

NO: **F036**

COUNCIL DATE: **September 10, 2012**

FINANCE COMMITTEE

TO: **Mayor and Council** DATE: **September 3, 2012**

FROM: **General Manager, Parks, Recreation & Culture** FILE: **1850-01**
General Manager, Finance & Technology

SUBJECT: **Community Enhancement Partnership Program (CEPP) Grant Application – Royal Heights Fall Fest**

RECOMMENDATION

The Parks, Recreation & Culture Department and the Finance & Technology Department recommend that the Finance Committee recommend that Council approve a grant under the Community Enhancement Partnership Program (CEPP) in the amount of \$1000 to the Royal Heights Park Group to support the Royal Heights Fall Fest as described in this report.

BACKGROUND

In January 2010 Council adopted the Community Enhancement Partnership Program (CEPP), which is intended to provide financial support for projects focused on community engagement and neighbourhood beautification. Under the CEPP 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 CEPP Guidelines are attached as **Appendix A**. The CEPP 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 Evaluation Committee has been established with representatives from various City Departments and is responsible for evaluating applications that are received under the Program. To date twenty-nine (29) CEPP grants have been approved by Council.

DISCUSSION

Royal Heights Fall Fest

The Royal Heights Parks Group (RHPG) has applied for a Partnership Grant to support a community celebration at Royal Heights Park. The celebration called "Royal Heights Fall Fest" is

scheduled to be held on Saturday, October 13, 2012 at Royal Heights Park. The celebration is intended to encourage connections between new and long-term residents. The celebration will be family-oriented with food and activities for all age groups. The event will be supported by “Partners in Parks” with a litter pick activity to encourage neighbours to be involved in neighbourhood beautification.

The RHPG has requested a grant of \$1000 in support of the celebration. The funds will be used for purchasing food and beverages and renting equipment for children’s activities. Organizers estimate that about 250 individuals will attend the event. Volunteers are organizing the event and are donating barbeques and other equipment. The Group intends to “celebrate diversity with food” by serving food that represents the various cultures within the community. Donations for the Surrey Food Bank will also be collected at the event. Organizers have estimated 190 hours of volunteer time to coordinate, set up and clean up the event at an estimated value of \$2800. There is also value in the litter pick efforts that will be performed by community volunteers.

The event is consistent with the grant guidelines associated with CEPP. As such, the Grant Evaluation Committee is recommending that a grant of \$1000 be provided to the Royal Heights Parks Group for the subject event.

Funding

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

SUSTAINABILITY CONSIDERATIONS

The CEPP program assists in achieving the objectives of the City’s Sustainability Charter by encouraging social connections, volunteerism, civic pride and citizen engagement consistent with Charter scope action items SC6, SC7, SC8 and SC13.

CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council approve a grant under the Community Enhancement Partnership Program (CEPP) in the amount of \$1000 to the Royal Heights Park Group to support the Royal Heights Fall Fest as described in this report.

Vivienne Wilke, CGA
General Manager
Finance & Technology

Laurie Cavan
General Manager
Parks, Recreation & Culture

Appendix “A”: CEPP Overview and Guidelines

Appendix “B”: Status of Community Enhancement Partnership Program Budget



Community Enhancement Partnership Program (CEPP) 2012 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.

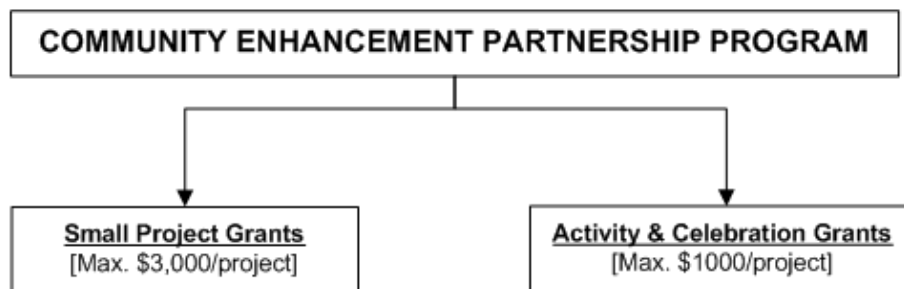
FUNDING CRITERIA & ELIGIBILITY

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.



2012 FINANCIAL PLAN
COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM

Description	Allocation to		Remaining
	Amount	Date	
2009 Budget Allocation	\$ 25,000.00		
2010 Budget Allocation	\$ 25,000.00		
2011 Budget Allocation	\$ 25,000.00		
2012 Budget Allocation	\$ 25,000.00		\$ 100,000.00
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	\$ -	\$ 9,537.42	
7. East Panarama Ridge Community Association - Small Projects	\$ 1,800.00	\$ 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			
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	
21. Blockwatch 5-281	\$ 750.00	\$ 33,787.42	
22. Creekside Grove Residents Group	\$ 1,250.00	\$ 35,037.42	
23. South Fraser Community Services Society	\$ 3,000.00	\$ 38,037.42	
Grants awarded in 2012 (to date)			
24. Surrey Appreciates ME (SAME) Group	\$ 3,000.00	\$ 41,037.42	
25. Friends of Semiahmoo Bay Society, Little Campbell Watershed Society	\$ 3,000.00	\$ 44,037.42	
26. Bolivar Heights Community Association and James Ardiel Elementary School	\$ 527.60	\$ 44,565.02	
27. LA Matheson Secondary School	\$ 3,000.00	\$ 47,565.02	
28. Community Clean Landscapes- Cedar Hills Elementary	\$ 800.00	\$ 48,365.02	
29. East Panorama Community Celebration	\$ 500.00	\$ 48,865.02	
30. Royal Heights Fall Fest	\$1,000	\$ 49,865.02	
Total allocations to date:		\$ 49,865.02	\$ 50,134.98