



Fifty-five (55) applications were received for a One-time Grant for 2014. 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 purpose of the grant and the amount of the grant for each grant that was approved in 2013.

## Funding

The 2014 Operating Budget allocates \$60,475 for One-time Grants. The Surrey Foundation Grants Evaluation Committee has recommended that \$46,050 be allocated at this time.

If the Finance Committee approves the recommendations of this report, \$14,425 will remain available for allocation during the course of 2014.

## CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council approve the One-time Community Grants for 2014 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  
Grant Committee Chairperson  
SurreyCare

Schedule A: 2014 Proposed City Grants - One-time  
Schedule B: 2014 Proposed City Grants - Not Recommended  
Schedule C: 2013 City Grants  
Schedule D: Policy on City Grants



2014 FINANCIAL PLAN  
PROPOSED CITY GRANTS  
One-time

Schedule A -1

Non-profit Organization	Request	Project Cost	Request Amount	2014 Proposed Amount	Recommendations and Comments	2013 Grant	
1. 1st Semiahmoo Sea Scouts	Partnership with Surrey Sailing Club to provide outdoor recreation for boys & girls	2,000	1,000	500		500	C-1; 1
2. Alexandra Neighbourhood House	Neighbourhood based "Family Connections" initiative	11,870	6,950	1,500	program supplies	1,000	C-1; 2
3. B.C. Pets and Friends	"More Bite For Our Bite" - update website for better security & community visibility	1,425	750	500			
4. Big Brothers of Greater Vancouver (Surrey Office)	Prevention-based mentoring programs for at risk children in Surrey	113,500	10,000	1,500	program supplies	1,000	C-1; 5
5. Big Sisters of BC Lower Mainland	Mentoring program for at risk girls 7-17 in Surrey	96,496	2,000	1,500	recruiting	1,000	C-1; 6
6. Boys and Girls Clubs of South Coast BC	"Active Living Program" mentoring children to engage in healthy living, activities & eating styles	43,375	5,000	2,000	program supplies	1,000	C-1; 7
7. Children of the Street Society	TCO2 (Taking Care of Ourselves, Taking Care of Others) to help at-risk children identify and avoid sexual exploitation	283,000	10,000	1,000	program supplies	1,000	C-1; 8
8. Cloverdale Business Improvement Association	11th Annual Cloverdale Blueberry Festival events - Show n' Shine, Arts Festival, Tractor Pull	46,000	1,000	1,000		1,000	C-1; 9
9. Community Justice Education Society of BC	Online version of the Little Black Book for youth. Promoting outreach programs to teens in Surrey, Langley, Delta & White Rock	8,500	2,000	2,000			
10. Downtown Surrey Business Improvement Association	Movies under the Stars 2014 / Saturday August 2nd, 9th, 16th, and 23rd	30,350	3,000	2,000		2,000	C-1; 13
11. Jamaican Canadian Cultural Association of BC	Jamaican Cultural Festival August 3, 2014 at Holland Park	18,250	8,200	1,000	towards park rental fee's	1,000	C-1; 16
12. Keys Housing & Health Solutions (South Fraser Community Services)	Feb 14, 2014 Holland Park event "ONE BILLION RISING FOR JUSTICE" to help demand an end to violence against women	34,000	13,000	500	video production		
13. Learning Disabilities Association of BC- Fraser South	Purchase 4 assistive technology readers for children with reading/learning challenges	800	800	800		750	C-2; 20
14. Leave Out Violence (LOVE) Society BC	Project "Map Surrey" program provides tools for 30 youth ages 13 to 19 to deal with their experiences with violence, then mentor others	60,500	12,000	1,000	equipment		
15. MADD Canada - Metro Vancouver Chapter	"MADD Canada's School Assembly Program - "SMASHED"" in Surrey to expose myths about drinking, drugging, and driving	50,000	5,000	1,000			
16. Nu-Tunes Senior Choir	Musical performances at care homes in Surrey	0	0	500			
17. Ocean Park Business Association	11th Annual Ocean Park Day on Saturday August 16, 2014	2,800	1,000	500	staging expenses		
18. Optimist Junior Interclub Curling League	"Optimist U18 Curling Championships" at the Cloverdale Curling Club April 2-6, 2014	111,000	8,000	2,000	Cloverdale facility rental	1,000	C-2; 24
19. Pacific Community Church	Cloverdale Community Kitchen - Phase II to create an area where hot meals can be served to clientele	85,000	12,500	2,000			
20. Pacific Parklands Foundation	"Spirit Youth Environment Stewardship Program" over 8 weekends in July & August at Tynehead Regional Park	43,875	2,500	1,000	marketing & promotion		



**2014 FINANCIAL PLAN  
PROPOSED CITY GRANTS  
One-time**

Schedule A -2

Non-profit Organization	Request	Project Cost	Request Amount	2014 Proposed Amount	Recommendations and Comments	2013 Grant
21. Pacific Post Partum Support Society	Telephone support & counselling support services to the women and their families coping with postpartum depression	143,250	4,000	1,000	published material	
22. PLEA Community Services Society of BC	KidStart Mentoring Program, for kids at risk ages 6-18, to increase number of volunteer mentors in Surrey	79,200	2,000	2,000	public outreach material	2,000 C-2; 25
23. Seniors Come Share Society	Expand transportation services to areas not being reached by the Better at Home programs, decreasing social isolation amongst seniors	116,025	16,230	1,500	Volunteer Support	
24. Servants Anonymous Society Surrey	Provide peer support through an outreach program to prostituted women and youth of Surrey	48,422	3,712	1,000	Care bags	1,000 C-2; 28
25. Society of Semiahmoo Animal League	SALI's Farm program for at-risk children to help break the cycle of violence	5,000	2,000	500	transportation	
26. Source Community Resources	Community Mapping Project to provide information to residents about community gardens, kitchens, farmers' markets, food 'deserts' & other food	2,800	750	750	Venue & Refreshments	2,000 C-2; 29
27. St. Oswald's Heritage Church	Provide bench seating to enjoy the heritage building & site & landmark Douglas Fir trees, add directive signage to existing parking lot	1,540	1,500	750	contingent on the balance of the funds being raised.	
28. Surrey Amateur Radio Club	Annual Amateur Radio Field Day Event June 24 to 27, 2014 in Grandview Heights	1,050	550	550		825 C-2; 32
29. Surrey Christmas Bureau	Assist in the Hamper & Adopt-a-Family programs which help families with children under the age of 16	240,000	4,000	1,000	gift certificates	2,000 C-3; 33
30. Surrey Festival of Dance Society	48th Annual Surrey Festival of Dance competition, April 2014	214,600	2,000	1,000	Venue	2,000 C-3; 34
31. Surrey Hospice Society	Provide new seating for bereavement counselling	5,108	5,108	1,500	contingent on the balance of the funds being raised	
32. Surrey International Writers' Conference Society	22nd Annual Surrey international Writers Conference, October 23 to 26, 2014 at the Sheraton Inn - Guildford.	224,067	1,000	1,000	conference supplies	1,000 C-3; 36
33. Surrey Minor Ball Hockey Association	Create & implement training in Surrey for referees and coaches of ball hockey which helps coaches put children first & teaches kids to be respectful	25,000	10,000	1,000	contingent on the balance of the funds being raised to deliver the entire program	
34. Surrey Search and Rescue Society	Purchase 10 GPS Garmin Handheld 62sc units to replace existing outdated models.	4,200	2,200	2,200	contingent on the balance of the funds being raised	
35. Surrey Urban Farmers Market Association	Year-round market days transitioning from mainly summertime market days.	18,600	3,500	2,000	advertising	2,000 C-3; 38
36. Whalley Community Association	16th Annual Surrey Fest Downtown - A Celebration of Community 2014 Saturday June 14, 2014 at Central City Plaza	22,500	2,500	2,500	staging	2,000 C-3; 39
37. YWCA Metro Vancouver	YWCA Youth Programs - "Boys 4 Real" & "That's Just Me"	273,049	2,000	2,000	program supplies	2,000 C-3; 41
Unallocated				14,425		
<b>Total</b>		<b>2,467,152</b>	<b>167,750</b>	<b>60,475</b>		



2014 FINANCIAL PLAN  
PROPOSED CITY GRANTS  
Not Recommended

Schedule B

Non-profit Organization	Request	Project Cost	Request Amount	2014 Proposed Amount	Recommendations and Comments	2013 Grant
1. Amyotrophic Lateral Sclerosis Society of BC (ALS Society of BC)	Purchase a wheelchair, 2 special mattresses & a post lift system for the Equipment Loan Program	465,900	9,600	0	limited benefit to surrey residents	
2. Atira Women's Resources Society (ATIRA)	Funding for Durrant Transition House, a 10 bed first-stage transition house in South Surrey	520,702	10,000	0	on-going operating costs	
3. Crescent Beach Pipe Band	Replace band equipment with new bass, tenor & snare drums	7,000	3,500	0	limited organizational and community benefit	
4. Critter Care Wildlife Society	Provide care for wild life, including medical supplies and special diet requirements	132,000	1,500	0	insufficient support from other neighbouring communities	500
5. Gods Little Acre	Purchase a seeder to support the 42 acres farm which contributes 50% of the produce to other non-profits	28,500	5,000	0	Currently a registered charity, in 2014 will be operating under a for-profit business model	
6. Hua Xia Multiculture Society	Culture & Community Program; multiple events, 18-22 focused outreach activities &/or seminars annually	29,900	700	0	on-going operating costs	500
7. Indian Ex-Servicemen Society of BC	Assist Indian Ex-Servicemen immigrants, both pre & post World War II, access resources such as pensions & welfare	8,000	5,000	0	duplication of provincial settlement services	
8. Living Systems Counselling, Education, Training & Research	Affordable access to counselling for all individuals regardless of income, religion, age, ethnicity, or orientation	9,800	5,000	0	on-going operating costs	
9. Lower Mainland Community Building Association	Expand the "Open Door" program, assisting single mothers life skills such as budgeting while the children are cared for	22,200	10,000	0	program suspended	
10. NEC Native Education College	Increase access to employment related training and education for Aboriginal people in Surrey	35,594	9,600	0	provincial/federal responsibility	
11. Newton Seniors Centre Advisory Board	Replace lobby furniture at the Newton Seniors Centre - 2 Loveseats & 2 Armchairs	2,100	1,050	0	refer to Parks, Recreation & Culture to review	500
12. READ Surrey White/White Rock	Promote health literacy among immigrant, hands on skills for a healthy life style that people may not have been exposed to	8,000	5,000	0	insufficient organizational support	
13. Scouts Canada - 10th White Rock	Purchase of 3 canoes with trailer & safety equipment & paddles for the canoes	8,229	5,729	0	insufficient organizational support	
14. Semiahmoo Family Place Association	Promote innovative community-based strategies in mental health through the SFP Family Mental Health Program	45,000	10,000	0	on-going operating costs	1,000
15. Surrey International Folk Dancing Society	Ethnic dance costumes to expand the Folk Dancing Outreach Project	3,575	1,000	0	insufficient organizational support	500
16. Surrey Sea Lions Swim Club	Annual swim competition for the Fraser South region. Dates: July 18 to July 20, 2014	6,260	1,550	0	revenue generating event	
17. Urban Promise	Family Enhancement Project Plan to upgrade the family enhancement plan in Whalley	30,000	10,000	0	inability to deliver program without full support	
18. Vancouver Orphan Kitten Rescue Association (VOKRA)	Coupon based program for low cost spay/neuters for 120 cats in Surrey for low income families	10,275	10,000	0	inability to deliver program without full support	
19. White Rock & South Surrey Chinese Society	Spring Festival & Chinese New Year, Bell Performing Arts Centre, January 31, 2014, showcasing Chinese cultural heritage	18,000	8,000	0	insufficient organizational support and financial information	
		<b>\$1,391,035</b>	<b>\$ 112,230</b>	<b>\$ 0</b>		



**2013 FINANCIAL PLAN  
APPROVED CITY GRANTS**

**Schedule C - 1**

<b>Non-profit Organization</b>	<b>Description</b>	<b>2013 Approved Amount</b>	<b>Request</b>
1. 1st Semiahmoo Sea Scouts	Culture & Recreation	500	Partnership expenses with the Surrey Sailing Club to provide a comprehensive program of outdoor recreation for boys & girls
2. Alexandra Neighbourhood House	Health & Social	1,000	Outdoor Play Space' project at the Crescent Beach location through a creative and natural outdoor play space
3. Association Francophone de Surrey	Community Promotion	500	"Francophones around the world", 5 events highlighting the main French speaking communities in Surrey
4. BC Softball (BC Amateur Softball Assoc.)	Culture & Recreation	500	Expand sport camp to a one week multi-sport camp for kids, which includes baseball, volleyball, and golf
5. Big Brothers of Greater Vancouver	Health & Social	1,000	'Start Something', a prevention-based mentoring program for in-school & teen years
6. Big Sisters of BC Lower Mainland	Health & Social	1,000	Big and Little Sister Program for mentoring at risk girls 7-17 in Surrey
7. Boys and Girls Club of South Coast BC	Health & Social	1,000	Junior Leaders' program provides leadership training and mentoring to students in grades 7-8.
8. Children of the Street Society	Health & Social	1,000	'Taking Care of Ourselves, Taking Care of Others'; a workshop designed to keep children & youth from sexual exploitation
9. Cloverdale Business Improvement Association	Community Promotion	1,000	10th Annual Cloverdale Blueberry Festival events - Show n' Shine, Arts Festival, Tractor Pull
10. Critter Care Wildlife Society	Health & Social	500	Replace old fencing for protection of the animals and the public
11. DiverseCity Community Resources Society	Health & Social	2,000	3rd Annual Seniors Intercultural Showcase for seniors, June 15, 2013
12. DiverseCity Community Resources Society	Health & Social	1,500	Therapy programs and youth empowerment camps for vulnerable children and youth and their parents
13. Downtown Surrey Business Improvement Association	Community Promotion	2,000	Annual August Movies under the Stars August 3/10/17 & 24, 2013 at Holland Park.
14. Fibromyalgia Well Spring Foundation	Health & Social	500	Volunteer-led peer group programs to provide education and resource information
15. Hua Xia Multiculture Society	Health & Social	500	Culture & Community Promotion Program; 10-12 major events and 12-14 focused workshops
16. Jamaican Canadian Cultural Association of BC	Community Promotion	1,000	Annual 2013 Jamaican Canadian Cultural Festival held in Holland Park in August 2013.



**2013 FINANCIAL PLAN  
APPROVED CITY GRANTS**

**Schedule C - 2**

<b>Non-profit Organization</b>	<b>Description</b>	<b>2013 Approved Amount</b>	<b>Request</b>
17. Justice Education Society of BC	Health & Social	500	Court Information Program for Immigrants' provides information and referrals to individuals appearing in courts and to community service
18. Latinos in Action Society (2001)	Community Promotion	500	One day Latin Summer Fest that will include Latin Food, an Artisan Market & Music. Expect to hold event in August
19. Launching Pad Addiction Rehabilitation Society	Health & Social	3,000	Remove and replace 4 aging washrooms in the Launching Pad recovery house which has 30 men in residence at any given time
20. Learning Disabilities Association of BC - Fraser South	Health & Social	750	Produce a banner to clearly identify the organization at various fairs, exhibitions & lectures
21. Mother Language Lovers of the World	Community Promotion	500	To hold a festival on International Mother Language Day (Feb 21-23, 2013) - "Multilingualism for Inclusive Education".
22. Newton Seniors Centre Advisory Board	Culture & Recreation	500	Replace 2 Carpet Bowls, 2 pair Floor Mats, 2 sets of Carpet Bowls(Balls) for Seniors carpet bowling
23. Nightshift Street Ministries	Health & Social	2,000	Upgrade office infrastructure and install a new Volunteer & Donor contact management software system
24. Optimist Junior Interclub Curling League	Culture & Recreation	1,000	"Optimist Junior International U-18 Curling Championships" March 27-31, 2013 at the Cloverdale & Langley Curling Clubs
25. PLEA Community Services Society of BC	Health & Social	2,000	KidStart Mentoring Program, for kids at risk ages 6-18, to increase number of volunteer mentors in Surrey
26. Popular-Theatre" Canadian-Polish Society Pro-Arte	Culture & Recreation	1,000	2013 'Mini Musical' interactive theatre, showing at the Surrey Children's Festival and the Surrey Fusion Festival
27. Semiahmoo Family Place Association	Health & Social	1,000	Programs fostering the healthy development of children and families
28. Servants Anonymous Society Surrey	Health & Social	1,000	Peer Support Outreach Program, to help prostituted women and youth of Surrey
29. Sources Community Resource Centres	Health & Social	2,000	"Volunteer Wheels" driver program, providing rides to Surrey residents for essential appointments
30. St John Ambulance Brigade and Cadet Corp	Health & Social	2,000	Supplies & equipment for volunteers to provide enhanced safety and care at community events
31. SuperChefs Cookery Society	Health & Social	1,000	Programs to teach children in need, the skills of cooking, nutrition, and to promote physical activity to prevent childhood obesity
32. Surrey Amateur Radio Club	Culture & Recreation	825	Amateur Radio Field Day



**2013 FINANCIAL PLAN  
APPROVED CITY GRANTS**

**Schedule C - 3**

<b>Non-profit Organization</b>	<b>Description</b>	<b>2013 Approved Amount</b>	<b>Request</b>
33. Surrey Christmas Bureau	Health & Social	2,000	Provide the experience of Christmas to those who may not be able to financially achieve it on their own
34. Surrey Festival of Dance Society	Culture & Recreation	2,000	47th Annual Surrey Festival of Dance; April 2013
35. Surrey International Folk Dance Society	Culture & Recreation	500	Ethnic dance costumes to expand the Folk Dancing Outreach Project
36. Surrey International Writers' Conference Society	Culture & Recreation	1,000	2013 Annual Surrey international Writers Conference
37. Surrey Pride Society	Community Promotion	1,000	14th Annual Pride Festival - July 7, 2013 at Holland Park
38. Surrey Urban Farmers Market	Community Promotion	2,000	Local farmers who provide locally grown produce by sponsoring weekly markets at North Surrey Rec Centre
39. Whalley Community Association	Community Promotion	2,000	Surrey Fest Downtown June 15, 2013 at Central City Plaza
40. Youth Arts Council of Surrey	Culture & Recreation	2,000	Surrey Shines Talent Show' for youth organized by youth as a learning experience for youth
41. YWCA Metro Vancouver	Health & Social	2,000	"Boys 4 Real" - an 8 week after school leadership program to build confidence and decision-making skills of Grade 7 boys
42. Fraser Valley Heritage Railway Society	Lease	112,000	2013 Lease-in-kind
43. Sunnyside Saddle Club	Lease	38,400	2013 Lease-in-kind
44. Surrey Sailing Club	Lease	24,000	2013 Lease-in-kind
45. Surrey Heritage Society	Lease	24,000	2013 Lease-in-kind
46. Panorama Riding Club	Lease	22,500	2013 Lease-in-kind
47. Lower Mainland German Shepherd Dog Club	Lease	6,000	2013 Lease-in-kind
48. Action BMX Association	Lease	4,000	2013 Lease-in-kind





**2013 FINANCIAL PLAN  
APPROVED CITY GRANTS**

**Schedule C - 4**

<b>Non-profit Organization</b>	<b>Description</b>	<b>2013 Approved Amount</b>	<b>Request</b>
49. Crescent Beach Swim Club	Lease	625	2013 Lease-in-kind
50. Afghan Benevolent Society of BC	Taxes	1,825	2013 Property Taxes
51. Cloverdale District Chamber of Commerce	Business & Tourism	10,000	Local Festivals
52. South Surrey/White Rock Chamber of Commerce	Business & Tourism	10,000	Business Resource Centre & Awards
53. Surrey Board of Trade	Business & Tourism	10,000	Business Resource Centre & Awards
54. Tourism Surrey	Business & Tourism	10,000	City Wide Tourism
55. Lower Fraser Valley Exhibition Association	LFVEA	350,000	Operations
56. Lower Fraser Valley Exhibition Association	LFVEA	200,000	Credit Security
57. Lower Fraser Valley Exhibition Association	LFVEA	225,000	Cloverdale Rodeo
58. Honey Hooser Scholarship	Community	1,000	Scholarships
59. Arts Council of Surrey	Community	4,000	Matching Grant
60. Surrey Foundation	Community	5,000	Grant Evaluation
61. South Fraser Community Services Society	Community	24,000	Street Youth Services
62. Community Enhancement Partnership Program	Community	25,000	Matching Grant
63. Cloverdale Curling Club	Community	60,000	Operations
64. Metro Vancouver Crime Stoppers	Crime Prevention	25,000	Tips Line



2013 FINANCIAL PLAN  
APPROVED CITY GRANTS

Schedule C - 5

Non-profit Organization	Description	2013 Approved Amount	Request
65. Surrey Crime Prevention Society	Crime Prevention	84,500	Citizens Crime Watch & Anti-Graffiti
66. Ecole Panorama Ridge Secondary	Dry Grad	250	2013 Dry Grad
67. Ecole Kwantlen Park Secondary	Dry Grad	250	2013 Dry Grad
68. Enver Creek Secondary	Dry Grad	250	2013 Dry Grad
69. Fraser Heights Secondary School	Dry Grad	250	2013 Dry Grad
70. Johnson Heights Secondary	Dry Grad	250	2013 Dry Grad
71. Queen Elizabeth Secondary	Dry Grad	250	2013 Dry Grad
73. Special Recognition		2,500	Pins
Unallocated - Dry Grad		300	
Unallocated - One-time		11,200	
Unallocated - Property Taxes		3,175	
Unallocated - Special Recognition		2,500	
<b>Total</b>		<b><u>\$1,347,600</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.