

NO: F040

COUNCIL DATE: November 28, 2012

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## FINANCE COMMITTEE

TO: **Mayor & Council** DATE: **November 15, 2012**

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

SUBJECT: **2013 One-Time Community Grants**

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## RECOMMENDATION

It is recommended that the Finance Committee recommend that Council approve the One-time Community Grants for 2013 as documented in **Schedules A and B** attached to this report in accordance with the recommendations of the Surrey Foundation Grant Evaluation Committee.

## BACKGROUND

Each year Council provides support to local non-profit organizations and low-income residents in various means. 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 One-time Grants.

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

- Abigail Aborido Youth Empowering Surrey (YES) Member
- Mike Bose Local Farmer
- Jack Boyce Coast Capital Savings
- Kristine Carrick Urban Life Media
- Suzanne Fillion City of Surrey, Finance Division
- Deirdre Gourdriaan BC Healthy Communities
- Jessika Houston Wedding Event Planner
- Ankit Joshi UBC Student
- Jamie McDonald Max Impact Training
- Aileen Murphy City of Surrey, Social Planner
- Natasha Raey Surrey Foundation Director

## 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 a grant within certain parameters.

Fifty-two (52) applications were received for a One-time Grant for 2013. These 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** to this report.

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**, respectively, provide a brief description of the grant requests that have been received by the Surrey Foundation and the grant amounts recommended by the Foundation's Grant Evaluation Committee in relation to each such request. **Schedule C** provides a brief description of the grants and the amount of each such grant that was approved in 2012.

### Funding

The 2013 Operating Budget allocates \$60,775 for One-time Grants. The Surrey Foundation Grants Evaluation Committee has recommended that \$48,575 be allocated at this time. If the Finance Committee approves the recommendations of this report, \$12,200 will remain available for allocation during the course of 2013.

## CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council approve the One-time Community Grants for 2013 as documented in **Schedules A and B** attached to this report in accordance with the recommendations of the Surrey Foundation Grant Evaluation Committee.

Vivienne Wilke, CGA  
General Manager,  
Finance & Technology

Natasha Raey  
Executive Director  
Surrey Foundation

Schedule A: 2013 Proposed City Grants - One-time

Schedule B: 2013 Proposed City Grants – Not Recommended

Schedule C: 2012 City Grants

Schedule D: Policy on City Grants



2013 FINANCIAL PLAN  
PROPOSED CITY GRANTS  
One-time

Schedule A - 1

Non-profit Organization	Request	Project Cost	Request Amount	2013 Proposed Amount	Recommendations and Comments	2012 Grant	
1. 1st Semiahmoo Sea Scouts	Partnership expenses with the Surrey Sailing Club to provide a comprehensive program of outdoor recreation for boys & girls	2,800	500	500	Sailing Program	500	C-1; 1
2. Alexandra Neighbourhood House	Outdoor Play Space' project at the Crescent Beach location through a creative and natural outdoor play space	11,500	5,000	1,000	Fencing Repairs	1,500	C-1; 2
3. Association Francophone de Surrey	"Francophones around the world", 5 events highlighting the main French speaking communities in Surrey	25,470	7,025	500	Organizers should consider some level of participant fee	0	
4. BC Softball (BC Amateur Softball Assoc.)	Expand sport camp to a one week multi-sport camp for kids, which includes baseball, volleyball, and golf	4,913	2,500	500	Organizers should review the participant fee	500	C-1; 3
5. Big Brothers of Greater Vancouver	Start Something', a prevention-based mentoring program for in-school & teen years	98,500	10,000	1,000	Volunteer Recruitment	1,000	C-1; 5
6. Big Sisters of BC Lower Mainland	Big and Little Sister Program for mentoring at risk girls 7-17 in Surrey	99,585	5,000	1,000	Volunteer Recruitment	1,500	C-1; 6
7. Boys and Girls Club of South Coast BC	Junior Leaders' program provides leadership training and mentoring to students in grades 7-8.	9,200	3,500	1,000	Program Supplies	1,500	C-1; 7
8. Children of the Street Society	Taking Care of Ourselves, Taking Care of Others'; a workshop designed to keep children & youth from sexual exploitation	296,500	25,000	1,000	Program Supplies	0	
9. Cloverdale Business Improvement Association	10th Annual Cloverdale Blueberry Festival events - Show n' Shine, Arts Festival, Tractor Pull	30,000	1,000	1,000	High Community Participation	1,000	C-1; 10
10. Critter Care Wildlife Society	Replace old fencing for protection of the animals and the public	8,291	1,500	500	Fencing Repairs	500	C-1; 13
11. DiverseCity Community Resources Society	3rd Seniors Intercultural Showcase for seniors, June 15, 2013	4,000	2,000	2,000	Strong Community Benefit	1,500	C-1; 15
12. DiverseCity Community Resources Society	Therapy programs and youth empowerment camps for vulnerable children and youth and their parents	2,000	1,500	1,500	Program Supplies	0	
13. Downtown Surrey Business Improvement Association	Annual August Movies under the Stars August 3/10/17 & 24, 2013 at Holland Park.	30,450	2,000	2,000	High Community Participation	2,000	C-1; 17
14. Fibromyalgia Well Spring Foundation	Volunteer-led peer group programs to provide education and resource information	12,062	3,460	500	Promotional Materials	0	
15. Hua Xia Multiculture Society	Culture & Community Promotion Program; 10-12 major events and 12-14 focused workshops	27,375	3,950	500	Program Supplies	0	
16. Jamaican Canadian Cultural Association of BC	Annual 2013 Jamaican Canadian Cultural Festival held in Holland Park in August 2013.	25,000	9,000	1,000	Good Community Participation	500	C-1; 20
17. Justice Education Society of BC	Court Information Program for Immigrants' provides information and referrals to individuals appearing in courts and to community service	166,078	30,000	500	Distribution Materials	0	
18. Latinos in Action Society (2001)	One day Latin Summer Fest that will include Latin Food, an Artisan Market & Music. Expect to hold event in August	5,000	2,000	500	This is a new event to Surrey	0	
19. Launching Pad Addiction Rehabilitation Society	Remove and replace 4 aging washrooms in the Launching Pad recovery house which has 30 men in residence at any given time	14,981	11,581	3,000	Washroom Renovation	0	
20. Learning Disabilities Association of BC - Fraser South	Produce a banner to clearly identify the organization at various fairs, exhibitions & lectures	750	750	750	Banner & Brochures	0	
21. Mother Language Lovers of the World	To hold a festival on International Mother Language Day (Feb 21-23, 2013) - "Multilingualism for Inclusive Education".	15,000	4,000	500	New Expanded Event Scope	0	



2013 FINANCIAL PLAN  
PROPOSED CITY GRANTS  
One-time

Schedule A - 2

Non-profit Organization	Request	Project Cost	Request Amount	2013 Proposed Amount	Recommendations and Comments	2012 Grant
22. Newton Seniors Centre Advisory Board	Replace 2 Carpet Bowls, 2 pair Floor Mats, 2 sets of Carpet Bowls(Balls) for Seniors carpet bowling	5,000	2,500	500	Carpet Bowling Replacement	0
23. Nightshift Street Ministries	Upgrade office infrastructure and install a new Volunteer & Donor & Contact management software system	32,120	20,000	2,000	Donor Management Software	0
24. Optimist Junior Interclub Curling League	"Optimist Junior International U-18 Curling Championships" March 27-31, 2013 at the Cloverdale & Langley Curling Clubs	118,000	17,000	1,000	Surrey Location Expenses	0
25. PLEA Community Services Society of BC	KidStart Mentoring Program, for kids at risk ages 6-18, to increase number of volunteer mentors in Surrey	24,500	7,365	2,000	Surrey KidStart Promotional Material	1,000 C-2; 28
26. Popular-Theatre" Canadian-Polish Society Pro-Arte	2013 'Mini Musical' interactive theatre, showing at the Surrey Children's Festival and the Surrey Fusion Festival	11,800	5,300	1,000	Equipment Rentals	500 C-2; 30
27. Semiahmoo Family Place Association	Programs fostering the healthy development of children and families	44,000	10,000	1,000	Program Supplies	0
28. Servants Anonymous Society Surrey	Peer Support Outreach Program, to help prostituted women and youth of Surrey	48,422	3,712	1,000	Care Bags	0
29. Sources Community Resource Centres	"Volunteer Wheels" driver program, providing rides to Surrey residents for essential appointments	15,325	4,825	2,000	Promotional Materials	0
30. St John Ambulance Brigade and Cadet Corp	Supplies & equipment for volunteers to provide enhanced safety and care at community events	7,560	3,780	2,000	Equipment & Supplies	0
31. SuperChefs Cookery Society	Programs to teach children in need, the skills of cooking, nutrition, and to promote physical activity to prevent childhood obesity	43,950	13,400	1,000	Venue Support	500 C-2; 38
32. Surrey Amateur Radio Club	Amateur Radio Field Day	1,325	825	825	Supports Community Safety	1,000 C-2; 39
33. Surrey Christmas Bureau	Provide the experience of Christmas to those who may not be able to financially achieve it on their own	120,000	4,000	2,000	Christmas Hampers	1,500 C-3; 41
34. Surrey Festival of Dance Society	47th Annual Surrey Festival of Dance; April 2013	212,900	2,000	2,000	Strong Community Benefit	1,000 C-3; 4
35. Surrey International Folk Dance Society	Ethnic dance costumes to expand the Folk Dancing Outreach Project	3,575	1,000	500	Ethnic Dance Costumes	500 C-3; 43
36. Surrey International Writers' Conference Society	2013 Annual Surrey international Writers Conference	245,300	1,000	1,000	Strong Community Benefit	500 C-3; 44
37. Surrey Urban Farmers Market	Local farmers who provide locally grown produce by sponsoring weekly markets at North Surrey Rec Centre	40,648	5,000	2,000	Food & Nutrition Coupon Program	1,000 C-3; 49
38. Whalley Community Association	Surrey Fest Downtown June 15, 2013 at Central City Plaza	22,075	2,000	2,000	Strong Community Benefit	1,000 C-3; 51
39. Youth Arts Council of Surrey	Surrey Shines Talent Show' for youth organized by youth as a learning experience for youth	5,350	2,000	2,000	Strong Community Benefit	1,250 C-3; 52
40. YWCA Metro Vancouver	"Boys 4 Real" - an 8 week after school leadership program to build confidence and decision-making skills of Grade 7 boys	442,548	2,000	2,000	Program Supplies	1,500 C-3; 53
41. Unallocated: One-Time				12,200		
Total		2,333,852	238,970	60,775		



**2013 FINANCIAL PLAN  
PROPOSED CITY GRANTS  
Not Recommended**

**Schedule B**

Non-profit Organization	Request	Project Cost	Request Amount	2013 Proposed Amount	Recommendations and Comments	2012 Grant
1. BC Sol - Women's Soccer Team	Travel for the World Masters Tournament in Italy in August 2013	84,000	0	0	Does not qualify - Travel Costs	0
2. Bullying Ends Here	Local police officer who speaks at schools about bullying and maintains a website for youth to access	10,000	3,100	0	Organization has yet to establish it self	0
3. Canadian Cancer Society	Surrey Relay for Life on June 8/9 at the Cloverdale Amphitheatre; fund-raiser for the Canadian Cancer Society	9,797	5,000	0	Fund-raiser	0
4. Comedy Courage	Comedy Benefit Concert "Laughing & Giving from the Heart" on May1, 2013 at the Surrey Arts Centre	82,000	10,000	0	Fund-raiser	0
5. Family Services of Greater Vancouver (Surrey office)	Counselling Clinic, ongoing counselling and education programs where parenting difficulties have been identified	54,551	27,025	0	Does not qualify - On-going operating costs	0
6. Ghana-Canada Association of BC	3 Events - Cultural & Educational Expose, Football Matches, Anniversary Banquet celebrating Ghanaian culture & lifestyle	5,500	4,620	0	Insufficient Organizational Support	0
7. Living Systems Counselling, Education, Training & Research (Surrey office)	Affordable counselling to Surrey residents, work with Surrey organizations to reduce counselling wait lists	11,900	3,100	0	Does not qualify - On-going operating costs	0
8. Pacific Post Partum Support Society	Assessment, referrals & support for postpartum depressed & anxious women & their families	179,000	2,400	0	Does not qualify - On-going operating costs	1,000 C-2; 27
9. Polonia, Polish-Canadian Support & Rec	Event for International Children's Day, includes sporting events, family oriented challenges, and entertainment	4,600	1,000	0	Incomplete Application	500 C-2; 29
10. Sri Lankan Seniors Centre of BC Society	Hall rentals for functions for seniors held by the Sri Lankan Seniors Centre of BC Society	5,000	600	0	Does not qualify - On-going operating costs	0
11. Surrey Sea Lions Summer Swim Club	Pool rental at Bear Creek Park for training of the swim club members	6,500	4,400	0	Does not qualify - On-going operating costs	500 C-3; 46
12. Vancouver Shepherd's House Society	Increasing the Thursday Cloverdale lunch program to include Tuesdays as well	70,080	35,000	0	Duplicate Service	0
		<b>\$ 522,928</b>	<b>\$ 96,250</b>	<b>\$ 0</b>		



2012 FINANCIAL PLAN  
APPROVED CITY GRANTS

Schedule C - 1

Non-profit Organization	Description	2012 Approved Amount	Request
1. 1st Semiahmoo Sea Scouts	Culture & Recreation	500	Children's program of outdoor recreational and training activities
2. Alexandra Neighbourhood House	Community Promotion	1,500	Childcare program expansion for families in Surrey
3. BC Softball	Culture & Recreation	500	NCCP Coaching Clinics
4. Bethany-Newton United Church	Health & Social	500	Environmental Symposium
5. Big Brothers of Greater Vancouver	Health & Social	1,000	Mentoring programs for boys and girls to offer volunteer opportunities for men and women
6. Big Sisters of BC Lower Mainland	Health & Social	1,500	Funding for Mentoring programs for Children in need (1 Year)
7. Boys and Girls Club of South Coast BC	Health & Social	1,500	Preteen night program to provide support and social recreational/skill building activities
8. Catching the Spirit Youth Society	Culture & Recreation	1,000	Youth program for environmental awareness, outdoor recreation and youth ownership in Metro Vancouver
9. Clothes on Wheels Incorporated	Health & Social	500	Provide FREE new and used clothing to Children, Youth, Adults and Seniors in need (On-going)
10. Cloverdale Business Improvement Association	Community Promotion	1,000	9th Annual Cloverdale Blueberry Festival - Aug 4, 2012
11. Community Arts Council of White Rock and District	Culture & Recreation	500	Host a series of "Random Acts of Culture" during Arts and Culture Awareness Week
12. Community Justice Initiatives Assoc.	Health & Social	1,000	Little Black Book Program- to provide information to Youth about available resources in Surrey, Langley and Delta
13. Critter Care Wildlife Society	Health & Social	500	Revamping of Animal Care brochures
14. Delta Arts Council	Community Promotion	500	6th Annual BC High School Bhangra Competition 2012
15. DiverseCity Community Resources Society	Culture & Recreation	1,500	Seniors Intercultural Showcase
16. Down Syndrome Research Foundation	Health & Social	500	To support "Reading and Communication Plus " Program for young adults
17. Downtown Surrey Business Improvement Association	Community Promotion	2,000	Movie nights in City Centre, creating family oriented events
18. Greater Vancouver Law Students Legal Advice Society	Health & Social	500	Support LSLAP's immigration and refugee clinic which will advise and represent low income individuals
19. Immigrant Services Society of BC	Health & Social	1,000	To support BC's Multicultural Youth Circle Program - to assist immigrant and refugee youth
20. Jamaican Canadian Cultural Association of BC	Culture & Recreation	500	A cultural sports day celebration sharing knowledge of Canadian, Caribbean, and Jamaican community to



2012 FINANCIAL PLAN  
APPROVED CITY GRANTS

Schedule C - 2

Non-profit Organization	Description	2012 Approved Amount	Request
21. Kinsmen Place Lodge	Health & Social	1,750	Safety Lift Equipment
22. Luke 15 House	Health & Social	500	Transition Home for men with addictions and legal troubles. Support for a new freezer
23. Newton Community Festival Committee	Community Promotion	1,000	Newton Community Festival - June 9, 2012
24. NU-Tunes Choir	Culture & Recreation	500	Concerts for Seniors
25. Ocean Park Business Association	Community Promotion	1,000	Ocean Park Day - June 16th
26. Pacific Post Partum Support Society	Health & Social	500	Multicultural Training Program for post partum depression and anxiety affecting families
27. Pacific Post Partum Support Society	Health & Social	500	Supports pregnant women and new mothers in the Lower Mainland, who suffer from postpartum depression
28. PLEA Community Services Society of BC	Health & Social	1,000	KidStart is a prevention program for kids age 6+ who vulnerable to crime, gang activity, addiction and exploitation
29. Polonia, Polish-Canadian Sport & Rec	Culture & Recreation	500	Community oriented event for children of all ages to celebrate the International Children's Day
30. Popular-Theatre Canadian-Polish Society Pro Arte	Community Promotion	500	Interactive Children's Theatre presenting the "Locomotive" - to be performed at Surrey Children's Festival
31. Progressive Intercultural Community Services	Health & Social	275	Registration fees for the North America Interfaith Network Conference
32. Rec for Kids Society	Culture & Recreation	1,000	Sport Programs for needy children
33. Seniors Come Share Society	Health & Social	1,500	Day Program for Older Adults with health issues
34. South Asian Family Association	Culture & Recreation	1,000	Women's' Empowerment Series
35. South Asian Family Association	Culture & Recreation	500	"Bollywood under the stars" free family event - July 2012
36. Special Olympics BC Surrey	Culture & Recreation	500	Purchase of New uniforms for Softball team
37. Stepping Stones - Greater Vancouver Youth for Christ	Health & Social	1,000	Stepping Up- Young Fathers Program- to provide counselling and mentoring services
38. SuperChefs Cookery for Kids Society	Community Promotion	500	Improving the health and safety of local children by giving them the opportunity to learn how to cook with local chefs
39. Surrey Amateur Radio Club	Culture & Recreation	500	"Amateur Radio Field Day" - June 22 - 24, 2012
40. Surrey Canadian Baseball Association	Culture & Recreation	5,000	Coaching Clinic - April 14 & 15



2012 FINANCIAL PLAN  
APPROVED CITY GRANTS

Schedule C - 3

Non-profit Organization	Description	2012 Approved Amount	Request
41. Surrey Christmas Bureau	Health & Social	1,500	Assists low income families with children through the Hamper and Adopt-A-Family programs
42. Surrey Festival of Dance Society	Culture & Recreation	1,000	"Surrey Festival of Dance" - Mar 23, 2012 to Apr 26, 2012
43. Surrey International Folk Dancing Society	Culture & Recreation	500	Traditional Folk dances from around the world performed at care homes, schools, and festivals in Surrey
44. Surrey International Writers' Conference Society	Community Promotion	500	Workshops that bring together novice and experienced writers, providing opportunities to grow and develop
45. Surrey Philippines Independence Day Society (SPIDS)	Culture & Recreation	500	4th Annual Philippine Independence Day Celebration - June 24, 2012
46. Surrey Sea Lions Summer Swim Club	Culture & Recreation	500	Annual swimming competition
47. Surrey Search and Rescue Society	Community Promotion	1,000	Non-profit volunteer organization that provides support to local communities for Search & Rescue
48. Surrey Symphony Society	Culture & Recreation	1,250	To support the Symphony through a transitional year as they build a foundation for a sustainable future
49. Surrey Urban Farmers Market Association	Community Promotion	1,000	Food nutrition program, providing local fresh food to low income families
50. Surrey Women's Centre	Health & Social	500	To fund a research project to identify the gaps in services for women who are victims of domestic violence.
51. Whalley Community Association	Culture & Recreation	1,000	"Surrey Fest Downtown" (aka Whalley Community Festival) - June 16, 2012
52. Youth Arts Council of Surrey	Health & Social	1,250	Talent Show put on by youth for youth
53. YWCA Metro Vancouver	Health & Social	1,500	Program to build confidence and decision making in Surrey Grade 7 girls that are transitioning to high school
54. Sunnyside Saddle Club	Lease	38,400	2012 Lease-in-kind
55. Cloverdale Curling Club	Lease	30,000	2012 Lease-in-kind
56. Surrey Sailing Club	Lease	24,000	2012 Lease-in-kind
57. Panorama Ridge Riding Club	Lease	22,500	2012 Lease-in-kind
58. Fraser Valley Heritage Railway Society	Lease	20,400	2012 Lease-in-kind
59. Lower Mainland German Shepherd Dog Club	Lease	6,000	2012 Lease-in-kind
60. Action BMX Association	Lease	4,000	2012 Lease-in-kind





**2012 FINANCIAL PLAN  
APPROVED CITY GRANTS**

Schedule C - 4

<b>Non-profit Organization</b>	<b>Description</b>	<b>2012 Approved Amount</b>	<b>Request</b>
61. Crescent Beach Swimming Club	Lease	625	2012 Lease-in-kind
62. Kinsmen Place Lodge	Taxes	22,400	2012 Property Taxes
63. Cloverdale District Chamber of Commerce	Business & Tourism	10,000	Local Festivals
64. Surrey Board of Trade	Business & Tourism	10,000	Business Resource Centre & Awards
65. South Surrey / White Rock Chamber of Commerce	Business & Tourism	10,000	Business Resource Centre & Awards
66. Tourism Surrey	Business & Tourism	10,000	City Wide Tourism
67. Lower Fraser Valley Exhibition Association	LFVEA	350,000	Operations
68. Lower Fraser Valley Exhibition Association	LFVEA	200,000	Credit Security
69. Lower Fraser Valley Exhibition Association	LFVEA	225,000	Cloverdale Rodeo
70. Honey Hooser Scholarship	Community	1,000	Scholarships
71. Arts Council of Surrey	Community	4,000	Matching Grant
72. Surrey Foundation	Community	5,000	Grant Evaluation
73. South Fraser Community Services Society	Community	24,000	Street Youth Services
74. Community Enhancement Partnership Program	Community	25,000	Matching Grant
75. Cloverdale Curling Club	Community	60,000	Operations
76. Metro Vancouver Crime Stoppers	Crime Prevention	25,000	Tips Line
77. Surrey Crime Prevention Society	Crime Prevention	84,500	Citizens Crime Watch & Anti-Graffiti
78. Earl Marriott Secondary School	Dry Grad	100	2012 Dry Grad
79. Ecole Kwantlen Park Secondary	Dry Grad	100	2012 Dry Grad
80. Lord Tweedsmuir Secondary	Dry Grad	100	2012 Dry Grad



2012 FINANCIAL PLAN  
APPROVED CITY GRANTS

Schedule C - 5

Non-profit Organization	Description	2012 Approved Amount	Request
81. Queen Elizabeth Secondary	Dry Grad	100	2012 Dry Grad
82. Sullivan Heights Secondary	Dry Grad	100	2012 Dry Grad
83. Elgin Park Secondary	Dry Grad	100	2012 Dry Grad
84. Ecole Panorama Ridge Secondary School	Dry Grad	100	2012 Dry Grad
<b>Total</b>		<b><u>\$1,262,050</u></b>	

**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.