

NO: F027

COUNCIL DATE: **KyO**

---

## FINANCE COMMITTEE

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

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

SUBJECT: **Community Enhancement Partnership (CEP) Program Grant – Panorama Neighbourhood Association’s Picnic in the Park**

---

## RECOMMENDATION

The Parks, Recreation and Culture Department and the Finance and Technology Department recommend that the Finance Committee recommend that Council approve a grant under the Community Enhancement Partnership Program in the amount of \$1,000 to the Panorama Neighbourhood Association to support a community picnic in Panorama Village Park.

## 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 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 and social media outlets. 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 nine (49) CEP Program grants have been approved since inception in 2009 by City Council.

## DISCUSSION

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.

## **Panorama Neighbourhood Association's Picnic in the Park**

The Panorama Neighbourhood Association has applied for an Activity and Celebration Grant to assist in supporting a community picnic at Panorama Village Park in the 14900 block of 57<sup>th</sup> Avenue. The community picnic is planned for July 13, 2014 and is intended to encourage local residents to meet and get involved in their local community association. A similar event was held last year and was funded by Council.

The group has requested a grant of \$1,000 to assist in entertainment costs: tents, musicians, bouncy castle, face painting and advertising. The group anticipates about 100 hours of volunteer time contributing to this event including soliciting businesses for donations, event planning and event day coordination. Food will not be provided, and residents will be encouraged to bring their own snacks. Over 400 residents have been invited and organizers are expecting about 100 people to attend.

The Grant Selections Committee has confirmed that the event is consistent with the grant guidelines associated with the CEP Program, which requires, among other criteria, matching contributions from the applicant that can include materials, in-kind volunteer hours and direct funding. As such, staff is recommending that a grant of \$1,000 be provided to the Panorama Neighbourhood Association for the event.

### **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 recommendation 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 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 CEP Program in the amount of \$1,000 to the Panorama Neighbourhood Association to support a community picnic in Panorama Park.

Laurie Cavan  
General Manager  
Parks, Recreation & Culture

Vivienne Wilke, CGA  
General Manager  
Finance & Technology

Appendix I: CEP Program Overview and Guidelines

Appendix II: Status of Community Enhancement Partnership Program Budget



## 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.

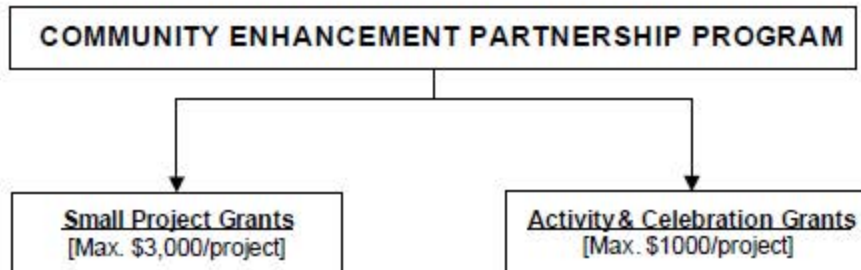
### FUNDING CRITERIA & ELIGIBILITY

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.



**2014 FINANCIAL PLAN**  
**COMMUNITY ENHANCEMENT PARTNERSHIP PROGRAM**

Description	Amount	Allocation to Date	Remaining
<b>Carried Forward from Previous Years</b>		\$ 38,037.42	
<b>Grants awarded in 2012</b>			
24. Surrey Appreciates ME (SAME) Group	\$ 3,000.00		
25. Friends of Semiahmoo Bay Society, Little Campbell Watershed Society	\$ 3,000.00		
26. Bolivar Heights Community Association and James Ardiel Elementary School	\$ 527.60		
27. LA Matheson Secondary School	\$ 3,000.00		
28. Community Clean Landscapes- Cedar Hills Elementary	\$ 800.00		
29. East Panorama Community Celebration	\$ 500.00		
30. Royal Heights Fall Fest	\$ 1,000.00		
<b>Grants awarded in 2013</b>			
31. West Panorama Ratepayers	\$ 3,000.00		
32. Fun Fun Playground Project	\$ 1,000.00		
33. Hall's Prairie Earth Day Project	\$ 1,000.00		
34. Hillcrest Elementary Boulevard Landscape	\$ 2,860.00		
35. Alexandra Neighbourhood House Community Garden	\$ 3,000.00		
36. Blockwatch 3-230 Chimney Hill	\$ 300.00		
37. Port Kells Farmer's Market	\$ 2,000.00		
38. Middleglen Place Block Clean-up and Celebration	\$ 795.00		
39. Panorama Neighbourhood Association	\$ 1,000.00		
40. Surrey Urban Mission	\$ 1,000.00		
41. Sources- Food For Thought	\$ 3,000.00		
42. FCA Swank Storyboard	\$ 3,000.00		
<b>Grants awarded in 2014 (to date)</b>			
43. West Panorama Ratepayers Delta View	\$3,000		
44. Friends of the Grove	\$1,000		
45. Keys Health- Street Sweepers Social Club	\$3,000		
46. Whalley's Corner Community Festival	\$1,000		
47. Fleetwood 84th Ave Café StreetFEST	\$1,000		
48. FACADE- 10751 King George Blvd- Yang Family	\$1,260		
49. East Panorama street clean up	\$300		
50. Panorama Neighbourhood Association (proposed)	\$1,000		
<b>Total allocations :</b>	\$ 45,342.60	\$ 83,380.02	\$ 70,069.98