

NO: F005

COUNCIL DATE: January 23, 2012

FINANCE COMMITTEE

TO: **Mayor & Council** DATE: **January 17, 2012**

FROM: **General Manager, Finance & Technology
Executive Director, Surrey Foundation** FILE: **1850-20**

SUBJECT: **One-Time Community Grants for 2012**

RECOMMENDATION

It is recommended that the Finance Committee recommend that Council approve One-Time Community Grants for 2012 as recommended by the Surrey Foundation Grant Evaluation Committee and as documented in **Schedules A and B** attached to this report.

BACKGROUND

Each year Council provides support to local non-profit organizations and low-income residents in various ways. These include Local Government Act Tax Exemptions, Public Leisure Access Programs, Council-Directed Projects (Council Initiatives), On-going Leases, Crime Prevention Initiatives, Business and Tourism Grants, and Other One-time Grants.

In September 2010, Council assigned the administration of the City's "Other One-time Grants" Program to the Surrey Foundation.

The Surrey Foundation has established a Grant Evaluation Committee that includes members of the community along with two City of Surrey staff members, to evaluate applications that have been received for the One-Time Grants. The Committee includes the following membership:

- Jamie McDonald Committee Chair; Past Board Member, Surrey Foundation
- Kim Angel Surrey Foundation, Executive Director
- Mike Bose Local Farmer
- Jack Boyce Surrey Board of Trade Director
- Michael Chang Kwantlen Student
- Suzanne Fillion City of Surrey, Finance
- Deirdre Goudriaan BC Healthy Communities
- Anita Huberman Surrey Foundation Director & Surrey Board of Trade CEO
- Ankit Joshi UBC Student
- Mary Lou McCausland Surrey Board of Trade Director
- Aileen Murphy City of Surrey, Social Planner

DISCUSSION

Although there is no legal requirement to advertise the opportunity for interested parties to apply for City grants, advertisements were placed in the local newspapers and posted on the City's website about the Other One-time Grant Program. Interested parties were invited to apply for grants within certain parameters.

Sixty-two (62) applications for One Time Grants were received for 2012, which have been aggregated into the following categories:

- Community Promotion;
- Cultural and Recreational; and
- Health and Social Services.

Each request was evaluated using the Policy on Municipal Grants and the Guidelines for Grant Priorities, which are attached as **Schedule D**.

Organizations which apply for funding under the Other One-time Grants Program typically propose valuable and worthwhile projects; however, funding cannot always be allocated as requested because, either the project does not meet the criteria of the Grants Policy, or the scope of the project exceeds the funding capabilities of the Grants Budget. In such circumstances, Council has the option to consider alternative funding sources such as the Council Initiatives Fund.

The attached **Schedules A and B** provide a brief description of the grant requests that have been received by the Surrey Foundation and the grant amounts as recommended by the Foundation's Grant Evaluation Committee. **Schedule C** provides a brief description and the amount of each One Time Grant that was approved by Council for 2011.

Funding

The 2012 Operating Budget allocates \$50,775 for one-time grants. The Surrey Foundation Grants Evaluation Committee has recommended that a total of \$40,000 be allocated at this time.

If the Finance Committee approves the recommendations of this report, \$10,775 will remain available for allocation in the future.

CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council approve One-Time Community Grants for 2012 as recommended by the Surrey Foundation Grant Evaluation Committee and as documented in **Schedules A and B** attached to this report.

Vivienne Wilke, CGA
General Manager,
Finance & Technology

Kim Angel
Executive Director
Surrey Foundation

Schedule A: 2012 Proposed City Grants - One-time
Schedule B: 2012 Proposed City Grants - Not Recommended
Schedule C: 2011 City Grants
Schedule D: Policy on City Grants



2012 FINANCIAL PLAN
PROPOSED CITY GRANTS
One-time

Schedule A - 1

Non-profit Organization	Request	Project Cost	Request Amount	2012 Proposed Amount	Recommendations and Comments	2011 Grant	
1. 1st Semiahmoo Sea Scouts	Children's program of outdoor recreational and training activities	2,500	1,400	500	Support participation in the Surrey Sailing Club		
2. Alexandra Neighbourhood House	Childcare program expansion for families in Surrey	11,000	5,000	1,500		2,000	C-1,2
3. BC Softball	NCCP Coaching Clinics	2,600	1,000	500	Coaching clinics for volunteer coaches		
4. Big Brothers of Greater Vancouver	Mentoring programs for boys and girls and offer volunteer opportunities for men and women	10,000	6,000	1,000		1,000	C-1,4
5. Big Sisters of BC Lower Mainland	Funding for Mentoring programs for Children in need (1 Year)	99,412	8,000	1,500			
6. Boys and Girls Club of South Coast BC	Preteen night program to provide support and social recreational/skill building activities	20,200	5,000	1,500	Subject to detailed budget that meet the grants criteria	3,000	C-1,5
7. Catching the Spirit Youth Society	Youth program for environmental awareness and stewardship, outdoor recreation and youth ownership in Metro Vancouver	42,250	1,000	1,000	Support activities in Tynehead Park		
8. Clothes on Wheels Incorporated	Provide FREE new and used clothing to Children, Youth, Adults and Seniors in need (On-going)	456,400	125,000	500	Support supplies & materials		
9. Cloverdale Business Improvement Association	9th Annual Cloverdale Blueberry Festival - Aug 4, 2012	33,000	2,000	1,000		1,000	C-1,8
10. Community Arts Council of White Rock and District	Host a series of "Random Acts of Culture" during Arts and Culture Awareness Week	3,200	1,000	500	Support Surrey events	500	C-1,9
11. Community Justice Initiatives Assoc.	Little Black Book Program- to provide information to Youth about available resources in Surrey, Langley and Delta	8,500	2,000	1,000			
12. Critter Care Wildlife Society	Revamping of Animal Care brochures	2,688	1,000	500	Printing	500	C-1,10
13. Delta Arts Council	6th Annual BC High School Bhangra Competition 2012	84,800	15,000	500	Contingent on event being held in Surrey		
14. DiverseCity Community Resources Society	Seniors Intercultural Showcase	4,000	2,000	1,500		1,000	C-1,11
15. Down Syndrome Research Foundation	To support "Reading and Communication Plus" Program for young adults	62,086	4,000	500			
16. Downtown Surrey Business Improvement Association	Movie nights in City Centre, creating family oriented events	37,000	5,000	1,000		2,000	C-1,12
17. Greater Vancouver Law Students Legal Advice Society	Support LSLAP's immigration and refugee clinic which will advise and represent low income individuals	23,048	10,754	500	For Surrey Residents, Clinic at Chuck Bailey Recreation Centre		
18. Immigrant Services Society of BC	To support BC's Multicultural Youth Circle Program - to assist immigrant and refugee youth	4,240	2,000	1,000			
19. Jamaican Canadian Cultural Association of BC	A cultural sports day celebration sharing knowledge of Canadian, Caribbean, and Jamaican community to be held on August 6, 2012	25,000	15,000	500		1,000	C-1,15
20. Luke 15 House	Transition Home for men with addictions and who have been in trouble with the law. Support for a new freezer	14,081	12,881	500	Support for new Freezer		
21. Newton Community Festival Committee	Newton Community Festival - June 9, 2012	17,000	2,500	1,000		2,000	C-1,18



2012 FINANCIAL PLAN
PROPOSED CITY GRANTS
One-time

Schedule A - 2

Non-profit Organization	Request	Project Cost	Request Amount	2012 Proposed Amount	Recommendations and Comments	2011 Grant
22. NU-Tunes Choir	Concerts for Seniors	2,000	1,300	500		
23. Pacific Post Partum Support Society	Multicultural Training Program for post partum depression and anxiety affecting families	4,000	3,000	500	Supplies & materials	
24. Pacific Post Partum Support Society	Supports pregnant women and new mothers who suffer from postpartum depression and anxiety in the Lower Mainland	25,000	7,000	500	Supplies & materials	
25. PLEA Community Services Society of BC	KidStart is a prevention and diversion program for kids age 6+ who are experiencing difficulties or are vulnerable to crime, gang activity,	76,834	5,000	1,000		2,000 C-1,20
26. Polonia, Polish-Canadian Sport & Rec	Community oriented event for children of all ages to celebrate the International Children's Day	6,600	1,900	500		
27. Popular-Theatre Canadian-Polish Society Pro Arte	Interactive Children's Theatre presenting the "Locomotive" - to be performed at Surrey Children's Festival and Surrey Fusion Festival	10,600	5,700	500	Support promotion & advertising	
28. Rec for Kids Society	Sport Programs for needy children	37,800	5,000	1,000	Support promotion & advertising	2,000 C-1,21
29. Seniors Come Share Society	Day Program for Older Adults with health issues	9,077	8,497	1,500	Door control system	
30. South Asian Family Association	Women's Empowerment Series	228,700	5,000	1,000		2,000 C-1,25
31. South Asian Family Association	"Bollywood under the stars" free family event - July 2012	292,200	5,000	500		1,000 C-1,26
32. Special Olympics BC Surrey	Purchase of New uniforms for Softball team	2,296	2,296	500		500 C-1,27
33. Stepping Stones Greater Vancouver Youth for Christ	Stepping Up- Young Fathers Program- to provide counselling and mentoring services	11,800	1,000	1,000	Child Care & Drop-in expenses	1,000 C-1,28
34. SuperChefs Cookery for Kids Society	"SuperChef Cookery Core Program" - To improve the health and safety of local children by giving them the opportunity to learn how to cook with local chefs	60,000	55,000	500	Support communication & partnerships	
35. Surrey Amateur Radio Club	"Amateur Radio Field Day" - June 22 - 24, 2012	1,525	1,025	500		850 C-2,29
36. Surrey Christmas Bureau	Assists low income families with children through the Hamper and Adopt-A-Family programs	241,000	4,000	1,500		500 C-2,30
37. Surrey Festival of Dance Society	"Surrey Festival of Dance" - Mar 23, 2012 to Apr 26, 2012	214,100	4,000	1,000		1,000 C-2,31
38. Surrey International Folk Dancing Society	Traditional Folk dances from around the world performed at care homes, schools, and festivals in Surrey	3,575	1,000	500	Costumes	
39. Surrey International Writers' Conference Society	Workshops that bring together novice and experienced writers, providing opportunities to grow and develop their skills	195,000	2,000	500		1,000 C-2,32
40. Surrey Philippines Independence Day Society (SPIDS)	4th Annual Philippine Independence Day Celebration - June 24, 2012	14,000	2,500	500		1,000 C-2,33
41. Surrey Sea Lions Summer Swim Club	Annual swimming competition	5,000	1,500	500		500 C-2,34
42. Surrey Search and Rescue Society	Non-profit volunteer organization that provides support to local communities for Search & Rescue	9,634	3,500	1,000	Helmets	



**2012 FINANCIAL PLAN
PROPOSED CITY GRANTS
One-time**

Schedule A - 3

Non-profit Organization	Request	Project Cost	Request Amount	2012 Proposed Amount	Recommendations and Comments	2011 Grant
43. Surrey Symphony Society	To support the Symphony through a transitional year as they build a foundation for a sustainable future	15,300	2,500	1,250	Subject to detailed budget that meet the grants criteria	
44. Surrey Urban Farmers Market Association	Food nutrition program, providing local fresh food to low income families	15,000	3,500	1,000	Food nutrition coupon program	2,000 C-2,35
45. Surrey Women's Centre	To fund a research project to identify the gaps in services for women who are victims of domestic violence.	400,000	10,000	500	Supplies & materials	
46. Whalley Community Association	"Surrey Fest Downtown" (aka Whalley Community Festival) - June 16, 2012	25,300	4,000	1,000		2,000 C-2,37
47. Youth Arts Council of Surrey	Talent Show put on by youth for youth	5,350	2,000	1,250	Subject to detailed budget that meet the grants criteria	500 C-2,39
48. YWCA Metro Vancouver	Program to build confidence and decision making in schools in Surrey for Grade 7 girls transitioning from elementary to high school	161,464	2,000	1,500		
49. Unallocated				10,775		
Total		3,036,160	376,750	50,775		



**2012 FINANCIAL PLAN
PROPOSED CITY GRANTS
Not Recommended**

Schedule B

Non-profit Organization	Request	Project Cost	Request Amount	2012 Proposed Amount	Recommendations and Comments	2011 Grant
1. Cambridge Elementary School PAC	Purchase and install playground equipment for 3-8 year olds	22,699	20,000	0	refer to Parks, Recreation & Culture	
2. Dr Njenga Foundation of Sustainable HIV/AIDS Projects	To reduce the risk of HIV/AIDS disease infection among the high risk individuals in Surrey	194,200	4,200	0	Insufficient organizational history	
3. Elizabeth Fry Society of Greater Vancouver	Treatment program for women to work through their addiction issues	92,460	37,456	0	Requirements exceed capability of program	
4. Fibromyalgia Well Spring Foundation	Organizes monthly support group meetings for Fibromyalgia sufferers in Surrey	15,186	2,500	0	On-going Operating Expense - does not meet criteria	
5. Justice Education Society	Education programs and services on the justice system in Canada for immigrants	274,137	30,000	0	On-going Operating Expense - does not meet criteria	
6. Learning Disabilities-Fraser South	To support "Real Reading Tutoring Program"	1,000	1,000	0	insufficient organizational support	750 C-1,17
7. Lord Tweedsmuir Alumni Assoc.	To support 100th year Reunion/Celebration - June 2, 2012	6,000	5,000	0	Insufficient organizational support	
8. Luke 15 House	Transition Home for men with addictions and who have been in trouble with the law. Support for a new sauna	4,414	3,414	0	Insufficient organizational support	
9. Metro Kids Society	Children, Preteen, Youth and Young Adult outreach program for children with multiple barriers	250,000	25,000	0	Faith based program	
10. Semiahmoo Animal League Inc (SALI)	To support groups of at-risk children living in Surrey - to participate in a healing program at SALI's Farm.	60,000	5,000	0	Insufficient organizational history	
11. Semiahmoo Arts	Cultural Plan for recent developments at Semiahmoo Arts	0	0	0	Request is undefined at this time	
12. South Fraser Pregnancy Centre	Establish an outreach program	25,156	10,000	0	On-going Operating Expense - does not meet criteria	
13. Sri Lankan Seniors Centre of BC	Location rental for Seniors Society - Ongoing	5,000	2,800	0	On-going Operating Expense - does not meet criteria	500 C-1,24
14. Surrey Lawn Bowling Club	Addition to existing field house to bring building to acceptable Municipal Standards	106,500	42,000	0	refer to Parks, Recreation & Culture	
		\$1,056,752	\$ 188,370	\$ 0		



2011 FINANCIAL PLAN
APPROVED CITY GRANTS

Schedule C - 1

Non-profit Organization	Grant Type	Request	2011 Council Approved	2012 Grant Recommendations	
1. 2011 Scotties Tournament of Hearts	Culture & Recreation	B.C. Women's Provincial Curling Championships Jan 17-23, 2011	500		
2. Assn. of Neighbourhood Houses of BC DBA Alexandra House	Health & Social	New windows in the Beach House	2,000	1,500	A-1,2
3. BC Aquasonics Synchronized Swim Club	Community Promotions	Mobile sound system for the Aquasonics program at South Surrey Pool	500		
4. Big Brothers of Greater Vancouver	Culture & Recreation	Mentoring program for Children in need	1,000	1,000	A-1,4
5. Boys and Girls Clubs of Greater Vancouver	Community Promotions	Computers for the new Boys and Girls Club at Old Yale Road Elementary School	3,000	1,500	A-1,6
6. Bridgeview Community Association	Health & Social	Bridgeview Day Anniversary June 2011	1,000		
7. Caring Hearts for Underprivileged Children Society	Health & Social	Clothing for children in need	1,000		
8. Cloverdale Business Improvement Assoc.	Culture & Recreation	Cloverdale Blueberry Festival August 13-14, 2011	1,000	1,000	A-1,9
9. Community Arts Council of White Rock & District	Culture & Recreation	"Out of the Box: A Celebration of Fibre and Textile Arts"	500	500	A-1,10
10. Critter Care Wildlife Society	Culture & Recreation	Medical Supplies and Vaccines	500	500	A-1,12
11. DIVERSEcity Community Resources Society	Health & Social	Second Annual Cultural Showcase for Seniors	1,000	1,500	A-1,14
12. Downtown Surrey Business Improvement Association	Culture & Recreation	Movies Under the Stars August 2011 - Holland Park	2,000	1,000	A-1,16
13. Fraser Valley Water Polo Club	Health & Social	"2011 16U Girls National Club Water Polo Championship" May 23-23, 2011	500		
14. Gather And Give Charitable Foundation	Community Promotions	Basic Home Essential Kit program	1,000		
15. Jamaican/Canadian Cultural Association	Health & Social	Jamaican/Caribbean Cultural Heritage Celebration	1,000	500	A-1,19
16. Kids Help Phone	Health & Social	Phone and web counselling, information and local referrals for Kids	500		
17. Learning Disabilities-Fraser South	Community Promotions	Purchase new reading material for Volunteer Tutoring Program	750	0	B, 6
18. Newton Community Festival	Health & Social	Newton Community Festival June 11, 2011	2,000	1,000	A-1,21
19. Oak Avenue Neighbourhood Hub Society	Health & Social	Funding for computers to help Seniors.	500		
20. PLEA Community Services Society of BC	Health & Social	Prevention and Diversion program for kids	2,000	1,000	A-2,25
21. R.E.C. for Kids Society	Health & Social	Organized and Recreational Sports Equipment	2,000	1,000	A-2,28
22. Royal Canadian Army Cadets 2812 Seaforth Highlanders	Health & Social	First Aid Instruction and Equipment	500		
23. Semiahmoo Peninsula Marine Rescue Society	Health & Social	Fast Response Vessel for Canadian Coast Guard Auxiliary, Unit 5	1,000		
24. Srilankan Seniors Centre of BC	Health & Social	Fund-raising Activities to support location rental for Seniors Society	500	0	B, 13
25. South Asian Family Association	Health & Social	International Women's Day - New Beginnings. Domestic Violence and support. March 6 2011	2,000	1,000	A-2,30
26. South Asian Family Association	Health & Social	Bollywood Under the Stars	1,000	500	A-2,31
27. Special Olympics British Columbia - Surrey	Community Promotions	New uniforms for Floor Hockey Team	500	500	A-2,32
28. Stepping Stones Greater Vancouver Youth for Christ	Culture & Recreation	Services provided for pregnant and parenting youth in the community	1,000	1,000	A-2,33



2011 FINANCIAL PLAN
APPROVED CITY GRANTS

Schedule C - 2

Non-profit Organization	Grant Type	Request	2011 Council Approved	2012 Grant Recommendations
29. Surrey Amateur Radio Club	Health & Social	"Amateur Radio Field Day" - Jun 24,25, 26, 2011	850	500 A-2,35
30. Surrey Christmas Bureau Society	Health & Social	Christmas Toys and food Hampers	500	1,500 A-2,36
31. Surrey Festival of Dance Society	Culture & Recreation	"Surrey Festival of Dance" - Mar 25-Apr 27, 2011	1,000	1,000 A-2,37
32. Surrey International Writers' Conference Society		"19th Annual Conference"- Oct 21- 23, 2011	1,000	500 A-2,38
33. Surrey Philippine Independence Day Society	Health & Social	Surrey 3rd Annual Philippine Independence Day Celebration June 12, 2011	1,000	500 A-2,40
34. Surrey Sea Lions	Culture & Recreation	Gala Competitive Event	500	500 A-2,41
35. Surrey Urban Farmers Market Association	Community Promotions	Surrey Urban Farmers' Market June 15-Sept 28, 2011	2,000	1,000 A-3,44
36. Vedic Hindu Cultural Society	Culture & Recreation	Services for recent immigrants to the community - seniors, women and youth	500	
37. Whalley Community Association	Culture & Recreation	Whalley Community Festival 2011 - June 18, 2011	2,000	1,000 A-3,46
38. White Rock/Surrey Come Share Society	Community Promotions	Multi-Lingual Seniors Information Line	2,000	
39. Youth Arts Council of Surrey	Health & Social	"Surrey Shines Talent Show" Dec, 2010 - Feb 2011	500	1,250 A-3,47
40. Sunnyside Saddle Club		2011 Lease-in-Kind	38,400	38,400 CR F006 - A,1
41. Cloverdale Curling Club		2011 Lease-in-Kind	30,000	30,000 CR F006 - A,2
42. Surrey Sailing Club		2011 Lease-in-Kind	24,000	24,000 CR F006 - A,3
43. Panorama Ridge Riding Club		2011 Lease-in-Kind	22,500	22,500 CR F006 - A,4
44. Fraser Valley Heritage Railway Society		2011 Lease-in-Kind	20,400	20,400 CR F006 - A,5
45. Lower Mainland German Shepherd Dog Club		2011 Lease-in-Kind	6,000	6,000 CR F006 - A,6
46. Action BMX Association		2011 Lease-in-Kind	4,000	4,000 CR F006 - A,7
47. Crescent Beach Swimming Club		2011 Lease-in-Kind	625	625 CR F006 - A,8
48. Navy League of Canada		2011 Municipal Property Taxes	800	
49. Nightshift Street Ministries		2010 Municipal Property Taxes	2,000	
50. Cloverdale District Chamber of Commerce		Local Festivals	10,000	10,000 CR F006 - A,10
51. Surrey Board of Trade		Business Resource Centre & Awards	10,000	10,000 CR F006 - A,11
52. South Surrey / White Rock Chamber of Commerce		Business Resource Centre & Awards	10,000	10,000 CR F006 - A,12
53. Surrey Tourism & Convention Association		City Wide Tourism	10,000	10,000 CR F006 - A,13
54. Lower Fraser Valley Exhibition Association		Operations	350,000	350,000 CR F006 - A,14
55. Lower Fraser Valley Exhibition Association		Credit Security	200,000	200,000 CR F006 - A,14
56. Lower Fraser Valley Exhibition Association		Cloverdale Rodeo	225,000	225,000 CR F006 - A,14
57. Honey Hooser Scholarship		Scholarships	1,000	1,000 CR F006 - A,15
58. Arts Council of Surrey		Matching Grant	4,000	4,000 CR F006 - A,16
59. Surrey Foundation		Grant Evaluation	5,000	5,000 CR F006 - A,17



2011 FINANCIAL PLAN
APPROVED CITY GRANTS

Schedule C - 3

Non-profit Organization	Grant Type	Request	2011 Council Approved	2012 Grant Recommendations
60. Community Enhancement Partnership Program		Matching Grant	25,000	25,000 CR F006 - A,19
61. Cloverdale Curling Club		Operations	30,000	60,000 CR F006 - A,18
62. South Fraser Community Services Society		Street Youth Services	24,000	24,000 CR F006 - A,20
63. Metro Vancouver Crime Stoppers		Tips Line	25,000	25,000 CR F006 - A,21
64. Surrey Crime Prevention Society		Citizens Crime Watch & Anti-Graffiti	84,500	84,500 CR F006 - A,22
65. Earl Marriott Secondary School		2011 Dry Grad	100	
66. Ecole Panorama Ridge Secondary School		2011 Dry Grad	100	
67. Kwantlen Park Secondary School		2011 Dry Grad	100	100 CR F006 - A,23
68. Queen Elizabeth Secondary School		2011 Dry Grad	100	
69. Semiahmoo Secondary School		2011 Dry Grad	100	
70. Sullivan Heights Secondary School		2011 Dry Grad	100	100 CR F006 - A,23
71. Elgin Park Secondary School		2011 Dry Grad	100	
72. Special Recognition		Pins	2,500	2,500 CR F006 - A,24
Unallocated - Dry Grad			1,100	
Unallocated - One-time			5,975	
Unallocated - Property Taxes			2,200	
Unallocated - Special Recognition			2,500	
			\$ 1,219,800	

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 City Hall is closed on that day, on the next day on which 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, 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.
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.

POLICY ON CITY GRANTS (cont'd)

- (c) All organizations shall have the following or similar clauses in their constitution and by-laws:
 - 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.

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?

GUIDELINES FOR GRANT PRIORITIES (cont'd)

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 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 and 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.

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.