



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
(604) 276-4000
www.richmond.ca

2007 Grant Application Package

City Grant Application forms are available from the **Information Counter at Richmond City Hall**. Please read these instructions before completing the application form.

Instructions

1. Complete the form and send the **original plus three copies** to the **Information Counter** at Richmond City Hall by the stated deadline. **Note: Late submissions will not be considered.**
2. Please ensure your application includes the following documents:
 - A list of the organization's Board of Directors, Officers and Executive Directors.
 - 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.
 - The organization's 2006 fiscal year operating budget.
3. Submissions that do not contain complete financial and budgetary information will be considered incomplete and will not be accepted. Submissions should be on **letter-size paper**, and **single-sided**.
4. Please keep promotional support documents to a minimum.
5. If you have general questions regarding your application, please contact Lesley Sherlock, Social Planner, at 604-276-4220.
6. Return completed City Grant Application Form and enclosures by **Friday, October 13, 2006** to:
**Information Counter
(City Grant Applications)
Richmond City Hall
6911 No. 3 Road, Richmond, BC V6Y 2C1**
7. Upon receipt of your application, a member of the City Staff Grants Review Committee may contact you to go over its details.
8. Decisions regarding funding allocations within the City Grants Budget rest with Richmond City Council.
9. Following Council approval of the Grants Budget, each applicant will receive notification of Council's decision pertaining to the application. The budgetary approval process may take three to five months.

Richmond Grants Policy

General Principles

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

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

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

and on the understanding that:

- Not all organizations meeting these general principles will automatically receive a grant or grant increase;
- Grant renewals are not automatic, nor is any increase in funds;
- Grant approvals in a particular year, do not guarantee that grant requests in subsequent years will be successful;
- Only one application per year will be accepted per organization.

Exclusions from Eligibility for City Grant

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

Grant Review Considerations

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

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

- Basic eligibility and demonstrated organizational efficiency, effectiveness and stability;
- Number of Richmond residents served;
- Quality of service;
- Financial need of the organization;
- Community interaction;
- Role and number of volunteers;
- Use of existing community services and facilities;
- Local input into governance.

Definitions of Eligible Grant Categories

1. Operating Assistance

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

2. Projects

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

3. Programs and Services

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

4. Events (Community Promotion)

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

Council Discretion

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



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2007 Grant Application Form

Complete the form and return the original plus three copies by **Friday, October 13, 2005** to the **Information Counter**, Richmond City Hall, 6911 No. 3 Road, Richmond, BC V6Y 2C1.

1. Identification of Applicant

Organization Name:	
Have you ever applied for a City grant under any other name in the last 5 years?	
Mailing Address: (Street, City, Postal Code)	Phone:
	Fax:
	Contact Person:
	Contact Phone:

2. If this is a first-time request, attach a history and objectives of the organization.

3. Board of Directors – Attach a sheet listing names, positions and addresses of all the Board Members and Officers.

4. Grant Information

A. Amount of City grant request: \$_____.

B. Grant request is for: (check applicable)

- Operating Assistance
- Project
- Programs and Services
- Events

C. Describe how the grant would be used:

D. Describe how the City grant funding benefits Richmond residents:

E. How many people are served by your organization? _____.

F. How many Richmond residents are served by your organization? _____.

G. Describe the unique nature, and value, of your City grant request in comparison to projects/programs of a similar nature in the community:

4. Grant Information (Cont'd.)

H. Name any Richmond organizations that you collaborate with to ensure the success of your project/program:

I. Describe how you work with the above organization(s):

J. How will your organization measure and evaluate the community benefit of your project/program? Describe in detail:

5. Financial Overview of the Organization

A. Please attach the following information for the organization:

- The audited financial statements for the most recently completed fiscal year, including an Income Statement and Balance Sheet; and
- The 2006 fiscal year's budget including projected statement of expenses and revenues.

B. If your financial statement shows a surplus, please justify or explain the reason for this surplus:

C. If the organization received a City grant from Richmond last year, please **detail specifically** how the grant monies were spent. Please indicate if there was a surplus from the City grant money.

D. If given a City grant this year, please detail specifically how you will spend the funds:

E. Please describe the impact to your organization if a City grant is not received:

5. Financial Overview of the Organization (Cont'd.)

F. Itemize any services that the organization receives from the City of Richmond (e.g. use of City facility, subsidized rents, property tax relief, photocopying, staffing etc.):

G. If the organization received grants from other sources last year, please list the sources and amounts received, together with the specific details of what was accomplished with each of the grants.

H. Is your organization applying for funding from other sources this year? List sources and amounts requested.

6. Staffing

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

PLEASE DO NOT ATTACH BULKY PACKAGES