

NO: F014

COUNCIL DATE: **APRIL 14, 2014**

FINANCE COMMITTEE

TO: **Mayor & Council** DATE: **April 2, 2014**

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

SUBJECT: **Community Enhancement Partnership (CEP) Program Grant Applications**

RECOMMENDATION

The Parks, Recreation & Culture Department and the Finance & Technology Department recommend that the Finance Committee recommend that Council approve a grant under the CEP Program of up to \$1,000 to resident David Dalley, co-organizer of *Friends of the Grove*, to support a community gathering in Newton.

BACKGROUND

In January 2010 Council adopted the Community Enhancement Partnership (CEP) Program, which is intended to provide financial support for projects focussed on community engagement and neighbourhood beautification. Under the CEP Program, 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 CEP Program Guidelines are attached as *Appendix I*. The CEP Program 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 Selections Committee has been established with representatives from various Departments and is responsible for assessing grant applications that are received under the Program. Forty two (42) CEP Program grants have been approved to date by City Council.

The following sections of this report provide a description and evaluation of an application for a grant under the CEP Program that was recently received by the City.

DISCUSSION

Gathering in the Grove: Grassroots Place-making in Newton

The newly formed “Friends of the Grove” formed after meeting at the Surrey Steps-Up community building workshop held on February 22, 2014. The group is interested in place-making in Newton Town Centre and has applied for a CEP Activity and Celebration Grant for \$1,000 to support a grassroots community celebration in the grove of trees on City property just east of the Newton Wave Pool. The celebration is a grassroots community development project with the intent of creating higher levels of connectedness and trust in the community.

The May 3, 2014 event is intended to create opportunities for residents in Newton to work together and create a community gathering in the Grove. The intent is to build capacity in terms of identifying residents willing to organize similar events in the future and establishing a format for continuing community engagement.

The Friends of the Grove have committed 15 hours of volunteer planning over 6 weeks, in addition to 60 hours of combined volunteer time on the event day. Materials and supplies including signage, games, carving supplies, cake, posters and meeting supplies are being donated by the community.

The group has asked for \$1,000 in funding to include \$300 for materials to temporarily hang pictures, hammock chairs and signs from trees in the grove, \$200 for refreshments, \$300 for art supplies and \$200 for promotional materials.

Based on a review of the project against the CEP Program criteria, a grant of up to \$1,000 to the Friends of the Grove is considered reasonable, subject to the following conditions:

- The Friends of the Grove coordinate any attachments to trees in the Grove with the City’s Urban Forestry Staff;
- The Friends of the Grove work with the Parks Recreation and Culture Special Projects manager to ensure insurance and permits are obtained;
- The submission of receipts for the celebration event; and
- The submission to the City of photographs that act to document this community project.

Parks Urban Forestry staff will spread coarse mulch over the roots of the mature trees to protect the soils from compaction and to provide a source of nutrients to feed the trees over time as the mulch decomposes.

Funding

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

SUSTAINABILITY CONSIDERATIONS

The CEP Program supports the goals of the City's Sustainability Charter by encouraging social connections, volunteerism, community ownership and citizen engagement, in accordance with the Sustainability Charter Goals SC 6, 7, 8 and 13.

CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council approve a grant under the CEP Program of up to \$1,000 to resident David Dalley and the Friends of the Grove to support a community gathering in Newton.

Laurie Cavan
General Manager
Parks, Recreation and Culture

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Finance and Technology

Appendix I: CEP Program Overview and Guidelines

Appendix II: Status of Community Enhancement Partnership Program Funding

APPENDIX I - CEP Program Overview and Guidelines



Community Enhancement Partnership Program (CEPP) 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.

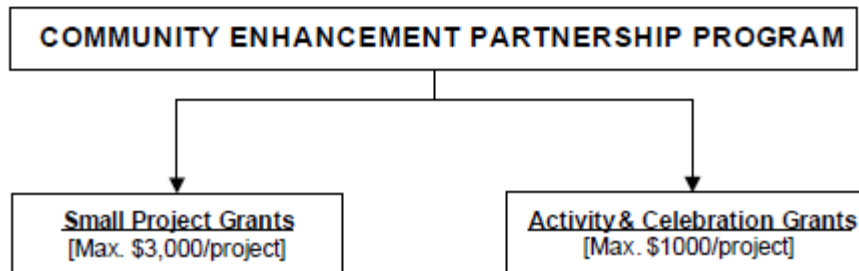
FUNDING CRITERIA & ELIGIBILITY

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 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

- Project corresponds with the objective to “beautify **and** celebrate Surrey”.

Project Proposal & Feasibility

- Provides a clear description of what the project is and why it is proposed.
- Provides a clear public benefit.
- Is well planned with a realistic timeline and a clear beginning and end.
- Has a reasonable budget.

Community Building

- Community contribution is documented, demonstrating broad community participation and support for the project.
- Encourages inclusive community participation and provides opportunity to bring people together.
- Encourages interaction between different groups, such as different ethnic groups, tenants, seniors and business owners.
- Encourages collaboration between all age groups, particularly youth and adults.

Outcomes

- There is a clear understanding of how the community will be improved as a result of the project, with anticipated outcomes clearly documented.
- Project is designed for low maintenance and the applicant and stakeholders commit to project maintenance, with the majority of maintenance undertaken by the applicant.

Grants will **NOT** be awarded to/for:

- The purpose of private gain.
- 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 or maintain 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.

APPENDIX II - Status of Community Enhancement Partnership Program Funding



**2014 FINANCIAL PLAN
COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM**

Description	Allocation to			
	Amount	Date	not used	Remaining
2009 Budget Allocation	\$ 25,000.00			
2010 Budget Allocation	\$ 25,000.00			
2011 Budget Allocation	\$ 25,000.00			
2012 Budget Allocation	\$ 25,000.00			
2013 Budget Allocation	\$ 25,000.00			
2013 Budget Allocation	<u>\$ 25,000.00</u>			<u>\$ 150,000.00</u>
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 Panorama Ridge Community Association	\$ -	\$ 9,537.42		
7. East Panorama Ridge Community Association	\$ 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. Annville - Royal Heights Advocates	\$ -	\$ 19,337.42	\$ 200.00	
12. Bolivar Heights Community Association	\$ 3,000.00	\$ 22,337.42		
13. Fleetwood Community Association	\$ 3,000.00	\$ 25,337.42		
14. Chimney Hill Ratepayers	\$ 900.00	\$ 26,237.42		
15. West Panorama Ratepayers Association	\$ 3,000.00	\$ 29,237.42		
16. 1308 Street Group	\$ 500.00	\$ 29,737.42		
17. Anne Van Rhyn	\$ 450.00	\$ 30,187.42		
18. Residents of 13101-51 108 Avenue	\$ 200.00	\$ 30,387.42		
19. Surrey Urban Farmers Market	\$ -	\$ 30,387.42	\$ 1,450.00	
20. Khalsa School	\$ -	\$ 30,387.42	\$ 1,000.00	
21. Blockwatch 5-281	\$ 750.00	\$ 31,137.42		
22. Creekside Grove Residents Group	\$ 1,250.00	\$ 32,387.42		
23. South Fraser Community Services Society	\$ 3,000.00	\$ 35,387.42		
Grants awarded in 2012				
24. Surrey Appreciates ME (SAME) Group	\$ 3,000.00	\$ 38,387.42		
25. Friends of Semiahmoo Bay Society, Little Campbell Watershed Society	\$ 3,000.00	\$ 41,387.42		
26. Bolivar Heights Community Association and James Ardiel Elementary School	\$ 527.60	\$ 41,915.02		
27. LA Matheson Secondary School	\$ 3,000.00	\$ 44,915.02		
28. Community Clean Landscapes- Cedar Hills Elementary		\$ 44,915.02	\$ 800.00	
29. East Panorama Community Celebration	\$ 500.00	\$ 45,415.02		
30. Royal Heights Fall Fest	\$ 1,000.00	\$ 46,415.02		
Grants awarded in 2013				
31. West Panorama Ratepayers	\$ 3,000.00	\$ 49,415.02		
32. Fun Fun Playground Project	\$ 1,000.00	\$ 50,415.02		
33. Hall's Prairie Earth Day Project	\$ 1,000.00	\$ 51,415.02		
34. Hillcrest Elementary Boulevard Landscape	\$ 2,860.00	\$ 54,275.02		
35. Alexandra Neighbourhood House Community Garden	\$ 3,000.00	\$ 57,275.02		
36. Blockwatch 3-230 Chimney Hill	\$ 300.00	\$ 57,575.02		
37. Port Kells Farmer's Market	\$ 2,000.00	\$ 59,575.02		
38. Middleglan Place Block Clean-up and Celebration	\$ 795.00	\$ 60,370.02		
39. Panorama Neighbourhood Association	\$ 1,000.00	\$ 61,370.02		
40. Surrey Urban Mission	\$ 1,000.00	\$ 62,370.02		
41. Sources- Food For Thought	\$ 3,000.00	\$ 65,370.02		
42. FCA Swank Storyboard	\$ 3,000.00	\$ 68,370.02		
Grants awarded in 2014 (to date)				
43. West Panorama Ratepayers Delta View	\$3,000	\$ 71,370.02		
44. Friends of the Grove	\$1,000	\$ 72,370.02		
Total allocations to date:		<u>\$ 74,820.02</u>	\$ 3,450.00	<u>\$ 78,629.98</u>