



REPORT TO COUNCIL

**TO:** Richmond City Council  
**FROM:** Mayor Greg Halsey-Brandt, Chair  
General Purposes Committee  
**DATE:** September 8<sup>th</sup>, 2000  
**FILE:** 1085-01  
**RE: CASINO FUNDING PROCEDURES**

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The General Purposes Committee, at its meeting held on Tuesday, September 5<sup>th</sup>, 2000, considered the attached report, and recommends as follows:

COMMITTEE RECOMMENDATION

- (1) *That the Casino Funding Procedures (as stated in the report dated July 19, 2000 from the Manager of Customer Service), be adopted, on the understanding that applications for casino funding would only be requested once each year.*
- (2) *That staff solicit in mid-November, Richmond-based community groups that may wish to receive Casino Funding, and that staff report on this matter to Council, through the General Purposes Committee no later than early 2001.*

Mayor Greg Halsey-Brandt, Chair  
General Purposes Committee

Attach.

VARIANCE

Please note that staff recommended the following for Part 1:

- (1) That the Casino Funding Procedures (as stated in the report dated July 19, 2000 from the Manager of Customer Service), be adopted.

## STAFF REPORT

### ORIGIN

At the June 12, 2000 Council Meeting, staff were directed to work through the Task Force of Council to develop procedures and funding considerations for the casino revenue prior to any further allocations of funds. This report will deal with the procedures proposed for Council consideration.

### ANALYSIS

On June 12, 2000 Council approved the Casino Funding Guidelines (Policy 3706). In the guidelines it states that applications for funds can be made by Council or as a result of applications from the Richmond Community. The guidelines also outline the key focus areas, which specifically target:

1. Youth;
2. Seniors;
3. Policing in the community;
4. Childcare Reserve Fund and
5. Preventative, alternative and/or educational programs relating to addictive behaviour which could include:
  - drug abuse
  - alcoholism
  - gambling
  - smoking.

All community applications must be for **new** community programs, projects or events.

Attached is the Casino Funding Procedures and Application Form in addition to the previously approved Guidelines. These incorporate the Instructions, General Principles, Exclusions and Review Considerations. The instructions and procedures once included in the application would form the basis for analysis of the request.

To avoid an overlap with the Grants procedures which falls from August to October it is proposed that Casino Funding applications will be received three times annually (mid-Feb, mid-June and mid-November) assuming funds are available for distribution. A notice to the community will be published in the City Notice Board two weeks prior.

The Council Task force will review the applications and recommend distribution of funds as outlined within the Casino Procedures. Staff will prepare a report for General Purposes Committee and Council outlining the Task Force recommendations.

### FINANCIAL IMPACT

There is no financial impact at this time.

CONCLUSION

Richmond City Council has received funding from gambling revenue and wishes to devote those funds in part to new community based programs, projects and events. The proposed procedures would assist Council in the distribution of funds, which ultimately would aid in managing the negative impacts of gambling within the Richmond community.

Anne Stevens  
Manager, Customer Services

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## City of Richmond CASINO FUNDING APPLICATION

### INSTRUCTIONS:

Please read these instructions before completing the application form

1. City Casino Funding Application forms are available at the Information Counter at City Hall.
2. Complete the form and send the **original plus three copies** to the Information Counter at City Hall by the stated deadline.
3. All Documents mentioned in the application must be submitted including:
  - A list of the organization's Board of Directors, Officers and key employees such as the Executive Director.
  - The organization's audited financial statements for the most recent completed fiscal year. If audited financial statements are not available, submit the financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
  - Budget for the program, project or event for which the funding is requested.
4. Submissions, which do not contain the above information, will be considered incomplete and will not be accepted. **Submissions should be on letter-size paper and single-sided.** If you have specific questions regarding your application, please contact Anne Stevens at 276-4273.
5. Return completed Casino Funding Application Form and enclosures by ----- to:  

**Richmond City Hall  
Information Counter  
(City Casino Funding Applications)  
6911 No. 3 Road, Richmond, BC V6Y 2C1**
6. Upon receipt of your application, a member of the Review Committee may contact you to review its details.
7. Decisions regarding funding allocations within the City Casino Funding Program rest with Richmond City Council. Please note appeals will not be accepted.
8. Following Council decision, applicants will receive notification of Council's decision pertaining to their application.

# RICHMOND CASINO FUNDING PROCEDURES

## A. GENERAL PRINCIPLES

Richmond City Council has received funding from gambling revenues and wishes to devote those funds in part to new community-based programs, projects, and events. Applications within the designated focus areas will be considered.

Use of casino funds can be determined by Council or as a result of applications from the Richmond Community. Not all organizations meeting the guidelines will automatically receive funding.

Applications from Richmond based non-profit and/or registered charitable groups are eligible for Casino Funding on the basis that they fill a void within the community and

- Offer a new project, program or event which is directed to a preventative, alternative and/or educational; program relating to addictive behaviour which could include:
  - drug abuse
  - alcoholism
  - gambling
  - smoking
- Offer a **new** program or event which involves Youth or Seniors;
- Offer a **new** program or event relating to policing in the community.

All Community applications must be for **NEW** Community programs, projects or events. Expenditures for casino funds can be made by Council or as a result of applications from the Community. Approval of funding by the City for any particular program or project does not ensure that future funding requests will be approved.

## B. CASINO FUNDING GUIDELINES

Expenditures for casino funds can be made by Council or as a result of applications from the community. All community applications must be for **new** community programs, projects or events.

Casino funding may be designated for expenditure in or added to a statutory reserve fund. Funds need not be fully allocated in a period received.

### Casino Funding Focus Areas:

Casino funds should be targeted to the following focus areas:

- Youth
- Seniors
- Policing in the Community

### **Casino Funding Guidelines Cont'd**

- Childcare Reserve Fund
- Preventative, alternative and/or educational programs relating to addictive behaviour which could include:
  - I. Drug abuse
  - II. Alcoholism
  - III. Gambling
  - IV. Smoking

Not all organizations meeting the City of Richmond's Casino Funding Program guidelines will automatically receive funding.

### **C. EXCLUSIONS FROM ELIGIBILITY FOR CASINO FUNDING:**

- Applications from individuals;
- Activities which are restricted to participation solely by people of specific religious or ethnic groups;
- Annual fund-raising campaigns, form letter requests or telephone campaigns;
- Debt retirement;
- Expenses related to attendance at seminars, workshops, symposiums, or conferences;
- Agencies which primarily fund other organizations;
- Salaries for personnel or equipment not dedicated solely to programs projects or event being funded.

### **D. REVIEW CONSIDERATIONS**

Not all organizations meeting the criteria will automatically receive funding. Allocations are dependent on the funding available.

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

- Basic eligibility and demonstrated organizational efficiency, effectiveness and stability;
- How well the organization fits within the general principles and focus areas for casino funding;
- Numbers of Richmond residents served;

**REVIEW CONSIDERATIONS cont'd**

- Quality of service;
- Financial need of the organization;
- Community interaction;
- Role and number of volunteers;
- Use of existing community services and facilities;
- Local input into governance;
- Addressing a **unique** need in the community.



# City of Richmond CASINO FUNDING APPLICATION FORM

Complete and return the original plus three copies by \_\_\_\_\_ to, Richmond City Hall, 6911 No. 3 Road Richmond, BC V6Y 2C1 **INFORMATION COUNTER**

## 1. IDENTIFICATION OF APPLICANT

Organization Name: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address: (Street, City, Postal Code)

Phone No. \_\_\_\_\_

\_\_\_\_\_  
Fax No. \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact's Phone No. \_\_\_\_\_

## 2. ORGANIZATION

- A. Board of Directors etc. - Attach a sheet listing names, positions and addresses of all the board members and officers and key employees such as the executive director.
- B. Describe briefly the history of the organization, its effectiveness of operation, quality of service and financial need.
  
- C. Describe the number and role of volunteers for the organization as well as its interaction with the community.

### 3. FUNDING INFORMATION

A. Amount of funding requested: \$ \_\_\_\_\_

B. Describe in detail how the funding would be used based on the stated guidelines.

C. Describe how the funding to the organization benefits Richmond residents.

D. How many Richmond residents will be served by this program:

E. Describe the **unique** nature of your request in comparison to other projects/programs/events in the community. How will you use existing community services and facilities?

F. Describe in detail the criteria the Organization will use to evaluate the success of this project, programs, etc.

#### **4. FINANCIAL OVERVIEW**

Provide a detailed budget for this program, project or event as well as your last audited financial statement for the organization.

#### **CHECKLIST REMINDER**

Please ensure your application includes the following:

- X List of Board of Directors, officers and key employees such as executive director
- X Project Budget
- X Audited Financial Statement for the organization.

**PLEASE DO NOT ATTACH BULKY PACKAGES**