



Parks, Recreation & Community Events (PRCE) Grant Program Information Session

richmond.ca/CityGrants

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Parks, Recreation & Community Events Grant

1. City of Richmond Grants

- Type of Grant Programs
- Important Dates
- Conditions
- City Grants Website
- **NEW** City Grants Application System

2. PRCE Grant Program

- Program Fundamentals
- Eligibility
- Guidelines

3. Grant Writing

- Tips
- Questions

1. City of Richmond Grants

Type of Grant Programs

Fall Grants

1. Parks, Recreation & Community Events Grant
2. Health Social & Safety Grant
3. Arts & Culture Grant
4. Environmental Enhancement & Food Security Grant
5. Child Care Grant

Spring Grants

6. Neighbourhood Block Party Grant
7. Community Celebration Grant
8. Housing Priorities Grant

CHANGED Applicants may only **apply** for one of these **highlighted** three grants.

1. City of Richmond Grants

Important Dates & Conditions

Important Dates

- **APPLICATION DEADLINE** October 14, 2026 at 5:00 p.m. PST
- **GRANT USE REPORT DEADLINE** Earlier of:
 - Before submitting a new grant application
 - December 31

Conditions

- Late applications will not be accepted
- Meeting the criteria does not guaranteed funding
- Receiving a grant does not guarantee funding for future years
- During the grant cycle, applicants must not attempt to influence the review or award process
E.g. Delegations to Council

1. City of Richmond Grants

City Grants Website

City Grants Website richmond.ca/CityGrants

- Resources

- | | |
|---|--|
| <ul style="list-style-type: none">- Program Guidelines- Applicant Worksheets | <ul style="list-style-type: none">- Required Documents Checklist- Declaration |
|---|--|

- Application Portals

1. **OLD** Application System
2. **NEW** City Grants Application System

1. City of Richmond Grants

City Grants Application System

OLD Application System

richmond.ca/culture/CityGrant/apply

The screenshot shows the old application system interface. At the top is the Richmond logo and a search bar. Below is a navigation menu with categories: Services, Parks & Recreation, Community & Culture, and Business & Development. The 'Community & Culture' section is active, showing a breadcrumb trail: Home > Community & Culture > City Grant Programs > Log in or Register. On the left, there's a 'Grant Application User Guides' section with links for Arts & Culture Project Assistance, Arts & Culture Operating Assistance, Child Care, Health, Social and Safety, and Parks, Recreation and Community Events. The main content area is titled 'Log in or Register' and contains a welcome message, a 'Log In' section with a 'Society Number/User Name' field, and a link to 'Already have an account?'. A green 'City Services' button is at the bottom left.

NEW City Grants Application System

CityGrants.richmond.ca

The screenshot shows the new application system interface. At the top is the Richmond logo and the title 'Richmond City Grants Application System, City of Richmond BC'. Below is a paragraph about the City's support for positive quality of life and its annual City Grant Programs. A list of program goals is provided: improve quality of life, assist Richmond-based groups, build community capacity, and promote partnerships. A link to 'page' for detailed guidelines is included. Below this is a 'Programs' section with a search bar and two program cards: 'Health Social and Safety Grant Program' (accepting applications on Apr 22 2026 12:00 AM (PDT)) and 'Arts and Culture Operating Assistance Gra...' (accepting applications on Apr 22 2026 12:00 AM (PDT)).

- Submit Grant Use Report for 2026 grant

DEADLINE Earlier of:

- Before submitting a 2027 grant application
- December 31, 2026

- Submit applications for 2027 grant and all future grant cycles
- Check status of grant application
- Submit future Grant Use Report

2. PRCE Grant Program

Main PRCE Grant Components

- **Program Fundamentals**
 - Funding Purpose
 - Guiding Priorities
 - Grant Limit
- **Eligibility**
 - Eligibility of Applicant
 - Eligibility of Grant Proposal
 - Eligible Expenses
 - Ineligible Expenses
- **Guidelines**
 - Funding Streams
 - Required Documents
 - Evaluation Criteria

2. PRCE Grant Program

City Grant Fundamentals

Funding Purpose

To assist local community organizations with their delivery of programs, services and community events in public spaces that improve the quality of life of Richmond residents.

Guiding Priorities

- Promote wellbeing and/or healthy, active lifestyles
- Build physical literacy
- Access great spaces and experiences
- Encourage learning and exploration
- Enhance inclusion and belonging
- Foster a safe, resilient and accessible community
- Strengthen community capacity

NEW Grant Limit

Maximum funding is \$12,500 per grant.

2. PRCE Grant Program Eligibility

1. Eligibility of Applicant

Who can apply?

2. Eligibility of Grant Proposal

What can the grant be used for?

2. PRCE Grant Program

Eligibility

Eligibility of Applicant

Organizations whom deliver programs, services or community events that enrich the lives and well-being of Richmond residents.

Who Can Apply

- ✓ Non-profit organizations registered in BC
- ✓ **CHANGED** Charities registered in Canada

Who Cannot Apply

- ✗ Individuals
- ✗ For-profit organizations
- ✗ Political parties and groups
- ✗ Organizations that primarily fund other organizations or individuals
- ✗ Public or private schools
- ✗ Groups seeking funding for school-based programs

2. PRCE Grant Program

Eligibility

Eligibility of Proposal

Eligible Expenses

All PRCE Grants

(Operating & Project Stream)

- ✓ Staff salaries and consultant fees
- ✓ Supplies
- ✓ Equipment and rentals
- ✓ Local transportation costs

Operating Stream only

- ✓ Utilities
- ✓ Rent

Ineligible Expenses

- ✗ Operating deficits or retroactive costs
- ✗ Land or infrastructure expenses
- ✗ Conference-related expenses
- ✗ Transportation costs outside of Metro Vancouver
- ✗ School-based programs
- ✗ Fundraising or telephone campaigns
- ✗ Proposals that primarily fund other groups or individuals
- ✗ Activities that primarily serve the membership of the organization
- ✗ Political activities
- ✗ Religious activities

2. PRCE Grant Program Guidelines

NEW Funding Streams

1. Operating stream

Supports the ongoing operations of an organization.

RESTRICTIONS Applicants who receive operating or ongoing financial support from the City are **not eligible** for the operating stream.

Examples

- *annual operating or other grants*
- *contribution or service agreements*
- *facility use agreements or in-kind space*
- *staffing supports*
- *property tax exemption*

2. Project stream

Supports a specific activity, initiative or program with a defined start/end date.

2. PRCE Grant Program Guidelines

Required Documents

Organization

1. Certificate of Incorporation/Notification of Registration
2. Certificate of Name change (*if applicable*)
3. Constitution and bylaws
4. Current list of Board, Officers and Executive Directors

Operations

5. Current year's operating budget
6. Previous year's financial statements

Application

7. Declaration form

2. PRCE Grant Program Guidelines

CHANGED Evaluation Criteria

Strategic Alignment

- | | |
|------------------------|---|
| 1. Target population | <i>Does it primarily serve Richmond residents?</i> |
| 2. Priority alignment | <i>Does it align with the City's priority areas?</i> |
| 3. Community need | <i>Does it address a clear need and provide unique opportunities?</i> |
| 4. Implementation plan | <i>Is there a clear, realistic and sustainable plan?</i> |

Impact

- | | |
|-----------------------|--|
| 5. Community benefit | <i>Is it realistic and achievable? Will it benefit Richmond residents?</i> |
| 6. Service uniqueness | <i>Is it unique?</i> |
| 7. Equitable access | <i>Is it open to all Richmond residents for free or a nominal fee?</i> |
| 8. Measurement | <i>Does it have clear goals and a reasonable way to measure it?</i> |

Capacity

- | | |
|------------------------------------|---|
| 9. Organizational capacity | <i>Does the applicant have organizational capacity?</i> |
| 10. Realistic budget | <i>Is the budget appropriate and realistic?</i> |
| 11. Financial cost-sharing | <i>Has external funding been sought?</i> |
| 12. Collaboration and partnerships | <i>Is there community collaboration?</i> |

3. Grant Writing

Tips

Tips

- Read the PRCE Grant Program Guidelines
The keys to a successful application are right there.
- Know what your proposal's core purpose is
What is unique about your proposal and how does it impact the community?
- Does your proposal align with the City Grant program objectives?
Highlight this in your application.
- Review your application blind
Assume that the Review Committee and Council has never heard of you.
- Edit and be realistic
*Throwing in everything causes important points to get lost in the crowd.
A realistic proposal is often more convincing than a grand one.*

3. Grant Writing

Tips & Questions

Tips

- Start early
Rushing leads to mistakes or missed documents.
- Be prepared
Gather your supporting documents ahead of time, such as your financial statements, budget, and required signatures.
- Work offline
Save your answers in a separate document.
- Save your work often!

Questions



For further information about the

Parks, Recreation & Community Events (PRCE) Grant Program

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