



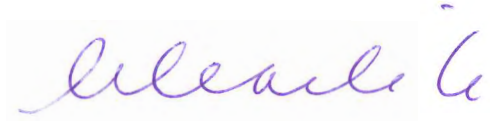
To: General Purposes Committee
From: Cathryn Volkering Carlile
General Manager, Community Services
Re: **2017 Health, Social and Safety Grants**

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

Staff Recommendation

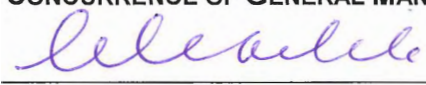
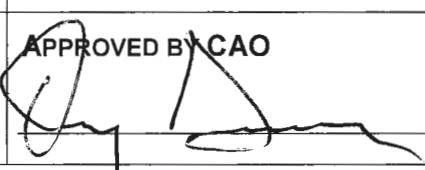
That, as per the report from the General Manager of Community Services, dated January 11, 2017:

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							

Note: Please refer to the February 6, 2017 General Purposes Committee Agenda for Attachment 2 (Grant Application Summary Sheets) of the staff report titled “2017 Health, Social and Safety Grants”, dated January 11, 2017, from the General Manager of Community Services.

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.