

NO: **F021**

COUNCIL DATE: **July 11, 2011**

FINANCE COMMITTEE

TO: **Mayor & Council**

DATE: **July 4, 2011**

FROM: **General Manager, Parks, Recreation & Culture**
General Manager, Finance & Technology
General Manager, Planning and Development

FILE: **1850-01**

SUBJECT: **Community Enhancement Partnership (CEP) Program Grant Applications**

RECOMMENDATION

The Parks, Recreation & Culture Department, Finance & Technology Department and Planning & Development Department recommend that the Finance Committee recommend that Council approve a grant under the CEP Program of:

1. \$200 to the residents of 13101 to 13151 - 108 Ave to support a community workshop and related block party as generally described in this report;
2. \$1,450 to the Surrey Urban Farmers Market to undertake a beautification project at the urban framers market site as generally described in this report; and
3. \$1,000 to the Khalsa School to support a community stream clean-up of Cougar Creek and a related community celebration as generally described in this report.

BACKGROUND

In January 2010 Council adopted the Community Enhancement Partnership (CEP) Program, which is intended to provide financial support for projects focussed on community engagement and neighbourhood beautification. Under the CEP Program, residents and community groups may apply to the City for a grant under either of two 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; or
- **Partnership Grants** - to support projects that build community relationships through celebration and activity.

The CEP Program Guidelines are attached to this report as **Appendix 1**. The CEP Program has an annual budget of \$25,000.

The community has been notified of this program through stakeholder mail-outs, newspaper ads, press releases, promotional posters at civic facilities and on the City's website. A Grant Selections Committee has been established with representatives from various Departments and is

responsible for assessing grant applications on an ongoing basis. Seventeen (17) CEP Program grants have been approved to date by City Council.

DISCUSSION

The City has received new applications for grants under the CEP Program from three groups. A description of these applications and an evaluation of the applications in relation to the CEP Program Guidelines are provided in the following sections.

Residents of 13101-51 108 Ave – Community block party & beautification workshop

The residents of 13101-51 108 Avenue have applied for a CEP Program “Activity & Celebration” Grant to support a neighborhood block party and beautification planning workshop to be held on the weekend of July 23 and 24, 2011. The applicants are all residents of a new housing development at 13101 to 13151 - 108 Avenue. This group has proposed this event to bring their community together. They also intend to invite the local RCMP community safety officer to assist in establishing a local block watch. They will promote the block party through local door to door canvassing.

This project will act to encourage community participation and will serve to identify local beautification opportunities within the neighbourhood. Based on a review of the project against CEP Program criteria, a grant of \$200 to the resident group is recommended subject to the submission to the City of photographs that act to document the activities of the group that were supported by the grant along with a list of the beautification opportunities identified through the community workshop process.

Surrey Urban Farmers Market – Market site beautification

The Surrey Urban Farmers Market (SUFM) has applied for a CEP Program Small Projects Grant to support the beautification of the market site at the North Surrey Recreation Centre. The SUFM is proposing the development of a set of festive sky flags and banners to add vibrancy to the market site. The flags and banners will be used on an annual basis and will be installed and removed by the market coordinators. The flags and banners are to be manufactured from recycled fabric.

The SUFM is requesting a grant of \$1,450 to support this project. The funds will be used to purchase fabric and to buy and mount hardware to support the flags and banners. The SUFM are proposing a community contribution of 30 hours of volunteer time to assemble and maintain the flags and banners, as well as a contribution of 25 hours of sewing facility time from the UMOJA Society for the manufacturing of the flags and banners. The value of the community contribution is estimated at \$1,500.

This project will act to promote the Surrey Urban Farmers Market by assisting in creating a stimulating and vibrant market atmosphere. Based on a review of the proposed project against the CEP Program Guidelines, a grant of \$1,450 to the Surrey Urban Farmers Market is recommended subject to the submission to the City of photographs that document the progress and outcomes of the project.

Khalsa School & Parents – Cougar Creek clean-up & community celebration

The administration and parents of Khalsa School have applied for a CEP Program grant to undertake a stream clean-up of Cougar Creek. The school administration advises that materials have been dumped in the Creek and that the Creek is general in an unsightly condition. The project would involve the coordination of teams of volunteers to remove garbage and debris from the Creek in association with a community celebration to acknowledge the volunteer contributions. The celebration would include food and entertainment. The project site would include the area of Cougar Creek that runs through the Khalsa School property and the adjacent Cougar Creek Park west of 124th Street and north of 70 Ave.

The applicants are proposing a community contribution of 200 hours of volunteer labour, donations of food and clean-up equipment and \$500 in cash to support the distribution of fliers and invitations around the community. They are requesting grant funding to support garbage hauling and disposal, the purchase of clean-up materials and to assist in paying for food and entertainment for the celebration.

This project will enhance the appearance and condition of the Cougar Creek area while providing an opportunity for community celebration. Based on a review of the project against the CEP Program Guidelines, a grant of \$1,000 to the Khalsa School is recommended subject to the following conditions:

- A commitment by the Khasla School to plan and coordinate all stream clean-up efforts with the City of Surrey natural areas staff including all activities within the 30 meter riparian buffer; and
- The submission to the City of photographs that document the progress and outcomes of the project.

Funding

Appendix 2 provides information on the status of funding related to the Community Enhancement Partnership Program based on an assumption that Council will approve the recommendations of this report.

SUSTAINABILITY CONSIDERATIONS

The CEPP Program supports the goals of the City's Sustainability Charter by encouraging social connections, volunteerism, community ownership and citizen engagement, in accordance with the Socio-Cultural Action items SC6, SC7, SC8 and SC13 of the City's Sustainability Charter.

CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council approve a grant under the CEP Program of:

1. \$200 to the residents of 13101 to 13151 - 108 Ave to support a community workshop and related block party as generally described in this report;

2. \$1,450 to the Surrey Urban Farmers Market to undertake a beautification project at the urban framers market site as generally described in this report; and
3. \$1,000 to the Khalsa School to support a community stream clean-up of Cougar Creek and a related community celebration as generally described in this report.

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Appendix 1: 2011 CEPP Program Overview and Guidelines
Appendix 2: Status of Community Enhancement Partnership Program Funding



Community Enhancement Partnership Program (CEPP) 2011 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 projects, activities and celebrations. Successful applicants match their requested grant amount with contributions of volunteer labour and services, donated materials, and/or cash. The Program is a partnership in which the applicant and the City contribute equally towards the applicants proposed project.

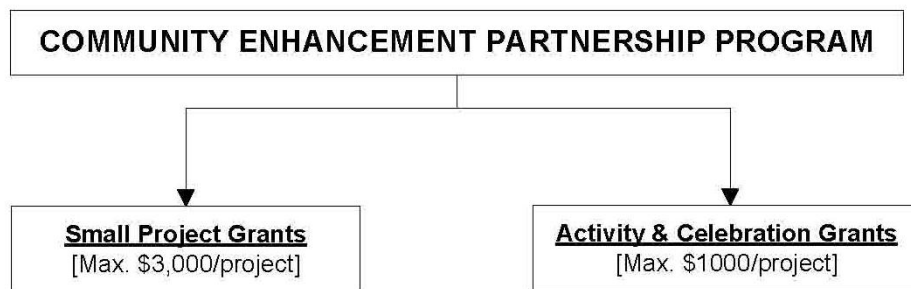
FUNDING CRITERIA & ELIGIBILITY

Grants are available to all Surrey residents, students, community groups, organizations or associations. Small businesses will also be considered for street or landscaping beautification projects. All applications must encourage neighbourhood participation without discrimination. Projects must be undertaken within the geographic boundaries of Surrey. All applicants must demonstrate their project or activity will:

- Focus on “beautifying and/or celebrating 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; 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**

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. Creativity is encouraged.

Projects in this category must be completed within twelve (12) months of a grant being awarded.

ii) **Activity & Celebration Grants**

Activity and celebration grants have a maximum amount of \$1,000 per project. They are offered to support community activism and celebration. Projects should engage, educate and celebrate community members. As examples, a neighbourhood festival or block party, a street clean-up day, a property owner awards program or a neighbourhood improvement campaign would fall under this category.

Projects that create opportunities to develop neighbourhood organization and promote community leadership, such as citizen engagement workshops or anti-graffiti training seminars, are also encouraged.

Projects in this category must be completed within six (6) months of a grant being awarded.

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. All projects under the Program will be eligible for Civic Beautification Awards and/or plaque or site markers.

PLEASE NOTE:

- Awarded 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.

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 25 points)

- Project corresponds with the objective to “beautify and/or celebrate Surrey”. (25)

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 30 points)

- Community contribution is documented, demonstrating broad community participation and support for the project. (10)
- Encourages inclusive community participation and provides opportunity to bring people together. (10)
- Encourages interaction between different groups, such as different ethnic groups, tenants, seniors and business owners. (5)
- Encourages collaboration between all age groups, particularly 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)

Grants will **NOT** be awarded to:

- Individuals, for the purpose of private gain.
- Religious organizations, 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 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.
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2011 FINANCIAL PLAN
COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM

Description	Amount	Allocation to Date	Remaining
2009 Budget Allocation	\$ 25,000.00		
2010 Budget Allocation	\$ 25,000.00		
2011 Budget Allocation	\$ 25,000.00		\$ 75,000.00
Grants awarded in 2010			
1. Rotary Club of Surrey (May 17, 2010)	\$ 3,000.00	\$ 3,000.00	
2. Halls Prairie Elementary School Parent Advisory Committee	\$ 1,000.00	\$ 4,000.00	
3. Lexington Townhouse Development	\$ 3,000.00	\$ 7,000.00	
4. Lakebridge Townhouse Complex	\$ 1,500.00	\$ 8,500.00	
5. Riverdale Junior Leadership Group	\$ 1,037.42	\$ 9,537.42	
6. East Panarama Ridge Community Association - Partnership	\$ 600.00	\$ 10,137.42	
7. East Panarama Ridge Community Association - Small Projects	\$ 1,200.00	\$ 11,337.42	
8. Surrey Crime Prevention Society	\$ 3,000.00	\$ 14,337.42	
9. AHP Matthew Elementary School PAC	\$ 2,000.00	\$ 16,337.42	
Grants awarded in 2011 (to-date)			
10. 112 Ave Neighbourhood Association	\$ 3,000.00	\$ 19,337.42	
11. Anniveille - Royal Heights Advocates	\$ 200.00	\$ 19,537.42	
12. Bolivar Heights Community Association	\$ 3,000.00	\$ 22,537.42	
13. Fleetwood Community Association	\$ 3,000.00	\$ 25,537.42	
14. Chimney Hill Ratepayers	\$ 900.00	\$ 26,437.42	
15. West Panorama Ratepayers Association	\$ 3,000.00	\$ 29,437.42	
16. 130B Street Group	\$ 500.00	\$ 29,937.42	
17. Anne Van Rhyn	\$ 450.00	\$ 30,387.42	
18. Residents of 13101-51 108 Avenue	\$ 200.00	\$ 30,587.42	
19. Surrey Urban Farmers Market	\$ 1,450.00	\$ 32,037.42	
20. Khalsa School	\$ 1,000.00	\$ 33,037.42	
Total allocations to date:		\$ 33,037.42	\$ 41,962.58