



## City of Surrey

### Community Grants

The City of Surrey is now accepting applications for financial grants from non-profit groups or organizations.

**What kinds of organizations are eligible?** *Organizations will normally be expected to:*

- *have an active governing body composed of volunteers, with paid staff excluded from voting membership;*
- *have stable, ongoing financial support; and*
- *extend their service to the general public in Surrey, not excluding anyone by reason of race, religion or ethnic background.*

**Who chooses the successful grant applications?** *City Council has established a Grants Evaluation Committee, consisting of four City Staff Members, to review all applications and make recommendations on grant payment priorities. The final decision on all grant applications is made by City Council.*

*The Grants Evaluation Committee will review and recommend grant payments based on the following criteria:*

- *The need for the project, the number of residents benefiting from the grant and the value to the community;*
- *The absence of identifiable or competing services, programs or facilities in the community;*
- *The cost per resident, funding sources and financial stability of the organization;*
- *The effectiveness and quality of the proposed program, project or event;*
- *The history of the organization, including past services and programs; and*
- *The suitability for one-time only funding for specific programs, capital projects or special events.*

*Grants will not normally be recommended for travel, operating deficits, or services that are the responsibility of other levels of government. Any organization which receives a grant should not view the grant as an automatic source of funding in the following years. An evaluation of the use of the Surrey grant must be submitted at the end of the program, project or event.*

**When is the deadline for grant applications?** *All grants requests must be submitted on an official application form and received at the office of the City Clerk **not later than 4:30 p.m., September 30.** Application forms and additional information may be obtained by contacting:*

City of Surrey, Office of the City Clerk  
13450 - 104 Avenue, Surrey, B.C. V3T 1V8  
Telephone: 604-591-4132 Fax: 604-501-7578  
**or online at [www.surrey.ca](http://www.surrey.ca)**

## GUIDELINES FOR GRANT PRIORITIES

The following factors will be used to determine priorities for allocating grants to eligible applicants:

1. The need addressed by the program/project/event, and its value to the community:
  - To what degree will the grant promote the well-being of Surrey residents?
  - How many residents will benefit?
  - Why is it important that it be done this year?
  - How severe are the consequences to Surrey residents of not providing a grant?
  - Is there overall community support?
2. The absence of duplication of, or competition with, an existing municipal program/service/event, and the use of existing community services or facilities to carry out the program/service/event.
3. The cost of the program/project/event:
  - What is the total cost?
  - What is the per capita cost (residents served)?
  - What are the sources of funding, and what percentage would Surrey be contributing?
  - Have all possible sources of funding been pursued?
  - What are the overall financial conditions of the organization, and will the lack of Surrey funding result in cancellation of the program/project/event?
  - Is this a one-time request for funds, or will ongoing support be required?
  - If ongoing support will be required, for how long and to what degree?
4. The appropriateness, effectiveness, and quality of delivery of the program/project/event:
  - How well will it be organized?
  - How many volunteers and volunteer hours will be involved?
  - Will there be coordination with other organizations which might be interested or affected?
  - Has the organization previously demonstrated success with a similar undertaking?
5. The quality of the organization's previous and current administration and management, and the length of time and the degree to which the organization has provided previous service to the community:
  - Who are the officers or elected officials of the organization?
  - Is the organization well-known to Surrey residents for their service?
  - What is their history of service to Surrey?
  - What are the future plans and goals of the organization?
  - Has the organization previously received funds from Surrey, and did they submit an evaluation for the use of those funds?

## **PROCEDURE FOR PROCESSING GRANT REQUESTS**

1. Applicants must submit a grant application to the City Clerk on the prescribed form, by September 30<sup>th</sup> in order to be considered for a grant for the following year.
2. The Grants Evaluation Committee, consisting of a staff representative from Finance, Parks & Recreation, and Legislative Services, will review all grant applications to ensure completeness and to ensure grant eligibility as specified by policy.
3. New grant requests shall be listed under the following categories:

Taxes	Community Promotion
Environmental	Cultural and Recreational
Health and Social Services	
4. The Grants Evaluation Committee will (after consultation as they deem necessary with the grant applicants, with City General Managers or their staff, with other Surrey Committees or Commissions, or with community groups) submit to the Finance Committee of Council copies of all grant application forms along with recommended grant amounts. The total of the recommended grants shall not exceed the total grants budget funding available, and a minimum of \$10,000 of the grants budget shall remain unallocated for critical, unanticipated late grant requests.
5. The Finance Committee of Council will review the recommendations of the Grants Evaluation Committee, and may request additional information or request to hear delegations. The Finance Committee will then submit a list of recommended grant amounts to Council for their review and for the necessary approval. The approved grants shall be subject to final confirmation by Council after all appeals have been dealt with.
6. The City Clerk shall notify all applicants, by regular mail, of Council's initial decision, and shall advise them of the Appeal Procedure. Applicants shall be advised that grant amounts are subject to final confirmation by Council after all appeals have been dealt with.
7. The Grants Evaluation Committee shall be responsible for ensuring that all organizations which receive a grant submit an evaluation report on the use of the grant funds.

## **PROCEDURE FOR GRANT APPEALS**

Appeals of Council's decisions will be considered only in instances where additional grant funds are required to prevent unforeseen circumstances which could result in employee lay-offs or threaten the financial well-being or survival of the organization, or where significant new information will be presented which was not available during the grants review process.

Organizations must notify the City Clerk in writing, within 14 days from the date that the grant notifications were mailed, that they wish to appeal Council's decision. The grant applicants must give a clear explanation of why they feel they qualify for an appeal. The appeal request will be presented to Council for a decision on whether the appeal will be considered, and the applicant shall be notified accordingly.

If the appeal is not successful, that organization may not reapply for funding of the same service in the same funding year.

### **PROCEDURE FOR PROCESSING LATE GRANT APPLICATIONS**

Grant applications received after the September 30<sup>th</sup> deadline will be referred to the Grants Evaluation Committee for the following action:

- (a) If the requirement for grant funds was not reasonably foreseeable prior to September 30<sup>th</sup>, and if the requirement for immediate funding is critical to the survival of the organization or the event, then the Grants Evaluation Committee may refer the application to Council along with a recommended grant amount.
- (b) If the Grants Evaluation Committee believes that the grant application does not qualify for consideration under (a), then the Committee shall advise the grant applicant in writing that they do not qualify for consideration, but that they may reapply by the September 30<sup>th</sup> deadline for the following year. The applicant shall be advised that they may appeal this action of the Committee by requesting the City Clerk in writing to refer their application directly to Council, and by explaining why they should receive special late consideration for a grant. The appeal will be forwarded to Council for consideration, along with a recommendation from the Grants Evaluation Committee.

### **PROCEDURE FOR SETTING A GLOBAL GRANTS BUDGET**

Prior to September 15<sup>th</sup> each year, the Grants Evaluation Committee shall review the present year's budget, consult with larger ongoing grant recipients as necessary, then submit a recommended global grants budget to the City Manager. The City Manager shall review the recommendation, and include a Global Grants Budget amount in the preparation of the Provisional Annual Budget.



Number of Volunteers Involved: \_\_\_\_\_ Number of Volunteer Hours: \_\_\_\_\_

<b>Financial Information</b>	<b>\$</b>	<b>%age of Project</b>	<b>Confirmed: Y or N</b>
Total cost of Project:	_____	_____	_____
Your contribution:	_____	_____	_____
Provincial funding:	_____	_____	_____
Other sources:	_____	_____	_____
Amount Requested from Surrey: _____			

If you do not receive this grant, will the project take place? (circle one) Yes      No

**TO BE CERTIFIED BY TWO SIGNING OFFICERS:**

We certify that to the best of our knowledge, the information provided in this grant application is accurate and complete and is endorsed by the organization we represent. If our organization receives a grant from the City of Surrey, we agree to the following:

1. In the event that the grant funds are not used for the project or programs as described in the application, or if there are any misrepresentations in the application, the full amount of the funding will be repaid forthwith.
2. If there are any significant changes in the funding, scope or timing of the project or program from that described in the application, the Organization will immediately notify the City Clerk.
3. The Organization will keep proper books of account for all receipts and expenditures relating to the project or program, and will make these books available for inspection by the City or its auditors upon request.
4. If the project or program proposed in this application is not commenced or not completed and there remains City funds on hand, or if the project or program is completed without requiring the full use of City funds, such funds will be repaid immediately to the City.
5. The project or program may not be represented as a City project or program, and the Organization does not have authority to hold itself out as an agency of the City in any way, except that the City has granted financial assistance to the Organization.
6. Upon completion of the program or project, the Organization agrees to submit a Final Report to the City Clerk.

**EACH APPLICATION MUST ATTACH THE FOLLOWING:**

- Statement of Organization's Purpose
- Name & Address of Board Members
- Detailed Budget for this Project**
- Financial Statement for prior year
- Maximum 3 Letters of Support
- Other Relevant Support Documents
- Copy of Evaluation of last City grant received.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date