name		Society Name	
		Rating	Comments	Rating	Comments
Eligibility					
Complete application (documents provided, authorized signature)	0-5				
Quality of the application (clear, convincing)	0-5				
Designated non-profit & credibility of the organization and program	0-5				
Evidence of an AGM occurring	0-5				
Appropriate board of directors	0-5				
Primarily Richmond residents will be served	0-5				
Eligibility rating	max pts = 30				
Purpose of Proposal					
Grant request fits eligibility criteria					
	0-5				
Supporting documents (letters of support, quotes)	0-5				
Demonstrated need for the proposal	0-5				
Implementation plan is demonstrated	0-5				
Purpose rating	max pts = 20				
Financial Criteria					
Project budget (eg. matching funding provided)					
	0-5				
Past financial performance	0-5				
Operating budget	0-5				
Financial stability	0-5				
Funding sources other than the City have been sought	0-5				
Financial need for the proposal is demonstrated	0-5				
Financial rating	max pts = 30				
Previous Grant Use (if applicable)					
Use of previous grant funding	0-5				
Previous grant rating	<i>max pts = 5</i>				
FINAL RATING SCORE	<i>max pts = 90</i>				

* 0= Not sufficient/ ineligible

* 5= Sufficient/ qualified



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** January 11, 2017
From: Serena Lusk **File:** 03-1085-01/2016-Vol
 Senior Manager, Recreation and Sport Services 01
Re: 2017 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 \$103,250 as identified in Attachment 1 of the staff report titled "2017 Parks, Recreation and Community Events Grants," dated January 11, 2017, from the Senior Manager, Recreation and Sport Services.
2. Sea Island Community Association not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application.
3. Steveston Community Society – Richmond Summer Project be approved for the third year of a three-year funding cycle.

Serena Lusk
 Senior Manager, Recreation and Sport Services
 (604-233-3344)

Att. 3

REPORT CONCURRENCE		
ROUTED TO: Finance Parks Services	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: DW	APPROVED BY CAO

Staff Report

Origin

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

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.2. *Effective social service networks.*

2.3. *Outstanding places, programs and services that support active living, wellness and a sense of belonging.*

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

Findings of Fact

2017 Parks, Recreation and Community Events Grants Budget

The 2017 Parks, Recreation and Community Events Grants budget is \$106,008. This includes a 2.1 per cent cost of living increase over the 2016 budget as per the City Grant Policy 3712.

Notice Given and Applications Received

As of September 27, 2016, notices were placed on the City Page and the City website advising the public that applications were being accepted for the 2017 City Grant Programs until November 18, 2016. A link to the City website was included, which provided access to the online application system and reference materials, including a Grant Application User Guide and the 2017 Grant Program Guidelines for Parks, Recreation and Community Events. Previous award applicants were also directly notified that the system was open for submissions. This is the fourth year that the City has employed a web-based system to facilitate a more efficient and effective application process.

In the Parks, Recreation and Community Events category, a total of 14 applications were received for a total request of \$252,466.60. A table outlining the 2017 grant requests and recommended grant allocations is provided in Attachment 1. Summary sheets of each grant applicant, generated directly from information submitted via the online application system, are provided in Attachment 2, along with staff comments and recommendations. As the contents of these summary sheets are taken verbatim from the applicants' submissions, they will replicate any errors or omissions made by the applicants.

As per the 2017 Grant Program Guidelines for Parks, Recreation and Community Events, a proposal must demonstrate that primarily Richmond residents will be served to be considered eligible. Although some applicants serve wider geographic areas, the majority of requests were to support operations and programs that primarily serve Richmond residents.

Deadline Extension and Late Applications

Due to technical issues with the online application system, the submission deadline for all City Grant Programs was extended to November 21, 2016. No applications in the Parks, Recreation and Community Events category were received after that date. City Grant Policy 3712 indicates that late applications will not be accepted and the online application system 'closes' the ability to apply after the deadline.

New Applications

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

- Canadian Association of Russian Jews; and
- Richmond Food Security Society (a previous City Grant applicant under the Health, Social and Safety category).

Thompson Community Association, a previous recipient of a 2014 Parks, Recreation and Community Events grant, 2014 Child Care Capital grant and two 2015 Child Care Capital grants, submitted an application for a 2017 Parks, Recreation and Community Events grant.

Application Review Process

The Parks, Recreation and Community Events Grant Review Committee, consisting of five staff members from the Community Services Division, reviewed the applications against a set of 23 criteria that were developed based on the 2017 Grant Program Guidelines for Parks, Recreation and Community Events (Attachment 3). Each application was systematically evaluated on five dichotomous questions (Yes/No) regarding grant eligibility, and 18 Likert scale statements (9-point range from Strongly Disagree to Strongly Agree) regarding the applicant, its grant proposal's impact on community and engagement, budget and financials and the quality of its application.

To ensure neutrality, each application was independently assessed by at least three committee members to form a preliminary evaluation based on the mean scores. Each application was then assessed by the committee as a whole to reach a consensus on a final score, which was used to collectively determine a recommendation on funding.

Analysis

Parks, Recreation and Community Events Grants: 2014-2016 Application History and 2017 Recommendations

Table 1: Number of applications, allocations and recommendations:

	Previous Applications, Allocations and Recommendations*			Recommendations
	2014	2015	2016	2017
Total number of applications	17	10	15	14
New applicants	1	0	5	2
Late applications	0	0	0	0
Grants denied (did not meet criteria)	2	0	2	3
Partial amount of request recommended	15	10	13	11
Full amount of request recommended	0	0	0	0
Minor request (\$5,000 or less)	7	4	4	6
Total amount requested	\$259,972	\$147,595	\$210,974.22	\$252,466.60
Total budget	\$100,489	\$101,494	\$103,828.00	\$106,008.00
Total Parks, Recreation and Community Events grant funds allocated	\$100,250	\$99,750	\$100,700.00	\$103,250.00

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

Financial Impact

Eleven out of 14 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. As 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 funding include, but are not limited to, the following:

- Other funding partners have not been sought;
- Ineligible funding purpose;
- Insufficient community benefit demonstrated;
- Lack of partnerships;
- 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.

The Grant Review Committee recommends that the following three applicants not be awarded a Parks, Recreation and Community Events grant:

1. Canadian Association of Russian Jews;
2. Thompson Community Association; and
3. WildResearch Society.

The Canadian Association of Russian Jews was not recommended for a 2017 Parks, Recreation and Community Events grant due to insufficient information about the applicant and the proposed event, lack of demonstrated organizational efficiency, effectiveness and stability, lack of partnerships and insufficient community benefit demonstrated. The applicant also scored low on its overall grant application.

Thompson Community Association was not recommended for a 2017 Parks, Recreation and Community Events grant due to the City's provision of financial support to the applicant for a similar purpose (under the City's Richmond Canada 150 Community Celebration Grants program) and other funding partners have not been sought. The applicant also scored low on its overall grant application.

WildResearch Society was not recommended for a 2017 Parks, Recreation and Community Events grant due to a partial ineligible funding purpose and insufficient community benefit demonstrated. The applicant also scored low on its overall grant application.

The 2017 Parks, Recreation and Community Events Grants budget is \$106,008. A total of \$103,250 is recommended for disbursement (Attachment 1).

Minor/Major Grant Requests

There are two streams of applications: one for minor (\$5,000 or less) and one for major (over \$5,000) grant requests. Although both grant types require financial documents and signatures, a minor grant application requires fewer sections to be completed. The full application form is required for major grants or multi-year funding cycle requests.

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

- Canadian Association of Russian Jews;
- Gulf of Georgia Cannery Society;
- Richmond Museum Society;
- Sea Island Community Association;
- Thompson Community Association; and
- WildResearch Society.

Multi-Year Funding Request

City Grant Policy 3712, which was adopted in 2011, allows applicants whom have received City Grants for the same purpose for a minimum of the five most recent consecutive years, the option of applying for a maximum three-year funding cycle. In the first year of a cycle, the full

application form is required. For the following two years, the applicant is required to complete fewer questions, but must submit the required documents and signatures with each application. For each three-year cycle, grants are recommended, rather than assured. Council reviews recommendations to fund each subsequent year of a cycle.

Two organizations applied for multi-year funding:

1. Sea Island Community Association; and
2. Steveston Community Society – Richmond Summer Project.

Sea Island Community Association is applying for multi-year funding, but is ineligible as it has only received City Grants for the same purpose for the past four consecutive years and submitted an abridged application form (minor) instead of a full application form (major) for the first year. It is recommended that Sea Island Community Association not be approved for a three-year funding cycle, but be approved for consideration as a minor grant application.

Steveston Community Society – Richmond Summer Project, which applied for and met the criteria for multi-year funding in 2015, is in the final year of a three-year cycle. It is recommended that Steveston Community Society – Richmond Summer Project be approved for the third year of a multi-year funding cycle.

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 2017 Parks, Recreation and Community Events Grants be allocated as indicated in Attachment 1 for the benefit of Richmond residents.

Serena Lusk
Senior Manager, Recreation and Sport Services
(604-233-3344)

Beayue Louie
Park Planner
(604-244-1293)

- Att. 1: 2017 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations
2: 2017 Parks, Recreation and Community Events Grants – Application Summary Sheets
3: 2017 Parks, Recreation and Community Events Grants – Application Scoring Criteria

2017 Parks, Recreation and Community Events Grants – Outline of Requests and Recommended Allocations						
Applicant Name	2016 GRANT	2017 REQUEST	2017 RECOM.	MULTI YEAR RECOM.	COMMENT SUMMARY	SEE ATT 2 PAGE NO.
Canadian Association of Russian Jews	N/A	\$ 5,000.00	\$ -	N/A	Shavuot (Festival of Weeks) event, including food vendors, music, entertainment, special athlete guests and speakers.	Page 1
Gulf of Georgia Cannery Society	\$ 500.00	\$ 5,000.00	\$ 750.00	Single Year	Cannery Farmer's Market (12 Sundays from Nov. to Apr.) offering locally made products under the "Make it, Bake it, Grow it, Catch it" philosophy to promote healthy local eating.	Page 4
Kidsport - Richmond Chapter	\$ 19,000.00	\$ 22,500.00	\$ 19,000.00	Single Year	Subsidizes costs for organized sport experiences for low-income children who may not otherwise be able to participate.	Page 7
Richmond Agricultural and Industrial Society	\$ 7,150.00	\$ 35,282.00	\$ 7,150.00	Single Year	Steveston Salmon Festival, including children and youth festivals, cultural displays and demos, entertainment, food vendors, and trade and art shows.	Page 10
Richmond Chinese Community Society	\$ 1,800.00	\$ 39,800.00	\$ 1,800.00	Single Year	Operating expenses, including expanding staffing capacity, increasing promotions of community partners, hiring a Seniors Learning English program assistant, volunteer expenses, rent and update technology equipment.	Page 13
Richmond City Centre Community Association	\$ 6,500.00	\$ 17,395.60	\$ 6,000.00	Single Year	Asset development program for high-need and at-risk children in inner city elementary schools.	Page 16
Richmond Fitness and Wellness Association	\$ 11,000.00	\$ 16,500.00	\$ 11,000.00	Single Year	Facilitate free walking programs/opportunities in Richmond.	Page 19
Richmond Food Security Society	N/A	\$ 15,000.00	\$ 9,800.00	Single Year	Core operations, including Community Gardens, Seed Library, Fruit Recovery, Stir It Up Youth Community Kitchen, Get Rooted Youth Leadership, Local Food Guide, events and research.	Page 22
Richmond Museum Society	\$ 1,500.00	\$ 5,000.00	\$ 1,500.00	Single Year	Volunteer support, program materials, promotion expenses and local artist/musician fees for Doors Open Richmond.	Page 26
Sea Island Community Association	\$ 750.00	\$ 1,000.00	\$ 750.00	Single Year	Application does not describe proposed event. Offset expenses for bouncy castle-type activities and entertainment for Burkeville Days.	Page 30
Sharing Farm Society	\$ 18,000.00	\$ 30,000.00	\$ 18,000.00	Single Year	Personnel salaries and supplies related to the applicant's core operations (i.e. food security and agriculture).	Page 33
Steveston Community Society - Richmond Summer Project	\$ 30,000.00	\$ 50,000.00	\$ 27,500.00	Multi Year - Year 3	Wages for City Summer day camp administrator and 1-3 Roving Leaders.	Page 36
Thompson Community Association	N/A	\$ 5,000.00	\$ -	N/A	Community picnic/Canada 150 celebrations, including a community art project, artisan market, demonstrations and entertainment.	Page 39
WildResearch Society	\$ 5,000.00	\$ 4,989.00	\$ -	N/A	Roof and wall repairs for a banding hut (ineligible purpose) at Iona Island Regional Park, and wage rate increases for the applicant's program coordinator and assistant.	Page 42
Totals	\$ 101,200.00	\$ 252,466.60	\$ 103,250.00			
2017 PRCE Grant Budget		\$ 106,008.00	\$ 106,008.00			
Remaining Funds		-\$ 146,458.60	\$ 2,758.00			



**Grant Application Summary for 2017
Parks, Recreation & Community Events Program**

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

Society: CANADIAN ASSOCIATION OF RUSSIAN JEWS

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

Grant Request: \$5,000

Proposal Title: Celebration of Jewish Culture

Grant Purpose: Community Service / Program / Event - One-time Activity

Start Date (if applicable): May 20, 2017 **End Date (if applicable):** May 21, 2017

Number To Be Served: 400

Richmond Residents: 300

Grant Request Summary:

Shavuot is one of the most important holidays for Jewish people. Feast of Weeks in English, is a Jewish holiday that occurs on the sixth day of the Hebrew month of Sivan. The main food during Shavout is cheesecake. We will have vendors from Richmond offering international food including cheesecake so residents of Richmond can try the taste of Jewish food. Jewish and international dancers, musicians, speakers and leaders of communities will perform for Richmond residents. We want to introduce Jewish culture, to bring together members of different communities. Our target group - Richmond residents of different ages and cultures, everybody who loves music, food and wants to learn something new. This is non-political, non-religious event. Our activities include: fun in the park with special athlete-guests, food vendors and music entertainment for entire family; concerts in Richmond senior houses and final concert in one of the Richmond theatres.

Richmond Services Received by Your Organization:

none

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$57,388.85	\$13,306.80
Total Expenses:	\$56,927.19	\$14,262.12
Annual Surplus or (Deficit):	\$461.66	\$955.32
Accumulated Surplus or (Deficit):	\$1,828.76	\$2,784.08

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Operating cost, programs

Parks, Recreation & Community Events 2017
CANADIAN ASSOCIATION OF RUSSIAN JEWS

ATTACHMENT 2
\$5,000 or Less Single Year
Summary Page 2

Current Year:

Operating cost, programs

Explanation for Accumulated Surplus or (Deficit):

Our special programs and activities

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
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PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$2,500.00
Consultant Services	\$1,500.00
Volunteer Support (e.g. expenses, recognition)	\$1,500.00
Office Rent or Mortgage	\$2,000.00
Utilities and Telephone	\$750.00
Supplies	\$1,500.00
Equipment	\$1,500.00
Photocopying	\$300.00
Program Materials	\$750.00
Local Travel	\$1,000.00
Other	1500.00

Advertising

TOTAL \$14,800.00

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	HiFi Centre	Amount	3,000.00
Funder 2 Name	Indigo Age Cafe	Amount	2250.00
Funder 3 Name		Amount	\$0.00

Amount Your Society will Provide: **\$4,550.00**

Total Proposed Budget: **\$14,800.00**

GRANT RECOMMENDATIONS

Recommended
 Amount: \$0

Recommendation:

**Staff Comments /
Conditions:**



**Grant Application Summary for 2017
Parks, Recreation & Community Events Program**

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

Society: Gulf of Georgia Cannery Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Cannery Farmers' Market
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): October 4, 2015 **End Date (if applicable):** April 17, 2016
Number To Be Served: 14000
Richmond Residents: 9000

Grant Request Summary:

The Cannery Farmer's Market is uniquely situated inside the Gulf of Georgia National Historic Site, a 120 year old historic building celebrating the West Coast fishing industry. Free to the public, the Market offers a variety of locally made products, adhering to the "Make it, Bake it, Grow it, Catch it" philosophy to promote healthy, local eating. The Market operates between November and April every other Sunday for a total of 12 dates. In addition to providing a location to purchase locally grown and made food and craft items, each Market also serves as a local economic stimulant, a source for regional tourism in the winter season, and a gathering place for Richmond residents.

This year, the Gulf of Georgia Cannery Society is seeking funds to offer increased cultural programming inside the site to increase the community engagement, artistic performances by local musicians and entertainers, and workshops on topics related to local food production, preservation, and sustainability. Capitalizing on its unique location, the Cannery Farmer's market aims to build stronger community ties with local residents while supporting local artisans and merchants.

In the 2015-16 season, the Cannery Farmer's market showcased 83 local merchants and 21 local artists and entertainers and attracted 14800 local residents.

Richmond Services Received by Your Organization:

We receive no regular or ongoing support from the City.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$875,021.00	

Parks, Recreation & Community Events 2017
Gulf of Georgia Cannery Society

Total Expenses:	\$893,298.00	\$1,075,757.00
Annual Surplus or (Deficit):	(\$18,277.00)	\$1,764.00
Accumulated Surplus or (Deficit):	\$94,163.00	\$95,927.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Our maintenance costs and special event expenses exceeded the budget.

Current Year:

We are projecting to break event in 2016.

Explanation for Accumulated Surplus or (Deficit):

Our accumulated surplus funds are required to support our operation in the high season when our expenses exceed our revenue. Each summer our surplus is drawn down to cover the cost of added staffing.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$500.00	Parks, Rec and Community Events
2015	\$1,000.00	Parks, Rec and Community Events
2014	\$500.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$700.00
Local Travel	\$0.00
Other	2300.00

Performers Fees & Honoraria - \$1200

Parks, Recreation & Community Events 2017
Gulf of Georgia Cannery Society

ATTACHMENT 2
\$5,000 or Less Single Year
Summary Page 3

Promotion - \$1100

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	G & F Financial sponsorship	Amount	\$2000.00
Funder 2 Name	N/A	Amount	1.00
Funder 3 Name	N/A	Amount	1.00

Amount Your Society will Provide: **\$20,000.00**

Total Proposed Budget: **\$27,000.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$750

Recommendation:

Staff Comments / Conditions:



Grant Application for 2017

Parks, Recreation & Community Events Program

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

Society: Kidsport - Richmond Chapter

Grant Type: Over \$5000 Single Year

Grant Request: \$22,500

Proposal Title: KidSport™ Grant

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 300

Richmond Residents: 300

Grant Request Summary:

Social and economic obstacles can prevent some young people from participating in organized sport. Kidsport Richmond will help families in need overcome the financial barrier that may exist to ensure their children will be able to participate in a sport of their choice. Our funding criteria includes the following: - Children up to 18 years of age; - Application form must be completed reviewed and verified by an appropriate financial verifier who is in a professional relationship with the family and would be aware of the financial situation of the family in question; - Sport programs, the fees for which the applicant wishes to be subsidized, must be affiliated with Sport BC; - Up to \$500/applicant/year may be granted, can be applied only to registration fees during the season the sport is in session. Many Chapter of KidSport in the Province of BC provide grants of \$400 and \$500 per child per year. We currently fully fund more than 50% of applicants. Grants are paid directly to the local sport organization and not the family or child. The community sport organization must be affiliated with Sport BC.

Richmond Services Received by Your Organization:

None

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$99,276.00	\$50,827.00
Total Expenses:	\$73,184.00	\$73,526.00
Annual Surplus or (Deficit):	\$26,092.00	(\$22,699.00)
Accumulated Surplus or (Deficit):	\$46,780.00	\$24,081.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

An accumulated surplus from 2014 was applied to 2015 to allow a disbursements without entering a deficit situation. Surplus increased in 2015 as we raised more money via the fundraising banquet than was budgeted.

Current Year:

In 2015 there was a surplus of \$26,092.00. We raised more money than expected. For 2016 we currently have 15 cheques that have been issued in 2016 but not cashed for a total of \$9417. In June of 2016 we increased our maximum grants per child from \$350 to \$500 per year to assist children from financially challenged families in Richmond.

Explanation for Accumulated Surplus or (Deficit):

A small surplus is carried from year to year to cover with timing issues for cash flow. Grants and donations do not come to us in an equal amount each month. This way we always have sufficient financial resources to fund approved applications each month and not having to wait for needed grants or donations.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$19,000	Parks, Rec and Community Events
2015	\$16,500	Parks, Rec and Community Events
2014	\$11,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$22,500.00

Provide partial sport registration fees (up to \$500) for needy children who reside in Richmond to participate in community sports that are affiliated to Sport BC..

TOTAL **\$22,500.00**

Financial Assistance from Other Sources (if applicable):

Parks, Recreation & Community Events 2017
Kidsport - Richmond Chapter

ATTACHMENT 2
Over \$5000 Single Year
Summary Page 3

Funder 1 Name	Coast Capital Savings Credit Union Community Investment Fund	\$7,500
Funder 2 Name	BC Government	\$6,000
Funder 3 Name	Hamber Foundation	\$3,000
Amount Your Society will Provide:		<u>\$42,000.00</u>
Total Proposed Budget:		<u>\$112,000.00</u>

GRANT RECOMMENDATIONS

Recommended
Amount: \$19,000

Recommendation:

Staff Comments /
Conditions:



Grant Application for 2017

Parks, Recreation & Community Events Program

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

Society: Richmond Agricultural and Industrial Society
Grant Type: Over \$5000 Single Year
Grant Request: \$35,282
Proposal Title: 72nd Annual Steveston Salmon Festival
Grant Purpose: Community Service / Program / Event - One-time Activity
Start Date (if applicable): 7/1/2017 **End Date (if applicable):** 7/2/2017

Number To Be Served: 100000
Richmond Residents: 30000

Grant Request Summary:

Steveston Salmon Festival is Richmond's largest annual community event and "Canada's biggest little birthday party since 1945"; target groups: all members of the community and surrounding municipalities; community benefit: local/regional tourism; immeasurable economic benefits; celebration of Canadian pride; parade, children/youth festivals, cultural displays/demos; 2 stages, salmon bbq; food, craft, trade, art show etc. Additional funding is requested for 2017 as it is Canada's 150th!

Richmond Services Received by Your Organization:

facility use; staff support; in-kind services, equipment and supplies; value is immeasurable! :)

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$174,644.67	\$187,612.00
Total Expenses:	\$145,098.14	\$166,855.00
Annual Surplus or (Deficit):	\$29,546.53	\$20,757.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre; currently allocating funds towards the Steveston park playground improvements.

Current Year:

Any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre; continuing to build a fund for playground improvements. 2017 anticipate a number of extraordinary expenses for the Salmon Festival project due to our nation's 150th birthday celebration.

Explanation for Accumulated Surplus or (Deficit):

Any surplus funds at the FYE are transferred to the Steveston Community Society as a donation to support the ongoing projects and programs of the Steveston Community Centre; continuing to build a fund for playground improvements. 2017 anticipate a number of extraordinary expenses for the Salmon Festival project due to our nation's 150th birthday celebration.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$7,150	Parks, Rec and Community Events
2015	\$11,000	Parks, Rec and Community Events
2014	\$11,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,480.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$2,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$7,902.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$14,400.00

security \$7,000; entertainment \$5000; advertising \$2400

TOTAL **\$35,282.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Government of Canada, Department of Canadian Heritage	\$25,000
Funder 2 Name	Blundell Centre	\$5,000

Parks, Recreation & Community Events 2017
Richmond Agricultural and Industrial Society

Funder 3 Name	United Rentals	\$13,500
Amount Your Society will Provide:		<u>\$67,268.00</u>
Total Proposed Budget:		<u>\$164,150.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$7,150

Recommendation:

Staff Comments / Conditions:

**Grant Application for 2017****Parks, Recreation & Community Events Program**

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

Society: Richmond Chinese Community Society**Grant Type: Over \$5000 Single Year****Grant Request: \$39,800****Proposal Title: Increasing Capacity for Bridging Cultures and Promoting Harmony in****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 25000****Richmond Residents: 22000****Grant Request Summary:**

Our grant proposal is to increase the capacity of Richmond Chinese Community Society to provide unique programs and services to the Richmond community. We are a Society with 27 years of experience and service to our community. We are unlike other community centres and societies in the community, in our purposes and capabilities to bridge Chinese and other community groups and cultures, and to promote community harmony and service. Thus, we were recognized by the Province of BC and the City of Richmond for Promoting Unity (2009) and received the Community Spirit Award from City of Richmond for outstanding contributions to intercultural diversity in the community (2005).

With the approval of this grant request, the Richmond Chinese Community Society will be able to increase its capacity to promote community harmony and service to more individuals and community groups in Richmond. Specifically, this grant will allow us to expand our staffing capacity so that we can serve more people in the community and increase promotions of our community partners, such as Richmond Cares Richmond Gives, Minoru Seniors Society, Richmond Family Place and Richmond Public Library, just to name a few. We will be able to extend the Seniors Learning English (English Corner) program by hiring a dedicated program assistant. Other staffing capacities are increased by consultant services so that only the services that we desperately and truly need are paid for. We will have more supplies and promotional materials at our community events. We went from having 20 volunteers last year, to 200 this year and this grant will help us pay for volunteer expenses and recognition. The grant will help pay for a small portion of our rent so that we can extend our services to the community, and the grant will also provide updated technology equipment such as computers, printers and TV monitors which will appeal to community members of all ages and backgrounds to visit the Society to utilize.

Richmond Services Received by Your Organization:

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$350,411.00	\$295,556.00
Total Expenses:	\$348,655.00	\$290,622.00
Annual Surplus or (Deficit):	\$1,786.00	\$4,935.00
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Very little surplus of \$1,786 from last year is not enough to cover the annual inflation rate for the office expenses.

Current Year:

N/A

Explanation for Accumulated Surplus or (Deficit):

N/A

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$1,800	Parks, Rec and Community Events
2014	\$3,000	Parks, Rec and Community Events
2013	\$3,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$12,000.00
Consultant Services	\$2,000.00
Volunteer Support (e.g. expenses, recognition)	\$9,800.00
Office Rent or Mortgage	\$3,000.00
Utilities and Telephone	\$0.00
Supplies	\$3,000.00
Equipment	\$8,500.00
Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other	\$0.00

Parks, Recreation & Community Events 2017
Richmond Chinese Community Society

TOTAL **\$39,800.00**

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Provincial Government Community Gaming Fund	\$8,000
Funder 2 Name	Services Canada Summer Job Program	\$11,000
Funder 3 Name		

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

Total Proposed Budget: **\$58,800.00**

GRANT RECOMMENDATIONS

Recommended Amount: \$1,800

Recommendation:

Staff Comments / Conditions:

**Grant Application for 2017****Parks, Recreation & Community Events Program**

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

Society: Richmond City Centre Community Association**Grant Type: Over \$5000 Single Year****Grant Request: \$17,395.6****Proposal Title: Asset Development for Children in Central Richmond****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 800****Richmond Residents: 800****Grant Request Summary:**

To operate community based Asset Development Programs for high need and at-risk children who attend Richmond City Centre inner-city Elementary schools: Anderson and Cook. The program will focus on developing social interactions between the children and staff while incorporating elements of physical literacy training. As snack is provided to the children, we will emphasize the importance of healthy choices when eating.

These are children, from kindergarten to grade 7, who would be on their own with inadequate care and supervision on the schools early dismissal school days and after school hours. This Asset Development Program (Friday Fun early dismissal program) will seek support and work in partnership with the schools. This program is based on an earlier successful pilot project which showed the effectiveness and positive benefits of this type of Asset Development in inner-city school children.

In addition to these early dismissal programs, City Centre Community Centre would expand programs to General Currie Elementary School based on physical literacy initiatives: introducing children to fundamental movement skills that will contribute to healthy active lifestyles starting at a young age.

Richmond Services Received by Your Organization:

Photo copying for promotional materials (approximately \$150) and attendant staff for registration.

FINANCIAL INFORMATION**Your Society's Budget:**

Parks, Recreation & Community Events 2017
Richmond City Centre Community Association

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$842,837.60	\$843,052.66
Total Expenses:	\$894,878.25	\$887,891.38
Annual Surplus or (Deficit):	(\$52,040.65)	(\$44,838.72)
Accumulated Surplus or (Deficit):	\$101,260.35	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

The deficit was due to startup expenses at the new City Centre facility as well as the increase in program and service offerings.

Current Year:

As City Centre moves into its second year in the new facility, it will continue to offer a number of new programs and services. Because of this we see a deficit in our second year of operation. These budget numbers reflect a realistic assessment of revenue and expenses for the upcoming fiscal year. New staff positions as a result of these expanded services.

Explanation for Accumulated Surplus or (Deficit):

The accumulated surplus has been built and retained over the years of operations. The surplus will be used for implementing new programs to serve the broader City Centre Community. Also, we have hired a new Community Development Coordinator and increased the hours for our Older Adults Coordinator.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$6,500	Parks, Rec and Community Events
2015	\$10,500	Parks, Rec and Community Events
2014	\$10,500	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$15,195.60
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$200.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00

Parks, Recreation & Community Events 2017
Richmond City Centre Community Association

ATTACHMENT 2
Over \$5000 Single Year
Summary Page 3

Supplies	\$1,500.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$500.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$17,395.60</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

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

Total Proposed Budget: **\$17,395.60**

GRANT RECOMMENDATIONS

Recommended Amount: \$6,000

Recommendation:

Staff Comments / Conditions:

**Grant Application for 2017****Parks, Recreation & Community Events Program**

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

Society: Richmond Fitness and Wellness Association**Grant Type: Over \$5000 Single Year****Grant Request: \$16,500****Proposal Title: Walk Richmond Program****Grant Purpose: Community Service / Program / Event - Ongoing****Start Date (if applicable):****End Date (if applicable):****Number To Be Served: 3000****Richmond Residents: 3000****Grant Request Summary:**

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

1. Continuing to coordinate and enhance the well-established, free, drop-in Walk Richmond program;
2. Building community capacity through supporting the development of sustainable and independent walking opportunities with less-connected populations in Richmond through community outreach efforts;
3. Fostering partnerships with key community stakeholders in order to decrease the barriers to participation in walks through strategies based on the social determinants of health.

Richmond Services Received by Your Organization:

We currently do not receive any services, however, anticipate continued support from the City of Richmond Coordinator of Fitness and Wellness Services.

FINANCIAL INFORMATION**Your Society's Budget:**

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$19,192.00	\$18,350.00
Total Expenses:	\$24,990.00	\$24,100.00
Annual Surplus or (Deficit):	(\$5,798.00)	(\$5,750.00)
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

All of the programs the RFWA offers are at no cost to the public and therefore run a deficit every year.

Current Year:

The RFWA does not offer any user pay services or programs and therefore has a limited ability to generate income and continuing to fund and enhance the Walk Richmond program as planned will deplete remaining funds if grant funding is not received.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$11,000	Parks, Rec and Community Events
2015	\$10,000	Parks, Rec and Community Events
2014	\$8,000	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$13,500.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$500.00
Equipment	\$500.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$16,500.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name

Funder 2 Name

Funder 3 Name

Amount Your Society will Provide:

\$16,500.00

Total Proposed Budget:

\$33,000.00

GRANT RECOMMENDATIONS

Recommended

Amount: \$11,000

Recommendation:

Recommended for single year funding.

Staff Comments /

Conditions:

None



Society: Richmond Food Security Society

Grant Type: Over \$5000 Single Year

Grant Request: \$15,000

Proposal Title: Building a Food Secure Richmond

Grant Purpose: Operating Assistance

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 3420

Richmond Residents: 3420

Grant Request Summary:

Richmond Food Security Society is growing a robust local food system through education, advocacy, and initiatives aimed at fighting hunger and increasing local food production, and are requesting core funds to continue this work. In order to do this, we run five ongoing community programs, produce resources, and organize workshops and events.

Our Community Programs include:

Community Gardens, with over 320 plots at nine sites

Seed Library, where we provide free seeds and resources

Fruit Recovery, where we pick fruit that may go to waste and deliver it to the food bank

Stir It Up Youth Community Kitchen, providing healthy foods and food skills to low-asset youth

Get Rooted Youth Leadership program, training youth to be food security leaders

Since 2009, we have produced the Local Food Guide, a map to Richmond's farmers, and

hosted the Seedy Saturday and World Food Day events.

In 2016, we completed an Intercultural Food Security Study, Food Hub Discussion Paper, contributed to a Healthy Food Retail study, and conducted community based research into best practices and tangible solutions to address theft in the Community Gardens.

In November 2016, we are engaging in an externally facilitated strategic planning process, supported by a food policy expert, to clarify our next steps in addressing food security in Richmond. We are assessing the recently completed research projects to help determine our priorities. For example, our Intercultural Food Security Study highlighted the need that was already identified in the OCP to develop a Food Strategy for Richmond that fully represents the cultural diversity of Richmond residents. With the newly endorsed Richmond Food Charter, we are also working with Parks staff, VCH, and other community partners to identify the best collaborative model to ensure we take action on the values outlined in the Charter. Core funding through the City of Richmond will allow us to bring food to the forefront, for our farmers, residents, a

Richmond Services Received by Your Organization:

We receive office space from the City of Richmond, currently at the Buemann House in Terra Nova. We are soon moving our office to Paulik Park, where we will be able to add to our staff team in order to enhance and meet increased demand for our programs.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$168,311.00	\$189,302.00
Total Expenses:	\$165,065.00	\$180,374.00
Annual Surplus or (Deficit):	\$5,245.00	\$8,948.00
Accumulated Surplus or (Deficit):	\$341.83	\$9,289.83

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

For the 2015/2016 fiscal year, we budgeted \$168,311 in revenues and \$165,065 in expenses with a projected surplus of \$5245. Unfortunately we were unable to meet that

goal due to significant turnover in the organization. We ended the year with revenues of \$133,832 and expenses of \$136,208 as per the attached statement of Income and Expense, resulting in an annual deficit of \$2376.

We ended the 2015/2016 fiscal year with \$66,007 in assets, most of which was deferred grants for the 2016/2017 fiscal year. This brought our accumulated surplus to \$341.83 in unrestricted equity.

Current Year:

With a strong board of directors, including several chartered accountants, and an established Executive Director, we are on track for significant financial growth and stability in the 2016/2017 fiscal year. We are projecting revenues of \$189,302 and expenses of \$180,173 for a projected surplus of \$8948. At just over halfway through our fiscal year are well on track towards these targets.

Explanation for Accumulated Surplus or (Deficit):

We are working hard to build an unrestricted financial surplus to ensure we can respond quickly to community need, financial and operational challenges, and to do work that is harder to fund such as our work on the Richmond Food Charter and long term food systems change. We have successfully run a fundraising event for two years now (the Richmond Eats Local Eating Challenge) which both furthers our mission and increases organizational stability. We intend to continue to pursue funds to support and enhance our core programs, including the Richmond Community Gardens, and to build financial security for the organization in the form of unrestricted funds.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$5,166	Health, Social & Safety
2015	\$5,050	Health, Social & Safety
2014	\$5,000	Health, Social & Safety

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$10,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$500.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$1,500.00
Equipment	\$1,000.00

Parks, Recreation & Community Events 2017
Richmond Food Security Society

ATTACHMENT 2
Over \$5000 Single Year
Summary Page 4

Photocopying	\$500.00
Program Materials	\$1,000.00
Local Travel	\$500.00
Other	\$0.00
TOTAL	<u>\$15,000.00</u>

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver Coastal Health	\$37,676
Funder 2 Name	BC Gaming	\$30,000
Funder 3 Name	Heritage Canada: Canada 150 Fund	\$30,000

Amount Your Society will Provide: \$10,000.00
Total Proposed Budget: \$205,000.00

GRANT RECOMMENDATIONS

Recommended Amount: \$9,800

Recommendation:

Staff Comments / Conditions:

- \$28,368 – 40% salary contribution for Doors Open Richmond Chair
- \$11,238 – salary contribution for auxiliary support staff
- \$3,960 - 5% annual salary of Richmond Museum’s Curator of Collections
- \$3,028 – salary contribution of Production and Communication staff

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$80,138.00	\$100,928.00
Total Expenses:	\$83,382.00	\$85,254.00
Annual Surplus or (Deficit):	(\$3,244.00)	\$15,674.00
Accumulated Surplus or (Deficit):	\$57,410.00	\$60,940.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Annual deficit was anticipated and covered with surplus funds from previous years or funds from investments. 2014 current restricted (deferred) revenue - \$18,500 allocated across the following projects: \$10,000 for the Richmond Museum website; \$3,500 for doors Open Richmond; \$3,000 for heritage Fair and \$2,000 for Tsawassen First Nations Kit (carried over into coming years.)

Current Year:

2015: Remainder of Accumulate surplus is cash and investments for future fundraising plans except for the restricted (deferred) revenue of \$7,000 which are restricted funds as listed above for dedicated programs including Heritage Fair, RMS Website development, Tsawassen First Nations Kit and Doors Open Richmond.

NB: In 2016 Accounting practises are changing so that there will be less restricted funds in the future and events will run either a slight surplus or deficit which will be covered by the society's investments.

Explanation for Accumulated Surplus or (Deficit):

2015: Remainder of Accumulate surplus is cash and investments for future fundraising plans except for the restricted (deferred) revenue of \$7000 which are restricted funds as listed above for dedicated programs including Doors Open Richmond.

2016: Remainder of accumulate surplus is cash and investments for future fundraising plans except for \$12,000 which are restricted funds for dedicated programs in 2016

including Doors Open Richmond.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$1,500.00	Parks, Rec and Community Events
2015	\$1,500.00	Parks, Rec and Community Events
2014	\$1,500.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$1,000.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$1,000.00
Local Travel	\$0.00
Other	3000.00

\$1,000 towards local artist and musician fees, and supplies for opening event.

\$2,000 towards promotional expenses of Doors Open Richmond, including boosting FaceBook posts and advertising in local English and Chinese language newspapers

TOTAL **\$5,000.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Heritage Canada - BCAH Grant	Amount	\$3,600.00
Funder 2 Name	Private and City Organization Related Sponsorship	Amount	5000.00
Funder 3 Name	Richmond Museum Society	Amount	5600.00

Amount Your Society will Provide: **\$5,600.00**

Total Proposed Budget: **\$20,000.00**

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$1,500

Recommendation:

**Staff Comments /
Conditions:**



Grant Application for 2017

Parks, Recreation & Community Events Program

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

Society: Sea Island Community Association

Grant Type: \$5,000 or Less Multi Year - Year 1

Grant Request: \$1,000

Proposal Title: Burkeville Days 2016

Grant Purpose: Community Service / Program / Event - Ongoing

Start Date (if applicable):

End Date (if applicable):

Number To Be Served: 1000

Richmond Residents: 1000

Grant Request Summary:

This grant will be used to offset expenses such as bouncy castle-type activities and entertainment.

Richmond Services Received by Your Organization:

We currently have City Staff personnel who work on this event as well as parks department services such as garbage removal.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$86,150.54	\$6,183.57
Total Expenses:	\$76,845.63	\$3,938.48
Annual Surplus or (Deficit):	\$9,304.91	\$2,245.09
Accumulated Surplus or (Deficit):	\$53,067.99	\$55,313.08

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Our Association had a surplus in 205/16 as a result of increased registration and new program offerings in conjunction with careful spending.

Current Year:

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

Explanation for Accumulated Surplus or (Deficit):

In over forty years of providing programs, the Sea Island Community Association has

Parks, Recreation & Community Events 2017
Sea Island Community Association

\$5,000 or Less Multi Year - Year 1
Summary Page 2

retained a surplus of just over \$50,000, These funds will be used in the event of a less successful year, or to continue to offer programs and services which do not produce a surplus.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$750	Parks, Rec and Community Events
2015	\$750	Parks, Rec and Community Events
2014	\$500	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

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

Financial Assistance from Other Sources (if applicable):

Funder 1 Name	Vancouver International Airport (YVR)	\$3,000
Funder 2 Name		
Funder 3 Name		

Amount Your Society will Provide:	<u>\$2,500.00</u>
Total Proposed Budget:	<u>\$6,500.00</u>

GRANT RECOMMENDATIONS

**Recommended
Amount:** \$750

Recommendation:

Recommended for single year funding. Not eligible for multi-year funding, as the applicant has not received a City Grant for a minimum of the five most recent consecutive years for the same purpose.

**Staff Comments /
Conditions:**

None

Parks, Recreation & Community Events 2017
Sharing Farm Society

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

Annual Surplus or (Deficit):	\$2,144.00	(\$2,051.00)
Accumulated Surplus or (Deficit):	\$22,008.00	\$15,000.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

Basically break even. Surplus is less than 1% of revenues.

Current Year:

We anticipate to complete the year close to break even.

Explanation for Accumulated Surplus or (Deficit):

2015 included some deferred grant funds, received at the end of 2015 for 2016 programs.

2016 is a guess, mostly equipment and other assets.

Higher revenues/expenditures in 2015 vs. 2016 reflect a number of flow-throughs, like Maty's Barn and Faerie Play.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$18,000	Parks, Rec and Community Events
2015	\$16,000	Parks, Rec and Community Events
2014	\$6,500	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$25,000.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$5,000.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	\$0.00
TOTAL	<u>\$30,000.00</u>

Financial Assistance from Other Sources (if applicable):

Parks, Recreation & Community Events 2017
Sharing Farm Society

ATTACHMENT 2
Over \$5000 Single Year
Summary Page 3

Funder 1 Name	United Way of the Lower Mainland	\$14,500
Funder 2 Name	New Horizons	\$10,500
Funder 3 Name	Gaming	\$12,000
Amount Your Society will Provide:		<u>\$92,000.00</u>
Total Proposed Budget:		<u>\$217,000.00</u>

GRANT RECOMMENDATIONS

Recommended Amount: \$18,000

Recommendation:

Staff Comments / Conditions:

**Multi-Year Grant Application for 2017
Parks, Recreation & Community Events Program**

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

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

Funds contribute to the overall organization and coordinating abilities of the Richmond Summer Project 2017. Grant monies ensure the Richmond Summer Project is able to play a central and coordinating role in assisting City of Richmond partners provide equitable summer daycamp programs and services to City of Richmond residents. Funds would be distributed between 13 facilities citywide. The City Grant enables low or no cost services to be offered to Richmond residents by offsetting staff salaries, roving support leaders, general program expenses, and training expenses for staff and volunteers.

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

In 2016, 286 staff and volunteers attended City-Wide training the weekend of June 18, 2016. A well-organized, informative and inspiring training day ensures that a consistent message of City initiatives, such as Move for Health, Physical Literacy and Inclusion, are provided to all summer staff and volunteers across Richmond. This training also ensures staff and volunteers have at least 20 hours of relevant training, in order to meet childcare licensing standards. Further, the training provides the opportunity to build cohesion among staff and volunteers – an important component to providing safe, creative and joyful summer daycamp experiences for Richmond children.

Steveston Community Society is submitting the grant application for Summer 2017 on behalf of

Changes that will impact grant use:

Richmond Summer Project requests \$50,000 in order to increase our city-wide availability of Roving Support Leaders. In summer 2016, the Richmond Summer Project was only able to fund 1 Roving Support Leader, who supported 9 different children throughout the summer. Children receiving Roving Support are eligible for 1 week of support each summer. The Roving Support Leader worked 35 hours per week for 9 weeks for a total of 315 hours through the summer.

With increased support from the grant, the Richmond Summer Project could hire a second Roving Support Leader, as was funded in summer 2015, enabling the Richmond Summer Project to support 18 children through the summer rather than 9. This is an increase of 315 hours through the summer, for a total of 630 hours of Roving Support. If the Richmond Summer Project was funded to provide 945 hours of Roving Support through the summer, this would enable 27 Richmond children who might not otherwise be able to access summer daycamps, the opportunity to participate in a meaningful and inclusive way.

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

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$191,055.09	\$212,397.53
Total Expenses:	\$207,236.57	\$236,960.31
Annual Surplus or (Deficit):	(\$16,141.48)	(\$24,562.78)
Accumulated Surplus or (Deficit):	\$4,150.35	(\$22,400.84)

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

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

opportunities in their community.

Current Year:

Numbers shown are complete to Oct 31/16 and our fiscal year is Dec 31/16.

Explanation for Accumulated Surplus or (Deficit):

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

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$30,000	Parks, Rec and Community Events
2015	\$32,000	Parks, Rec and Community Events
2014	\$40,000	Parks, Rec and Community Events

GRANT RECOMMENDATIONS

Recommended Amount: \$27,500

Recommendation: Recommended for year 3 of multi-year funding.

Staff Comments / Conditions: The Grant Review Committee recommends that the grant be allocated to fund the three roving leaders and the administrator as per the grant application.

**Grant Application Summary for 2017
Parks, Recreation & Community Events Program**

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

Society: Thompson Community Association
Grant Type: \$5,000 or Less Single Year
Grant Request: \$5,000
Proposal Title: Community Picnic
Grant Purpose: Community Service / Program / Event - Ongoing
Start Date (if applicable): July 8, 2017 **End Date (if applicable):**
Number To Be Served: 800
Richmond Residents: 760

Grant Request Summary:

We will reach primarily Richmond residents. The event will include a mixture of local talent and or roving entertainment, community organization booths, celebrating Canada's 150th.

We have been hosting this event for many years, and our intent is to offer a signature event in the second week of July for people of all ages that is free, family friendly, and fosters a sense of community spirit.

Our event will include a community art project in conjunction with our Artist in Residence, an Artisan Market section supporting community businesses (local food/produce/crafts/photography), booths consisting of our community partners, dance and or Taekwondo demonstrations, old fashioned picnic games (sack race, watermelon eating contest, ring toss), and a healthy food option giveaway (in the past we have provided free hot dogs). We are seeking to make our event sustainable utilizing the City's sustainable event guide.

Our funding request is to supplement the cost of entertainment and the wage for our Event Coordinator.

Richmond Services Received by Your Organization:

Parks, Recreation & Community Events 2017
Thompson Community Association

N/A

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$1,426,678.00	\$1,357,712.28
Total Expenses:	\$1,029,004.00	\$1,357,200.38
Annual Surplus or (Deficit):	\$120.88	\$512.43
Accumulated Surplus or (Deficit):	\$0.00	\$0.00

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

120.88

Current Year:

512.43

Explanation for Accumulated Surplus or (Deficit):

unexpected revenue costs.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2015	\$10,000.00	Child Care Capital
2015	\$8,000.00	Child Care Capital
2014	\$500.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

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

**Parks, Recreation & Community Events 2017
Thompson Community Association**

ATTACHMENT 2
**\$5,000 or Less Single Year
Summary Page 3**

Other	3500.00
<input type="text" value="Entertainment"/>	
TOTAL	<u>\$5,000.00</u>

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Amount	\$0.00
Funder 2 Name	Amount	\$0.00
Funder 3 Name	Amount	\$0.00

Amount Your Society will Provide: **\$5,000.00**

Total Proposed Budget: **\$10,000.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$0

Recommendation:

Staff Comments /
Conditions:

**Grant Application Summary for 2017
Parks, Recreation & Community Events Program**

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

Society: WildResearch Society
Grant Type: \$5,000 or Less Single Year
Grant Request: \$4,989
Proposal Title: Restoration of the Banding Hut and Wage Increases to Program Coordinator
Grant Purpose: Operating Assistance

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

Number To Be Served: 500
Richmond Residents: 100

Grant Request Summary:

WildResearch is requesting \$4989.00 to repair our banding station and to increase the wages of our Program Coordinator and Assistant.

WildResearch conducts migratory bird monitoring out our 12 ft x 8 ft prefabricated shed. The shed, or banding hut, gives the Program Coordinators and volunteers shelter from inclement weather, acts as a storage facility for our educational material and field supplies, and has become a symbol of the monitoring operations at Iona Island Regional Park. It has become integral in producing effective education presentations to visiting schools, nature groups, and park visitors.

The banding hut, constructed in 2013, has been exposed to the harsh rains of the west coast. Currently, the roof has begun to leak and there are signs of water damage to the east wall. If continued, they may pose as a safety hazard, either from injury due to loss of structural integrity, or health, due to mould growing in the walls. We want to avoid both.

WildResearch is asking for \$1150 to replace the roof and to replace/repair the damaged portion of wall.

Additionally, to further increase the quality of our programs at IIBO, we would also like to increase the wages of our Program Coordinator (Bander-in-charge) and assistant. Given the amount of training required to be an efficient and effective bird bander and the education needed to understand biology and convey the conservation needs of migratory birds, we feel an increase in day rates would increase the quality of program delivery. Currently, the Program Coordinator's day rate is \$170/day and the Assistant is \$90/day. We are asking for an increase of \$18 (\$188/day for 91 days) and \$40/day (\$130/day for 55 days) respectively. The total amount among both positions is \$3838.00.

Richmond Services Received by Your Organization:

Iona Island Bird Observatory is located at Iona Beach Regional Park, Richmond. The bird observatory is a 12 x 8 ft prefabricated shed which we funded. There is no monetary value exchanged for the use of the park.

FINANCIAL INFORMATION

Your Society's Budget:

	<u>Last Complete Year</u>	<u>Proposed Year</u>
Total Revenue:	\$136,013.25	\$56,292.08
Total Expenses:	\$79,647.25	\$47,068.02
Annual Surplus or (Deficit):	\$56,366.00	\$9,224.06
Accumulated Surplus or (Deficit):	\$27,537.20	\$83,903.20

Explanation for Annual Surplus or (Deficit):

Last Complete Year:

In 2015, WildResearch started a foundation with an initial donation to the WildReserch Foundation, through the Vancouver Foundation, of \$30,000.00. Additionally, we were able to acquire over \$30,000.00 more in program based grant funding.

Current Year:

In 2016, our annual surplus dropped. Our Pelagic Seabirding Fundraising event, worth \$15,000 to \$20,000, did not happen.

Explanation for Accumulated Surplus or (Deficit):

Much of the surplus is tied up in the WildResearch Foundation (\$35,000). Further, there is ~ \$17,000 still available from funds received from the Sitka foundation, the City of Richmond, and other smaller grants which still needs to be spent to facilitate the 2016 Winter Monitoring and 2017 Spring Migration Monitoring, and supplies.

MOST RECENT PREVIOUS GRANT(S) (if applicable)

Year	Amount	Grant Program
2016	\$5,000.00	Parks, Rec and Community Events

PROPOSED CITY GRANT USE

Personnel (Salaries and Benefits)	\$3,838.00
Consultant Services	\$1,150.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00

Parks, Recreation & Community Events 2017
WildResearch Society

ATTACHMENT 2
\$5,000 or Less Single Year
Summary Page 3

Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Other	1.00

The cost of materials (supplies) is incorporated in to the estimate. The estimate is based off of quotes from three reputable roofers located in the lower mainland, found throught he Better Buisness Bureau website

TOTAL **\$4,989.00**

Financial Assistance from Other Sources (if applicable)

Funder 1 Name	Sitka Foundation	Amount	\$20,000
Funder 2 Name		Amount	\$0.00
Funder 3 Name		Amount	\$0.00

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

Total Proposed Budget: **\$4,989.00**

GRANT RECOMMENDATIONS

Recommended
Amount: \$0

Recommendation:

Staff Comments /
Conditions:

2017 Parks, Recreation and Community Events Grants – Application Scoring Criteria

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

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

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

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

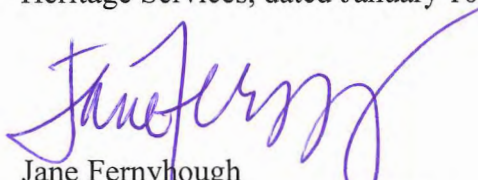
Quality of Application		
23	The application is complete and provides detailed explanations.	
24	Information is presented in a clear, coherent and convincing manner.	



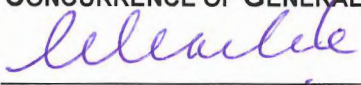
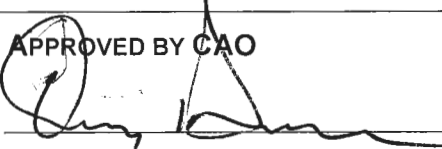
To: General Purposes Committee **Date:** January 10, 2017
From: Jane Fernyhough **File:** 11-7000-01/2017-Vol
 Director, Arts, Culture and Heritage Services 01
Re: **2017 Arts and Culture Grant Program**

Staff Recommendation

That the 2017 Arts and Culture Grants be awarded for the recommended amounts and cheques disbursed for a total of \$109,754, as outlined in the report from the Director, Arts, Culture and Heritage Services, dated January 10, 2017.


 Jane Fernyhough
 Director, Arts Culture and Heritage Services
 (604-276-4288)

Att. 5

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

Staff Report

Origin

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

This report provides information and recommendations pertaining to the 2017 Arts and Culture Grant Program, now in its sixth year.

This report supports Council's 2014-2018 Term Goal #2 A Vibrant, Active and Connected City:

Continue the development and implementation of an excellent and accessible system of programs, services, and public spaces that reflect Richmond's demographics, rich heritage, diverse needs, and unique opportunities, and that facilitate active, caring, and connected communities.

2.3. Outstanding places, programs and services that support active living, wellness and a sense of belonging.

2.4. Vibrant arts, culture and heritage opportunities.

Findings of Fact

2017 Arts and Culture Grant Budget

The 2017 Arts and Culture Grant Budget is \$109,754 including a 2.1% Cost of Living increase over last year's budget as per the City Grant Policy (3712). The program offers two types of grants:

- Operating Assistance Grants are provided to support the annual programming and operating activities of eligible organizations, and are awarded up to a maximum of 30% of the annual operating budget, to a maximum 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.

Notice Given and Applications Received

Notices were placed on the City Page/City Notice Board in the Richmond News and on the City website in October and November of 2016, advising the community that applications were being accepted for 2017 City Grant Programs until November 18, 2016. A link to the City website was provided for further information and to access the system.

In October and November, emails were sent to members of the Richmond Artists Directory (more than 350 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 upcoming deadlines. On the City website on both the “City Grant Program” and the “Artists’ Opportunities” pages, downloadable Guideline documents were available with links to the online form.

A detailed, custom document for budget preparation was provided online. All previous grant recipients were met with individually over the summer to touch base, review their 2016 application and offer recommendations where appropriate, as well as inform them of updates to the online system.

Twelve applications were received for Operating Assistance and nine for Project Assistance, for a total combined request of \$143,200. Tables outlining requests and recommended allocations for the 2017 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. As the contents of the Grant Application Summary Sheets are taken verbatim from the applicants’ submissions, they will replicate any errors or omissions made by the applicant. Staff recommendations and comments are included in the Summary Sheets.

Late Applications

The City Grant Policy indicates that late applications will not be accepted. No late applications were received after the November 18, 2016 deadline. However, a three-day extension was provided for applicants who had experienced technical difficulties with their applications due to the City’s server issues.

New Applications

One new application was received from Vancouver International Sculpture Biennale, an organization that had not previously applied for a City Grant.

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

2017 Arts and Culture Grant Program Information

Numbers of applications, allocations and recommendations are:

OPERATING ASSISTANCE						
Applications, Allocations and Recommendations (2012-2017)						
	2012	2013	2014	2015	2016	2017
Total number of applications	10	9	9	9	9	12
New applicants	n/a	2*	n/a	1*	0	2
Grants denied	2**	0	0	0	0	0
Partial amount of request recommended	3	1	9	7	2	12
Full amount of request recommended	5	8	0	2	7	0
Total amount requested	\$71,000	\$71,700	\$77,600	\$71,000	\$76,300	\$106,300
Total amount allocated recommended	\$50,900	\$71,200	\$62,170	\$62,190	\$76,000	\$89,454

* These applicants were 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 (2012-2017)						
	2012	2013	2014	2015	2016	2017
Total number of applications	17*	13	14	12	7	9
New applicants	n/a	5	6	2	0	1
Grants denied	4	4	2	1	0	3
Partial amount of request recommended	8	5	12	11	2	6
Full amount of request recommended	3	5	0	1	5	0
Total amount requested	\$58,780	\$50,600	\$59,736	\$53,150	\$32,150	\$36,900
Total amount allocated recommended	\$31,400	\$23,100	\$41,870	\$42,890	\$31,497	\$20,300

*16 were received, but one Operating Assistance applicant (for the Children's Arts and Literacy Centre Society, was added to this category)

COMBINED Arts and Culture Applications, Allocations and Recommendations (2012-2017)						
	2012	2013	2014	2015	2016	2017
Total number of applications	26	22	23	21	16	21
New applicants	n/a	5	6	2	0	1
Grants denied (did not meet criteria)	7	4	2	1	0	3
Partial amount of request recommended	18	9	21	18	4	18
Full amount of request recommended	8	13	0	3	12	0
Total amount requested	\$133,280	\$122,300	\$137,336	\$124,150	\$108,450	\$143,200
Total budget	\$100,000	\$102,020	\$104,040	\$105,080	\$107,497	\$109,754
Total amount allocated recommended	\$82,300	\$94,300	\$104,040	\$105,080	\$107,497	\$109,754

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

- build capacity within and support for arts organizations;
- strengthen, support and enhance the artistic community; and
- increase the variety and diversity of arts experiences and opportunities.

The establishment of a grant program specific to Richmond Arts and Culture in 2012 was a landmark advance in the development of the local arts and culture sector. As such, the program remains understood as not only a 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 experience writing grant applications. Moreover, as organizations secure City of Richmond funding, their potential to leverage funding from other sources improves as evidenced in some of the Grant Use reports relating to the previous year.

Staff noted continued improvement in the quality of grant applications and an increase in the number of applications; from 16 total applications in 2016 to 21 applications in 2017. This year, there were more Operating Applications compared to last year: Richmond Potters’ Club, who missed the 2016 deadline, re-submitted an application for 2017; and two former Project Assistance grant clients – Richmond Singers and Canadian Y.C. Chinese Orchestra Association – were approved to apply to the Operating Assistance stream this year.

In this sixth year of the Arts and Culture Grants Program, staff noted an increased self-awareness among many of the applicants regarding the value of professional administrative support. Many also cited increased efforts in financial self-sustainability. Specifically, many are actively

developing new skills to seek out additional sources of funding through sponsorship and other grants. There is also a substantial increase in the reported use of social media to help organizations connect with larger audiences and reduce marketing costs.

This year was notably the first year that the program has received an application for an Artist Residency. Artist Residencies are eligible for funding under the Project Assistance stream and are intended to facilitate learning, development and cultural exchange opportunities between professional artists or artisans, qualified host organizations, and/or the community.

Reasons for Partial or No Funding

Due to the increased number of eligible and worthy applications that totalled requests well over the \$109,754 budget, as well as increased competition among the applications, none of the applicants were recommended for the full amount requested this year.

As a result, many of the applicants will note a decrease in funding from the previous year. Staff interprets the increased competition for funding as a reflection of the growing development and capacity of the Richmond arts community, in part, as a result of the success of the Arts and Culture grant program.

The majority of applications are recommended to receive funding. The principal reasons for not recommending funding were a) that the applications were incomplete or ineligible under the criteria listed in the Guidelines and b) increased competition for funds.

Financial Impact

The 2017 Arts and Culture Grant Program has a budget of \$109,754. The 2017 recommended allocations are itemized in Attachments 1 and 2.

Project Assistance	\$20,300
Operating Assistance	<u>\$89,454</u>
Total	<u>\$109,754</u>
Remaining	\$0

Conclusion

The 2017 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 is recommending that the 2017 Arts and Culture Grants be allocated as proposed for the benefit of Richmond residents.



Katie Varney
 Manager, Community Cultural Development
 (604-247-4941)

January 10, 2017

- 7 -

- Att. 1: Table of Applicant Requests and Recommendations
- 2: Summary of Recommendations
- 3: Grant Application Summary Sheets
- 4: Operating Assistance Grant Application Guidelines
- 5: Project Assistance Grant Application Guidelines

2017 Arts and Culture Grant Recommendations

OPERATING ASSISTANCE

Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Music School Society	\$ 10,000	\$ 10,000	\$ 9,000	Operating Assistance is recommended for this leading organization that strives to provide high calibre educational opportunities for youth from all economic backgrounds. The applicant is encouraged to continue to nurture and strengthen its new and existing partnerships and also continue to encourage students and faculty to perform in the community.	1
Richmond Community Orchestra and Chorus Association	\$ 10,000	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this well-established organization that involves a varied range of musicians, reaches diverse audiences, provides education, and partners with a number of charitable organizations and other Richmond-based performing arts groups. The society is to be congratulated for successfully implementing a new digital marketing strategy that helped increase their reach and double their audience size this year.	3
Richmond Singers	\$ 5,000	\$ 10,000	\$ 7,000	Operating Assistance is recommended for this popular, long-standing community choir that pursues new partnerships with other organizations and provides singers with opportunities to perform in Richmond and beyond. The society is to be commended for striving to diversify its fundraising initiatives and seeking out new partnerships. As first-time applicants for Operating Assistance, they are encouraged to increase outreach and continue to develop their programming offerings and partnerships.	5

Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Delta Youth Orchestra	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this well-established and forward thinking orchestra that provides high quality music education and consistent performance opportunities for youth age 8 to 25. The society is to be commended for increasing its administrative capacity by hiring a part-time project manager to help them diversify fundraising efforts, while continuing to strategically grow its planned enrollment, which has doubled in the past few years.	7
Canadian YC Chinese Orchestra Association	\$ 5,000	\$ 10,000	\$ 6,000	Operating Assistance is recommended for this unique concert group, known for their presentations of traditional, Chinese instrumental music in Richmond. The society is to be congratulated for their ability to sellout the Gateway for a third time, while still offering a rich array of free performances in the community. As first-time applicants for Operating Assistance, the applicant is encouraged to develop their community partnerships with other organizations, diversify their fundraising efforts, continue to build their membership and increase their capacity.	9
Richmond Potters' Club	\$ 5700* * 2015 amount. Applicant did not apply in 2016.	\$ 10,000	\$ 5,900	Operating Assistance is recommended for this long-standing organization that provides pottery programs and demonstrations in the community. The club is to be commended for its growth in membership and is encouraged to continue to seek out new partnerships and pursue new outreach opportunities.	11

Organization	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Cinevolution Media Arts Society	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this unique and innovative society that provides high-quality and multilingual programming that engages professional and emerging media artists, as well as new immigrants and youth. They are to be commended for helping to establish Richmond as a hub for media arts and for expanding their reach through the Digital Karnival and through their year-round programming that often involves community partnerships and collaborations. This year, the society exhibited remarkable stability through the successful handling of their succession plan when their founding board member transitioned out of the organization.	13
Richmond Arts Coalition	\$ 9,950	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this volunteer-run service organization. The applicant is commended for growing its capacity, adjusting operations to reflect their 2016 strategic plan and fostering new partnerships and projects. The society is encouraged to continue to develop its online presence and administrative capacity to continue to meet the needs of the arts community.	15
Richmond Community Band Society	\$ 2,900	\$ 3,000	\$ 2,704	Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their focus on developing outreach initiatives that aims to engage youth and for actively seeking out new members. The applicant is, once again, strongly encouraged to review their financial targets and to invest its significant surplus back into the organization.	17

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Community Arts Council of Richmond	\$ 9,750	\$ 10,000	\$ 9,200	Operating Assistance is recommended for this long-established organization whose goal is to inspire citizens of all ages and demographics to participate in the arts. They are encouraged to reflect on how to address board fatigue, concerns about dwindling membership and the self-identified challenge of maintaining relevancy in the marketplace.	19
Richmond Youth Choral Society	\$ 10,000	\$ 10,000	\$ 9,500	Operating Assistance is recommended for this growing and forward-thinking organization that provides distinct opportunities for Richmond youth to share their talents locally, nationally and internationally. The society is to be applauded for establishing partnerships and for seeking out new sponsorship opportunities to increase sustainability and capacity.	21
Textile Arts Guild of Richmond	\$ 3,400	\$ 3,300	\$ 2,750	Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, social engagement and charitable giving. The applicant is encouraged to invest its financial surplus back into its marketing and outreach initiatives, such as the self-identified need to develop a new website to help increase exposure, participation and awareness of its activities.	23

PROJECT ASSISTANCE

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Vancouver Cantonese Opera: <i>Bamboo Theatre</i>	\$ 3,800	\$ 5,000	\$ 3,800	Funding is recommended for this local celebration of Chinese culture that will bring the unique traditional art form of Cantonese opera to both Chinese and non-Chinese audiences at no cost during the 2017 Richmond World Festival. The society has a proven track record for working cooperatively with local artists and cultural groups and for bringing together diverse cultural groups that facilitates a cross-pollination of audiences. In addition to exposing Richmond residents to this unique art form, a significant portion of the budget goes towards creative fees, which will directly benefit many local artists.	25
Philippine Cultural Arts Society of BC: <i>Kayamanan ...</i>	\$ 4,447	\$ 2,500	\$ 2,100	Project Assistance is recommended for this lively event that seeks to increase the profile of Filipino performing arts in Richmond and provides vital performance opportunities for the society's dancers, musicians and volunteers. The group is to be commended for establishing new partnerships that have increased its public reach and exposure. In future, the project budget should include more diligent financial accounting.	28
Greater Vancouver Historical Performance Soc of BC: <i>La Grande Baroque Canada</i>	n/a	\$ 2,500	\$ -	Funding is not recommended for this project. It is recommended that should the society choose to apply for funding in 2018, that they involve more Richmond artists, as well as articulate how this project would be unique to the community and impact Richmond citizens.	30

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
Richmond Art Gallery Association: <i>Salon Series</i>	\$ 4,000	\$ 5,000	\$ 3,800	Project Assistance is recommended for this innovative program that supports, engages and mentors local artists through free networking opportunities that meet the needs of the arts community. Building on the success of last year's mentorship program, the project will enable both Chinese and English-speaking artists the opportunity to deepen and strengthen their creative network. The project falls outside of the Gallery's normal operations and fulfills an important role towards community-building and supporting the professional development of Richmond artists.	33
Tickle Me Pickle Theatre Sports Improv Society: <i>TMP Improv Season</i>	\$ 5,000	\$ 5,000	\$ 4,500	Project Assistance funding is recommended for this entertaining, award-winning group's 2017 season that will engage youth, adults and families through affordable theatrical experiences. The society is to be congratulated on their wide appeal and steady audience growth, as well as their charitable giving through their sold-out "Laughter is the Best Medicine" event. The applicant is encouraged to explore new programming opportunities for their upcoming season and continue to expand their reach through social media.	35
Vancouver Tagore Society: <i>West Coast Tagore Festival 2017</i>	\$ 4,250	\$ 5,000	\$ 3,800	Project Assistance is recommended for this established multicultural and multidisciplinary festival that attracts large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for increasing its exposure and extending its reach. The society is encouraged to continue to seek out new sources of diversified funding streams and, in the future, is requested to maintain more diligent financial recordkeeping.	37

Organization & Project Name	Most Recent City Grant (2016)	2017 Request	2017 Recommend	Comments	Pg
True North Performance Society of British Columbia: <i>UBANTU I am because you are</i>	n/a	\$ 1,900	\$ -	Funding is not recommended for this project. While the proposed project is interesting and innovative, the concept and goals of the project need to be further developed and articulated. It is recommended that if the applicant should choose to reapply in 2018, that they could look at engaging a much higher percentage of Richmond-based artists and performers, in addition to setting realistic ticket sales targets.	39
Vancouver International Sculpture Biennale: <i>Big Ideas</i>	n/a	\$ 5,000	\$ -	Funding is not recommended for this project. The Vancouver-based society is to be commended for its ongoing work with young people across the Lower Mainland. Should the applicant choose to apply again in 2018, they should address how this project would be unique to the Richmond community and their application request and budget should be specific to the Richmond program.	41
Richmond Gateway Theatre Society <i>Artistic Residency for Leanna Brodie</i>	n/a	\$ 5,000	\$ 2,300	Project Assistance is recommended for this artist residency project that will support a nationally-recognized Richmond-based playwright to research, develop, script and conduct an initial reading of a new Chinese and English play. The project falls outside of the Gateway's normal operations and it is recommended that the project assistance funds be used to support a portion of the artist's commissioning fees, as well as the public reading and workshop of the new play.	43

2017 Arts and Culture Grant Recommendations

OPERATING ASSISTANCE	
Organization	2017 Recommend
Richmond Music School Society	\$ 9,000
Richmond Community Orchestra and Chorus Association	\$ 9,200
Richmond Singers	\$ 7,000
Richmond Delta Youth Orchestra	\$ 9,500
Canadian YC Chinese Orchestra Association	\$ 6,000
Richmond Potters' Club	\$ 5,900
Cinevolution Media Arts Society	\$ 9,500
Richmond Arts Coalition	\$ 9,200
Richmond Community Band Society	\$ 2,704
Community Arts Council of Richmond	\$ 9,200
Richmond Youth Choral Society	\$ 9,500
Textile Arts Guild of Richmond	\$ 2,750

PROJECT ASSISTANCE	
Organization	2017 Recommend
Vancouver Cantonese Opera: <i>Bamboo Theatre</i>	\$ 3,800
Philippine Cultural Arts Society of BC: <i>Kayamanan ...</i>	\$ 2,100
Greater Vancouver Historical Performance Soc of BC: <i>Le Grande Baroque</i>	\$ -
Richmond Art Gallery Association: <i>Salon Series</i>	\$ 3,800
Tickle Me Pickle Theatre Sports Improv Society: <i>TMP Improv Season</i>	\$ 4,500
Vancouver Tagore Society: <i>West Coast Tagore Festival 2017</i>	\$ 3,800
True North Performance Society of British Columbia: <i>UBANTU I am because you are</i>	\$ -
Vancouver International Sculpture Biennale: <i>Big Ideas</i>	\$ -
Richmond Gateway Theatre Society: <i>Artist Residency with Leanna Brodie</i>	\$ 2,300

OPERATING ASSISTANCE SUBTOTAL	\$ 89,454
PROJECT ASSISTANCE SUBTOTAL	\$ 20,300
COMBINED TOTAL	\$ 109,754



Operating Assistance Application for 2017

Arts & Culture Grants Program

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

Society: Richmond Music School Society

Society Mandate Summary:

To conduct a school of music and offer programs and instruction in music.

Society History:

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 through Metro Vancouver for its many student performances and innovative programs. There are 23 teachers employed at the school as well as 3 advanced Junior teachers, 5 Junior teachers and 7 Apprentice teachers. The school provides major concert opportunities for its students with faculty and professional performers, community performances, preparation for Royal Conservatory and Associated Board of the Royal Schools of Music examinations, master classes, below-cost group violin classes, a free children's orchestra and professional development experiences for its apprentice and junior teachers, who have their ARCT and/or LRSM certificates. Over 200 public performances are presented by students and faculty in Richmond and Metro Vancouver each year, most of which are free to the public. The School continues with its twin objectives to pursue the highest artistic standards with its performances and teachers and to provide unique opportunities for children to get involved in music whose parents might otherwise find the cost prohibitive. Musical instruction is available for all ages and financial background.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$407,564

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$10,000	Operating Assistance
2015	\$7,945	Operating Assistance
2014	\$7,200	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$412,629	\$418,980
Total Expenses:	\$400,787	\$418,980
Surplus:	\$11,842	\$1
Accumulated Surplus:	(\$1,811)	\$1

Other Funders: Outreach Violin Program \$44,290

GRANT RECOMMENDATIONS

Recommended Amount: \$9,000

Aggregate Score: 44.8

Recommendation:

Operating Assistance is recommended for this leading organization that strives to provide high caliber educational opportunities for youth from all economic backgrounds. The applicant is encouraged to continue to nurture and strengthen its new and existing partnerships and also continue to encourage students and faculty to perform in the community.



**Operating Assistance Application for 2017
Arts & Culture Grants Program**

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

Society: Richmond Community Orchestra and Chorus Association

Society Mandate Summary:

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

Society History:

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

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$120,100

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$10,000	Operating Assistance
2015	\$10,000	Operating Assistance
2014	\$8,790	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$124,120	\$124,100
Total Expenses:	\$103,363	\$124,100

Operating Assistance Application for 2017**Richmond Community Orchestra and****Summary Page 2**

Surplus:	\$20,757	\$20,757
Accumulated Surplus:	\$42,181	\$20,757
Other Funders:	BC Gaming \$25,000	

GRANT RECOMMENDATIONS**Recommended Amount:** \$9,200**Aggregate Score:** 46.5**Recommendation:**

<p>Operating Assistance is recommended for this well-established organization that involves a varied range of musicians, reaches diverse audiences, provides education, and partners with a number of charitable organizations and other Richmond-based performing arts groups. The society is to be congratulated for successfully implementing a new digital marketing strategy that helped increase their reach and double their audience size this year.</p>
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Operating Assistance Application for 2017

Arts & Culture Grants Program

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

Society: Richmond Singers

Society Mandate Summary:

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

Society History:

THE RICHMOND SINGERS is a women's choir with 55 active members and 3 associates who have provided a choral presence in the community for over 45 years. The choir produces two to three major concerts per season often featuring local guest performers, children's choirs and accompanists. We are fortunate to have a faithful audience at our 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 16-member Richmond Singers Ensemble "sing out" at over 45 performances during the season at senior facilities, hospitals and daytime events, receiving little or no remuneration. They perform an interactive program that is very well received by the seniors and many places request them several times a year. We hold auditions in September and /or January when necessary. Membership in the choir is based on space availability and auditions are based on the ability to sing, read music and to blend one's voice within our choir. Our multicultural members range in age from 20's - 70+. We sing a wide variety of music from classical, jazz, and spiritual to modern.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$53,285

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$5,000	Project Assistance
2015	\$4,240	Project Assistance
2014	\$2,600	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$67,432	\$69,005
Total Expenses:	\$77,722	\$69,005
Surplus:	(\$10,289)	\$1
Accumulated Surplus:	\$29,175	\$23,885
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$7,000

Aggregate Score: 44.8

Recommendation:

Operating Assistance is recommended for this popular, long-standing community choir that pursues new partnerships with other organizations and provides singers with opportunities to perform in Richmond and beyond. The society is to be commended for striving to diversify its fundraising initiatives and seeking out new partnerships. As first-time applicants for Operating Assistance, they are encouraged to increase outreach and continue to develop their programming offerings and partnerships.



Operating Assistance Application for 2017

Arts & Culture Grants Program

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

Society: Richmond Delta Youth Orchestra

Society Mandate Summary:

The RDYO provides full-service orchestral preparation for young musicians aged 8 to 25.

Society History:

The Orchestra first began rehearsals in September, 1971 in Ladner. With the support of approximately forty players, Harry Gomez formed the Orchestra and became its Conductor and Music Director. The Orchestra first performed at an open rehearsal for Mayor Dugald Morrison at the Ladner Community Centre later that year. Throughout the 1970s and 1980s, the Orchestra underwent tremendous growth, attracting young players from Richmond and the rest of the Lower Mainland. It continued its mission as an orchestral preparation program led by highly qualified musical staff. In 2013, recognizing that the majority of its young musicians are residents of Richmond, the Orchestra officially changed its name to Richmond Delta Youth Orchestra. Since our move to Richmond, our enrolment has almost doubled. The Orchestra currently includes 135 young performers in seven divisions: Symphony, Senior Strings, Intermediate Strings, Junior Strings, Senior Winds, Junior Winds, and Chamber Music divisions. Each year the RDYO performs numerous outreach concerts in Richmond, including (in 2016) at Culture Days, the Richmond Art Gallery, the Richmond Cultural Centre, the annual Richmond Maritime Festival, the Salmon Festival, and Aberdeen Centre. The RDYO is a vibrant and growing part of Richmond's cultural landscape.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$164,900

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$10,000	Operating Assistance
2015	\$5,000	Project Assistance
2014	\$2,860	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$156,468.74	\$158,500
Total Expenses:	\$150,334.9	\$167,030
Surplus:	\$613,384	(\$8,530)
Accumulated Surplus:	\$32,884	\$24,354

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$9,500

Aggregate Score: 47.5

Recommendation:

Operating Assistance is recommended for this well-established, forward thinking orchestra that provides high quality music education and consistent performance opportunities for youth age 8 to 25. The society is to be commended for increasing its administrative capacity by hiring a part-time project manager to help them diversify fundraising efforts, while continuing to strategically grow its planned enrollment, which has doubled in the past few years.



Operating Assistance Application for 2017

Arts & Culture Grants Program

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

Society: Canadian YC Chinese Orchestra Association

Society Mandate Summary:

Founded in 2010 as a non-profit organization, The Canadian YC Chinese Orchestra Association is dedicated to the promotion of Chinese music by performing to the public.

Society History:

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

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$27,500

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$5,000	Project Assistance
2015	\$4,550	Project Assistance
2014	\$4,160	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Operating Assistance Application for 2017**Canadian YC Chinese Orchestra Association****Summary Page 2**

Total Revenue:	\$22,034	\$34,300
Total Expenses:	\$21,356	\$34,000
Surplus:	\$678	\$300
Accumulated Surplus:	\$1,958	\$2,258
Other Funders:		

GRANT RECOMMENDATIONS**Recommended Amount:** \$6,000**Aggregate Score:** 41.8**Recommendation:**

Operating Assistance is recommended for this unique concert group, known for their presentations of traditional, Chinese instrumental music in Richmond. The society is to be congratulated for their ability to sellout the Gateway for a third time, while still offering a rich array of free performances in the community. As first-time applicants for Operating Assistance, the applicant is encouraged to develop their community partnerships with other organizations, diversify their fundraising efforts, continue to build their membership and increase their capacity.



**Operating Assistance Application for 2017
Arts & Culture Grants Program**

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

Society: Richmond Potters' Club

Society Mandate Summary:

Inform and promote interest in pottery by providing educational opportunities, workshops, classes and art appreciation opportunities. Encourage mentoring among Club members. The RPC demonstrates the skills and techniques of pottery making to the public.

Society History:

Formed in 1969 the RPC has, as volunteers, organized, administered & provided adult classes. The RPC offers workshops to members & the public, provides in-house education in clay arts, publishes a newsletter, meets monthly, informs members of shows, exhibition & workshop opportunities, puts on 2 sales/year, maintains a website & takes part in Community events with demonstrations & displays. The RPC furnished the studio & currently owns about \$40,000 worth of equipment & materials. It has a large library & subscribes to pottery periodicals. Members have studio access about 29.5 hours/week to create & do the many jobs needed to keep the Club going. We welcome the public into the studio, answer their queries & share our joy in the creative process. We support the children's classes offered by the City, & work collaboratively with the instructors to ensure the studio is well kept. Our well attended twice yearly sales include the Richmond Spinners & Weavers Guild. Sales give us another chance to "talk pots" with the public, & support local artists. The Club offers a scholarship to a graduating Richmond high school student & supports charitable organizations with "gifts in kind" donations created by our members. Over the past 2 years the Club has donated tea bowls (Moon Festival), garlic graters (Garlic Festival), & bowls (Empty Bowl Project). In total, over \$1000 of gifts were donated. The RPC displays & demo's at the City Richmond events - Doors Open, Culture Days, & the Maritime Festival. The Club has provided opportunities to enhance artists' creativity with interesting workshops: workshops with Deborah Schwartzkoff, Laura Vanderlind & Ping Kwong Wong, demonstrations at our meetings with Fredi Rahn, Deborah Sloan, Vince Aurora, and Linda Doherty. Offsite events have included Raku & sawdust firing at the Shadbolt Centre. The RPC hopes to convey to the public its passion for clay work & the joy that comes from creating something beautiful.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$49,585

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$5,700	Operating Assistance
2014	\$5,200	Operating Assistance
2013	\$3,000	Operating Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Operating Assistance Application for 2017**Richmond Potters' Club****Summary Page 2**

Total Revenue:	\$54,052	\$53,350
Total Expenses:	\$53,035	\$53,350
Surplus:	\$1,017	\$0.01
Accumulated Surplus:	\$1,017	\$0.01
Other Funders:		

GRANT RECOMMENDATIONS**Recommended Amount:** \$5,900**Aggregate Score:** 41.8**Recommendation:**

<p>Operating Assistance is recommended for this long-standing organization that provides pottery programs and demonstrations in the community. The club is to be commended for its growth in membership and is encouraged to continue to seek out new partnerships and pursue new outreach opportunities.</p>

Society: Cinevolution Media Arts Society

Society Mandate Summary:

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

Society History:

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

Our work supports the City Council's goals for Arts and Culture by:

1. Stimulating innovative creation and new ideas - As the only media arts organization in Richmond, for the past years, Cinevolution has not only introduced many new media artists and brought in cutting edge artwork and films, but has also created several signature events, such as Your Kontinent Digital Carnival, Media Cafe, DocuAsia Forum, Art in Containers, Screen Bites, Youth Media Fest, and the Featured Artist Program. These unique events strive to stimulate critical thought and artistic innovation, and contribute to putting Richmond on the map of the art scene in the Lower Mainland.

2. Engaging citizens across generations and cultures - All our signature events are intergenerational and multilingual, and have successfully engaged community members of all ages and cultures.

3. Fostering critical discourse and international cultural exchange by bringing international films and artists to the community.

4. Increasing the community's media literacy by making programs affordable, accessible and

Operating Assistance Application for 2017**Cinevolution Media Arts Society****Summary Page 2**

educational to the general public.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$133,710

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$10,000	Operating Assistance
2015	\$9,530	Operating Assistance
2014	\$3,640	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$72,016	\$91,551
Total Expenses:	\$72,016	\$91,550
Surplus:	\$1	\$1
Accumulated Surplus:	\$1	\$2
Other Funders:	BC Gaming, Metro Vancouver, BC Arts Council: \$54, 000, Canadian Heritage \$36,900	

GRANT RECOMMENDATIONS

Recommended Amount: \$9,500

Aggregate Score: 48.5

Recommendation:

<p>Operating Assistance is recommended for this unique and innovative society that provides high-quality and multilingual programming that engages professional and emerging media artists, as well as new immigrants and youth. They are to be commended for helping to establish Richmond as a hub for media arts and for expanding their reach through the Digital Karnival and through their year-round programming that often involves community partnerships and collaborations. This year, the society exhibited remarkable stability through the successful handling of their succession plan when their founding board member transitioned out of the organization.</p>
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**Operating Assistance Application for 2017
Arts & Culture Grants Program**

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

Society: Richmond Arts Coalition

Society Mandate Summary:

To promote, support, and advocate for the Arts in all their various forms within in Richmond, BC..

Society History:

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 & arts organizations together & leading in the development & advocacy of local community arts & culture. RAC has partnered with the City on the annual Arts Awards & on three Art Symposiums & provides substantial grants to the annual Maritime Festival to support hiring of local artists. In 2013, RAC established an endowment fund with the Richmond Community Foundation to support the Arts Awards & scholarships for Arts students. RAC compiles a monthly list of Arts Events for publication by the local papers & Tourism Richmond. The events are listed on the RAC website & social media & emailed to 300+ subscribers. A 2013 Outreach Project gathered surveys from the Arts & general public on Arts issues in Richmond, which was shared with the City. A 2014/15 Outreach Project gathered numerous ideas for promoting closer connections between Arts and Business. RAC hosted ArtRich 2015 at the Richmond Art Gallery in 2015, which showcased 49 local artists and brought 1627 visitors to the Gallery. RAC hosts a weekly "member feature" on its website and promotes its members through social media. RAC hired an Admin Assistant in 2016. Since its establishment, RAC has played an essential role to advocate for the importance of art in Richmond. Especially after the revisioning in 2015, representatives of RAC have regularly attended the meetings at the City Hall that related to the topic of art to present and speak. We have also actively outreached into other community groups to promote the importance of RAC, such as the 20/20 Group.

GRANT REQUEST

Requested Amount: \$10,000
Society Operating Budget: \$41,800

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$9,950	Operating Assistance
2015	\$3,970	Operating Assistance
2014	\$3,750	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Operating Assistance Application for 2017**Richmond Arts Coalition****Summary Page 2**

Total Revenue:	\$34,068.45	\$83,300
Total Expenses:	\$28,736.8	\$83,300
Surplus:	\$5,331.65	\$0.01
Accumulated Surplus:	\$8,334.48	\$8,334.48
Other Funders:		

GRANT RECOMMENDATIONS**Recommended Amount:** \$9,200**Aggregate Score:** 46**Recommendation:**

Operating Assistance is recommended for this volunteer-run service organization. The applicant is commended for growing its capacity, adjusting operations to reflect their 2016 strategic plan and fostering new partnerships and projects. The society is encouraged to continue to develop its online presence and administrative capacity to continue to meet the needs of the arts community.



Operating Assistance Application for 2017

Arts & Culture Grants Program

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

Society: Richmond Community Band Society

Society Mandate Summary:

Mandates:

To provide Richmond - focused musical concerts for the public,

Promote music in local schools via joint concerts and; Provide an outlet for the musical aspirations of our members.

Society History:

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

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

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

GRANT REQUEST

Requested Amount:	\$3,000
Society Operating Budget:	\$30,175

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$2,900	Operating Assistance
2015	\$2,860	Operating Assistance
2014	\$2,900	Operating Assistance

FINANCIAL SUMMARY

Operating Assistance Application for 2017**Richmond Community Band Society****Summary Page 2****Most Recently Completed Year****Proposed Year**

Total Revenue:	\$12,575.15	\$12,800
Total Expenses:	\$13,212.21	\$16,850
Surplus:	\$636.06	\$4,050
Accumulated Surplus:	\$15,840	\$13,200

Other Funders:**GRANT RECOMMENDATIONS****Recommended Amount:** \$2,704**Aggregate Score:** 42.8**Recommendation:**

Operating Assistance is recommended for this long-standing, volunteer-run organization that delights audiences at a wide range of year-round community events. The society is to be commended for their focus on developing outreach initiatives that aims to engage youth and for actively seeking out new members. The applicant is strongly encouraged to review their financial targets and invest back into the organization.



Operating Assistance Application for 2017

Arts & Culture Grants Program

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

Society: Community Arts Council of Richmond

Society Mandate Summary:

To provide & broaden opportunities for citizens of all ages to participate in, and benefit from the creative arts. Including, but not limited to, supporting & exploring new avenues to provide workshops, public events, classes, exhibitions, performances & special programs.

Society History:

An active advocate for the arts since 1970 we have many accomplishments including raising significant funds to build both the Gateway Theatre and the Richmond Cultural Centre. Over the many years we have held numerous classes, workshops, exhibitions, events and performances, given out scholarships & grants to other arts organization. As a federally & provincially registered Charity we are able to issue tax receipts for donations and use this fact to do fundraising for various events. When we began this odyssey of supporting and promoting the arts there were very few other groups that were registered as a society. In addition we were the only arts organization without a particular affiliation with a specific art discipline, rather we supported ALL types of the creative ARTS.

Times, needs and abilities change and we have changed too. Many groups are now better able to fend for themselves, however we still feel it is imperative that we "speak" for the arts and artists, encourage all to participate, use art to build bridges and overcome difficulties. We spend our funds frugally and choose programs and projects that we feel will benefit the highest number of the population including non-artists and artists alike. Our events are held in Richmond and wherever possible we do our best to invite Richmond artists first and the rest of Metro Vancouver and BC latterly. Richmond is our home base and we encourage everyone to come and experience the arts & culture in Richmond when we hold our events and on our website, which has two calendar of events, one for ourselves and one for any non profit to post their event at no cost. We are in the process of creating a article dealing with the new transition of all B.C. societies to a new act. This article will assist other societies in handling this change without the need of high legal bills, and will be written in "plain" speak to be easily understood by all.

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$38,326

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$9,750	Operating Assistance
2015	\$8,475	Operating Assistance
2014	\$7,700	Operating Assistance

FINANCIAL SUMMARY

Operating Assistance Application for 2017**Community Arts Council of Richmond****Summary Page 2**

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$38,326	\$63,663
Total Expenses:	\$38,326	\$63,663
Surplus:	\$1	\$1
Accumulated Surplus:	\$1	\$1
Other Funders:	BC Gaming \$10,000, BC Creative Communities \$7,900	

GRANT RECOMMENDATIONS**Recommended Amount:** \$9,200**Aggregate Score:** 46**Recommendation:**

Operating Assistance is recommended for this long-established organization whose goal is to inspire citizens of all ages and demographics to participate in the arts. They are encouraged to reflect on how to address board fatigue, concerns about dwindling membership and the self-identified challenge of maintaining relevancy in the marketplace.



Operating Assistance Application for 2017

Arts & Culture Grants Program

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

Society: Richmond Youth Choral Society

Society Mandate Summary:

To provide the children of Richmond an excellent choral music education and prestigious performance opportunities. Our desire is to enrich their lives and nurture them through music to become proud community contributors and builders of our city's multicultural atmosphere.

Society History:

In 2000, a choir of 75 elementary school voices from across our city formed under the direction of 3 Richmond teachers, Lorraine Jarvis, Catherine Ludwig and Lyn Wilkenson. 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 2 years. With school district cut backs, Lorraine, Catherine and parents created the Richmond Youth Choral Society in 2002. Membership 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 the 2009-10 season of the RYHC, the choirs were recognized as a premiere group within our city. In our 12th season we launched our 3rd choir, the Prelude Choir for children 5 - 8 years of age. Performance highlights include 2010 Olympic performances, Unisong in Ottawa, joint performance with the Philharmonic Orchestra from our sister city, Xiamen, China, performing with and hosting the Wakayama Children's Choir from our sister city, Wakayama, Japan and this past spring, returning the visit to Wakayama and representing Richmond there. In 2013 we commissioned "Listen to the Music" by Timothy Corlis and premiered it with the VYSO. It was received with a standing ovation. Since then we have worked with other composers like Larry Nickel and Iman Habibi. Recently we participated in "World Beat" with international conductor Henry Leck. For our 15th Anniversary season we are planning a year of celebration including inviting the Richmond and Delta Youth Orchestra to premier another new commission partnering with Timothy Corlis once again!

GRANT REQUEST

Requested Amount:	\$10,000
Society Operating Budget:	\$68,128

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$10,000	Operating Assistance
2015	\$10,000	Operating Assistance
2014	\$8,790	Operating Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$74,180.6	\$81,750

Operating Assistance Application for 2017**Richmond Youth Choral Society****Summary Page 2**

Total Expenses:	\$73,752.7	\$81,700
Surplus:	\$427.9	\$50
Accumulated Surplus:	\$300	\$350
Other Funders:	BC Gaming \$4,200	

GRANT RECOMMENDATIONS**Recommended Amount:** \$9,500**Aggregate Score:** 48**Recommendation:**

<p>Operating Assistance is recommended for this growing and forward-thinking organization that provides distinct opportunities for Richmond youth to share their talents locally, nationally and internationally. The society is to be applauded for establishing partnerships and for seeking out new sponsorship opportunities to increase sustainability and capacity.</p>

Society: Textile Arts Guild of Richmond**Society Mandate Summary:**

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

Society History:

TAGOR was formed in 1975. From 1976 to 1988 our Guild focused on educational workshops and speakers as many products, tools and machines were changing at this time in the textile arts field. 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 and Expo '86.

The early 1990's saw the Guild based in several locations while the new Cultural Centre was being built. Specialized lighting and electrical outlets in the Textile Arts 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, TAGOR hosted exhibition 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 created quilts auctioned to support the Canadian Breast Cancer Foundation in 2005-06. In December 2010 the TAGOR website was launched and that same month, TAGOR won the Constellation Award from the Richmond Volunteer Bureau.

In 2011-12, over 70 quilts for the Japanese Tsunami victims were created and sent by TAGOR members. In 2012, the YouTube Video "How to Make a Quick Caring Quilt" was created and TAGOR began its partnership with the City of Richmond Parks Department and Tourism Richmond in the creation sale of utility bags made from Richmond City Street Banners.

In 2012-13, TAGOR launched and successfully completed its 100 Quilt Challenge for Lion's Manor and won a People First Award from the Vancouver Coastal Health Authority for this project. February 2015 marked TAGOR's 40th year of operation. In 2016 TAGOR added Habitat for Humanity as a community partner and will be creating 12 quilts for the families moving into their Richmond Project houses in 2017.

Operating Assistance Application for 2017

Textile Arts Guild of Richmond

Summary Page 2

GRANT REQUEST

Requested Amount: \$3,300
 Society Operating Budget: \$13,147

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$3,400	Operating Assistance
2015	\$3,710	Operating Assistance
2014	\$3,500	Operating Assistance

FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$15,208	\$11,200
Total Expenses:	\$15,479	\$11,200
Surplus:	(\$271)	\$0.01
Accumulated Surplus:	\$13,022	\$0.01
Other Funders:		

GRANT RECOMMENDATIONS

Recommended Amount: \$2,750
 Aggregate Score: 42.3

Recommendation:

Operating Assistance is recommended for this well-established organization that promotes textile arts as a means of creative expression, social engagement and charitable giving. The applicant is encouraged to invest its financial surplus back into its marketing and outreach initiatives, such as the self-identified need to develop a new website to help increase exposure, participation and awareness of its activities.

**Project Assistance Application for 2017****Arts & Culture Grants Program**

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

Society: Vancouver Cantonese Opera**Project Name:** Bamboo Theatre**Dates:** September 2-3, 2017 (Saturday & Sunday)**Project Summary:**

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

Society Mission/Mandate:

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

OUR ARTISTIC VISION & ORGANIZATIONAL OBJECTIVES

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

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

Society History:

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

For the past 16 years, the Vancouver Cantonese Opera has collaborated with international and

Project Assistance Application for 2017**Vancouver Cantonese Opera****Summary Page 2**

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

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.

In 2014 we were invited to do a workshop presentation at the FCCBC (B.C. Families with children from China). We were invited to perform at a fundraising gala at the Cumberland Museum at the City of Cumberland, B.C.

The first Multicultural Heritage Festival was launched in 2012. In 2013, we partnered with City of Richmond in the presentation "Multicultural Heritage" Festival and the event was renamed to Bamboo Theatre in 2016 with an attendance of 25000 people.

GRANT REQUEST

Requested Amount:	\$7,000
Project Budget:	\$34,000
Society Operating Budget:	\$130,867

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$3,800	Project Assistance
2015	\$5,000	Project Assistance
2014	\$3,850	Project Assistance

FINANCIAL SUMMARY**Most Recently Completed Year****Proposed Year**

Project Assistance Application for 2017**Vancouver Cantonese Opera****Summary Page 3**

Total Revenue:	\$126,408	\$130,867
Total Expenses:	\$143,082	\$129,461
Surplus:	(\$16,322)	\$1,406
Accumulated Surplus:	\$42,467	\$43,873

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

GRANT RECOMMENDATIONS

Recommended Amount: \$3,800

Aggregate Score: 42.5

Recommendation:

Funding is recommended for this local celebration of Chinese culture that will bring the unique traditional art form of Cantonese opera to both Chinese and non-Chinese audiences at no cost during the 2017 Richmond World Festival. The society has a proven track record for working cooperatively with local artists and cultural groups and for bringing together diverse of cultural groups that facilitates a cross-pollination of audiences. In addition to exposing Richmond residents to this unique art form, a significant portion of the budget goes towards creative fees, which will directly benefit many local artists.

Society: Philippine Cultural Arts Society of BC

Project Name: Kayamanan - celebrating the rich Filipino culture through music and dance

Dates: September 2, 2017

Project Summary:

This project, Kayamanan, will be dedicated in showcasing to the Filipino culture's richness and diversity through music and dance. In the months leading up to the event, new and current performers are encouraged to expand their knowledge on Filipino culture through traditional dance and music. This knowledge will be shared through workshops led by the PhilCAS senior performing group. Through community performances and private events, we will invite Richmond residents and those from the lower mainland to join us in this wonderful adventure throughout the Philippines.

Society Mission/Mandate:

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

Society History:

Tonette and Nes Gatus envisioned a niche for Filipino-Canadian youth that would give them the opportunity to discover their heritage through dance and music. In the year 2000, the couple shared with the local Richmond community the beauty of Filipino culture which has long been ignored. This was the beginning of the Philippine Cultural Arts Society of British Columbia (PhilCAS of BC). The society started off as a small group of 10 young Filipino-Canadians using the backyard of Tonette and Nes' house, to practice traditional Filipino folk dances. Tonette's pride in traditional folk dance that she had learned from the Philippines reverberated through her pupils and has since then been a source of pride. Her dancers were constantly motivated and inspired each time they were invited to perform at theatres, multicultural festivals, and private events.

Over the years, PhilCAS has grown horizontally and vertically in the age and number of volunteer members. This is due to the passion and commitment of Tonette and Nes' in providing Filipino youth the opportunity to learn their heritage. The society is larger than ever each sharing in the pride and passion that Tonette, Nes, and the rest of the rising leaders within the PhilCAS community continue to exhibit today. Today, both youth and adults make up the Board of Directors, but PhilCAS cannot solely be attributed to its directors and members. Without the support of parents, local businesses, the City of Richmond and the Multicultural organizations across BC, PhilCAS would not hold its place as one of the premier folk dance groups in BC.

Project Assistance Application for 2017**Philippine Cultural Arts Society of BC****Summary Page 2**

The main performance is titled Kayamanan. This performance will allow the participants to both showcase all they have learned while expressing the beauty of the Philippine culture at the Richmond World Festival 2017, a highly sought after community event. PhilCAS aims to have the audience take this unique journey of Filipino history.

GRANT REQUEST

Requested Amount:	\$2,500
Project Budget:	\$6,050
Society Operating Budget:	\$11,500

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$4,447	Project Assistance
2015	\$2,970	Project Assistance
2014	\$3,120	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$11,840.3	\$11,500
Total Expenses:	\$12,613.46	\$11,500
Surplus:	(\$773.16)	\$0.01
Accumulated Surplus:	\$1,550.55	\$1,550.55

Other Funders:**GRANT RECOMMENDATIONS****Recommended Amount:** \$2,100**Aggregate Score:** 41.3**Recommendation:**

Project Assistance is recommended for this lively event that seeks to increase the profile of Filipino performing arts in Richmond and provides vital performance opportunity for the society's dancers, musicians and volunteers. The group is to be commended for establishing new partnerships that have increased its public reach and exposure. In future, the project budget should include more diligent financial accounting.

Society: Greater Vancouver Historical Performance Soc of BC

Project Name: La Grande Baroque Canada

Dates: March 1 - July 9

Project Summary:

An extravaganza concert of Baroque dance, music, commedia and song in sumptuous garments of the period by western Canada's only Historical Performance Ensemble. As a celebration of the two European founders of Canada, we will present a concert of Baroque arts from England and France 1608 – 1725. Performers will be in accurate period dress, instrumentalists will play on reconstructions of period instruments and dancers will bring to life choreographies brought down to us in the Feuillet notation system. All performers will reconstruct their works with as much attention to period styling as

Society Mission/Mandate:

- Our mission is to bring Historical Performance Arts to new life by promoting the practice and appreciation of historical accuracy in the arts as legitimate, desirable, pertinent and exciting and by presenting these arts at the highest possible standards.
- Historical Performance Arts include garments, dance, music, and theatre of Canada and Europe from 13th to 20th centuries specializing in the Renaissance and Baroque eras.

The GVHPS artistic mandate includes:

- Promoting research, training, reconstruction & presentation of Historical Performance Arts
- Increasing public education, awareness and understanding of these arts
- Providing hands-on educational, historically-accurate cultural experiences to the general public (particularly children, youth and seniors) & to professionals as cheaply as possible
- Providing consultancy to other performance groups and professionals in film, TV, theatre, dance and opera

Our Operational Commitments include fiscal responsibility and fairness to artists:

GVHPS has operated for 24 years, always on budget, never in debt

Artists are hired on a professional contract basis and paid at professional rates.

Society History:

Project Assistance Application for 2017**Greater Vancouver Historical Performance Soc of BC****Summary Page 2**

Historical Performance Ensemble (HPE) is the name of the professional company hosted by Charitable Society GVHPS, founded 1989, with 3 directors: Artistic, Musical and Wardrobe and currently, a board of six directors.

HPE is one of a handful of companies worldwide dedicated to accurately recreated arts of the past, highlighting the 17th C. The Company consists of highly trained specialists - 4 dancer/actors and 2 musicians, augmented as needed. HPE's market for productions is primarily families, especially children, youth and seniors.

HPE has produced some 400 events in its history, around the GVRD, lower Gulf Islands and Vancouver Island. These include creating highly researched plays and multidisciplinary events, reconstructing dance, music and commedia from both Renaissance and Baroque eras, constructing replicas of all required garments and producing concerts, Soirées, workshops, and educational events. As well, HPE provides consultation, choreography and compositions for films, theatre and opera.

HPE has been active in Richmond since 2000 when the office was moved to Burkeville. Most of our dance concert material begins with rehearsals in the small studio at 2131 Stirling Ave, possible since construction in 2007. We have offered a variety of presentations in Richmond: in 2008 a Soirée at Sea Island Hall; in 2014, 15 and 16 Garment workshops and Renaissance Dance workshops for Culture Days. In November 2014 HPE collaborated with the Richmond Branch of BCRMTA (Music teachers' Association) on rotating workshops and a Soirée (aided by City of Richmond funds). In 2015, HPE contributed 3 characters and their monologues for Richmond's Maritime Festival, public dance instruction for it and for Harvest Moon Festival and in October we produced a major concert of dance, music and song at RCC.

We plan our largest ever concert for July 2017 with at least one night in Richmond.

GRANT REQUEST

Requested Amount:	\$2,500
Project Budget:	\$21,600
Society Operating Budget:	\$21,600

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2015	\$1,910	Project Assistance
2014	\$2,080	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$29,393	\$21,600
Total Expenses:	\$31,942	\$21,600

Project Assistance Application for 2017**Greater Vancouver Historical Performance Soc of BC****Summary Page 3**

Surplus:	\$2,022	\$0.01
Accumulated Surplus:	\$2,022	\$0.01

Other Funders:**GRANT RECOMMENDATIONS****Recommended Amount:** \$0**Aggregate Score:** 30.5

Recommendation: Funding is not recommended for this project. It is recommended that should the society choose to apply for funding in 2018, that they involve more Richmond artists, as well as articulate how this project would be unique to the community and impact Richmond citizens.



**Project Assistance Application for 2017
Arts & Culture Grants Program**

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

Society: Richmond Art Gallery Association

Project Name: Salon Series

Dates: February - November, 2017

Project Summary:

RAG proposes Salon, a series of monthly gatherings that seek to foster opportunities and connections among local Richmond artists. Our aim is to nurture local artistic practices. With funding from this Project Grant, we will offer a free series of programs, which will serve as an introduction to the Canadian art system, and provide space for production, presentation, networking and mentorship for local artists.

Society Mission/Mandate:

The only public gallery in Richmond, the RAG's mandate is to exhibit, preserve and promote contemporary visual arts, and support visual artists in the public presentation of their work. Through exhibitions, publications, educational programming, collections, and significant partnerships, the Richmond Art Gallery provides opportunities for the enrichment of life in Richmond while serving the contemporary arts community in Canada.

Society History:

The Richmond Art Gallery opened its doors in 1980, obtained non-profit charitable status in 1987, and in 1992 moved to its present location in the Richmond Cultural Centre. The Gallery has 3,500 square feet of exhibition space, an activity room for workshops and programs, and storage facilities for a Permanent Collection of over 400 works. To date, the Gallery has presented more than 1500 exhibitions of contemporary art. The gallery is open free to the public seven days a week. Education and outreach programs operate year round and include the School Art Program, Family Sunday Program, Artist Talks and Tours, and Artist workshops. A corps of volunteer guides offer tours in English and Mandarin, while Gallery attendants welcome and orient visitors to the current exhibitions daily. The School Studio Art Program is led by a professional artist and BC Certified teacher who adapts all tours and workshops to the grade level and BC School Curriculum and serves Richmond, Delta, Tsawwassen, and Vancouver area schools. With an average annual attendance of 20,000 the Richmond Art Gallery serves the citizens of Richmond, the Greater Vancouver Regional District, the Gulf Islands and the Lower Mainland, as well as visitors from other parts of the province, national and international tourists. The Gallery is well respected regionally and nationally for its quality programming and publications and for its excellence in art education.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$10,000
Society Operating Budget:	\$226,525

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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Project Assistance Application for 2017

Richmond Art Gallery Association

Summary Page 2

2016	\$4,000	Project Assistance
2015	\$5,000	Project Assistance
2014	\$4,680	Project Assistance

FINANCIAL SUMMARY

Most Recently Completed Year

Proposed Year

Total Revenue:	\$186,678	\$226,525
Total Expenses:	\$183,837	\$226,439.41
Surplus:	\$2,841	\$85.59
Accumulated Surplus:	\$41,798	\$5,000

Other Funders: Metro Vancouver \$5,000

GRANT RECOMMENDATIONS

Recommended Amount: \$3,800

Aggregate Score: 44.5

Recommendation:

Project Assistance is recommended for this innovative program that supports, engages and mentors local artists through free networking opportunities that meet the needs of the arts community. Building on the success of last year's mentorship program, the project will enable both Chinese and English-speaking artists the opportunity to deepen and strengthen their creative network. The project falls outside of the Gallery's normal operations and fulfills an important role towards community-building and supporting the professional development of Richmond artists.

**Project Assistance Application for 2017
Arts & Culture Grants Program**

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

Society: Tickle Me Pickle Theatre Sports Improv Society**Project Name: TMP Improv Season****Dates: July 2017-June 2018****Project Summary:**

We wish to continue to provide and perform our brand of improv comedy for our 2017-2018 season. The TMP season includes weekly skill and team development practices, professional development for our performing artists, a large-scale charity event, private and community performances, and four performances at the Performance Hall at the Richmond Cultural Centre. In addition, the TMP troupe continually seeks to develop new ideas of how we can help bring the art of improv to the Richmond Community, and openly seeks collaboration with individuals and groups from the community.

Society Mission/Mandate:

Tickle Me Pickle (TMP) is dedicated to providing affordable, family-friendly improvisational theatre that introduces Richmond residents to the enjoyment of the arts. We value improv as an art form that is both entertaining and enriching. Our chosen medium is one that brings communities together, projects positive attitudes, teaches a variety of skills and allows us to connect with a diverse audience in unique ways. We strive to provide shows and community programs that are available to patrons of all ages. In accordance with our status as a non-profit, these shows and community programs will be less financially burdensome than the average theatre production. Our goal is to maintain a troupe of talented performers who consistently produce quality improv shows. Moreover, TMP fosters the talents of our members and provides opportunities for professional growth in terms of performance, management, and technical theatre skills. All TMP shows will be accessible to audiences of any culture, background, gender, ability, economic class or ideology. Any member of the public will feel welcome and included, and our comedy will be consistent with good taste.

Society History:

Born out of volunteerism, collaboration and innovation, TMP started out as a one-off event for Youth Week in the year 2000. Members of the "Pickle Volunteer Crew" recognized an absence of improvisational theatre in the Richmond community and decided to start up a troupe of youth and young adults who would study, practice and perform the art of improvisational comedy. The Crew soon discovered that there was a healthy appetite for improv, as TMP attracted young artists who were eager to learn and perform improv, and saw a wide range of audience members flock to our events. The concept of TMP Improv has grown, as we have developed improv classes for youth, leadership workshops, high school tournaments, opportunities for volunteerism, private for-hire shows, a regular presence at local charity events, a yearly series of affordable and family-friendly community shows, and an annual charity event of our own. This event, Laughter is the Best Medicine, has raised over \$12,000 for local charities. Now navigated primarily by our core of 8 performing artists, TMP promotes through our website (www.tmpimprov.com), our Twitter account, our Facebook group of over 500 members, and Pickle Jar email newsletter.

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

Project Assistance Application for 2017**Tickle Me Pickle Theatre Sports Improv Society****Summary Page 2**

Project Budget:	\$12,260
Society Operating Budget:	\$12,260

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$5,000	Project Assistance
2015	\$5,000	Project Assistance
2014	\$4,160	Project Assistance

FINANCIAL SUMMARY

<u>Most Recently Completed Year</u>		<u>Proposed Year</u>
Total Revenue:	\$11,353.2	\$12,260
Total Expenses:	\$11,104.95	\$12,260
Surplus:	\$248.25	\$470.44
Accumulated Surplus:	\$470.44	\$470.44

Other Funders:**GRANT RECOMMENDATIONS****Recommended Amount:** \$4,500**Aggregate Score:** 43.3**Recommendation:**

Project Assistance funding is recommended for this entertaining, award-winning group's 2017 season that will engage youth, adults and families through affordable theatrical experiences. The society is to be congratulated on their wide appeal and steady audience growth, as well as their charitable giving through their sold-out "Laughter is the Best Medicine" event. The applicant is encouraged to explore new programming opportunities for their upcoming season and continue to expand their reach through social media.

Society: Vancouver Tagore Society

Project Name: West Coast Tagore Festival 2017

Dates: September 8-9, 2017

Project Summary:

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

Society Mission/Mandate:

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

Society History:

Vancouver Tagore Society was formed in mid 2011 to celebrate the 150th birth anniversary of great Bengali poet and visionary Nobel-laureate Rabindranath Tagore. Over the last 6 years, VTS has organized 6 West Coast Tagore Festivals (3 of them 2-day events) at the Richmond Cultural Center annually from 2011 to 2016. In addition, the Society organized 2 Poetry Events (with music, dances, and refreshments) on the Rooftop Garden at the Cultural Center, and one International Women's Day program at the Councils Chambers. VTS has also participated as contributing partner in events held in Richmond, including the Richmond Multicultural Heritage Festival, International Peace Festival, Multicultural Mothers Day celebration, Autumn Dance Poetry (twice), Annual Literary Festival by WIN Canada, etc. In all the events organized by VTS in Richmond, a number of Richmond artists, poets and volunteers are always involved. Our events were inaugurated and/or graced by the Mayor Malcolm Brodie 3 times, Councillor Linda McPhail 3 times and Councillor Carol Day once.

Outside of Richmond, the Society has organized the "Tagore Spring Festival", a multicultural

Project Assistance Application for 2017**Vancouver Tagore Society****Summary Page 2**

performing event, in 2015 and 2016, in Surrey with City of Surrey Cultural Grants; and 1 dance-drama and 1 music program at the Roundhouse Community Center, both with paid admissions. The Society has also participated as content partners in programs around the Lower Mainland.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$15,200
Society Operating Budget:	\$48,640.7

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
2016	\$4,250	Project Assistance
2015	\$3,920	Project Assistance
2014	\$3,120	Project Assistance

FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$24,468.85	\$48,640.7
Total Expenses:	\$23,238.15	\$48,540
Surplus:	\$2,230.7	\$100.7
Accumulated Surplus:	\$2,230.7	\$100.7

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$3,800

Aggregate Score: 42.3

Recommendation:

Project Assistance is recommended for this established multicultural and multidisciplinary festival that attracts large audiences and integrates a mix of community and professional artists into its program. The society is to be commended for increasing its exposure and extending its reach. The society is encouraged to continue to seek out new sources of diversified funding streams and, in the future, is requested to maintain more diligent financial recordkeeping.

**Project Assistance Application for 2017
Arts & Culture Grants Program**

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

Society: True North Performance Society of British Columbia**Project Name:** UBUNTU I am because you are**Dates:** May 24, 2017**Project Summary:**

True North will present a fully supported concert of Vocal Body works highlighting a new work called UBUNTU (translates as "I am because you are"), one night of which will be in Richmond at the RCC.

Society Mission/Mandate:

Mission: to plumb the human spirit and inspire public and participants by supporting and developing to highest possible standards the interdisciplinary art form called Vocal Body.

Mandate: to develop and produce contemporary, professional, accessible Vocal Body works; to encourage performers to develop Vocal Body skills, and offer presentations free or cheaply to encourage inexperienced audiences to taste contemporary art.

Operating principles

Projects are undertaken only when funding is secured - TNPS takes fiscal responsibility seriously –and has never been in debt.

Works are shown in various venues, including but not limited to traditional theatres

Performers of all ages (especially older professionals) are encouraged to perform

Respect and inclusivity are guiding principles for rehearsals, performances and workshops

Artists and technicians are hired at professional rates.

Society History:

True North Performance Society of BC (TNPS) is a Registered Charitable Society formed in 1993 with a board of three and up to five artistic collaborators under Artistic Director Catherine Lee. TNPS has never been in debt, nor had a deficit. It has received Gaming Commission funds for 18 yrs. TNPS's office and small studio have been based in Burkeville since 2000. Rehearsals and all administration for the Society are operated from this centre. True North Performance is the project-based company hosted by TNPS.

It is known for its unique professional Vocal Body works presented in unusual spaces, its artistic accessibility and its distinctive inclusivity of both artists and audiences.

True North has fulfilled its mandate since 1993, developing and producing a series of seven evening-length Vocal Body Works, and offering instruction in voice and Vocal Body. Works developed for up to six years are shown in workshop, various drafts and final (premiere)

Project Assistance Application for 2017

True North Performance Society of British Columbia

Summary Page 2

productions.

True North has offered workshops here in Richmond for Culture Days 2014, & 15 and presented an open Dress rehearsal of our latest work "Upaya" at RCC in April 2013.

True North represents the truly "contemporary art" end of the performance continuum for Richmondites.

GRANT REQUEST

Requested Amount:	\$1,900
Project Budget:	\$15,900
Society Operating Budget:	\$15,900

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
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FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$6,500	\$9,400
Total Expenses:	\$5,795	\$15,900
Surplus:	\$6,500	\$0.01
Accumulated Surplus:	\$6,500	\$0.01

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$0

Aggregate Score: 33.3

Recommendation:

Funding is not recommended for this project. While the proposed project is interesting and innovative, the concept and goals of the project need to be further developed and articulated. It is recommended that if the applicant should choose to reapply in 2018, that they could look at engaging a much higher percentage of Richmond-based artists and performers, in addition to setting realistic ticket sales targets.

**Project Assistance Application for 2017
Arts & Culture Grants Program**

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

Society: Vancouver International Sculpture Biennale**Project Name: BIG IDEAS Projects in Richmond/"BIG IDEAS"****Dates: February, 2017 to June, 2017****Project Summary:**

Annually Richmond schools participate in the Vancouver Biennale BIG IDEAS program which brings local professional multi-disciplinary artists to schools helping learners develop creative and critical thinking skills essential to success in the workplace. Matching program grants are provided to schools. BIG IDEAS is a socially-inclusive program that connects all grades and schools. To date students from 33 Richmond classes (~1,000 students) ranging from kindergarten to Grade 12 has benefited from the program. Since 2014 Richmond is the fastest growing school district re number of participants.

Society Mission/Mandate:

The VANCOUVER BIENNALE is a non-profit community-based organization that celebrates art in public space by building community and transforming neighborhoods into an accessible OPEN AIR MUSEUM, where art is the catalyst for learning, community engagement and social action. Our goal is to transform the urban landscape, creating globally inspired cultural experiences where people live, play, work and transit. The Vancouver Biennale's artworks are located in high visibility public spaces that are free and accessible to everyone, via public transit, bike lanes or by car, showcasing the city as a vibrant international destination for the arts, which supports creativity and contributes to the local innovation economy. Our exhibitions integrate museum-calibre art into daily experience and bring a wide audience of people of all ages, cultural backgrounds, educational levels and financial wherewithal together as a community to explore, learn, dialogue and imagine. Our public outreach programs including lectures, talks, gatherings, school education programs, post-secondary learning resources, publications and a strong online digital presence ensure a wide breadth of community engagement.

Society History:

The inaugural 2005-2007 Vancouver Biennale exhibition was an 18-month long exhibition featuring 24 international public art installations by 18 artists spread along oceanfront public parks throughout Vancouver and 16 public programs during the exhibition period. As a key exhibition partner of the Vancouver Biennale, Richmond hosted 7 art installations in 2009 – 2011. Richmond Art Gallery hosted 2 North American debut museum shows with community public programs. Aberdeen Centre Mall hosted an artist-in-residence and exhibited an art installation. Richmond also participated in the Bikennale which is a family-friendly bike ride across communities to explore public art installations. Water #10, installed at the River Road location as part of the 2009 -2011 exhibition, was subsequently purchased by Dava Development and donated the artwork to the City of Richmond. The Vancouver Biennale BIG DEAS Education Program provides a framework where public art is an inspiration for cross-curricular project-based learning. BIG IDEAS in-School offers a matching grant bringing local professional artists to schools. The number of participating Richmond schools has steadily grew from 2 classes in 2013 to 3 classes in 2014 to 13 classes (6 schools) in 2015 to 15 classes (6 schools) in 2016.

GRANT REQUEST

Project Assistance Application for 2017**Vancouver International Sculpture Biennale****Summary Page 2**

Requested Amount:	\$5,000
Project Budget:	\$127,500
Society Operating Budget:	\$127,500

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
-------------	---------------	----------------------

FINANCIAL SUMMARY**Most Recently Completed Year****Proposed Year**

Total Revenue:	\$111,236	\$127,500
Total Expenses:	\$109,502	\$127,500
Surplus:	\$1,734	\$0.01
Accumulated Surplus:	\$1,734	\$0.01

Other Funders:**GRANT RECOMMENDATIONS****Recommended Amount:** \$0**Aggregate Score:** 35**Recommendation:**

Funding is not recommended for this project. The Vancouver-based society is to be commended for its ongoing work with young people across the Lower Mainland. Should the applicant choose to apply again in 2018, they should address how this project would be unique to the Richmond community, and their application request and budget should be specific to the Richmond program.
--

Society: Richmond Gateway Theatre Society

Project Name: Artistic Residency for Leanna Brodie

Dates: April 1, 2017 - March 31, 2018

Project Summary:

As Playwright-in-Residence, Leanna would collaborate with Gateway Theatre on the research and creation of a new bilingual drama that Gateway would develop in partnership with the Beijing People's Art Theatre.

Society Mission/Mandate:

The Gateway Theatre is a welcoming and inclusive regional theatre for Richmond and its surrounding communities. Encouraging participation and cultural diversity, we strive for excellence and leadership in the development and production of live professional theatre and programs that connect the community.

Society History:

The Richmond Gateway Theatre Society was incorporated in 1982 to run the City of Richmond-owned facility called The Gateway Theatre. Under a long-term agreement with the City, the Society manages the building, which comprises a 540 seat MainStage, a 100 seat Studio, a rehearsal room, plus administration and production space.

Gateway's professional activity includes a six-show English-language Signature Series, the Pacific Festival of contemporary theatre in Chinese, and a play development program. In 2012, Jovanni Sy assumed the role of Gateway Theatre's Artistic Director.

The Signature Series (four MainStage and two Studio shows) offers award-winning plays that are authentic, relevant and transformative, bringing stories from across Canada and around the world to Lower Mainland audiences. In recent years, the Series has included co-productions with companies such as Persephone Theatre, Western Canada Theatre, Thousand Islands Playhouse, and Chemainus Theatre Festival.

The Pacific Festival was launched in 2014 to reflect the rich diversity of our community and act as a hub for artistic exchange with the Pacific Rim. Still in its infancy, the program presents high-quality contemporary theatre in Cantonese and Mandarin with English and Chinese surtitles.

The Gateway Academy for the Performing Arts (est. 1991) offers year-round acting, musical

Project Assistance Application for 2017**Richmond Gateway Theatre Society****Summary Page 2**

theatre, and performance training classes for youth aged 6 – 18. Professional actors, directors, playwrights and choreographers are engaged as instructors, teaching skills that enrich students in performance and in life.

Many community producers also use the Gateway Theatre for their annual performances and events. Their activities are supported and mentored by the professional staff.

GRANT REQUEST

Requested Amount:	\$5,000
Project Budget:	\$10,500
Society Operating Budget:	\$1

MOST RECENT PREVIOUS GRANT(S)

Year	Amount	Grant Program
-------------	---------------	----------------------

FINANCIAL SUMMARY

	<u>Most Recently Completed Year</u>	<u>Proposed Year</u>
Total Revenue:	\$2,443,406	\$1
Total Expenses:	\$2,464,635	\$1
Surplus:	(\$21,229)	\$1
Accumulated Surplus:	(\$98,068)	\$1

Other Funders:

GRANT RECOMMENDATIONS

Recommended Amount: \$2,300

Aggregate Score: 36.3

Recommendation:

Project Assistance is recommended for this artist residency project that will support a nationally-recognized Richmond-based playwright to research, develop, script and conduct an initial reading of a new Chinese and English play. The project falls outside of the Gateway's normal operations and it is recommended that the project assistance funds be used to support a portion of the artist's commissioning fees, as well as the public reading and workshop of the new play.

Operating Assistance Guidelines



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

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

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

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

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

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

UPDATED FOR 2017: Arts and Culture Grants Program Objectives and Description

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

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

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

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

Application Forms

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

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

Operating Assistance Eligibility Criteria

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

Ineligible Organizations

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

Ineligible Activities

- Fundraisers
- Deficit reduction
- Activity outside of Richmond
- Activity which was started prior to the application deadline
- Capital projects
- Activity that is not artistic or cultural

- Start-up costs
- Seed money for projects or events
- Showcases or recitals for schools/organizations with an educational mandate

Assessment Criteria

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

Programming/Merit

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

Organizational Capacity

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

Impact

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

Assessment and Awarding of Grants

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

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

Council may:

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

Council has final approving authority.

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

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

Conditions of Assistance

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

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services 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 complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

Use of Funds

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

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

Attachment 4

- 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.

Project Assistance Guidelines



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

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

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

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

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

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

UPDATED FOR 2017: Arts and Culture Grants Program Objectives and Description

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

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

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

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

Application Forms

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

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

Project Assistance Eligibility Criteria

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

Examples of Eligible Activity

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

- Artistic Residencies that facilitate learning, development and cultural exchange between professional artists or artisans and qualified host organizations. See Artistic Residencies, below.

Ineligible Organizations

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

Ineligible Activities

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

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

Artistic Residencies

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

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

Artistic Residencies (cont'd)

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

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

Assessment Criteria

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

Programming/Merit

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

Organizational Capacity

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

Impact

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

Assessment and Awarding of Grants

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

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

Council may:

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

Council has final approving authority.

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

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

Conditions of Assistance

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

- Grant funds must be applied to current expenses, not used to reduce or eliminate accumulated deficits. Activities cannot be funded retroactively.
- The Society will make every effort to secure funding from other sources as indicated in its application. It will keep proper books of accounts for all receipts and expenditures relating to its activities and, upon the City's request, make available for inspection by the City or its auditors all records and books of accounts.
- If there are any changes in the organization's activities as presented in this application, Arts, Culture and Heritage Services 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.
- Receipt of a grant does not guarantee funding in the following fiscal year.
- Successful applicants will complete a Grant Use Report online as a pre-condition for consideration of an organization's future grant applications. If the Project has not been completed at that time, an updated Grant Use Report must be submitted upon completion.

Confidentiality

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



City of Richmond

Report to Committee

To: General Purposes Committee **Date:** January 26, 2017

From: John McGowan **File:** 03-0900-01/2017-Vol
 General Manager, Law and Community Safety 01
 Cecilia Achiam
 Director, Administration and Compliance

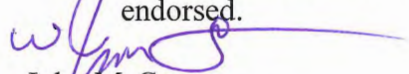
Re: **Short-Term Rental Regulations**

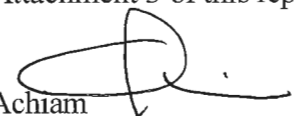
Staff Recommendation

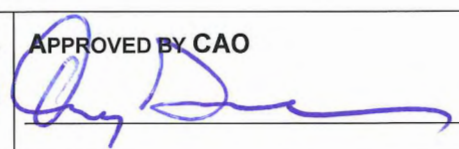
That in respect to the regulation of short-term rentals and the enforcement of such regulation:

1. Richmond Zoning Bylaw No. 8500, Amendment Bylaw, 9647 be introduced and given first reading; and
2. That:
 - a. Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9649;
 - b. Business Licence Bylaw No. 7360, Amendment Bylaw No. 9650;
 - c. Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9651; and
 - d. Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9652
 each be introduced and given first, second and third readings.

3. That the proposed communication plan described in Attachment 3 of this report be endorsed.


 John McGowan
 General Manager, Law and Community Safety
 (604-276-4104)


 Cecilia Achiam
 Director, Administration and Compliance
 (604-276-4122)

REPORT CONCURRENCE		
ROUTED TO: Affordable Housing Community Bylaws Fire Rescue Law Building Approvals Development Applications Policy Planning	CONCURRENCE	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS DW	APPROVED BY CAO 

Staff Report

Origin

This report addresses the resolutions from Council on January 9, 2017:

- 1. That the matter be referred back to staff for analysis on the implementation of Option 2 (Prohibition of all short-term rentals as defined in the staff report titled "Regulation of Short-Term Rentals" dated November 29, 2016), and that staff report back with all appropriate bylaw amendments and information including a proposed enforcement program;*
- 2. That staff review the current rules governing Bed and Breakfast operations in Richmond and provide an analysis including the current number of Bed and Breakfast operations in Richmond; and*
- 3. That staff recommend a process for public consultation for Council's consideration on the proposed program, bylaw amendments, and information in response to the staff referral given in Parts (1) and (2) of this resolution.*

Analysis

A previous staff report titled "Regulation of Short-Term Rental Units", dated November 29, 2016 from the City Solicitor and Chief Licence Inspector (the "previous report") provided detailed analysis on regulations and enforcement in respect to short-term rental units in Richmond. The report presented three short-term options for consideration and at the Council meeting on January 9, 2017, Council endorsed "Option 2" (Prohibition of all short-term rentals), as described in the previous report.

1. Proposed Bylaw Amendments to achieve Option 2 (Prohibition of all short-term rentals)

The existing regulations in the Richmond Zoning Bylaw (bed and breakfast ("B&B") and boarding and lodging regulations in particular) combined with the requirement for a business licence in the Business Licence and Business Regulation Bylaws currently act to restrict short-term rentals. However, unlike many other jurisdictions, short-term rentals, being rentals of less than 30 days (except for B&Bs, boarding and lodging, approved hotels, motels, agri-tourist accommodation, community care facilities and dormitories), are not explicitly prohibited. Consequently, in order to implement "Option 2", staff recommend bylaw amendments that;

1. Provide an explicit prohibition of short-term rentals (except for the most common types currently allowed such as B&Bs and boarding and lodging) and remove agri-tourist accommodation from the Agriculture (AG1) zone;
2. Change the existing B&B regulations; and
3. Increase fines for non-compliance.

Table 1 provides a description of the Zoning Bylaw amendments being proposed to provide an explicit prohibition on short term rentals (except for B&Bs, boarding and lodging, approved hotels, motels, agri-tourist accommodation, community care facilities and dormitories). This

includes a number of proposed amendments that will align zoning regulations with Council direction to limit short-term rentals.

Table 1 – Zoning Bylaw Amendments

Change	Rationale
Add explicit prohibition of Short-term Rental (less than 30 days) of Dwelling Units	All short-term rental explicitly prohibited except for B&Bs, boarding and lodging, approved hotels, motels, agri-tourist accommodation, community care facilities and dormitories
Remove Agri-tourist accommodation as a permitted use in the Agriculture (AG1) zone	This type of short-term rental is not considered an appropriate out-right use but could be considered on a site by site basis.
All B&B operations limited to 3 rooms	Current bylaw includes exceptions for Agricultural Zone (AG1) and for site specific London Landing zone (ZS11)

For example, this report proposes removing agri-tourist accommodation as an out-right permitted use in the Agriculture Zone and that it be considered through site specific rezoning applications only. Agri-tourist accommodation is a permitted farm use in the Agricultural Land Reserve (“ALR”) but the Agricultural Land Commission (“ALC”) legislation permits the City to regulate or prohibit the use. Given that this use may be interpreted to be similar in nature to a hotel, staff believe that any proposals for agri-tourist accommodation should be considered through a site specific rezoning. This will ensure that proposals are consistent with the intended smaller-scale operation of such uses in the ALR. Site specific rezoning applications would allow the details of the agricultural operation and the proposed agri-tourist accommodation activity to be considered by Council and the public through the statutory rezoning process.

The changes proposed to the Zoning bylaw will also eliminate the exceptions that allow some areas of the City to provide 4, instead of 3, B&B rooms per home. Currently, homes in the ALR and in London Landing are permitted 4 B&B rooms. Reducing this to 3 will align with the City wide regulations.

The proposed amendments do not propose changing regulations related to boarders or lodgers. The current zoning bylaw allows 2 boarders/lodgers and this typically includes international students on home stay programs or cultural and sports exchanges. There are also no changes proposed to the status of secondary suites. Secondary suites are currently not eligible to be B&B’s and the new regulations further clarify that they are not permitted to be rented out on a short term basis.

Table 2 provides a summary of how the existing B&B regulations are proposed to be enhanced. In most cases, it is proposed that the the current regulatory regime remain unchanged, but there are several proposed additional requirements including requiring owner consent and neighbourhood notification. These proposals will strengthen the B&B regulations, especially

considering the growth and increased interest in short-term rentals. These changes also modernize the bylaws and respond to the public input received in writing and from the delegations at the January 9, 2017 Council meeting.

Table 2 – Existing and Proposed B&B Requirements

Bed and Breakfast Regulations	Existing Requirement	Proposed Future Requirement
Business Licence required	√	√
Must comply with zoning, building, fire and other City bylaws	√	√
No cooking facilities in guest rooms	√	√
Minimum size of guest rooms	√	√
One parking stall per guest room required	√	√
Signage permitted	√	√
Must be operator's Primary Residence	Yes, but Residence is not defined	Principal Residence now specifically defined and new rules added
Owner consent required	No	Required
In Dwelling with Boarding and Lodging	Not permitted	Not permitted
In Dwelling with Secondary Suite	Not permitted	Not permitted
Same site as Coach House/Granny Flats	Not specified	Not permitted
No more than 4 guest rooms in the ALR (2 guests each)	√	Removed -Harmonize with other residential zones
No more than 3 guest rooms in all residential zones where B&B are permitted	√	Reduce the max. no. of guest room in ALR from 4 to 3 to harmonize requirements in all residential zones
Notice of operations to neighbours as condition of licence	No	Required

In order to make these changes, amendments are proposed to the Zoning, Business Regulation, Business License, and Municipal Ticket Information Authorization. This report also proposes changes to the Consolidated Fees Bylaw but only to create a separate category for the fee. The licence fee for a B&B remains at \$162.

Along with amendments that provide specific prohibitions and enhancements to the B&B licensing regulations, this report also recommends new penalties and increases to fines. The new penalties will give enforcement and licence officers more options to deal with illegal operations, including those either refusing to be licenced or those proceeding with activities not permitted in any licencing or land use scheme. The increased fines relate both to illegal operations and to licenced B&B’s not operating within the regulations. A summary of the bylaw amendments and increased fines is shown in Table 3.

Table 3 –Proposed New Penalties and Increased Fines

Type of Fine	Penalty (can be applied for each day the offense occurs)	Current Fine	Proposed Fine
Issued as a Municipal Ticket	For a licenced B&B – Failure to maintain Fire Evacuation Plan	\$250	\$1,000
	For a licenced B&B – No access to Guest Register	\$250	\$1,000
	For a licenced B&B – Premises not operator’s Principal Residence	\$250	\$1,000
	Rentals for 30 days without a Licence	N/A	\$1,000
	For any B&B – excess guest rooms	\$250	\$1,000
	For any B&B – excess guest capacity	\$250	\$1,000
	For any B&B – excess guest room capacity	\$250	\$1,000
Imposed through prosecution in Court	Conviction for an Offence under the Business Regulation Bylaw	\$2,000	\$10,000
	Conviction for an Offence under the Business Licence Bylaw	\$2,000	\$10,000

2. Proposed Enforcement Program to Address Un-licenced Short-Term Rentals

In the previous report, a search on numerous websites identified approximately 1,600 short-term rental listings in the Richmond area. Further research is being conducted to define the scope of the issue, eliminate duplication of listings and to potentially identify other advertising sites for short-term rentals.

As noted in the previous report, enforcement in other jurisdictions has proven to be very difficult. A collaborative approach working with the principal booking platforms may provide

the ability for the City to ensure that prospective hosts are aware of the local rules and requirements for listing their property.

Community Bylaws will be the lead department. Support will be provided by Business Licensing, Richmond Fire Rescue, and Building Inspections. This will provide a broad scope of authority to manage and investigate short-term rental properties found to be in contravention of current and amended municipal bylaws. Compliance will be achieved through an integrated graduated enforcement program. The first step in the process is to mail out warning letters to all identified properties to ensure they are aware of the Bylaw requirements governing short-term rentals. That will be followed up by conducting an inspection of the property (both scheduled and unscheduled). Non-compliance will result in the issuance of Municipal Ticket Informations and other fines. The final step in the process would be a prosecution against property owners who remain in contravention.

Bylaw staff are currently researching and identifying properties currently listed on short-term rental web sites. They are also developing a matrix to prioritize the identified properties and are actively managing the most egregious cases at this time. Other home owners who are not properly licensed to offer short-term rental accommodation will be contacted both in person and in writing and provided with information on the licensing requirements. This notice will also direct them to cease operations immediately or until such time as they are in compliance.

To allow for a proactive rather than a reactive approach, Community Bylaws has redeployed three existing resources to immediately address those illegal short-term rental operations which have been identified as having a significant impact on the community. These residences have recently been inspected or have been scheduled for inspections in the near future. The City has also undertaken a hiring process to employ four additional temporary bylaw enforcement officers to address the short-term rental issues in Richmond. This additional staff is expected to be in place by the end of February 2017.

Community Bylaws will conduct an assessment of the impact of these enforcement initiatives and report back to the General Purposes Committee in six months.

3. Current Bed and Breakfast options in Richmond

There are currently 19 B&Bs in the City of Richmond (Attachment 1) that have been licenced according to the requirements in the Business Licence and Business Regulation Bylaws. In addition to the requirements in the Bylaws, the B&B's are provided with the City of Richmond Bed & Breakfast Information Package (Attachment 2). This package provides information on application requirements and expectations for lawful operations and is available in print at City Hall and on the City's website¹.

Eighteen of the licenced B&B's are operating in good standing as Licencing staff have received complaints about only one current operation. Staff are currently investigating the complaint and

¹ http://www.richmond.ca/_shared/assets/bedandbreakfastinfopackage30758.pdf

any recommendation for licence suspension or cancellation will be brought back to Council for consideration.

Consultation

This report proposes changes to the existing regulations governing B&B operations, including new rules and increased fines for non-compliance. While agri-tourist accommodation is proposed to be removed as a permitted use from the Agriculture (AG1) zone, the use will continue to be defined so that site-specific rezoning applications may be considered by Council. There are no increases proposed to the existing licence fees and no new types of short-term of licences being proposed. Collectively, changes to these bylaws will require public notification and a public hearing.

As to the proposed amendment to the Richmond Zoning Bylaw, should Council endorse and grant first reading to the proposed Zoning Amendment Bylaw, then it will be forwarded to the next Public Hearing (anticipated to be March 20, 2017). Public notification for the Public Hearing, including notification in the newspaper, will be provided as required under the Local Government Act. The public will have an opportunity to comment at the Public Hearing on the proposed Zoning Amendment Bylaw prior to final consideration of the amendment.

The process for amendments to the Business Licence, Business Regulation, Municipal Ticket Information Authorization and Consolidated Fees bylaws (collectively, the "Amendment Bylaws") requires public notification prior to final consideration. Should the General Purposes Committee endorse the proposed Amendment Bylaws, and if Council grants bylaw readings in accordance with the Community Charter, the public will be given notice and the opportunity to make representations to Council prior to final adoption.

In addition to the statutory requirements for a public hearing and public notification, it will be important to notify the public of the changes, including those currently operating or impacted by any type of short-term rentals. The communications plan in Attachment 3 provides a summary of actions and deliverables that will be implemented should Council adopt the proposed changes in this report.

If the new regulations are adopted by Council, staff will also monitor the implementation of the changes and provide an update to Council on the progress, public feedback, long term impacts on budgets and other programs and further recommendations for enhancements in June, 2017.

Financial Impact

The temporary full time bylaw enforcement officers will initially be funded from within the existing bylaws budget. The investigation and enforcement costs will be monitored and should additional funding be required to support ongoing operations, a report will be prepared for Council's consideration. Operational impacts due to Staff re-deployment will be mitigated by drawing upon experienced temporary staff to backfill required positions.

Conclusion

The proposed changes to various bylaws outlined in this report provide practical regulations that are simple to understand and comply with. The clarity of regulations would enhance enforcement, which, together with the increased penalties would provide further deterrent for non-compliance.



Carli Edwards, P.Eng.
Manager, Customer Services and Licencing
(604-276-4136)



Daniel McKenna
Acting Senior Manager, Comm Safety
(604-276-4273)

- Att. 1: Current Licenced B&B in Richmond
2: City of Richmond Bed & Breakfast Information Package
3: Communications Plan

Attachment 1

List of Licenced Bed and Breakfast Operations on Richmond as of January 1, 2017

<u>Business Name</u>	<u>Business Address</u>
Best Home Inn	10660 Westminster Hwy
Chestnut Tree B & B	2280 Douglas Crescent
The Seabreeze Guest House	3111 Springside Place
The Stone Hedge B & B	5511 Cathay Rd
Pacific B & B	7700 Bates Rd
Stay At Dejavu	5771 Laurelwood Court
Mei Xue B and B	6471 Goldsmith Dr
lodgingrbc.com	10020 No 4 Rd
Lido (Vancouver) Travel & Hotel	7711 Belair Dr
WenXin House	6011 Alta
Richmond B & B	6311 Danube
Huan Xin Home Inn	7571 Eperson Rd
Jiezhong's BnB	10231 Severn Dr
Feng Lu House	8328 Bowcock Rd
Algae Fresh Rental	3080 River Rd
Happy Star Home Hotel	10351 Finlayson Dr
Canyatt	4475 Steveston Hwy
Freida's Bed & Breakfast	10631 Odlin Rd
Seahurst House	11631 Seahurst Road

CITY OF RICHMOND

BED AND BREAKFAST ESTABLISHMENT CODE OF CONDUCT

The City of Richmond expects the operators of Bed and Breakfast establishments permitted in residential zones to respect the residential character of their neighbourhoods. In addition to complying with all requirements of the Zoning Bylaw and the Business Regulation Bylaw that are applicable to such establishments, which are attached, Tourism B.C.'s Approved Accommodation requirements, and any special conditions attached to their Bed and Breakfast business licence, the City expects operators to adhere to the following Code of Conduct. In the event that the City receives complaints regarding the operation of a Bed and Breakfast establishment that indicate a failure to adhere to this Code of Conduct, the operator may be required to show cause why their business licence should not be suspended or revoked, or the Licence Inspector may refuse to renew the business licence.

No Residential Dwelling Alterations

With the exception of the small exterior signage permitted by the zoning regulations, no alterations should be made to the exterior of a residential dwelling indicating that it operates as a bed and breakfast establishment.

Noise

The operation of a bed and breakfast establishment should not produce noise detectable beyond the boundary of the premises, that would be in excess of that associated with an ordinary residential use. Operators may wish to consult the noise regulations in the City's Public Protection Health Bylaw, available on the City's website:

http://www.richmond.ca/_shared/assets/Bylaw_6989_12140924694.pdf

Traffic and Parking

Operators should be aware that some of the most common complaints regarding bed and breakfast operations in residential neighbourhoods are associated with guest parking and traffic. Complying with City parking and traffic regulations and using on-site parking spaces will eliminate many potential complaints. Operators should ensure that they bring these regulations and amenities to the attention of guests upon check-in.

Privacy of Neighbours

The use of outdoor spaces such as patios, terraces and gardens by bed and breakfast guests can affect the privacy of neighbours. Such areas should be located, oriented and screened so as to minimize their impact on neighbouring properties. Operators should also manage check-in and checkout times to minimize the impact of this activity on the neighbourhood.

Dealing with Complaints

If approached by neighbours with complaints regarding their bed and breakfast establishment, operators should attempt to resolve the complaint on the basis that residents of residential neighbourhoods have a legitimate expectation of privacy and normal residential amenity, with which the operation of a bed and breakfast operation in the neighbourhood is not intended to significantly interfere. Records of such complaints, and how the operator has dealt with them, should be retained for reference in the event that the City is requested to become involved in the matter.

CITY OF RICHMOND ZONING BYLAW 8500

“Bed and breakfast” means the commercial accommodation of guests for periods of 30 days or less, in a single detached housing dwelling unit in accordance with section 5.5 of this bylaw.

5.5 Bed and Breakfast

- 5.5.1 A bed and breakfast use is permitted only in a single detached housing dwelling unit.
- 5.5.2 A bed and breakfast use is not permitted in a single detached housing dwelling unit or on a lot that contains a secondary suite or a boarding, lodging, agri-tourist accommodation, minor community care facility or child care home business use.
- 5.5.3 A bed and breakfast use may be operated only by a person who resides in the single detached housing dwelling unit.
- 5.5.4 No facilities or equipment used for the preparation of food shall be installed or provided in a room used for bed and breakfast guest accommodation.
- 5.5.5 A bed and breakfast use is limited to a maximum of three guest rooms unless otherwise provided in this bylaw.
- 5.5.6 A room used for bed and breakfast guest accommodation shall not be equipped, furnished or used to provide accommodation for more than two guests.
- 5.5.7 A room used for bed and breakfast guest accommodation shall have a floor area of not less than 9.75 m².
- 5.5.8 One facia sign with maximum dimensions of 0.3 m by 0.6 m is permitted on each premises used for a bed and breakfast use, unless otherwise provided in this bylaw.
- 5.5.9 A vehicle parking space provided in respect of a guest room may be provided in a tandem arrangement with another such parking space or a space required in respect of the residential use of the building.

Effective September 30, 2011:

Bed and Breakfast Establishments will be required to provide one on site parking space for each **guest** room.

CITY OF RICHMOND BUSINESS REGULATION BYLAW 7538

22.1. **Bed and Breakfast Establishments** shall be subject to the following regulations:

- 22.1.1. the operator must prepare a fire safety plan showing the location of exits, fire extinguishers and smoke detectors, install and maintain the fire safety equipment, and post a copy of the fire safety plan in each guest room;
- 22.1.2. the operator must permit the City's Licence Inspector to inspect the operator's guest register maintained pursuant to the *Hotel Guest Registration Act* to determine whether the applicable zoning bylaw restrictions on the number of guests permitted in the premises are being complied with; and
- 22.1.3. the operator must not provide or install any equipment or facilities used for the preparation of food in any room used for guest accommodation.

Effective September 30, 2011:

Bed and Breakfast Establishment operators must obtain and maintain "Approved Accommodation" status from Tourism British Columbia

Communication Plan: Short-term Rentals

Purpose:

Disseminate the proposed changes using a wide range of communication tools to increase understand of and compliance with the regulations:

Highlight of Proposed Communication Plan:

Communication Tool	Timing
Question and answer guide for frontline staff	<ul style="list-style-type: none"> • Immediately following Council granting first reading • Immediately following adoption of new bylaws
News release to be issued immediately following Council's decision	<ul style="list-style-type: none"> • Immediately following Council granting first reading • Immediately following adoption of new bylaws
Print advertisements in the local community paper and ethnic newspapers	<ul style="list-style-type: none"> • Standard advertisement for Public Hearing • After adoption of new bylaws
Prepared letter/email for distribution to residents operating legal B&Bs	<ul style="list-style-type: none"> • Acknowledge legal operations and provide them with additional regulations for annual renewal
First and second notices to residents hosting unlicensed short-term rentals	<ul style="list-style-type: none"> • In co-ordination with Bylaw Enforcement to notify illegal short-term rental operators on bylaw changes and invitation to submit for approval for those who fit the criteria
Updated brochure to explain the changes to the bylaw and related requirements	<ul style="list-style-type: none"> • Immediately following adoption of new bylaws
Web page and social media content	<ul style="list-style-type: none"> • Immediately following Council granting first reading • Immediately following adoption of new bylaws
Prepared letter/email to send to stakeholders such as AirBnB and Expedia	<ul style="list-style-type: none"> • After adoption of bylaws to invite cooperation from these companies to only host legally approved short-term rentals on their websites



**Richmond Zoning Bylaw No. 8500
Amendment Bylaw No. 9647**

The Council of the City of Richmond, in open meeting assembled, enacts as follows:

1. Richmond Zoning Bylaw No. 8500, as amended, is further amended at Section 3.4:
 - a. by deleting and replacing the definition of **Agri-tourist accommodation** with the following:

“Agri-tourist accommodation means accommodation for an **agri-tourist operation** on a farm, limited to 10 sleeping units in total of seasonal campsites, seasonal cabins or the short-term use of **bedrooms.**”
 - b. by adding the following definition after the definition of **“open space”**:

“Operator means the person who operates the **bed and breakfast.**”; and
 - c. by adding the following definition after the definition of **“premises”**:

“Principal residence means a **dwelling** in which an **operator** ordinarily resides. A person can only have one **principal residence.**”.
2. Richmond Zoning Bylaw No. 8500, as amended, is further amended at Section 5.5:
 - a. by deleting subsection 5.5.2 and replacing it with the following:

“5.5.2. A bed and breakfast use is not permitted in a single detached housing dwelling unit or on a lot that contains a secondary suite, a granny flat, or a coach house, or a boarding and lodging, minor community care facility, agri-tourist accommodation, or child care home business use.”;
 - b. by deleting subsection 5.5.3 and replacing it with the following:

“5.5.3. A bed and breakfast use is permitted only in a single detached housing dwelling unit that is the principal residence of the operator.”; and
 - c. by inserting the following as a new subsection 5.5.5A. following 5.5.5.:

“5.5.5A. Bed and breakfast use of a single detached housing dwelling unit is limited to accommodation of a maximum of 6 guests at one time.”.

3. Richmond Zoning Bylaw No. 8500, as amended, is further amended by adding the following after Section 5.19 as new Section 5.20:

“5.20 Short Term Rental of Dwelling Units

5.20.1 No person shall use or permit to be used any **dwelling unit**, or portion thereof, for accommodation for a period of less than thirty (30) days unless such **dwelling unit** forms part of a **hotel** or a **motel**, or is used for **boarding and lodging, agri-tourist accommodation, community care facility, dormitory, or bed and breakfast use** in compliance with all applicable bylaws.”

4. Richmond Zoning Bylaw No. 8500, as amended, is further amended:

a. at section 14.1.3 by deleting **“agri-tourist accommodation”**;

b. at section 14.1.11.4 by deleting section 14.1.11.4 and replacing it with the following:

“4. *Intentionally deleted.*”; and

c. at section 15.11.11.1 by deleting section 15.11.11.1 and replacing it with the following:

“1. *Intentionally deleted.*”.

5. This Bylaw is cited as **“Richmond Zoning Bylaw No. 8500, Amendment Bylaw No. 9647”**.

FIRST READING

PUBLIC HEARING

SECOND READING

THIRD READING

OTHER CONDITIONS SATISFIED

ADOPTED



MAYOR

CORPORATE OFFICER



**Business Licence Bylaw No. 7360,
Amendment Bylaw No. 9650**

The Council of the City of Richmond enacts as follows:

1. **Business Licence Bylaw No. 7360**, as amended, is further amended by deleting Section 2.4.1 and replacing it with the following:

“2.4.1 Every **Bed & Breakfast Establishment applicant** must at the time of application:

- (a) certify that they reside in the premises as their **principal residence** and provide proof that the premises are the **applicant's principal residence**. To demonstrate that the premises is their **principal residence**, an **applicant** must be able to produce copies of the **applicant's** government issued picture identification showing the **applicant's** address as the premises, and copies of either one or both of the following:
 - (i) a tax assessment for the current year for the lot upon which the premises are constructed showing the **applicant** as payor, or
 - (ii) a utility bill (electricity, district energy, gas, or telephone) issued within the previous 3 months for the premises showing the **applicant** as payor, or
 - (iii) such other evidence as required by the **City** from time to time;
- (b) provide proof that the owner of the premises has consented to the use of the premises as a **bed & breakfast establishment** by providing one of the following, as applicable:
 - (i) if the **applicant** is an owner of the premises, a copy of legal title to the premises showing the **applicant** as an owner in fee simple or leasehold, or
 - (ii) if the **applicant** is not an owner of the premises, a copy of legal title to the premises identifying the owner and a declaration from the owner of the premises certifying that use of the premises as a **short-term rental** is permitted; and
- (c) provide a copy of the guest register format to be used in the recording of guests stays under the *Hotel Guest Registration Act* (British Columbia).
- (d) prepare a notification letter that:

- (i) describes the operation and the number of bedrooms that will be rented to overnight guests; and
 - (ii) includes information on how to contact the operator by phone;
 - (e) mail or deliver the notification letter to all residents and owners of residential dwellings (i) abutting or across the street from the premises, or (ii) within a 50 metre radius of the premises, whichever is greater;
 - (f) provide a copy of the notification letter and a list with the addresses of all persons that received the notification letter;
 - (g) provide a copy of the fire evacuation plan required by the **Business Regulation Bylaw**;
 - (h) provide floor plans, drawn to scale, of the entire floor area of each level of the residence, indicating the use of each room of the residence and clearly identifying the guest rooms to be used in the **bed & breakfast establishment**; and
 - (i) provide a property site plan showing:
 - (i) the location and dimension of the driveway identifying vehicle parking spaces for residences and guests for each guest room;
 - (ii) the location of the residence on the property with setbacks indicated from all property lines;
 - (iii) landscaping and open areas as required by the **Zoning Bylaw**;
 - (iv) signage size and placement as permitted by the **Zoning Bylaw**; and
 - (j) pay the required annual bed & breakfast business licence fee specified in the Consolidated Fee Bylaw No. 8636 for the Bed & Breakfast Use category of this bylaw.”.
2. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 3 by adding the following as a new Section 3.7A following the Section 3.7:

“**3.7A BED & BREAKFAST USE CATEGORY** means the use of premises or facilities as **Bed & Breakfast Establishments**, as permitted by this bylaw, the **Business Regulation Bylaw**, and the **Zoning Bylaw**.”.

3. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 5 by deleting Section 5.1 and replacing it with the following:

“5.1 Any **licencee**, operator, or any other **person** who:

- (a) violates or contravenes any provision of this bylaw or a **licence** issued hereunder, or who causes or allows any provision of this bylaw or a **licence** issued hereunder to be violated or contravened; or
- (b) fails to comply with any of the provisions of this bylaw or a **licence** issued hereunder; or
- (c) neglects or refrains from doing anything required under the provisions of this bylaw, or a **licence** issued hereunder, or the **Business Regulation Bylaw**; or
- (d) fails to maintain the standard of qualification required for the issuing of a **licence** under this bylaw; or
- (e) makes any false or misleading statement,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence, and may result in the suspension, cancellation or revocation of the **licence** in question.”.

4. **Business Licence Bylaw No. 7360**, as amended, is further amended at Part 5 by deleting Section 5.3 and replacing it with the following:

“5.3 Every **licencee** must comply with the requirements of this, or any other bylaw of the **City**, which governs or regulates the **business** for which such **licence** was granted, must comply with any requirements imposed by the **Medical Health Officer**, and must comply with all applicable statutes, regulations, rules, codes and orders of all federal or provincial authorities having jurisdiction of such **business**, and any **person** failing to comply with the requirements of this Part commits an offence and, upon conviction, is liable for the penalties specified.”.

5. **Business Licence Bylaw No. 7360**, as amended, is further amended at Section 7.1 by adding the following as the definition of “**principal residence**” in alphabetical order:

“**Principal Residence** means a principal residence as defined in the **City’s zoning bylaw**.”.

6. This Bylaw is cited as **“Business Licence Bylaw No. 7360, Amendment Bylaw No. 9650** and is effective _____, 2017.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

MAYOR

CORPORATE OFFICER

CITY OF RICHMOND
APPROVED for content by originating Division <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>



**Business Regulation Bylaw No. 7538,
Amendment Bylaw No. 9649**

The Council of the City of Richmond enacts as follows:

1. **Business Regulation Bylaw No. 7538**, as amended, is further amended by deleting Part 22 and replacing it with the following:

**“PART TWENTY-TWO: BED & BREAKFAST ESTABLISHMENT
REGULATIONS**

- 22.1. Without first obtaining a **licence** to do so, persons must not provide guests with **residential rental accommodation** for rental periods of less than 30 days.
- 22.2 **Bed and Breakfast Establishments** shall be subject to the following regulations:
 - 22.2.1. the premises must be the **operator’s principal residence**;
 - 22.2.2. the **operator** must permit the **City’s Licence Inspector** to inspect the operator’s guest register maintained pursuant to the *Hotel Guest Registration Act* to determine whether the applicable zoning bylaw restrictions on the number of guests permitted in the premises are being complied with;
 - 22.2.3. the **operator** must prepare a fire evacuation plan showing the location of exits, fire extinguishers and smoke detectors, install and maintain the fire safety equipment, and post a copy of the fire evacuation plan in each bedroom used for guest accommodation; and
 - 22.2.4. the **operator** must not provide or install any equipment or facilities used for the preparation of food in any bedroom or sleeping unit used for guest accommodation.”
2. **Business Regulation Bylaw No. 7538**, as amended, is further amended at Part 23 by deleting Section 23.1 and replacing it with the following:
 - “23.1 Any **licencee, operator**, or any other person who:
 - (a) violates or contravenes any provision of this bylaw, or who causes or allows any provision of this bylaw to be violated or contravened; or
 - (b) fails to comply with any of the provisions of this bylaw; or

- (c) neglects or refrains from doing anything required under the provisions of this bylaw or the **Business Licence Bylaw**; or
- (d) fails to maintain the standard of qualification required for the issuing of a **licence**; or
- (e) makes any false or misleading statement,

commits an offence and upon conviction shall be liable to a fine of not more than Ten Thousand Dollars (\$10,000.00), in addition to the costs of the prosecution, and where the offence is a continuing one, each day that the offence is continued shall constitute a separate offence.”.

3. **Business Regulation Bylaw No. 7538**, as amended, is further amended at Section 26.1 by:

- (a) adding the following as the definition of “**boarding and lodging**” in alphabetical order:

“**boarding and lodging** means **boarding and lodging** as defined in the City’s zoning bylaw.”;

- (b) adding the following as the definition of “**community care facility**” in alphabetical order:

“**community care facility** means a **community care facility** as defined in the City’s zoning bylaw.”;

- (c) adding the following as the definition of “**dormitory**” in alphabetical order:

“**dormitory** means a **dormitory** as defined in the City’s zoning bylaw.”;

- (d) adding the following as the definition of “**dwelling**” in alphabetical order:

“**dwelling** means a dwelling as defined in the City’s zoning bylaw.”;

- (e) adding the following as the definition of “**hotel**” in alphabetical order:

“**hotel** means a hotel as defined in the City’s zoning bylaw.”;

- (f) adding the following as the definition of “**motel**” in alphabetical order:

“**motel** means a motel as defined in the City’s zoning bylaw.”;

- (g) adding the following as the definition of “**principal residence**” in alphabetical order:

“**principal residence** means a principal residence as defined in the City’s zoning bylaw.”;

- (h) adding the following as the definition of “**residential rental accommodation**” in alphabetical order:

“**residential rental accommodation** means the accommodation of guests in all or a portion of a **dwelling**, with or without food service, but excludes accommodation that is a **boarding and lodging, community care facility, or dormitory.**”;

- 4. This Bylaw is cited as “**Business Regulation Bylaw No. 7538, Amendment Bylaw No. 9649,**” and is effective _____, 201__.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating Division <i>Ch</i>
APPROVED for legality by Solicitor <i>JA</i>

MAYOR

CORPORATE OFFICER



Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9651

The Council of the City of Richmond enacts as follows:

- 1. Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended at Section 2.1 by deleting the definition of Bylaw Enforcement Officer and replacing it with the following:

“BYLAW ENFORCEMENT OFFICER means an employee of the City, appointed to the job position or title of bylaw enforcement officer, or acting in another capacity, on behalf of the City for the purpose of the enforcement of one or more of the City bylaws.”

- 2. Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended at Schedule B 3 by deleting the following portion of Schedule B 3:

SCHEDULE B 3

BUSINESS REGULATION BYLAW NO. 7538

Table with 3 columns: Column 1 (Offence), Column 2 (Section), Column 3 (Fine). Rows include: Failure to maintain Fire Evacuation Plan (22.1.1, \$250), No access to Guest Register (22.1.2, \$250), Food preparation in room used for guest accommodation (22.1.3, \$250), Failure to maintain Approved Accommodation Status (22.1.4, \$250).

- 3. Municipal Ticket Information Authorization Bylaw No. 7321, as amended, is further amended at Schedule B 3 by adding the following to the end of Schedule B 3:

SCHEDULE B 3

BUSINESS REGULATION BYLAW NO. 7538

Table with 3 columns: Column 1 (Offence), Column 2 (Section), Column 3 (Fine). Rows include: Rentals for less than 30 days without licence (22.1, \$1000), Premises not operator’s principal residence (22.2.1, \$1000), No access to Guest Register (22.2.2, \$1000).

Failure to maintain Fire Evacuation Plan	22.2.3	\$1000
Food preparation in room used for guest accommodation	22.2.4	\$250

4. **Municipal Ticket Information Authorization Bylaw No. 7321**, as amended, is further amended at Schedule B 17 by deleting Schedule B 17 and replacing it with the following:

SCHEDULE B 17

ZONING BYLAW NO. 8500

Column 1 Offence	Column 2 Section	Column 3 Fine
Bed and Breakfast – stay exceeding 30 days	1.4.2	\$250
Parking or storing large commercial vehicle shipping container	3.5.3	\$100
Parking or storing large commercial vehicle	3.5.4	\$100
Bed and Breakfast - not operator’s principal residence	5.5.3	\$1000
Bed and Breakfast - excess guest rooms	5.5.5	\$1000
Bed and Breakfast - excess guest capacity	5.5.5A	\$1000
Bed and Breakfast - excess guest room capacity	5.5.6	\$1000
Bed and Breakfast - excess signage	5.5.8	\$250
Dwellings – rentals for less than 30 days	5.20.1	\$1000
Failure to maintain required parking spaces	7.7.1	\$250



5. This Bylaw is cited as “**Municipal Ticket Information Authorization Bylaw No. 7321, Amendment Bylaw No. 9651**”, and is effective _____, 2017.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept.

APPROVED for legality by Solicitor


MAYOR

CORPORATE OFFICER



**CONSOLIDATED FEES BYLAW NO. 8636,
AMENDMENT BYLAW NO. 9652**

The Council of the City of Richmond enacts as follows:

1. The **Consolidated Fees Bylaw No. 8636**, as amended, is further amended by adding the Business Licence Bylaw No. 7360, Bed & Breakfast Use Table set out in Schedule A to this Bylaw following the Business Licence Bylaw No. 7360, Residential Use Table forming part of SCHEDULE – BUSINESS LICENCE to Consolidated Fees Bylaw No. 8636.
2. This Bylaw is cited as “**Consolidated Fees Bylaw No. 8636, Amendment Bylaw No. 9652**”, and is effective _____, 2017.

FIRST READING

SECOND READING

THIRD READING

ADOPTED

CITY OF RICHMOND
APPROVED for content by originating dept. <i>[Signature]</i>
APPROVED for legality by Solicitor <i>[Signature]</i>

MAYOR

CORPORATE OFFICER

**Business Licence Bylaw No. 7360
Bed & Breakfast Use**

Description	Fee
Bed & Breakfast Business Licence	\$162.00