



Staff undertook a review of similar programs and related practices of other cities including Seattle, Victoria, Saanich, Halifax and Charlottetown and has developed a policy and procedures in support of the Program.

## DISCUSSION

The Community Enhancement Partnership Grant Program is targeted at generating neighbourhood-based projects and activities that enhance neighbourhood aesthetics and build stronger more vibrant communities. The program supports community building through partnerships and is consistent with Council's priorities for beautification. Increased engagement of residents is also an objective of the Plan for the Social Well-being of Surrey Residents.

The Program that has been developed will allow neighbourhood groups to apply to the City for a grant that will match funds and/or value that is contributed by a neighbourhood/group to plan, organize and implement small neighbourhood-based projects, activities and celebrations. Under the Program neighbourhood contributions can include volunteer labour, donated materials, professional services and/or cash. The Program will assist the City of Surrey in achieving city beautification and citizen engagement objectives.

The Program provides opportunities for community engagement and beautification. It does not address all of the requests of community organizations in relation to support for their development, such as the free use of civic facilities for meetings, the waiving of requirements for or providing grants for liability insurance and other similar items. However, the City offers additional community development support through such initiatives as training offered through the City's Volunteer Services Program, insurance provider contact information, partnering opportunities with community organizations on larger projects of mutual interest and affordable meeting room rental rates in recreation facilities (\$11.50 per hour for rooms that accommodate up to 30 people).

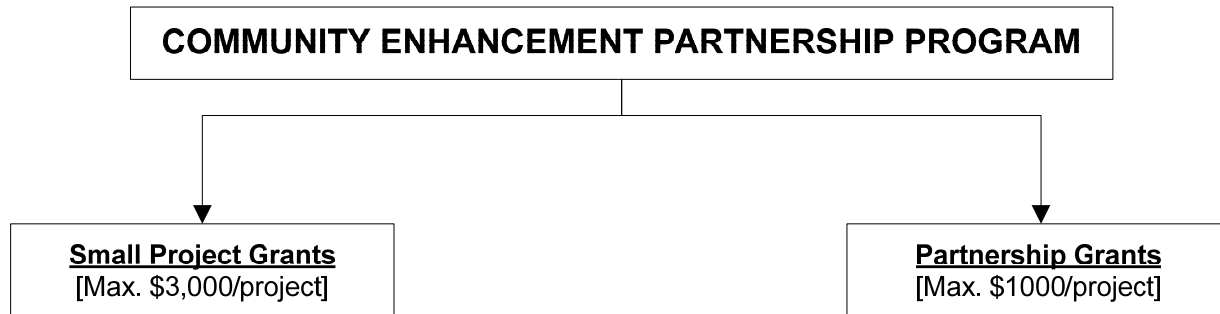
### Eligibility

Applicants under the Program must demonstrate that they will:

- Generate a public benefit from their neighbourhood-scale project or activity in an inclusive and cooperative manner;
- Demonstrate community leadership in partnering with neighbourhood residents, local organizations and the City of Surrey;
- Involve neighbourhood residents and/or other members of the community in planning and implementing the project;
- Commit to overseeing the project implementation and its on-going maintenance and replacement; and,
- Focus the project on "beautifying and celebrating their neighbourhood."

### Program Overview

The Program has two separate grant categories as illustrated below.



**i) Small Project Grants**

This type of grant is to assist resident groups in planning, organizing and implementing projects intended to directly improve the physical aesthetic appeal of a neighbourhood. As examples, a neighbourhood entrance beautification feature, community landscaping or neighbourhood street furniture would fall under this category.

**ii) Partnership Grants**

This type of grant is to support resident organizations in developing membership for an association and building community relationships. As examples, a neighbourhood festival or celebration, a street clean-up day or a neighbourhood improvement campaign would fall under this category.

A process for making application and the criteria for the evaluation of applications and award of grants under the Program have been developed. The Civic Beautification Coordinator will be responsible for the administration of the Program. The Program Overview and Guidelines attached as Appendix 1 to this report contains provisions concerning the application process, the need for the applicant to demonstrate how matching value will be provided, the logistics of project implementation and the acceptance of liability.

### Funding

Subject to Council approval of the recommendations of this report, the Program will be commenced in 2010. The 2010 budget includes \$50,000 for the Program, with \$25,000 of this amount having been carried forward from 2009. A review of the Program will be conducted at the completion of the roll out of the Program in 2010 and a report will be forwarded to Council documenting the results for 2010.

### Application and Approval Process

The Program will be communicated directly to existing community organizations and be advertised on the City's web-site and on City page in the local newspapers.

The Grants will have ongoing intake through an open application process. Applications will be reviewed and evaluated by an Interdepartmental Committee; copies of the application form are

attached as Appendix I. The Interdepartmental Committee will provide recommendations to the Finance Committee regarding grants under the Program, in a timely fashion, so as to allow projects to proceed within the season that is appropriate for their undertaking and to be convenient for the applicant community groups.

All applicants will be notified as to the approval status of their projects. For approved projects, the applicants will be provided with a letter that outlines the agreed upon scope of the project with any and all special criteria or restrictions explicitly laid out. It is anticipated that approval will not be granted for projects that have inherent risk for the participants or any potential risk or liability to the City. Where projects fall within the City road allowance, the Engineering Department will provide written guidelines and restrictions and will work with the applicant toward the issuance of appropriate permits for all aspects of the work to be carried out.

### **SUSTAINABILITY CONSIDERATIONS**

The Program supports the Sustainability Charter by encouraging the promotion of social connections, volunteerism, community ownership and citizen engagement. It addresses distinct neighbourhood identity and social connections (Socio-Cultural Goal 6), inclusivity and diversity (SC Goal 8) and community celebration and gathering (SC Goal 13). It also contributes to community building (SC Scope 4) through the encouragement of volunteerism by persons of all ages and cultural communities (SC Scope 12).

Projects that the Program supports are to be designed for low maintenance and applicants must commit to the on-going management and maintenance of each project.

### **CONCLUSION**

Based on the above discussion, it is recommended that Council approve the Community Enhancement Partnership Program as described within this report, funded from the City Grants budget, and direct staff to launch the program early in early 2010.

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Laurie Cavan  
General Manager  
Parks, Recreation & Culture

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Vivienne Wilke  
General Manager  
Finance & Technology

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Vincent Lalonde, P.Eng  
General Manager  
Engineering

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Jean Lamontagne  
General Manager  
Planning & Development

APPENDIX I: CEPP Program Overview, Guidelines and Application Form  
APPENDIX II – Corporate Report R241

## APPENDIX I



# Community Enhancement Partnership Program (CEPP) 2010 Program Overview and Guidelines

The Community Enhancement Partnership Program (CEPP) is a new initiative of Surrey City Council to encourage neighbourhood-based projects and activities focused on enhancing neighbourhood aesthetics and building stronger more vibrant communities. The Program supports community building through the encouragement of community partnerships, activism and volunteerism, and community ownership.

Through the Program, neighbourhood organizations and associations can apply to the City for a matching grant to plan, organize and implement small neighbourhood-based projects, activities and celebrations. The applicants will be required to match the City's grant with contributions of volunteer labour, donated materials, professional services and/or cash.

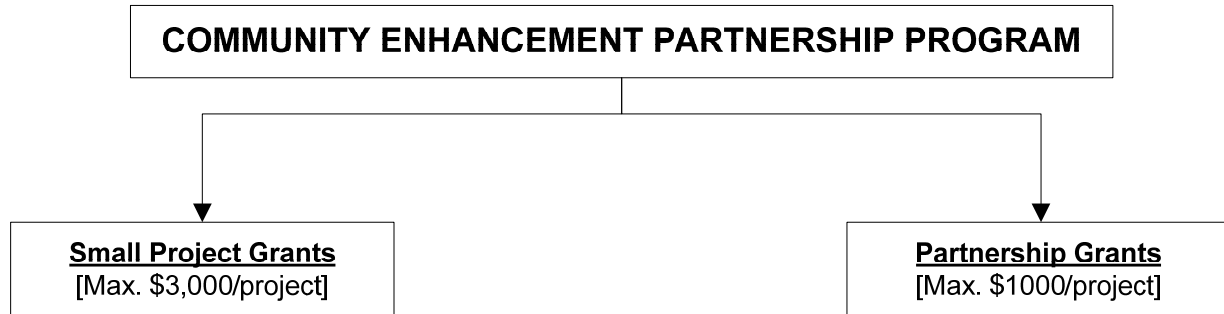
### FUNDING CRITERIA & ELIGIBILITY

A grant is available to any neighbourhood-based resident group who wishes to complete a project as a means of building a stronger neighbourhood and improving the conditions and appearance of shared spaces within their neighbourhood. Each applicant group must have open membership and actively encourage involvement from new members without discrimination in relation to race, religion, age, gender or socio-political views. The applicant must demonstrate through their application that the project to which the grant will be applied will:

- Generate a public benefit from the neighbourhood-scale project or activity in an inclusive and cooperative manner;
- Demonstrate community leadership in partnering with neighbourhood residents, local organizations and the City of Surrey;
- Involve neighbourhood residents and/or other members of the community in planning and implementing the project;
- Commit to overseeing the project implementation and its on-going maintenance and replacement;
- Focus the project on "beautifying and celebrating their neighbourhood";
- Have broad neighbourhood support; and
- Fall within one of the Project Grant Types listed below.

## PROJECT GRANT TYPES

The Program has two separate grant categories as illustrated below.



### i) Small Project Grants

This type of grant with a maximum value per project of \$3000 is to assist resident groups in planning, organizing and implementing projects intended to directly improve the physical aesthetic appeal of a neighbourhood. As examples, a neighbourhood entrance beautification feature, community landscaping or neighbourhood street furniture would fall under this category. Projects must fit into one of the following categories:

**Neighbourhood Planning & Design** – Develop a neighbourhood-based plan or strategy that will serve as a guide to specific future community-based action in, or changes to, the neighbourhood.

**Neighbourhood Physical Improvement** – Build or enhance a physical improvement within the neighbourhood, such as a sidewalk flower garden, a neighbourhood pathway, a community facility or another type of shared amenity. Creativity is encouraged.

The project must be completed within twelve (12) months of the grant being awarded.

### ii) Partnership Grants

This type of grant with a maximum value per project of \$1000 per project is to support resident organizations in developing membership for an association and building community relationships. As examples, a neighbourhood festival or celebration, a street clean-up day or a neighbourhood improvement campaign would fall under this category.

Efforts should be geared toward developing organizational capacity aimed at enhancement of neighbourhood aesthetics. Groups must have open membership, be non-discriminatory in the admission of members and must actively seek membership or involvement from all neighbourhood residents and business owners. Projects must fit into one of the following categories:

**Community Building, Leadership & Engagement** – Projects under this category must create opportunities to enhance neighbourhood organization, promote leadership and build relationships through events such as citizen engagement workshops, anti-graffiti training seminars or recognition

through, for example, a neighbourhood beautification day or a property owner awards program. Emphasis should be placed upon connecting and involving neighbourhood residents with the goal of fostering positive aesthetic change within the neighbourhood.

**Neighbourhood Event/Activity/Celebration** – Projects under this category would be focused on organizing an event or activity that celebrates, educates and/or engages your community, such as a neighbourhood festival or celebration, a street clean-up day or a neighbourhood improvement campaign.

Partnership grant projects must be completed within six (6) months of a grant being awarded.

## Project Management & Recognition

A photograph of each project completed under the Program must be submitted to the City upon the completion of the project for a permanent record and for potential posting on the City's website and within local newspapers. All projects under the Program will be eligible for Civic Beautification Awards and/or plaque or site markers.

### PLEASE NOTE:

- All projects may be subject to inspection by City staff during project work and upon completion.
- Applicants that have failed to undertake projects, as outlined on submitted applications, may be eliminated from consideration for future 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.

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

- Individuals or to individual businesses.
- Religious organizations, government agencies, political or partisan groups, business associations, universities, exclusive clubs or associations, hospitals, newspapers and non-Surrey-based organizations (based or originating).
- Applicants who have failed to document a community value match for a grant that has been previously awarded.
- Applicants who have failed to successfully carry out a project for which a grant was 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.

## 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 (up to 20 points)

- Project corresponds with the objective to “beautify and celebrate a neighbourhood”. (20)

### Project Proposal & Feasibility (up to 25 points)

- Provides a clear description of what the project is and why it is proposed. (10)
- Provides a clear public benefit. (5)
- Is well planned with a realistic timeline and a clear beginning and end. (5)
- Has a reasonable budget. (5)

### Community Building (up to 35 points)

- Community contribution is documented, through signatures of participants, demonstrating widespread community participation and support for the project. (10)
- Project encourages inclusive community participation and provides opportunity to bring people together to work on a neighbourhood (enhancement) issue. (10)
- Project encourages interaction between different groups, such as different ethnic groups, tenants, seniors and business owners. (10)
- Project encourages collaboration between all age groups, particularly between youth and adults. (5)

### Outcomes (20)

- There is a clear understanding of how the community will be improved as a result of the project, with anticipated outcomes clearly documented. (10)
- Project is designed for low maintenance and the applicant and stakeholders commit to the project’s on-going maintenance. (10)

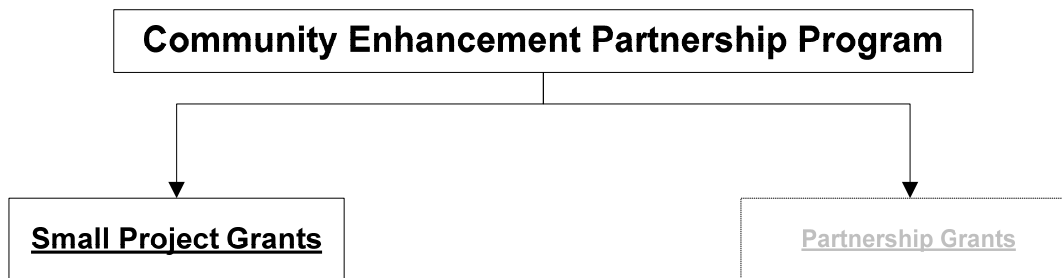




## Community Enhancement Partnership Program (CEPP) 2010 Small Project Grant Application

The Community Enhancement Partnership Program (CEPP) is a new initiative, authorized by Surrey City Council, to support neighbourhood based projects and activities that enhance neighbourhood aesthetics and build stronger more vibrant communities. The program supports community building through the encouragement of neighbourhood engagement and community partnerships.

Through the program, neighbourhood resident organizations and associations can apply for a grant to plan, organize and implement small neighbourhood based projects in partnership with the City of Surrey. The applicants match the City of Surrey grant with contributions of volunteer labour, donated materials, professional services, or cash.



The Small Project Grant component of the Program is intended to support small scale neighbourhood based projects with a **maximum contribution of \$3,000**. The objective is to assist neighbourhood resident groups in the planning, organization and implementation of projects intended to directly improve neighbourhood aesthetic appearance. Projects must fit into one of the following categories:

- Neighbourhood Planning and Design
- Neighbourhood Physical Improvement

**Who can apply?** Neighbourhood based groups, associations or organization of residents. Groups must have open membership, be non-discriminatory in the admission of members and must actively seek memberships or involvement from all neighbourhood residents. Groups do not have to be formally associated; although in such cases a project leader and contact person will be required.

For more information please visit [www.surrey.ca](http://www.surrey.ca)

**Application Checklist:**

- [ ] Review the Community Enhancement Partnership Program (CEPP) Guidelines
- [ ] Complete the attached application form, signed by the organization chair or president
- [ ] Document the community contribution with written pledges [Attachment I]
- [ ] Include application Budget and Work Plan attachments [Attachment II & III]
- [ ] Include photograph(s) clearly showing proposed site. A map of the site, available from the City’s free online map system ‘COSMOS,’ can be submitted instead of a photographs.
- [ ] Property Owner Permission [if applicable]  
Physical improvement (design and construction) projects require property owner’s permission to make physical improvements – such as a Department of the City of Surrey, School District # 36, or the owner of a private property. Permission, if required, must be presented as a signed letter.
- [ ] Insurance  
You may be required to purchase Commercial General Liability insurance if there is considered to be a risk, to limit liability to your organization as well as the City of Surrey. If so, include this expense – for either the purchase of project specific insurance or the addition of the City as Additional Insured within an existing plan. Include insurance costs within your budget. Email, using the below contact, for details.
- [ ] Please submit application materials no later than 4:30pm on due date to:

**By Canada Post:**

Attn: Civic Beautification  
Parks, Recreation & Culture  
14245 - 56th Avenue  
Surrey, BC V3X 3A2

**By Fax:**

Attn: Civic Beautification  
604.598.5463

**By Email (as PDF only)**

Attn: Civic Beautification  
pklassen@surrey.ca


**PLEASE NOTE:**

**Small Project Grants will NOT be awarded to:**

- Individual persons or individual businesses.
- Religious organizations, government agencies, political or partisan groups, business associations, universities, exclusive clubs or associations, hospitals, newspapers and non-local organizations (based or originating).
- Applicants who have failed to document a community match for the requested grants
- Applicants who have failed to successfully carry out projects in the two preceding years.

**Small Project 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 awarded project
- Purchase land or buildings
- Pay for out of City travel expenses
- Pay for expenditures or financial commitments made *before* the organization’s grant application

 <p><b>CITY OF SURREY</b> the future lives here.</p>	Community Enhancement Partnership Program 2010 Small Projects Grant Application <b>Application Form</b>	<i>Internal Use Only</i>	
		Date Received:	
		Project Number:	

*Applicant Information*

Organization Name:			
Contact Person:		Phone:	
Address:			
Postal Code:		Email Address:	
<b>Organization Description</b> Description and purpose of organization.			

*Project Information*

<b>Project Name</b>			
<b>Project Location</b> Include an address if available.			
<b>Project Description</b> Describe the project, including the purpose and anticipated outcome.	Project Type (select one): <input type="checkbox"/> Neighbourhood Planning & Design <input type="checkbox"/> Neighbourhood Physical Improvement		

*Community Impact*

<b>Community Involvement</b> How will you involve neighbours?			
<b>Community Benefit</b> How will this project benefit your community and neighbours?			
<b>Project Sustainability</b> Describe the long term maintenance or management of the project.			

*Project Funding & Grant Request*

<b>TOTAL</b> cash value of community contribution - (a+b+c) from Attachment III	\$
<b>TOTAL</b> Small Projects Grant requested - (d) from Attachment III	\$ (maximum \$3,000)

The signatory Declares that s/he is the elected chair or president of the applicant organization, that the majority of the organization's members or governing board have voted to undertake thi sproject, and that any funds received as a result of this application will be used only for the purposes set forth herein.

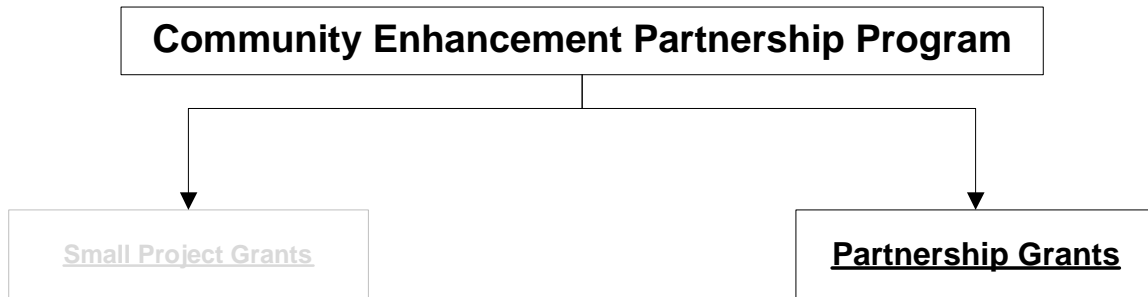
Signature:		Date:	<i>dd/mm/yyyy</i>
Name (print):		Phone:	



## Community Enhancement Partnership Program (CEPP) 2010 Partnership Grant Application

The Community Enhancement Partnership Program (CEPP) is a new initiative, authorized by Surrey City Council, to support neighbourhood based projects and activities that enhance neighbourhood aesthetics and build stronger more vibrant communities. The program supports community building through the encouragement of neighbourhood engagement and community partnerships.

Through the program, neighbourhood resident organizations and associations can apply for a grant to plan, organize and implement small neighbourhood based projects in partnership with the City of Surrey. The applicants match the City of Surrey grant with contributions of volunteer labour, donated materials, professional services, or cash.



Partnership Grants, awarded to a maximum amount of \$1000, are intended to support neighbourhood resident organizations increase their membership, provide neighbourhood leadership and to build community relationships. Efforts should be geared around developing organizational capacity aimed at neighbourhood aesthetic enhancement. Projects must fit into one of the following categories:

- Community Building, Leadership & Engagement
- Neighbourhood Event/Activity/Celebration

**Who can apply?** Neighbourhood resident-run organizations and associations. Groups must have open membership, be non-discriminatory in the admission of members and must actively seek memberships or involvement from all neighbourhood residents.

For more information please visit [www.surrey.ca](http://www.surrey.ca)

**Application Checklist:**

- [ ] Review the Community Enhancement Partnership Program (CEPP) Guidelines
- [ ] Complete the attached application form, signed by the organization chair or president
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- Pay for expenditures or financial commitments made *before* the organization's grant application



**APPENDIX II**



**Corporate  
Report**

CITY MANAGER'S  
DEPARTMENT

*file*

NO: R241

COUNCIL DATE: Dec. 15/08

**REGULAR COUNCIL**

TO:	Mayor & Council	DATE:	December 11, 2008
FROM:	General Manager, Finance & Technology	FILE:	1850-2601
SUBJECT:	Neighbourhood Matching Grants Program		

**RECOMMENDATION**

It is recommended that Council:

1. approve a Neighbourhood Matching Grant Program as generally described in this report with an allocation to the program of \$25,000 for 2009 and direct staff to develop an appropriate policy and procedures for Council approval in relation to the process of awarding grants under this Program; and
2. authorize staff to forward a copy of this report to the delegation from the Surrey Association of Sustainable Communities that appeared before Council regarding this matter.

**BACKGROUND**

On June 16, 2008, Bonnie Burnside and Rick Hart of the Surrey Association of Sustainable Communities (Surrey ASC), attended Council-in-Committee to present Council with the outcomes of the "Building Strong Communities" workshop held in May 2008. The purpose of this workshop was to identify mechanisms to activate the community. The Surrey ASC has requested that Council consider providing small matching grants to unofficial groups to improve and celebrate their neighbourhoods as a mechanism to promote community development. Council directed staff to report back on such an initiative.

**DISCUSSION**

Council provides community support to local non-profit organizations in various ways; these include Local Government Act tax exemptions, Council-directed projects (Council Initiatives), on-going leases, crime prevention initiatives, business and tourism grants, community art matching grants, recreation partnership matching grants, and one-time grants. However, there currently is no mechanism for small unofficial groups to access funding that would help them

improve or celebrate their neighbourhood. Based on research, both Seattle and Los Angeles have successfully implemented “Neighbourhood Improvement” initiatives that provide funding to small groups for neighbourhood beautification improvements.

One of Council’s stated priorities for the City is “city beautification”. One of the objectives of the Plan for the Social Well-being of the Surrey residents is to encourage citizen engagement. Staff is of the view that the introduction of a matching grant program for neighbourhood groups to beautify and celebrate their neighbourhood would assist the City of Surrey in achieving the above-stated beautification priority and citizen engagement objective. One of the purpose of such a program would be to enhance the streetscapes of the City by providing a funding source for a small-scale projects initiated by neighbourhood groups and organizations. The funding will enable groups to take more direct responsibility for the civic spaces in their neighbourhood through beautification projects. The program would also provide small matching grants to neighbourhoods for the purpose of holding a neighbourhood celebration.

The City would provide funding to match funding, volunteer labour and/or donated goods and services raised by the neighbourhood.

In general terms, to be eligible for match funds for beautification projects, the project would meet the following general criteria:

- have demonstrated neighbourhood support for the project in the immediate environs of the project;
- have approval from all immediately adjacent property owners;
- be completed in no more than 12 months;
- be located on publicly accessible property (right-of-way, neighbourhood common area etc.);
- be within the City’s legal jurisdiction to permit;
- be designed for low maintenance and the project must include a maintenance plan to which the neighbourhood commits to responsible for fulfilling;
- be safely implemented by volunteers; and
- be sponsored by a neighbourhood-based group that commits to over-seeing the project implementation and maintenance.

Types of project that would be considered under the program would include, but would not necessarily be limited to:

- **Neighbourhood Identity** – installation of entrance beautification, flower beds, shrubs, landscaping, etc.
- **Other Physical Improvement** – the installation of street furniture or other physical features (i.e., benches, garbage receptacles, street light banners, etc.)
- **Recognition** – Neighbourhood Beautification Day, property owner awards program, etc.
- **Community Building** - a neighbourhood festival or celebration, a street clean up day, a citizen engagement workshop, etc.
- **Maintenance** - cleaning/painting of street furniture, graffiti clean up, mural refurbishing, sidewalk clean up, etc.



Subject to Council approval of the recommendations of this report, staff will develop a policy and procedures for Council approval that will guide the process for awarding grants under this Program.

In relation to the first year of the program in 2009, funding of \$25,000 should be allocated to this initiative, which has been included in the 2009 proposed City Grants budget that will be considered by the Finance Committee, on December 16, 2008.

#### **CONCLUSION**

Based on the above discussion, it is recommended that Council approve a Neighbourhood Matching Grant Program as generally described in this report with an allocation to the program of \$25,000 for 2009 and direct staff to develop an appropriate policy and procedures for Council approval in relation to the process of awarding grants under this Program.



Vivienne Wilke, CGA  
General Manager,  
Finance & Technology