

NO: R134

COUNCIL DATE: July 8, 2024

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **July 3, 2024**

FROM: **General Manager, Finance**

FILE: **1850-20**

SUBJECT: **2024 Supplemental One-time City Grants**

RECOMMENDATION

The Finance Department recommends that Council:

1. Receive this report for information; and
2. Approve eight supplemental one-time City Grants, totalling \$12,700 for award in 2024 (attached as Appendix "I"), in accordance with the Policy on Municipal Grants and the Guidelines for Grant Priorities (attached as Appendix "II").

INTENT

The purpose of this report is to obtain approval for the issuance of eight supplemental one-time City grants recommended for 2024 under the City Grants Program.

BACKGROUND

The City Grants Program is designed to support local non-profit groups or organizations providing services to Surrey residents.

At its Regular Meeting on April 22, 2024, Council adopted the recommendations of Corporate Report No. Foo4; 2024: City Grants for 2024, which included approval of 41 one-time City Grants for community events and programs in Surrey.

DISCUSSION

Eight requests have been considered for supplemental one-time grants and each request was evaluated by a cross-departmental Grants Evaluation Committee comprised of representatives from Finance, Legislative Services, Parks, Recreation & Culture, and Social Infrastructure and Community Investments using the Policy on Municipal Grants and the Guidelines for Grant Priorities. The following is a brief description of each of the supplemental grant applications.

British Columbia/Yukon Command of The Royal Canadian Legion Foundation

The BC/Yukon Command of the Royal Canadian Legion Foundation is requesting funding to support their “Leave the Streets Behind” program that provides comfort bags and apartment kits to Veterans experiencing homelessness or near homelessness.

City Dream Centre Society

City Dream Centre provides a wide variety of services to Surrey residents. The society’s weekend feeding program provides over 180 hampers of food to school families who are experiencing food insecurity over the weekends. Families in need are identified by the teachers and school administrators.

City Dream Centre Society

Each year in August, City Dream Centre hosts their Back to School Event to help families who may be finding it challenging to provide all that their kids need for the new school year. At the event, each child receives a backpack with a school supply kit inside. The event offers free kid’s haircuts, new and used clothing, over 1500 backpacks with school supply kits and snacks.

Feels like Home Newcomers Society

Feels like Home Newcomers Society is a non-profit organization that is committed to helping newcomer refugees and vulnerable immigrants as they take steps to build a new life and settle in Surrey. The society is requesting funding to support the Foundations Literary and Life Skills Program, which is a free, wrap-around project that offers beginner English language classes, life skills workshops, Early Year programming, and community outreach.

Fraser Region Community Justice Initiatives Association

Community Justice Initiatives Association is requesting funding to support their Youth Black Book project. The Youth Black Book is an online version of the once produced, pocket guide to youth resources in Surrey, Langley, Delta, and White Rock. It provides youth at-risk, with helpful information about a variety of services including health education, counselling, employment, housing opportunities, and more in their local communities.

READ Surrey/White Rock Society

READ Surrey/White Rock Society is a non-profit society that promotes literary awareness, provides information, offers literary workshops and programs for families, literary workers and adult learners. The society is requesting funding to promote its Adult Literary Program in North Surrey, Newton and Whalley.

Spinal Cord Injury BC

Spinal Cord Injury BC helps people with spinal cord injury and related physical disabilities adjust, adapt and thrive as they deal with a new injury or struggle with the on-going challenges of living and aging with a disability. The Peer Support program provides answers, resources, social connections, educational opportunities and unique life experiences for people living with spinal cord injury.

Surrey Amateur Radio Communications Society

The Surrey Amateur Radio Communications Society (“SARC”) will be hosting a three-day Amateur Radio Field Day Emergency exercise involving members of SARC, Surrey Emergency Program Amateur Radio, and the public. Funding is requested to cover fuel costs and purchase of specialized equipment.

FUNDING

Funding for the proposed eight supplemental City grants is available within the unallocated one-time grants funding included within the City Grants budget, approved by Council on April 22, 2024, as part of Corporate Report No. Foo4; 2024.

CONCLUSION

Based on the above discussion, it is recommended that Council approve eight supplemental one-time City Grants for 2024, totalling \$ 12,700 as documented in Appendix “I” attached to this report.

Kam Grewal
CFO/General Manager
Finance

Appendix “I”: 2024 Proposed Supplemental One-time City Grants
Appendix “II”: Policy on City Grants No. D-26

Appendix "I"



PROPOSED SUPPLEMENTAL CITY GRANTS (ONE-TIME)

Non-profit Organization	Grant Type	Request	2024 Proposed Amount	Recommendations and Comments
1. BC/Yukon Command of the Royal Canadian Legion Foundation	Health & Social	Leave the Streets Behind program provides comfort bags and apartment kits to veterans experiencing homelessness or near homelessness	2,000	Supplies for comfort bags and/or apartment kits
2. City Dream Centre Society	Health & Social	Back-to-School Event - part of City Dream Centre's Adopt-a-School Program - provides backpacks and school supply kits at Surrey schools	2,000	Backpacks and supplies
3. City Dream Centre Society	Health & Social	Weekend Feeding program provides food hampers for students/families at high needs schools	1,000	Food and supplies
4. Feels Like Home Newcomers Society	Community Promotion	Foundations Literacy and Life Skills Program provides support, connection and skill development to new immigrants and refugees in Surrey	2,000	Bus tickets and program supplies
5. Fraser Region Community Justice Initiatives Association	Health & Social	"Youth Black Book" project provides a list of resources to youth in Surrey, Langley, Delta & White Rock	2,000	Printing and distribution costs
6. READ Surrey/White Rock Society	Health & Social	The Adult Literary Program will promote literary awareness, offer literary workshops and information to families in North Surrey, Newton and Whalley	700	Design and printing costs
7. Spinal Cord Injury BC	Health & Social	Peer Support Program provides opportunities and events for Surrey residents with spinal cord injuries	2,000	Event costs
8. Surrey Amateur Radio Communications Society	Culture & Recreation	To host a three-Day Amateur Radio Field Day Emergency Exercise	1,000	Program supplies
			12,700	



CITY POLICY

No. D-26

REFERENCE:	APPROVED BY:	CITY COUNCIL
REGULAR COUNCIL MINUTES 6 MARCH 1979` PAGE 7	DATE:	30 MAY 2005 (R05-1363)
	HISTORY:	06 SEPT 1994 (RES94-3135) 19 APR 1993, 28 JAN 1991, 26 MAR 1979

TITLE: CITY GRANTS

POLICY ON CITY GRANTS

- 1 That two categories of grants be established:
 - Category A - ongoing grants from year-to-year.
 - Category B - all other grants generally for one-time requests.
2. That a Global Grants Budget be placed in the Annual Financial Plan.
3. That total grants not exceed the Global Grants Budget.
4. That grants be intended for specific programs, capital projects, or special events.
5. That all applications for grants must be received at the office of the City Clerk not later than 4:30 p.m., September 30th of each year, or if the City Hall is closed on that day, on the next following day on which the City Hall is open. Grant applications received after that time will not be considered for funding unless the requirement for funding was not reasonably foreseeable prior to September 30th, and unless the requirement for funding is critical to the survival of the organization's programs, capital project, or special event.
6. That grants not be provided to groups for travel, save and except for groups travelling under the Sister City Program.
7. That a Grant Fund in the amount of \$5,000 be established as a Special Recognition Fund for groups, which have achieved extraordinary accomplishments as determined by Council throughout the year.

This policy is subject to any specific provisions of the Local Government Act, or other relevant legislation or Union agreement.

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8. That organizations providing services that are the responsibility of other levels of government will not normally be eligible for grants unless the consequences of not funding the grant would result in a significant disadvantage to Surrey which would outweigh the cost of the grant itself. (Example: An organization would lose significant funding from other benefactors without Surrey's participation by way of a nominal grant).
 9. That grants not be provided to cover deficits or on-going operating costs.
 10. Criteria For Grant Eligibility:
 - (a) The organization must meet the requirements of Sections 8, 24 and 25 of the *Community Charter*.
 - (b) The organization shall have an active governing body composed of volunteers. Its main responsibility shall be program and policy development, and fund-raising. The governing body must be held responsible for the effectiveness of services provided and for financial accountability for funds received from all sources.
 - (c) All organizations shall have the following or similar clauses in their constitution and bylaws:
 - i. Paid staff members cannot be voting members of the Board of Directors (or the governing body).
 - ii. No Director shall be remunerated for being or acting as a Director, but Directors may be reimbursed for all expenses necessary and reasonably incurred while carrying out their duties as authorized by the organization.
 - (d) The organization shall show evidence that it has fully explored all other viable sources of financial support.
 - (e) The organization must extend its service to the general public in Surrey, and must not exclude anyone by reason of race, religion, or ethnic background.
 - (f) The organization must not act as a general fund-raiser for, or make grants to, various other groups or organizations.
 - (g) The organization must agree to submit an evaluation of the use of the Surrey grant at the end of the program/project/event, or by September 30th, whichever occurs sooner.
 - (h) The organization must not view the grant as an automatic ongoing source of funding.

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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 City 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?

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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?

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PROCEDURE FOR PROCESSING GRANT REQUESTS

1. Applicants must submit a grant application to the City Clerk on the prescribed form, by September 30th in order to be considered for a grant for the following year.
2. A Grants Evaluation Committee, consisting of a staff representative from Finance, Parks, Recreation, Culture and Corporate 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, a list of all grant applications 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 grant requests received after September 30th.
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.

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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 30th 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 30th, 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 5, 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 30th 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 30th of each year, the Grants Evaluation Committee shall review the present year's budget, consult with larger ongoing grant recipients as necessary, and 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 Annual Financial Plan.

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