



City of Richmond

Parks, Recreation and Community Events Grant

Applicant Worksheets



Purpose of the Applicant Worksheets

This document provides applicants with a complete list of questions included in the Parks, Recreation and Community Events (PRCE) Grant eligibility form, application forms for both the operating and project streams, and grant use report form. It is designed to help applicants prepare and draft their responses before submitting materials through the online grant application system at citygrants.richmond.ca.

Before You Apply

- Review the **grant guidelines** carefully to ensure your proposal aligns with grant eligibility criteria and the City's strategic priorities, and to determine which City Grants Program best fits your proposal.
- Attend a **grant information session** to learn more about program updates and strategies for submitting a strong application.
- Download and use the **applicant worksheets** to draft your responses before completing the online application, and ensure your responses are within the **specified word limit**.
- Gather all required **supporting documents** before starting your application.
- Provide **clear and specific information** about your proposed activities, timelines, target population, intended outcomes and evaluation plan.
- Ensure your proposed **budget is realistic** and aligns with the scope of your proposal.
- Review your application carefully for **completeness and accuracy** before submitting.
- Submit application **before the deadline** as late submissions will not be accepted.

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Section 1: Application Intake Stage

PRCE Eligibility Form

1. Are you a registered non-profit and/or charitable organization?
☐ Yes
☐ No
2. Has your organization been in operation for a minimum of twelve months?
☐ Yes
☐ No
3. Does your organization have a governing board or equivalent leadership structure?
☐ Yes
☐ No
4. Does your grant proposal primarily serve Richmond residents?
☐ Yes
☐ No
5. Has your organization received a form of operating and/or ongoing financial support from the City in the last year, including but not limited to core funding, annual operating grants (excluding the City Grants Program), service or property use agreements, including nominal leases, permissive tax exemptions or staffing supports?
☐ Yes
☐ No



To proceed with the application, you must meet the eligibility requirements in **Questions 1-4** and answer "Yes" to each question. If you answer "No" to any of Questions 1-4, you will receive an email indicating that you are not eligible for the PRCE Grant Program. If you answer "Yes" to **Question 5**, you will only be eligible to apply to the Project Stream.

Any City grant funding must be used within one year of receipt.

This completes the PRCE Eligibility Form. Please submit your responses through the online grant application system.

PRCE Application Form (Operating Stream)

PRCE Organization Summary

Part A – Applicant Information

Organization Name:	
Address:	
City:	
Postal Code:	
Primary Contact:	
Position:	
Email:	
Phone:	
Website:	

Part B – Organizational Credentials & Governance Documents

Are you a:

- ☐ Registered non-profit society
☐ Registered charity

Society Number:	
Incorporation date (YYYY/MM/DD):	

Please upload your Certificate of Incorporation (must match your organization's current legal name) and Certificate of Name Change (if applicable): [Maximum 2 attachments]

Minimum: 1 Maximum: 2

Charitable Number:	
Charitable registration date (YYYY/MM/DD):	

Please upload your Notification of Registration (proof of charitable status under the Income Tax Act): [Maximum 2 attachments]

Minimum: 1 Maximum: 2

Required Documents:

Please upload the following required documents. [Maximum 3 attachments]

- Current constitution (or equivalent)
- Current bylaws
- Current list of Board of Directors, Officers and Executive Directors (include addresses and contact information)

Minimum: 1 Maximum: 3

Part C – Organizational Overview

Describe your organization's mission and purpose, what programs and services it offers, and how they benefit the wellbeing of Richmond residents. [Maximum 250 words]

Does your organization have a membership requirement?

- ☐ Yes
- ☐ No

If yes, what is your annual membership requirement?

Does your organization have an annual membership fee?

- ☐ Yes
- ☐ No

If yes, what is your annual membership fee?

How many personnel are part of your organization?

Personnel	Number of personnel	Avg. hours per week per personnel
Full-time employees		
Part-time employees		
Volunteers		

Part D – Organizational Financial Position

Please upload your operating budget for the current year. [Maximum 2 attachments]

Minimum: 1 Maximum: 2

Total operating budget for current year:

Please select one of the following types of financial statements to upload:

- ☐ Audited financial statements from the last completed fiscal year signed by external auditors
- ☐ Review engagement report from the last completed fiscal year signed by external auditors
- ☐ Compilation engagement report from the last completed fiscal year signed by external auditors
- ☐ Financial statements from the last completed fiscal year endorsed by two signing officers of the Board of Directors

Upload a file: Based on selection above

Last fiscal year end date (YYYY/MM/DD):

Total revenue from last fiscal year:

Total expenses from last fiscal year:

Annual surplus or deficit (excess of revenue over expenses for the year):

Optional: Is there anything of note that you would like to include about your financials?
[Maximum 150 words]

If you had a surplus, explain how your organization intends to use its annual surplus and/or retained earnings, and why you need additional grant funding to support your proposal. [Maximum 150 words]

Please indicate what form(s) of City support (such as cash or City services) you received in the last year?

- ☐ None
- ☐ Contribution agreement, service agreement or contract
- ☐ Other City grants (e.g. Environmental Enhancement and Food Security, Community Celebration Grant)
- ☐ Property tax exemption
- ☐ In-kind space
- ☐ Other (please specify)

Please provide additional details in the table below (where applicable)

City Support	Description
Contribution agreement, service agreement or contract	
Other City grants	
Property tax exemption	
In-kind space	
Other (please specify)	

PRCE Grant Proposal (Operating)

Part A – Grant Request

Grant amount requested:

Please note that under the City Grant Program Policy 3712, the PRCE Grant stream has a funding limit of \$12,500 per applicant.

Why is operating assistance needed? Describe how this funding will be used.

[Maximum 250 words]

Part B – Community Benefit

How many individuals will your proposal serve?

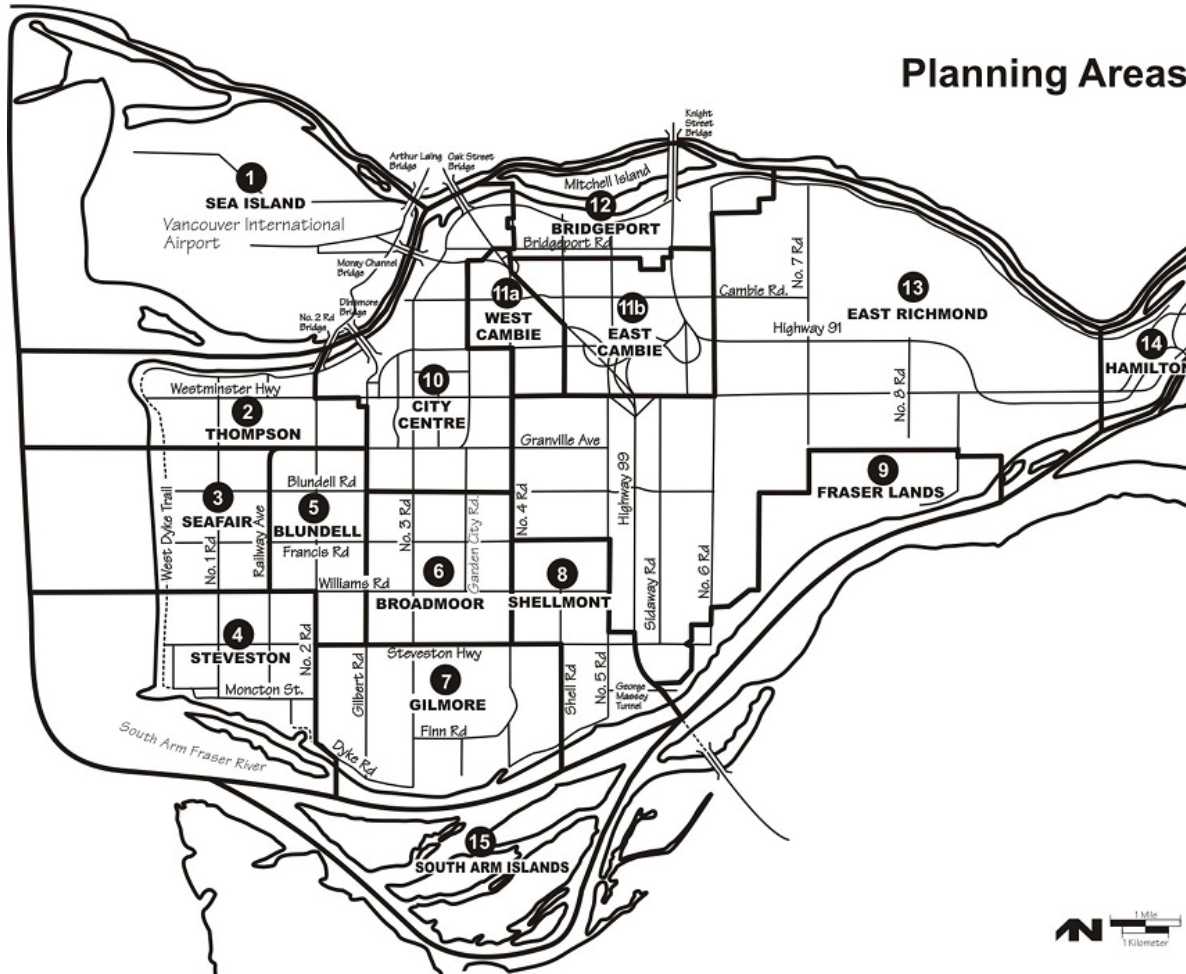
How many Richmond residents will your proposal serve?

Percentage of total to be served who are Richmond residents:

Auto-calculated %

How does your organization calculate the number of individuals served? Explain your method and indicate whether the figure reflects unique individuals or total service interactions. [Maximum 150 words]

Please select the Richmond neighbourhood(s) where your organization primarily delivers programs and services. Choose "Richmond-wide" only if your organization does not focus on specific neighbourhoods.


☐ Richmond-wide (no geographic focus)

☐ 1. Sea Island

☐ 2. Thompson

☐ 3. Seafair

☐ 4. Steveston

☐ 5. Blundell

☐ 6. Broadmoor

☐ 7. Gilmore

☐ 8. Shellmont

☐ 9. Fraser Lands

☐ 10. City Centre

☐ 11a. West Cambie

☐ 11b. East Cambie

☐ 12. Bridgeport

☐ 13. East Richmond

Which of the following objective(s) does your proposal address? [Please select all that apply]

- ☐ **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.

Explain how your proposal will advance the selected objective(s). Describe the outcomes you expect to achieve. Include any quantitative or qualitative data, and examples that supports your approach and anticipated impact. [Maximum 250 words]

What makes your organization's proposal or services unique? Describe how they/it differ(s) from or complement(s) existing services in Richmond. [Maximum 150 words]

How will your organization evaluate the effectiveness of your proposal? Include the indicators used to measure success. [Maximum 250 words]

How will your organization maintain financial viability once grant funding ends? Describe the strategies, revenue sources or partnerships that will support ongoing operations. [Maximum 250 words]

Part C – Grant Budget

Please include further details in the description column (where applicable), e.g. Salaries, fees and benefits - description: "Includes 2 full-time [position names] at \$/hr. x hr./week x total weeks.

Expense Items	Description	Estimated Cost	Grant Allocation
Salaries, fees and benefits for employees (incl. rate of pay and duration of work)			
Office rent (incl. monthly rate)			
Utilities			
Consultant services			
Supplies			
Equipment rentals			
Volunteer support			
Other (please specify)			

Grant Allocation Total: *Auto-calculated*

PRCE Partnerships & External Funding

Part A – Community Partnerships

Describe the key partnerships and/or collaborative relationships that your organization has established to support the success of your proposal.

	Partner Organization	Contact (incl. name, title, phone and email)	Nature of partnership (e.g. roles, commitments, activities)
1			
2			
3			
4			
5			

Optional: Attach support letters and/or emails outlining partnership details. For applicants with more than five partners, please include details about any additional partners as an attachment. [Maximum 6 attachments]

Maximum: 6

Part B – Funding from Other Sources

Identify any external funding sources that support your proposal (e.g. other grants, donations, financial assistance or sponsorships).

	Funder Name	Amount	Confirmed
1			Yes / No
2			Yes / No
3			Yes / No
4			Yes / No
5			Yes / No
Total		<i>Auto-calculated</i>	

If your organization does not receive the full amount of funding requested, can your proposal still be delivered? Describe how you would adjust your approach, secure alternative resources or modify your activities to make up the difference. [Maximum 150 words]

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PRCE Grant Submission

Part A – Collection Notice

This information is collected by the City of Richmond under Section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) and will be used to determine eligibility for the City Grant Program, program administration and evaluation. By applying online for a City grant you are consenting to the collection of your personal information in this manner and for the purposes described above. Should you have any questions about the collection of this personal information, please contact the Freedom of Information (FOI) Coordinator at FOI@richmond.ca or phone 604-276-4000.

Part B – Declaration & Signatures

Please download and complete your signed Declaration Form (refer to sample on [pages 25-26](#)).

Upload a file: Declaration Form (fillable PDF available at citygrants.richmond.ca)

This completes the PRCE Application Form (Operating Stream). Please submit your responses through the online grant application system.

PRCE Application Form (Project Stream)

PRCE Organization Summary

Part A – Applicant Information

Organization Name:	
Address:	
City:	
Postal Code:	
Primary Contact:	
Position:	
Email:	
Phone:	
Website:	

Part B – Organizational Credentials & Governance Documents

Are you a:

- ☐ Registered non-profit society
☐ Registered charity

Society Number:	
Incorporation date (YYYY/MM/DD):	

Please upload your Certificate of Incorporation (must match your organization's current legal name) and Certificate of Name Change (if applicable): [Maximum 2 attachments]

Minimum: 1 Maximum: 2

Charitable Number:	
Charitable registration date (YYYY/MM/DD):	

Please upload your Notification of Registration (proof of charitable status under the Income Tax Act): [Maximum 2 attachments]

Minimum: 1 Maximum: 2

Required Documents:

Please upload the following required documents. [Maximum 3 attachments]

- Current constitution (or equivalent)
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- Current list of Board of Directors, Officers and Executive Directors (include addresses and contact information)

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Part C – Organizational Overview

Describe your organization's mission and purpose, what programs and services it offers, and how they benefit the wellbeing of Richmond residents. [Maximum 250 words]

Does your organization have a membership requirement?

- ☐ Yes
- ☐ No

If yes, what is your annual membership requirement?

Does your organization have an annual membership fee?

- ☐ Yes
- ☐ No

If yes, what is your annual membership fee?

How many personnel are part of your organization?

Personnel	Number of personnel	Avg. hours per week per personnel
Full-time employees		
Part-time employees		
Volunteers		

Part D – Organizational Financial Position

Please upload your operating budget for the current year. [Maximum 2 attachments]

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Total operating budget for current year:

Please select one of the following types of financial statements to upload:

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Upload a file: Based on selection above

Last fiscal year end date (YYYY/MM/DD):

Total revenue from last fiscal year:

Total expenses from last fiscal year:

Annual surplus or deficit (excess of revenue over expenses for the year):

Optional: Is there anything of note that you would like to include about your financials?
[Maximum 150 words]

If you had a surplus, explain how your organization intends to use its annual surplus and/or retained earnings, and why you need additional grant funding to support your proposal. [Maximum 150 words]

Please indicate if you have received any form(s) of City support (cash and City services) in the last year, including but not limited to the following:

- ☐ None
- ☐ Contribution agreement, service agreement or contract
- ☐ Other City grants (e.g. Environmental Enhancement and Food Security, Community Celebration Grant)
- ☐ Property tax exemption
- ☐ In-kind space
- ☐ Other (please specify) |

Please provide additional details in the table below (where applicable)

City Support	Description
Contribution agreement, service agreement or contract	
Other City grants	
Property tax exemption	
In-kind space	
Other (please specify)	

PRCE Grant Proposal (Project)

Part A – Grant Request

Proposal title:

Is this a new proposal?

- ☐ Yes
☐ No

If no, how many years has your organization been delivering this initiative?

Grant amount requested:

Please note that under the City Grant Program Policy 3712, the PRCE Grant stream has a funding limit of \$12,500 per applicant.

Describe your proposal by outlining the key activities and the specific outputs you expect to achieve. Highlight the benefits it will deliver and explain why the initiative is necessary and valuable to the community. [Maximum 250 words]

Part B – Community Benefit

How many individuals will your proposal serve?

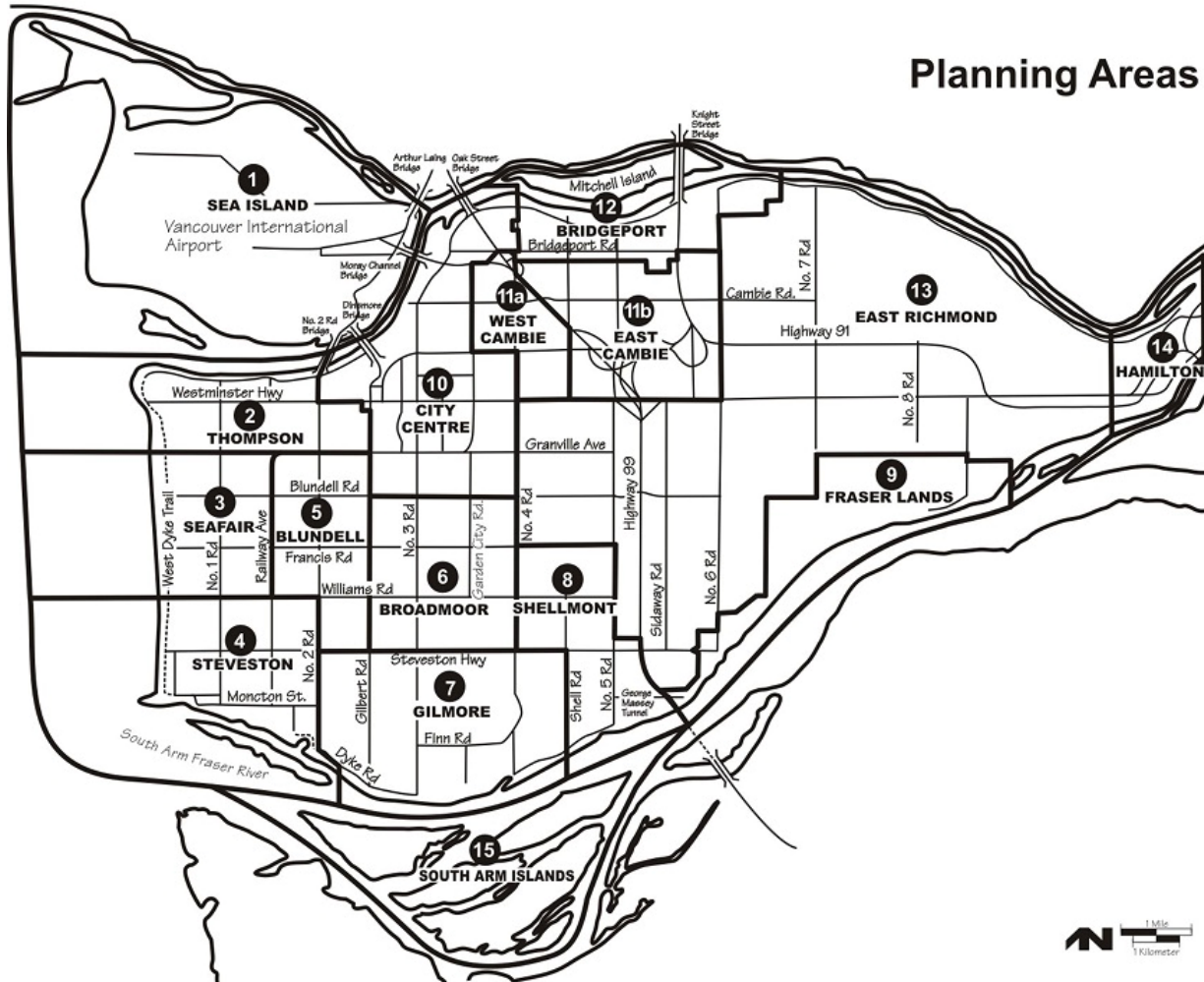
How many Richmond residents will your proposal serve?

Percentage of total to be served who are Richmond residents:

Auto-calculated %

How does your organization calculate the number of individuals served? Explain your method and indicate whether the figure reflects unique individuals or total service interactions. [Maximum 150 words]

Please select the Richmond neighbourhood(s) where your organization primarily delivers programs and services. Choose "Richmond-wide" only if your organization does not focus on specific neighbourhoods.



- | | |
|--|--|
| ☐ Richmond-wide (no geographic focus) | ☐ 7. Gilmore |
| ☐ 1. Sea Island | ☐ 8. Shellmont |
| ☐ 2. Thompson | ☐ 9. Fraser Lands |
| ☐ 3. Seafair | ☐ 10. City Centre |
| ☐ 4. Steveston | ☐ 11a. West Cambie |
| ☐ 5. Blundell | ☐ 11b. East Cambie |
| ☐ 6. Broadmoor | ☐ 12. Bridgeport |
| | ☐ 13. East Richmond |

Which of the following objective(s) does your proposal address? [Please select all that apply]

- ☐ **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.
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- ☐ **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.

Explain how your proposal will advance the selected objective(s). Describe the outcomes you expect to achieve. Include any quantitative or qualitative data, and examples that support your approach and anticipated impact. [Maximum 250 words]

What makes your organization's proposal or services unique? Describe how they/it differ(s) from or complement(s) existing services in Richmond. [Maximum 150 words]

How will your organization evaluate the effectiveness of your proposal? Include the indicators used to measure success. [Maximum 250 words]

How will your organization maintain financial viability or your proposal be sustained once grant funding ends? Describe the strategies, revenue sources or partnerships that will support ongoing operations. [Maximum 250 words]

Part C – Grant Budget

Please include further details in the description column (where applicable), e.g. Salaries, fees and benefits – description: "Includes 2 full-time [position names] at \$/hr x hr/week x total weeks."

Expense Items	Description	Estimated Cost	Grant Allocation
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Office rent (incl. monthly rate)			
Utilities			
Consultant services			
Supplies			
Equipment rentals			
Volunteer support			
Other (please specify)			

Grant Allocation Total: *Auto-calculated*

PRCE Partnerships & External Funding

Part A – Community Partnerships

Describe the key partnerships and/or collaborative relationships that your organization has established to support the success of your proposal.

	Partner Organization	Contact (incl. name, title, phone and email)	Nature of partnership (e.g. roles, commitments, activities)
1			
2			
3			
4			
5			

Optional: Attach support letters and/or emails outlining partnership details. For applicants with more than five partners, please include details about any additional partners as an attachment. [Maximum 6 attachments]

Maximum: 6

Part B – Funding from Other Sources

Identify any external funding sources that support your proposal (e.g. other grants, donations, financial assistance or sponsorships).

	Funder Name	Amount	Confirmed
1			Yes / No
2			Yes / No
3			Yes / No
4			Yes / No
5			Yes / No
Total		<i>Auto-calculated</i>	

If your organization does not receive the full amount of funding requested, can your proposal still be delivered? Describe how you would adjust your approach, secure alternative resources or modify your activities to make up the difference. [Maximum 150 words]

--

PRCE Grant Submission

Part A – Collection Notice

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Part B – Declaration Form

Please download and complete your signed Declaration Form (refer to sample on [pages 25-26](#)).

Upload a file: Declaration Form (fillable PDF available at citygrants.richmond.ca)

This completes the PRCE Application Form (Project Stream). Please submit your responses through the online grant application system.

PRCE Declaration Form

A sample of the PRCE Declaration Form is provided below. Please download the fillable PDF form at citygrants.richmond.ca and submit a signed copy through the online grant application system.

We, the undersigned, certify to the best of our knowledge that the information provided in this Parks, Recreation and Community Events Grant application is accurate, complete and endorsed by the organization we represent. On behalf of the organization, we also certify that in addition to meeting all the eligibility criteria as stated in the Grant Program Guidelines, we agree to the following conditions set out below and as per any other conditions approved by City Council if we receive a grant from the City of Richmond:

☐ **Organization Commitment**

The organization is committed to providing programs and services that are inclusive, equitable and supportive of people of all ages, abilities, sexual orientations, gender identities, ethnicities, cultural backgrounds, under-represented groups and socio-economic conditions (except when a program must focus on a specific group to meet their needs effectively).

☐ **Governance & Accountability**

Voting members of the Board do not concurrently hold any paid staff positions with the organization nor receive any remuneration (other than expense reimbursement). The organization will maintain proper records and accounts available for inspection by the City and/or its auditors, and will immediately notify the Parks, Recreation and Community Events Grant Administrator (in writing) of any changes to the organization's proposal, including the proposed grant budget, as presented in this application. The organization will submit a final report by the end of the funding term. Additionally, it will provide reports or related documentation upon request by the City at any point during the funding term. The organization will return any surplus in grant funding to the City upon the conclusion of the funding term. If grant funds are not used for the purpose as described in this application, funds will be repaid to the City in full.

☐ **Funding & Acknowledgement**

The organization will make or continue to make every effort to secure funding from other sources as indicated in this application and will appropriately acknowledge the City's support in all information and promotional materials related to funded activities.

☐ **Communication Consent**

The organization consents to the Parks, Recreation and Community Events Grant Administrator sending email notifications regarding this request and/or any future grants and related opportunities which might be applicable to the organization.

Signatory 1 (Full Name)

Board Position/Title

Signature

Date

Signatory 2 (Full Name)

Board Position/Title

Signature

Date

This completes the PRCE Declaration Form. Please submit a signed copy of the fillable PDF form through the online grant application system.

Section 2: Reporting Stage

PRCE Grant Use Report

All PRCE Grant Recipients are required to submit a Grant Use Report within one year of receiving funding or, if re-applying, before the next grant intake. The purpose of the Grant Use Report is to outline the key activities, deliverables, community benefits and budget details of the funded initiative and demonstrate that City funds have been used appropriately. There are no exceptions to this requirement.

Organization Name:

Grant Proposal Title:

Grant Amount Approved: *Auto-populated*

Grant Funding Stream: *Auto-populated*

Provide a summary of how the grant funds were used, including key activities and deliverables. [Maximum 250 words]

Describe any significant differences between your proposed and actual grant use, including changes to the budget items, planned activities or outcomes. [Maximum 150 words]

Indicate how the grant funds were allocated across the following budget items:

Expense Items	Description	Estimated Cost	Grant Allocation
Salaries, fees and benefits for personnel (incl. rate of pay and duration of work)			
Office rent (incl. monthly rate)			
Utilities			
Consultant services			
Supplies			
Equipment rentals			
Volunteer support			
Other (please specify)			

Total Actual Amount Spent: *Auto-calculated*

Total Grant Amount Allocated: *Auto-calculated*

Please explain any surplus expected from the City grant? [Maximum 150 words]

Details of Actual Amount Spent (\$) on salaries, fees, and benefits for personnel as indicated in the above chart:

Personnel	Number of Personnel	Total Amount Spent
Full-time employees		
Part-time employees		
Total		

Total number of individuals served:

Total number of Richmond residents served:

Percentage of total served who were Richmond residents: *Auto-calculated*

How were these numbers determined? [Maximum 150 words]

List any external funding sources that supported your grant-funded activities.

	Funder Name	Amount
1		
2		
3		
4		
5		

Total Amount of External Funding: *Auto-calculated*

What amount did your organization contribute?

Describe the community benefits and impact of this grant, including key partnerships and how the funded initiatives supported and improved outcomes for the community and Richmond residents. [Maximum 250 words]

Outline any data and/or feedback you collected to support your reported outcomes and to assess the effectiveness and impacts of your grant initiatives. [Maximum 150 words]

Were you able to accomplish outcomes that would not have been possible without this grant? If so, please describe them. [Maximum 250 words]

How do you plan to make the initiative(s) financially sustainable after the grant period ends? [Maximum 150 words]

Optional: Do you have photos or other media that demonstrate the impact of the grant activities? If yes, please attach. (For review purposes only. Not for public reporting or publication.)

Upload a file

Optional: Did you receive any qualitative feedback or testimonials? If yes, please attach. (For review purposes only. Not for public reporting or publication.)

Upload a file

Note: PRCE Grant Administrators may request additional clarification or supporting documentation to verify the expenditure of funds, such as invoices or receipts.

This completes the PRCE Grant Use Report. Please submit your responses through the online grant application system.