



City of Richmond

# **Parks, Recreation and Community Events**

## Program Guidelines

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## What is the Parks, Recreation and Community Events Grant?

The purpose of the City Grant Program is to support the capacity of eligible applicants to deliver a range of programs, services and events that enrich the lives and well-being of Richmond residents, in alignment with the City's strategic priorities.

The Parks, Recreation and Community Events (PRCE) Grant provides funding to community organizations that deliver programs, services and community events in public spaces that improve the quality of life of Richmond residents. Funding may support either ongoing operations or specific projects that respond to identified community needs. The annual program encourages collaboration, partnerships and cost-sharing with other funders to maximize impact.

## What are the City's Recreation and Sport Priorities?

The Recreation and Sport Strategy, along with the Community Wellness Strategy and other City of Richmond strategies, provide a solid foundation that guides the Recreation and Sport Services Department's focus on the long-term outcomes of increasing community participation and physical activity. Applicants must clearly demonstrate alignment with one or more of the following priorities to ensure proposed projects directly support the City's goals.

- **Promote wellbeing and/or healthy, active lifestyles:** Provide opportunities that are accessible, inclusive, and support the needs of a growing and diverse population.
- **Build physical literacy:** Help residents develop fundamental movement skills, competence, confidence and motivation to move for a lifetime.
- **Access great spaces and experiences:** Showcase Richmond's unique landscapes, amenities, food, arts, and culture.
- **Encourage learning and exploration:** Bring Richmond's natural and cultural heritage to life through active engagement, education and interpretation.
- **Enhance inclusion and belonging:** Celebrate Richmond's diversity by building cross-cultural understanding and fostering mutual respect.

- **Foster a safe, resilient and accessible community:** Create more welcoming spaces and experiences for residents to connect with nature and local communities.
- **Strengthen community capacity:** Promote volunteerism, collaborations, partnerships.

## Grant Program Timeline

The graphic below outlines the annual grant cycle. The application window typically opens in mid-September and closes in mid-October, followed by the City's review and assessment period. Grant recommendations are brought forward for Council consideration in February of the following year, and once approved, funds are disbursed in April.

A Grant Use report is required at the end of the funding term. If an applicant intends to re-apply for the next intake period, the Grant Use Report must be submitted in September before the new application window opens. Otherwise, the Grant Use Report is due in March of the following year.



## Who Can Apply

Applicants must:

- Be a non-profit society registered in British Columbia or be a charitable organization registered in Canada; and
- Deliver programs, services and events that enrich the lives and well-being of Richmond residents.

## Who Cannot Apply

- For-profit organizations
- Individuals
- Public and private schools including post-secondary educational institutions or societies seeking funding for school-based programs
- Political parties and organizations
- Organizations that primarily fund other organizations (e.g. grants) or individuals (e.g. scholarships)
- Other, as determined by Council

## Funding Streams

Applicants may apply to only one (1) funding stream per funding cycle. The maximum funding available per stream is **\$12,500**.

- **Operating Stream:** Supports the ongoing operations of an organization. Funding may be used for core operating expenses such as rent, utilities, administrative costs and staff salaries.
- **Project Stream:** Supports a specific activity, initiative or program with a clearly defined start and end date. Funding may be used for project-related expenses, such as staff salaries, supplies and other costs directly related to project delivery.



Applicants who receive a form of operating and/or ongoing financial support from the City, including but not limited to core funding, annual operating grants, service or facility use agreements, or staffing supports, are not eligible to apply for the operating stream and may **only** apply for the project stream.

## Eligible Expenses

- Professional and administrative salaries, fees and benefits
- Consultant services to deliver projects
- Supplies (e.g. printed materials, food and utensils for community meals)
- Equipment and/or rentals
- Transportation costs within the Lower Mainland (e.g. bus tickets, gas)
- Telephone
- Office rent (operating stream only)
- Utilities (e.g. heat, electricity) (operating stream only)

## Ineligible Expenses

- Debt retirement
- Land and land improvements (e.g. mortgage costs)
- Building construction and repairs
- Retroactive funding
- Operating deficits
- Proposals which primarily fund or award other groups (e.g. grants) or individuals (e.g. scholarships)
- Public and private school-based programs
- Transportation costs outside the Lower Mainland
- Activities that primarily serve the membership of the organization, except when a program must focus on a specific group to meet their needs (e.g. women, seniors).
- Activities that involve religious instruction, worship, observance, or other purposes that primarily advance religion.
- Fundraising campaigns, form letter requests or telephone campaigns
- Expenses related to attendance at seminars, workshops, symposiums or conferences
- Political activities including, but not limited to:
  - Promoting or serving a political party or organization
  - Lobbying of a political party, or for a political cause or campaign
  - Programs and services delivered in partnership with political parties and organizations\*



\* Programs and services receiving funding from the provincial or federal government are still eligible to apply.

## How to Apply

- Visit <https://CityGrants.richmond.ca> to create an account and log in to apply.
- Complete the online application form by the deadline.
- Upload required supporting documents (refer to the list below).

**i** Applicants are encouraged to attend the September grant application workshop and to review and complete the PRCE grant workbook before beginning their application. Doing so will help make the online application process more efficient.

## Required Document Checklist

The following documents are required and must be uploaded through the online system as part of the application package.

- ☐ **Certificate of Incorporation** (must match your organization's current legal name); and/or **Notification of Registration** (Proof of charitable status under the Income Tax Act); in addition to:
- ☐ **Certificate of Name Change** (if applicable);
- ☐ **Current constitution** (or equivalent);
- ☐ **Current bylaws**;
- ☐ **Current list of Board of Directors, Officers and Executive Directors**;
- ☐ **Current year's operating budget**;
- ☐ **One of the following types of financial statements**:
  - ☐ Audited financial statements from the last completed fiscal year signed by external auditors; or
  - ☐ Review engagement report from the last completed fiscal year signed by external auditors; or
  - ☐ Compilation engagement report from the last completed fiscal year signed by external auditors; or
  - ☐ Financial statements from the last completed fiscal year endorsed by two signing officers of the Board of Directors; and
- ☐ **Declaration Form**.



## How Applications Are Evaluated

Applications are assessed in the following three areas described in the table below.

| Category                            | Criteria                       | Description                                                                                                                                |
|-------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Strategic Alignment</b><br>(40%) | Target population              | Primarily serves Richmond residents.                                                                                                       |
|                                     | Priority alignment             | Aligns with the City's priority areas.                                                                                                     |
|                                     | Community need                 | Responds to a clearly defined need or problem.                                                                                             |
|                                     | Implementation plan            | Provides a clear, feasible and sustainable plan outlining key activities, outputs, benefits and required resources.                        |
| <b>Impact</b><br>(30%)              | Community benefit              | Demonstrates realistic and achievable benefits, such as improved access to services and resources.                                         |
|                                     | Service uniqueness             | Offers a unique service that avoids duplication and may complement existing services.                                                      |
|                                     | Equitable access               | Extends reach to ensure equitable access for individuals facing barriers and demonstrates how barriers to participation will be minimized. |
|                                     | Measurement                    | Includes metrics for evaluation.                                                                                                           |
| <b>Capacity</b><br>(30%)            | Organizational capacity        | Demonstrates sufficient capacity to deliver the proposed activities, including administrative capacity and governance structure.           |
|                                     | Realistic budget               | Budget items are relevant and appropriate in relation to anticipated impact.                                                               |
|                                     | Financial cost-sharing         | Demonstrates that external funding (other than the City) has been sought.                                                                  |
|                                     | Collaboration and partnerships | Demonstrates community collaboration in delivering programs and services.                                                                  |



## Important Applicant Information

- Applications will not be accepted past the stated deadline.
- Meeting the eligibility criteria does not guarantee funding.
- The City Grants Program is highly competitive and consistently oversubscribed. Strong proposals may not be funded and approved applicants may receive less than the amount requested.
- Receiving a grant in one cycle does not guarantee funding in future years.
- Applicants must refrain from any actions that could be perceived as influencing the grant review or award process. This includes, but is not limited to, making delegations to Council that could unduly influence its decision, from the time the intake period opens until recommendations are brought forward for Council's consideration.
- Council's decisions are final and there is no appeal process.

## Reporting and Acknowledgement Requirements

Following Council approval, successful organizations can expect the following:

- An approval letter and a cheque will be issued to support implementation of the funded proposal.
- A Grant Use Final Report must be submitted within one year of receiving funding or, if re-applying, before the next grant intake.
- Organizations receiving a grant of \$50,000 or more must also submit a Grant Use Interim Report. Supporting documentation may also be requested at any point during the funding term.
- City support must be acknowledged in all communications and promotional materials related to the funded activities. An electronic City logo package will be provided to grant recipients upon request after funding has been awarded.

## Available Resources

The following documents are available at [www.richmond.ca/CityGrants](http://www.richmond.ca/CityGrants) to support applicants during the application process.

- Applicant Worksheets
- City Grants Online Application User Guide

## Contact Us

For further information, visit [www.richmond.ca/CityGrants](http://www.richmond.ca/CityGrants) or contact the Grant Administrator at [PRC@richmond.ca](mailto:PRC@richmond.ca).