

NO: R015

COUNCIL DATE: January 29, 2024

---

## REGULAR COUNCIL

TO: **Mayor & Council** DATE: **January 22, 2024**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **1850-01**  
**General Manager, Finance**

SUBJECT: **Community Enhancement Partnership Program Grants - 2023 Year-end Reporting**

---

## RECOMMENDATION

The Parks, Recreation & Culture Department and the Finance Department recommend that Council receive this report for information.

## INTENT

The purpose of this report is to provide Council with an overview of the Community Enhancement Partnership Grant Program (the “CEP Program”) and information on the 48 grants awarded in 2023.

## BACKGROUND

In January 2010, Council adopted the CEP Program, which is intended to provide financial support for projects focussed on community engagement and neighbourhood enhancement. Under the CEP Program, residents, businesses and community groups may apply to the City for a grant under three separate categories; these being:

- **Small Project Grants** - to support in planning, organizing, and implementing projects intended to directly improve the physical aesthetic appeal of a neighbourhood.
- **Partnership Grants** - to support projects that build community relationships through celebration and activity.
- **Façade Grants** – enable small businesses or commercial property owners to apply for funding to renovate or improve their building facades.

Supported projects, activities, and celebrations include block parties, community festivals, clean-ups, and beautification projects. The level of funding awarded to the recipients is based on the contribution or value of time by a group to support, plan and organize eligible activities and can include volunteer labour, donated materials, and/or professional services.

The Grant Selections Committee, which includes staff from Parks, Recreation & Culture Department and Finance Department, is responsible for assessing grant applications that are received under the CEP Program throughout the year, using the grant criteria outlined in the CEP Program Guidelines (Appendix “I”). If supported, grants applications are approved by the General Manager, Finance and the General Manager Parks, Recreation & Culture.

## **DISCUSSION**

### **CEP Program Grants Awarded in 2023**

48 CEP Program grants were awarded in 2023, totalling \$48,974 (see Appendix “II”). The awarded grants contributed to neighbourhood block parties, community clean ups, community gardens, a pollinator pathway, small business exterior renovation, and smaller scale festivals. Following these allocations, \$142,183 funding is available to carry forward for new grant opportunities in 2024.

### **Marketing and Promotion**

The COVID-19 Pandemic deterred the number of applications received under the CEP Program from 2020-2022. In 2023, with a targeted focus to promote the grant program options, the CEP program approved 48 applications. In 2024, the program will continue to be promoted through social media, grant information sessions with direct stakeholders, general public information sessions, through outreach programs, and to organized neighbourhood clean up groups.

## **FUNDING**

Funding for CEP Program is provided through an annual allocation of \$45,000 from the City Grants Program. Appendix "II" provides information on the 48 grants awarded in 2023 and the status of funding related to the CEP Program.

## **CONCLUSION**

The CEP Program funds projects that promote community-based projects and celebrations to improve the quality of life for Surrey residents and fosters strong community building and resiliency.

Laurie Cavan  
General Manager  
Parks, Recreation & Culture

Kam Grewal, CPA, CMA  
General Manager  
Finance

Appendix “I”: CEP Program Overview and Guidelines  
Appendix “II”: 2023 CEP Program Funding

## CEP Program Overview and Guidelines



### Community Enhancement Partnership Program (CEPP) Program Overview and Guidelines

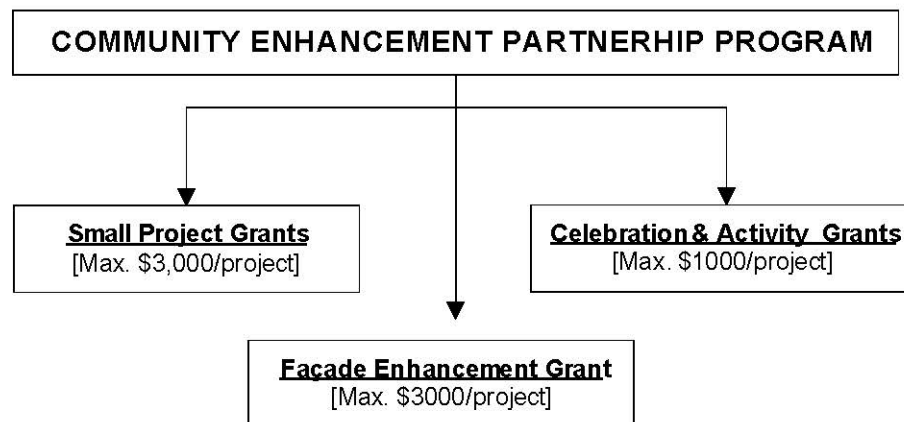
The Community Enhancement Partnership Program (CEPP) is an initiative of Council to encourage neighbourhood projects and activities that beautify our streets and public spaces. Through the Program, residents, groups and businesses can apply to the City for a grant to plan, organize and implement small beautification and place-making projects, activities and celebrations. Successful applicants match their requested grant amount with contributions of volunteer labour and services, donated materials, and/or cash. The Grant program is a partnership in which the applicant and the City contribute towards the applicants proposed project. Projects must be completed within twelve (12) months of a grant being awarded.

#### FUNDING CRITERIA & ELIGIBILITY

Grants are available to all Surrey residents, students, community groups, organizations or associations. Small businesses will also be considered for building or landscaping beautification projects in targeted areas. All applications must encourage inclusive neighbourhood participation. Projects must be undertaken within the geographic boundaries of Surrey. All applicants must demonstrate their project or activity will:

- focus on beautifying, celebrating and creating engaging places in Surrey;
- generate a public benefit in an inclusive and cooperative manner;
- involve members of the community in the project;
- commit to overseeing the project and any resulting maintenance;
- have broad neighbourhood support.
- improve the look and feel of City streets

#### PROJECT GRANT CATEGORIES



**i) Small Project Grants**

Small project grants have a maximum amount of \$3,000 per project. They are offered to support planning, organizing and implementing projects that physically improve the appearance of the City. As examples, a neighbourhood garden, boulevard landscaping, community pathway, floral tree plantings, decorative lighting display or a neighbourhood entrance feature would fall under this category.

**ii) Celebration & Activity Grants**

Celebration & Activity grants have a maximum amount of \$1,000 per project. They are offered to support community activism and celebration. As examples, a neighbourhood festival or block party or a neighbourhood improvement campaign would fall under this category. Projects that create opportunities to develop neighbourhood organization and promote community leadership are encouraged. Ideally, the community celebration will ultimately encourage people to get involved in improving their neighbourhood for the long term.

**iii) Facade Enhancement Grants**

Facade Enhancement Grants help to encourage commercial property owners and businesses to invest in their buildings and storefronts through facade renovations. Property owners are urged to renovate, building facades through grants, matching up to 30% of the eligible costs to a maximum of \$3,000. Through the Facade Enhancement Grant Program, property owners and businesses will help to improve the streetscape of the local community, attracting residents, businesses and customers to the area. Facade grants are targeted towards different areas around the City each year.

**PROJECT MANAGEMENT & RECOGNITION**

For awarded projects, photos must be submitted to the City as a permanent record and for potential posting on the City's website and within local newspapers.

Awarded projects may be subject to inspection by City staff. Annual inspections may be undertaken to monitor maintenance and upkeep of projects.

- Applicants that have failed to undertake or maintain projects, as outlined on submitted applications, may be eliminated from consideration for future City grant opportunities.
- Applicants are required to abide by all Municipal, Provincial and Federal laws and regulations.
- The City of Surrey reserves the right to remove any physical installations or improvements on public land at any time.

## APPLICATION REVIEW PROCESS

Each application will be evaluated by a grant evaluation committee using the following evaluation criteria and within available funding.

### Evaluation Criteria

#### Overall Community Enhancement Program Objective

- Project corresponds with the objective to “beautify, animate and celebrate Surrey”.

#### Project Proposal & Feasibility

- Provides a clear description of what the project is and why it is proposed.
- Provides a clear public benefit.
- Is well planned with a realistic timeline and a clear beginning and end.
- Has a reasonable budget.

#### Community Building

- Community contribution is documented, demonstrating broad community participation and support for the project.
- Encourages inclusive community participation and provides opportunity to bring people together.
- Encourages interaction between different groups, such as different cultural groups, tenants, seniors and business owners.
- Encourages collaboration between all age groups, particularly youth and adults.

#### Outcomes

- There is a clear understanding of how the community will be improved as a result of the project, with anticipated outcomes clearly documented.
- Project is designed for low maintenance and the applicant and stakeholders commit to project maintenance, with the majority of maintenance undertaken by the applicant.

---

#### Grants will **NOT** be awarded to/for:

- The purpose of private gain.
- Government agencies, political or partisan groups, formal business associations, universities, exclusive clubs or associations, newspapers and non-Surrey-based organizations (based or originating).
- Applicants who have failed to document a community contribution.
- Applicants who have failed to successfully carry out or maintain a project for which a grant was previously awarded.

---

#### Grants must **NOT** be used to:

- Duplicate an existing public or private program.
  - Support ongoing programs or services.
  - Replace funding lost from other sources or provide gap funding.
  - Pay for the applicants operating expenses that are not directly related to the project for which the grant is awarded.
  - Purchase land or buildings.
  - Pay for out of City travel expenses.
  - Pay for expenditures or financial commitments made *before* the organization’s grant application was submitted.
-

## 2023 CEP Program Funding



**2023 FINANCIAL PLAN**  
**COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM**

Description	Amount	Allocation to date	Remaining
Carried Forward from Prior Year	\$ 146,259		
<b>2023 Adopted Budget</b>	<b>\$ 45,000</b>		<b>\$ 191,259</b>
<b>Grants Awarded in 2023</b>			
1. Clothesline Consignment		\$ 1,500	
2. 154A Street Block Party		\$ 500	
3. 141 Street Block Party		\$ 500	
4. Street Itaar Block Party		\$ 500	
5. Bonnydoon Community BBQ		\$ 500	
6. 129A Street Block Party		\$ 500	
7. 58A Avenue Block Party		\$ 500	
8. 61 Avenue Block Party		\$ 500	
9. Chantrell Place Block Party		\$ 500	
10. Harvest Wynde Block Party		\$ 500	
11. The Woods Annual Block Party		\$ 500	
12. Canada Day Block Party		\$ 500	
13. Juneteenth BBQ Block Party		\$ 500	
14. Cardinal Court Block Party		\$ 450	
15. Hycroft Block Party		\$ 500	
16. Parkway Dr Summer Kick Off Block Party		\$ 500	
17. Corn Roast		\$ 305	
18. 149 Street Block Party		\$ 200	
19. Car Show and Family Fun Day		\$ 1,000	
20. Sports Day BBQ and Carnival		\$ 800	
21. Odyssey Towers Block Party		\$ 500	
22. Spooktacular Halloween Market		\$ 1,000	
23. Nightshift Summer BBQ		\$ 1,000	
24. Green Neighbourhood Volunteers		\$ 3,000	
25. 140th Social Spotlight Project		\$ 1,505	
26. New McLellan Pollinators Pathway		\$ 2,100	
27. Crescent Park Community Garden Project		\$ 2,833	
28. Village Street Banners Small Project		\$ 3,000	
29. Redwood Park Youth Outdoor Activity		\$ 500	
30. 169A St Annual Block Party		\$ 500	
31. 166A Street Block Party		\$ 500	
32. 14B Ave End of Summer Block Party		\$ 500	



2023 FINANCIAL PLAN  
COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM

Description	Amount	Allocation to date	Remaining
33. 85A Ave Block Party	\$	500	
34. 128A Street Block Party	\$	500	
35. Rock the Block Party	\$	500	
36. McLellan Mews Block Party	\$	500	
37. Abbey Ridge Summer Block Party	\$	500	
38. 129B Street Block Party	\$	500	
39. Sept 56 Ave Block Party	\$	500	
40. Daventry Lane Enhancement	\$	1,800	
41. DIVERSEcity Awning Replacement	\$	2,927	
42. CoBrokr Investments Façade Enhancement	\$	3,000	
43. Dunsmuir Garden Patio Shelter	\$	3,000	
44. 151A St Lavender Garden	\$	1,034	
45. Herb Garden and Mason Bees houses	\$	500	
46. Spirit of Giving	\$	500	
47. Fleetwood Boulevard Enhancement and Free Library	\$	1,770	
48. Bald Eagle Conservation Project	\$	2,750	
<b>Allocations for 2023</b>	\$	<b>48,974</b>	\$ <b>142,285</b>