

NO: **F022**

COUNCIL DATE: **May 7, 2012**

FINANCE COMMITTEE

TO: **Mayor & Council**

DATE: **April 26th, 2012**

FROM: **General Manager, Finance & Technology**

FILE: **1850-01**

SUBJECT: **Administration by the Surrey Foundation of the City's "Other One Time Grants" Program**

RECOMMENDATION

The Finance & Technology Department recommends that the Finance Committee recommend that Council:

1. Extend for an additional two-year period, including each of 2013 and 2014, the administration of the City's "Other One Time Grants" Program by the Surrey Foundation all as outlined in this report; and
2. Approve support to the Surrey Foundation of \$5,000 for each of 2013 and 2014, being a "Community Supporter" contribution as described in Appendix "A" of this report.

INTENT

The purpose of this report is to provide information about the effectiveness of the administration of the City's "Other One-Time Grant" Programs by the Surrey Foundation and to recommend a two-year extension of the assignment of this work to the Foundation.

BACKGROUND

The City Grants budget is \$1.239M. The majority of this funding is allocated to specific on-going grants, as follows:

City Leases	\$0.146M
Chambers of Commerce	\$0.040M
Lower Fraser Valley Exhibition Association	\$0.775M
Other On-Going Grants	<u>\$0.206M</u>
	<u>\$1.167M</u>

The remaining funding in the City Grants budget of \$0.072M is allocated to One-Time Grants as follows:

Community Enhancement Partnership Program	\$0.025M
Property Taxes	\$0.005M
Special Youth Recognition	\$0.005M
Other One-Time Grants	<u>\$0.037M</u>
	<u>\$0.072M</u>

The following is a brief description of each of these One Time Grant Program elements:

Community Enhancement Partnership Program: This program was adopted by Council in January 2010 and provides support for community engagement and beautification projects. Community resident groups or organizations may apply to the City for a grant under either of two separate categories, being; (1) a Small Grant Project that will assist resident groups in planning, organizing and implementing projects intended to directly improve the physical aesthetic appeal of their neighbourhood; and (2) a Partnership Grant that will support resident organizations in developing membership and building community relationships. This program is managed through the City's Beautification Office and reviewed through a cross-departmental committee, allowing the City to coordinate community beautification efforts with City beautification efforts.

Property Tax Grants: This category is intended to provide assistance to those organizations that would have been eligible for a permissive property tax exemption but were not able to meet the statutory deadline (October 31st) of the previous year. Typically, Council will award a grant to such organizations that is equivalent to the City portion of the property taxes that would otherwise have qualified for an exemption. This portion of the Grants budget is administered by City Staff since it relates to property taxes.

Special Youth Recognition: This is intended to be used to recognize individuals or groups who achieve extraordinary accomplishments as determined by City Council. Typically, Council allocates \$2,500 from this category for the purchase of City of Surrey pins, which are distributed by the Mayor's Office to groups or teams who attend or host events at the provincial level or higher. This portion of the Grants budget is administered by the City.

Other One-Time Grants: Applications for grants under this category are invited in September of each year with the majority of the grants being awarded by Council as part of the annual budget approval process. On average about 60 applications are received under this category annually, with approximately half being given a grant. Late applications are received during the course of the year and subject to evaluation may be awarded a grant where appropriate. This part of the City's annual grant program has been administered by the Surrey Foundation during each of 2011 and 2012 as approved by Council.

DISCUSSION

The Surrey Foundation was created in 1994. Since that time, it has granted over \$1.0 million to local charities and programs. The Foundation is a volunteer-driven organization that plays a leadership role in building social capital by developing partnerships within the charitable sector and business community.

The Surrey Foundation grant program amounts to approximately \$20,000 per year. This program only awards grants to “qualified donees”. A “qualified donee” is a non-profit organization that is permitted to issue official income tax receipts for donations received by that organization.

The City’s “Other One Time Grants” Program provides grants to many different types of organizations, which do not necessarily meet the requirements of a “qualified donee”. The Foundation makes use of the City’s grants policy when evaluating City grants to ensure that the range of eligible applicants remains that same as were those that were eligible when the City administered the Program.

The Surrey Foundation’s has established a Foundation City Grants Evaluation Committee, which includes representation from the community and two City staff. The Committee reviews the grant applications received by the City and makes recommendations to City Council all based on the City’s Grant Policy. The benefit the Foundation being responsible for the evaluation process includes:

1. Available grant funding from the City and the Foundation has been distributed more equitably across applicants since some applicants apply to both the City and the Foundation for funding and often receive funding from both organizations;
2. Some City staff time savings have been achieved; and
3. The profile of the Surrey Foundation has been enhanced through its administration of a larger Grant Program and by the City’s participation in the Sustaining Partnership Program, which has resulted in more good will in the community and more charitable donations being raised by the Foundation, enhancing its ability to impact the community in a positive way.

To demonstrate Council’s support for the Surrey Foundation, the City has contributed to the Foundation an amount equivalent to the cost savings that the City achieved by not having to administer the “Other One Time Grants” Program, which is estimated at \$5,000. This value of contribution is classified as a “Community Supporter” contribution under the Surrey Foundation’s Fund Raising Program, which is documented in Appendix “A”.

Staff view the current arrangement with the Foundation related to the administration of the City’s One Time Grants to be effective and are proposing that the assignment be extended for a further two year period, being for 2013 and 2014.

SUSTAINABILITY CONSIDERATIONS

The partnership with the Surrey Foundation as recommended in this report will support the objectives of the City’s Sustainability Charter; more particularly, Goal SC16, which is focused on ensuring that the City facilitates citizen engagement in delivering solutions for the broader community.

CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council:

1. Extend for an additional two-year period, including each of 2013 and 2014, the administration of the City's "Other One Time Grants" Program by the Surrey Foundation all as outlined in this report; and
2. Approve support to the Surrey Foundation of \$5,000 for each of 2013 and 2014, being a "Community Supporter" contribution as described in Appendix "A" of this report.

Vivienne Wilke, CGA
General Manager,
Finance & Technology

Appendix "A": Surrey Foundation Sustaining Partnership Levels and Benefits



SURREY *foundation*

Sustaining Partnership Levels and Benefits:

Community Visionary

\$25,000 per year - minimum 3 year commitment

In addition to your customized package benefits, you will receive:

- A \$5,000 named grant to a community organization of your choice
- Acknowledgement on the Sustaining Partners pages of the Surrey Foundation and SurreyCares web sites (premier logo placement, website link and short bio)
- Surrey Foundation Community Visionary wall plaque
- Recognition as a Community Visionary and premier logo placement in the following:
 - Surrey Foundation's monthly newsletter
(over 700 member email distribution and growing)
 - Select Surrey Foundation and SurreyCares brochures
 - Thank you ad in local print media
- Sponsor profile in one issue of Surrey Foundation Quarterly Newsletter
- Sponsor profile and donor recognition in Surrey Foundation's annual report
- Premier recognition as a Community Visionary at Surrey Foundation events (signage)
- Invitation to donor recognition events, VIP sponsor receptions and press events

Community Leader

\$15,000 per year/minimum 3 year commitment

In addition to your customized package benefits, you will receive:

- A \$2,500 named grant to a community organization of your choice
- Acknowledgement on the Sustaining Partners pages of the Surrey Foundation and SurreyCares web sites (logo and website link)
- Surrey Foundation Community Leader wall plaque
- Recognition as a Community Leader and logo placement in the following:
 - Surrey Foundation's monthly newsletter
(over 700 member email distribution and growing)
 - Select Surrey Foundation and SurreyCares brochures
 - Thank you ad in local print media
- Sponsor profile in one issue of Surrey Foundation Quarterly Newsletter
- Sponsor profile and donor recognition in Surrey Foundation's annual report
- Recognition as a Community Leader at Surrey Foundation events (signage)
- Invitation to donor recognition events, VIP sponsor receptions and press events

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Phone: 604-591-2699 – Fax: 604-591-2656 – info@surreyfoundation.org

www.surreyfoundation.org

www.surreycares.org

S U R R E Y *foundation*

Community Builder

\$10,000 per year/minimum 3 year commitment

In addition to your customized package benefits, you will receive:

- A \$1,000 named grant to a community organization of your choice
- Acknowledgement on the Sustaining Partners pages of the Surrey Foundation and SurreyCares web sites (logo and website link)
- Surrey Foundation Community Builder wall plaque
- Recognition as a Community Builder and logo placement in the following:
 - Surrey Foundation's monthly newsletter
(over 700 member email distribution and growing)
 - Select Surrey Foundation and SurreyCares brochures
 - Thank you ad in local print media
- Sponsor profile in one issue of Surrey Foundation Quarterly Newsletter
- Sponsor profile and donor recognition in Surrey Foundation's annual report
- Recognition as a Community Builder at Surrey Foundation events (signage)
- Invitation to donor recognition events, VIP sponsor receptions and press events
- Ability to distribute marketing materials, when possible, at Surrey Foundation events

Community Supporter

\$5,000 per year/3 year commitment

In addition to your customized package benefits, you will receive:

- A \$500 named grant to a community organization of your choice
- Acknowledgement on the Sustaining Partners pages of the Surrey Foundation and SurreyCares web sites (name and website link)
- Surrey Foundation Community Supporter wall plaque
- Recognition as a Community Supporter and name placement in the following:
 - Surrey Foundation's monthly newsletter
(over 700 member email distribution and growing)
 - Select Surrey Foundation and SurreyCares brochures
 - Thank you ad in local print media
- Donor recognition in Surrey Foundation's annual report
- Name recognition as a Community Supporter at Surrey Foundation events (signage)
- Invitation to donor recognition events, VIP sponsor receptions and press events

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