



City of
Richmond

**Environmental Enhancement and
Food Security Grant Program
Application**
Parks, Recreation and Culture Division

For assistance in filling out this form, please refer to the Grant Program Guidelines.

General Information

Step 1: Applicant Information

The following section includes question about the applicant.

Applicant/Non-Profit Organization Name: _____

Contact

Please enter this information carefully. We will use it in future correspondence with you.

Main Applicant

First Name: _____ **Last Name:** _____

Title/Society Role (Optional): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone No.: _____ **Email:** _____

Co-Applicant

First Name: _____ **Last Name:** _____

Title/Society Role (Optional): _____

Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Phone No.: _____ **Email:** _____

Step 2: Grant Level Selection

The following section includes questions about the Grant Proposal.

Grant Level

Environmental Enhancement Initiatives

☐ Individual – Up to \$500

☐ Non-Profit Organization – Up to \$2,500

Food Security Initiatives

☐ Non-Profit Organization – Up to \$5,000

Please go to the appropriate Step 3 based on the Grant Level you are applying for. If you are an individual applicant, please turn to page 2. If you are a non-profit organization, please turn to page 7.

Step 3: Grant Proposal – Individual – Up To \$500

The following section includes questions about the Proposal.

Grant Information

Proposal Title:_____ **Amount Requested:**_____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment.

Where in Richmond will your project take place?

Anticipated Start Date:_____ **Anticipated End Date:**_____

Number to be Served:_____

How many will be Richmond residents?_____

How will these numbers be determined?

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results within the timeframe of the project.
- ☐ Opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

[illegible]

Proposed Environmental Enhancement Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requiring funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:		

Are you applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ No

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
Total:			

☐ No

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Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your grant proposal. Include partner roles and activities. What will your partner contribute? What will you contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you and your partner(s) (if applicable) promote the project and reach out to/include people in the community?

Describe your capacity and your partner(s)' (if applicable) capacity and experience in hosting similar projects.

How will you measure the short-term and long-term effects of your project?

Step 5: Verification and Acknowledgement

Signatures of both applicants are required to verify the accuracy of the application, accept the terms and conditions listed below, and to represent the individual's endorsement of this grant application.

Main Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Co-Applicant Signature

First Name: _____ Last Name: _____

Signature: _____ Date: _____

Terms and Conditions

Reporting and Acknowledgement of Grant Benefits

- Those receiving a grant must provide a final report on the use of the grant either one year following the receipt of the grant, or, if applying again, at the time that the new application is made, whichever occurs earlier.
- 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 at parksprograms@richmond.ca.

Recuperation of Grant

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

No Appeal

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

Do you accept these terms and conditions?

☐ Yes ☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Individual Applicants –

Step 3: Grant Proposal – Non-Profit Organization – Up To \$2,500 for Environmental Enhancement and \$5,000 for Food Security

The following section includes questions about the Proposal.

Grant Information

Proposal Title: _____ Amount Requested: _____

Describe your project (in 300 words or less). Please include how the project relates to the enhancement, restoration or conservation of Richmond's unique island natural environment, or the improvement of food access, food security and urban agriculture through the promotion of local food producers and farmers' markets.

Where in Richmond will your project take place?

Anticipated Start Date: _____ Anticipated End Date: _____

Number to be Served: _____

How many participants will be Richmond residents? _____

How will these numbers be determined?

Please identify any City of Richmond Services you currently receive, the estimated value of each and a total estimated value (include use of facilities, subsidized rent, property tax relief, staffing, other).

Community Benefits

Select which objectives your grant will achieve (check all that are applicable).

- ☐ Activities will lead to positive environmental results or improved food access, food security and urban agriculture within the timeframe of the project.
- ☐ Demonstrates the positive environmental, food access, food security and urban agricultural impact that the initiative will yield.
- ☐ Provides opportunities for community members to be involved.
- ☐ Consistent with and support of the City's environmental goals as presented in Chapter 9.0 Island Natural Environment of the Official Community Plan.
- ☐ Creates innovative projects that contribute to a connected and functioning Ecological Network as presented in the City's Ecological Network Management Strategy and Public Tree Management Strategy.
- ☐ Contributes to healthy, diverse and functioning ecosystems.
- ☐ Enables local food producers to grow, distribute or sell produce affordably.
- ☐ Supports and creates opportunities for Richmond residents to access local food.
- ☐ Addresses food insecurity in innovative ways through local, community-based solutions.
- ☐ Supports the development of a stewardship ethic in the community.
- ☐ Supports resident activation in environmental enhancement, sustainability and urban agriculture.
- ☐ Supports the City's circular economy principles.
- ☐ Other: _____

Explain how your grant will meet the selected objectives.

Proposed Grant Budget

Indicate how the proposed grant will be used, and please provide details of items requesting funding:

Item	Amount (\$)	Details
Materials (e.g., plants, soil, amender)		
Program Supplies (e.g., equipment rentals, tools, safety equipment)		
Marketing and Promotion		
Honorarium (up to \$350)		
Insurance		
Other, provide details (optional):		
Total:		

Financial Assistance from Other Sources

Is your society applying for funding from other sources (e.g., other grants, donations, financial assistance or sponsorship) regarding this grant proposal?

☐ Yes

☐ No

If yes, please provide information below:

Funder Name	Amount (\$)	Have they confirmed funding?	How will the funding be used?
		☐ Yes ☐ No	
		☐ Yes ☐ No	
		☐ Yes ☐ No	
Total:			

Do you require a grant for the full amount requested to implement the proposal?

☐ Yes

☐ No

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

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Total Proposal Funding

Description	Amount (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders	
Amount You Will Provide	
Total:	

Society Financial Information

Your Society's Budget	Last Complete Year (\$)	Current Year (\$)
Total Revenue		
Total Expenses		
Annual Surplus or (Deficit)		
Accumulated Surplus or (Deficit)		

Explanation for Annual Surplus or (Deficit)**Last Complete Year****Current Year****Explanation for Accumulated Surplus or (Deficit)****☐ Attach Financial Statements for last year.**

Please include a balance sheet and statement of revenue and expenses, audited financial statements are preferred. If you do not have a financial statement, please attach a letter explaining why.

☐ **Attach Operating Budget for current year.**

Society Number:_____

Charitable Number (Optional):_____ **Date of Incorporation:**_____

Society Website (Optional):_____

Step 4: Partnerships and Promotion

The following section includes questions about the organizations you will partner with to deliver and ensure the success of your proposed grant use. Include partner roles and activities. What will your partner contribute? What will your society contribute? How will you promote your activity?

Are you partnering with other individuals, organizations and/or for profit businesses?

☐ Yes

☐ No

If yes, please list your partner(s).

How will you, and your partner(s) (if applicable), promote the project and reach out to/include people in the community?

Describe your organization's, and your partner(s)' (if applicable) capacity and experience in hosting similar events.

How will you measure the short-term and long-term effects of your project?

Step 5: Signing Officers

Signatures of two signing officers of the Board of Directors are required to verify the accuracy of the application, to accept the terms and conditions listed below, and to represent the Society's endorsement of this grant application.

Signing Officer 1

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Signing Officer 2

First Name: _____ Last Name: _____

Society Role: _____

Signature: _____ Date: _____

Terms and Conditions

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- 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 at parksprograms@richmond.ca.

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No Appeal

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Do you accept these terms and conditions?

☐ Yes ☐ No

Contact Information

City of Richmond
6900 Minoru Blvd, Richmond, BC V6Y 3E3
Claudia Cravino, Leisure Services Coordinator – Parks Programs
Tel: 604-244-1250

Please email the completed application to parksprograms@richmond.ca by the grant deadline.

– End of Application for Non-Profit Organizations –