

NO: F001

COUNCIL DATE: JANUARY 12, 2015

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## FINANCE COMMITTEE

TO: **Mayor & Council** DATE: **January 5, 2015**  
FROM: **General Manager, Finance & Technology** FILE: **1850-20**  
SUBJECT: **2015 Community Grants**

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## RECOMMENDATION

It is recommended that the Finance Committee recommend that Council:

1. Approve City grants for 2015 as documented in **Schedule I** of this report; and
2. Allocate \$2,500 from the Special Recognition Fund for the purchase of City of Surrey pins to be distributed by the Mayor's Office to groups hosting and/or attending provincial/national/international events.

## BACKGROUND

Each year Council provides support to local non-profit organizations and low-income residents in various ways. These include Local Government Act Tax Exemptions, the Public Leisure Access program, Council-Directed Projects (Council Initiatives), On-going Leases, Crime Prevention Initiatives, Business and Tourism grants, Community Beautification Grants, Cultural Grants and One-time Grants.

Council approved the 2015 Local Government Act Tax Exemptions on September 29th, 2014 with a total value of approximately \$865,888.

The City's Public Leisure Access program provided low-income families in Surrey with over 22,100 discounted registered programs in 2014, as well as access to drop-in recreational programs. The value of this program is expected to exceed \$1,000,000 in 2014 and is anticipated to remain at that same level in 2015.

## 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 to notify the public about the City's Community Grant Program. Interested parties were invited to apply for grants within certain parameters.

Eighty two (82) grant requests were received for 2015, which have been aggregated into the following categories:

- On-going Leases and Property Taxes;
- Crime Prevention;
- Community;
- Chamber of Commerce;
- Business and Tourism; and
- Other One-time Grants.

Each request was evaluated using the Policy on Municipal Grants and the Guidelines for Grant Priorities, which are attached as **Schedule III** to this report.

#### Ongoing Leases & Property Taxes

The “On-going Leases” component of the Grants Program relates to City-owned land and/or space that is being used by not-for-profit organizations and for which the lease payments are forgiven. There is limited land/space available for such endeavours; however the value of the lease payments that are forgiven by the City on such land/space is included as an “in-kind” grant amount in **Schedule I**.

An allocation is also included in the Grants budget for not-for-profit organizations that would have qualified for a permissive property tax exemption but who did not meet the submission deadline for such an exemption. Any such grant that is provided from this allocation is intended to be a one-time grant and is restricted to the municipal portion of the not-for-profit organization’s property taxes.

#### Other One-time Grants Program Evaluation Process

In September 2010, Council assigned the administration of the City’s “Other One-time Grants” Program to the Surrey Foundation. A separate corporate report is being forwarded for Council consideration in relation to the “One-time Grants” category.

#### Utilization of the Council Initiatives Fund

**Schedule II** provides a listing and description of allocations that were approved in 2014 from the Council Initiatives Fund.

#### **Special Recognition Fund**

The budget for grants includes an allocation of \$5,000 as a Special Recognition Fund. This is intended to be used to recognize individuals or groups who achieve extraordinary accomplishments as determined by City Council. In this regard, individuals and groups/teams occasionally request financial assistance when they qualify for, or are invited to attend a competition at a higher level such as a provincial, national or world championship event.

Council has on an annual basis typically allocated \$2,500 from the Special Recognition Fund for the purchase of City of Surrey pins, which are distributed by the Mayor’s Office to groups who attend or host events at the provincial level or higher. The Grants Evaluation Committee recommends that \$2,500 be allocated from this Fund in 2015 for the purchase of pins to be similarly distributed by the Mayor’s Office.

## Funding

If the Finance Committee approves the recommendations of this report, the balance of un-allocated funds in the City Grant programs (excluding One-time Grants) will be as follows:

Special Recognition Funds	\$2,500
High School Dry Grads	<u>3,250</u>
	<u>\$5,750</u>

## CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee recommend that Council approve:

1. City grants for 2015 as documented in **Schedule I** attached to this report, in a total amount for each respective category as follows:

a. Leases	\$ 231,525
b. Property Taxes	5,000
c. Business & Tourism	40,000
d. Lower Fraser Valley Exhibition	794,100
e. Crime Prevention	260,000
f. Community	128,500
g. One-time Grants	<u>38,375</u>
<b>Total City Grants</b>	<b>\$ 1,497,500</b>

; and

2. An allocation of \$2,500 from the Special Recognition Fund for the purchase of City of Surrey pins to be distributed by the Mayor's Office to groups hosting and/or attending provincial/national/international events.

Vivienne Wilke, CGA  
General Manager,  
Finance & Technology

Schedule I: Proposed City Grants for 2015  
Schedule II: Status of the Council Initiative Fund  
Schedule III: Policy on City Grants



2015 FINANCIAL PLAN  
PROPOSED CITY GRANTS

Schedule I

Non-profit Organization	Description	Request	2015 Proposed Amounts	Comments, Actions or Recommendations
1. Fraser Valley Heritage Railway Society	2015 Lease-in-kind	112,000	112,000	5554 176 Street
2. Sunnyside Saddle Club	2015 Lease-in-kind	38,400	38,400	2285 165 Street
3. Surrey Sailing Club	2015 Lease-in-kind	26,000	24,000	3140 McBride Avenue
4. Surrey Heritage Society	2015 Lease-in-kind	24,000	24,000	6022 Highway 15
5. Panorama Riding Club	2015 Lease-in-kind	22,500	22,500	5381 1255A Street
6. Lower Mainland German Shepherd Dog Club	2015 Lease-in-kind	6,000	6,000	19461 36 Avenue
7. Action BMX Association	2015 Lease-in-kind	4,000	4,000	12624 75 Avenue
8. Crescent Beach Swim Club	2015 Lease-in-kind	625	625	foot of McBride Avenue
<b>Total Leases</b>		<b>233,525</b>	<b>231,525</b>	
9. Unallocated Taxes	2015 Property Taxes	5,000	5,000	
<b>Total Property Taxes</b>		<b>5,000</b>	<b>5,000</b>	
10. Cloverdale District Chamber of Commerce	Local Festivals	10,000	10,000	Same amount as 2014
11. Surrey Board of Trade	Business Referral Service & Awards	35,000	10,000	Same amount as 2014
12. South Surrey/ White Rock Chamber	Business Referral Service & Awards	40,000	10,000	Same amount as 2014
13. Tourism Surrey	City Wide Tourism	10,000	10,000	Same amount as 2014
<b>Total Business &amp; Tourism</b>		<b>95,000</b>	<b>40,000</b>	
14. Lower Fraser Valley Exhibition Cloverdale Rodeo	2015 Operations	569,100	569,100	Same amount as 2014
	Event Support	225,000	225,000	
<b>Total Lower Fraser Valley Exhibition</b>		<b>794,100</b>	<b>794,100</b>	
15. Honey Hooser Scholarship Funds	Weavers Scholarship	1,000	1,000	Same amount as 2014
16. Arts Council of Surrey	BC Arts Council Matching	4,000	4,000	Same amount as 2014
17. Surrey Foundation	Grant Evaluation	5,000	5,000	Same amount as 2014
18. Keys Housing & Health Solutions	Street Youth Services	28,000	24,000	Same amount as 2014
19. Crime Stoppers	TIPS Line	30,000	30,000	\$5,000 Increase to support increased population
20. Community Enhancement Partnership	Matching Grant	25,000	25,000	Same amount as 2014
21. Cloverdale Curling Club	2015 Operations	60,000	60,000	Same amount as 2014
22. Surrey Crime Prevention Society	Crime Prevention / Anti Graffiti	285,300	230,000	Addressed in CR F052
<b>Dry Grad Events</b>				
Ecole Panorama Ridge Secondary School	Dry Grad	250	250	\$250 for each of the 18 Surrey High Schools
Fleetwood Secondary School	Dry Grad	250	250	
Kwantlen Park Secondary	Dry Grad	250	250	
Queen Elizabeth Secondary School	Dry Grad	250	250	
Sullivan Heights Secondary School	Dry Grad	250	250	
Unallocated Dry Grads	Dry Grad	3,250	3,250	
23. <b>Dry Grad Events</b>		<b>4,500</b>	<b>4,500</b>	
24. Special Recognition		5,000	5,000	\$2,500 for pins, issued by the Mayor's Office
<b>Total Other Recurring</b>		<b>447,800</b>	<b>388,500</b>	
<b>Total On-going</b>		<b>1,575,425</b>	<b>1,459,125</b>	
25. One-time Grants		68,375	68,375	Addressed in CR F054
Carry Forward Funding		(30,000)	(30,000)	
<b>One-time Grants</b>		<b>38,375</b>	<b>38,375</b>	
<b>Total Grants</b>		<b>\$ 1,613,800</b>	<b>\$ 1,497,500</b>	



2014 FINANCIAL PLAN  
COUNCIL INITIATIVES

Schedule II - 1

Description	Amount	Allocation to date	Remaining
Carried Forward from Prior Year	103,026		
<b>2014 Approved Budget</b>	<u>250,000</u>		<b>\$ 353,026</b>
City of Bhangra Festival (Year 3 of 3)		15,000	
Break the Silence on Violence against Women (year 2 of 2)		5,000	
My Neighbourhood, My futures Initiative (year 2 of 5)		40,000	
Surrey Steps Up: Youth Engagement Guest Speaker		5,000	
BC Championship Female Hockey Association		3,250	
Surrey Fire Fighters' Historical Society		12,500	
Optimist Junior International Curling U-18 Championships		4,500	
Surrey Fire Fighters Charitable Society Walk, Run & Roll Event		5,000	
SASSY Awards		7,500	
Doors Open Expansion		15,000	
Flavours of Surrey		22,000	
Canada Cup Field Hockey Event		2,500	
Francophone Games		1,500	
Innovation Boulevard		46,500	
Culture Days		10,000	
RED FM Sponsorship Request		5,000	
Surrey Pride Society		1,000	
Crescent Beach Concours d'Elegance 2014		2,000	
Youth Strengths Conference		5,000	
Streetrich Hiphop Society - Bridge: An Old School Party in Surrey		1,000	
Mayor's Charity Ball		3,500	
Party on the Pier Event		2,000	
Surrey Crime Prevention Society		600.00	
Cloverdale Skating Club - Ice Show 2015		5,000	
Darpan Extraordinary Achievement Awards		2,500	
Heritage BC Annual Conference & Awards Ceremony		2,500	
Water Polo National		14,500	
2015 Surrey Community Summit		30,000	
SFU Diwali Celebration		2,500	
SFU Gala		5,000	
2014 Diwali Dhamaka Red FM		7,000	
Cloverdale BIA - Lighted Santa Parade		6,000	
Downtown Surrey BIA - Lighted Santa Parade		6,000	
Surrey Crime Prevention Society - Volunteer Symposium		3,000	
100 Year Journey Pioneer Recognition Gala		5,000	
2016 CCA National Badminton Championship		15,572.00	
Phoenix House Community Garden		33,100.00	
<b>Allocations for 2014</b>		<b>\$ 353,022</b>	<b>\$ 0</b>



2015 FINANCIAL PLAN  
COUNCIL INITIATIVES

Schedule II - 2

Description	Amount	Allocation to date	Remaining
Carried Forward from Prior Year	0		
2015 Approved Budget	<u>250,000</u>		\$ 250,000
My Neighbourhood, My futures Initiative (year 3 of 5)		40,000	
Allocations for 2015		<u>\$ 40,000</u>	<u>\$ 210,000</u>

**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 (a), 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.