

NO: **R086**

COUNCIL DATE: **May 25, 2015**

REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **May 13, 2015**

FROM: **General Manager, Finance & Technology**

FILE: **1850-01**

SUBJECT: **Surrey Foundation Grant Administration**

RECOMMENDATION

The Finance & Technology Department recommends that Council approve the following recommendations;

1. Return the administrative review of the City's "Other One Time Grants" Program and the Honey Hooser Scholarship Fund to City staff, thus ensuring the consistent application of all City Granting Programs; and
2. Discontinue the \$5,000 contribution to the Surrey Cares Foundation that was provided as a result of staff savings associated with the "Other One Time Grants" Program administrative review.

INTENT

The purpose of this report is to provide information about the effectiveness of the administrative review of the City's "Other One-Time Grant" Programs as provided by the Surrey Foundation and to recommend that City staff resume the administrative responsibility for this program.

BACKGROUND

The City maintains Community Grant budgets totalling \$1.902M. The majority of this funding is allocated to specific on-going grants, as follows:

City Leases	\$0.231M
Chambers of Commerce	\$0.040M
Lower Fraser Valley Exhibition Association	\$0.794M
Other On-Going Grants	<u>\$0.358M</u>
	<u>\$1.423M</u>

The remaining funding in the City Grants budget of \$0.404M is allocated to One-Time Grants as follows:

Community Enhancement Partnership Program	\$0.025M
Cultural Grant Program	\$0.200M
Façade Enhancement Grant Program	\$0.025M

Grant Program to Off-Set Policing Costs	\$0.055M
Property Taxes	\$0.005M
Special Youth Recognition	\$0.005M
Sport Tourism Grant Program (2016)	\$0.050M
Other One-Time Grants	<u>\$0.039M</u>
	<u>\$0.404M</u>

The following is a brief description of each of these One Time Grant Program elements:

Community Enhancement Partnership Program: This program was adopted by Council in 2010 and provides support for community engagement and beautification projects. Community resident groups or organizations may apply to the City for a grant under either of two separate categories, being; (1) a Small Grant Project that will assist resident groups in planning, organizing and implementing projects intended to directly improve the physical aesthetic appeal of their neighbourhood; and (2) an Activity and Celebration Grant that will support resident organizations in developing membership and building community relationships. This program is managed through the City's Beautification Planner and reviewed through a cross-departmental committee, allowing the City to support community capacity building efforts.

Cultural Grant Program: This program was adopted by Council in 2012 and was developed to enhance community involvement potential by leveraging resources and creating opportunities to strengthen the local cultural economy. These grants help to build the arts and heritage community in Surrey. Organizations may apply to the City for a grant under one of three categories, being; (1) a Capacity Building Grant to help support the organization's development needs; (2) a Project Grant that will encourage partnerships and collaboration, resulting in cultural programs and initiatives; and (3) a Cultural Sustainability Grant to assist with costs for an organization to provide cultural-based servicing in the City. This program is managed through the Arts Division and is reviewed through a cross-departmental evaluation committee before bringing the recommendations to Council.

Façade Enhancement Grant Program: Adopted in 2013, this program provides financial support to encourage commercial building owners to invest in façade renovations and storefront upgrades, making the streets more interesting and appealing, attracting businesses, visitors and residents to the area. Façade and storefront enhancement proposals are reviewed on a case by case basis by a cross departmental staff committee, coordinated by the Civic Beautification Planner and are then forwarded to Council for approval.

Grant Program to Off-Set Policing Costs: This program was introduced in February 2015 and has been designed to help reduce the burden of policing costs associated with community events, parades and festivals where the general public can attend for free. A cross departmental team reviews applications to ensure that they meet the policy criteria and the organizations are in good standing, and submits recommendations for the consideration of the General Manager, Finance & Technology. Qualified applicants will receive a grant of 50% of the policing costs to a maximum of \$35,000.

Property Tax Grants: This category is intended to provide assistance to those organizations that would have been eligible for a permissive property tax exemption but were not able to meet the statutory deadline (October 31st) of the previous year. Typically, Council will award a grant to such organizations that is equivalent to the City portion of the property taxes that would

otherwise have qualified for an exemption. This portion of the Grants budget is administered by City Staff since it relates to property taxes.

Special Youth Recognition: This is intended to be used to recognize individuals or groups who achieve extraordinary accomplishments as determined by City Council. Typically, Council allocates \$2,500 from this category for the purchase of City of Surrey pins, which are distributed by the Mayor's Office to groups or teams who attend or host events at the provincial level or higher. This portion of the Grants budget is administered by the City.

Sport Tourism Grant Program: This program has just been introduced in April 2015 to formalize the granting process for sport tourism events that had previously been funded from Council Initiatives on an as requested basis. This program will evaluate requests based on the level of the event and the economic benefit that each event will bring to the City. Grants will be accepted twice a year and will be evaluated by a cross-departmental evaluation committee, who will bring recommendations forward to Council.

Other One-Time Grants: Applications for grants under this category are invited in September of each year with the majority of the grants being awarded by Council as part of the annual budget approval process. On average about 60 applications are received under this category annually, with approximately half being given a grant. Late applications that are received during the course of the year and subject to evaluation, may be awarded a grant where appropriate. This part of the City's annual grant program has been administered by the Surrey Foundation since 2011 as approved by Council.

DISCUSSION

The Surrey Foundation was created in 1994 and since that time has granted over \$1.0 million to local charities and programs. Their annual grant program is approximately \$30,000 per year. The Foundation has been providing the administrative review of the City's "Other One Time Grants" program, a program that is similar in size, since 2011 and has recently taken over the administrative review of the Honey Hooser Scholarship Fund. This has provided an opportunity for the Foundation to build its profile in the community so as to generate more good will and hence donations from which the Foundation can award more grants to the community.

When the Surrey Foundation assumed the administrative review of the City's "Other One Time Grants" program, the City was only delivering three types of grants; the on-going grants, which make up the bulk of the grant distribution; the property tax and special youth recognition grants, valued at \$10,000; the "Other One-Time Grants", valued at around \$30,000 per year; and the newly created Community Enhancement Partnership Program, valued at \$25,000. Since that time, the City has also added the Cultural Grant Program, valued at \$200,000; the Façade Enhancement Grant Program, valued at \$25,000, the Grant to Off-Set Policing Costs, valued at \$55,000 and the Sport Tourism Grant, valued at \$50,000. With the increasing number of grant programs, it is recommended that staff resume the administration of all grant programs effective for 2016. This will ensure that consistency is applied to all grant programs, that grant applications are directed to the appropriate program, and that duplication does not exist between the various programs.

To support the Surrey Foundation for the administrative review of the "Other One-Time Grants", the City has contributed an amount equivalent to the cost savings achieved by the City for not having to administer the "Other One Time Grants" Program, which was estimated at \$5,000. If

Council accepts staff's recommendation to return the grant administration to the City, it would be recommended that this contribution also cease.

SUSTAINABILITY CONSIDERATIONS

Through the array of grants provided to community groups, the City is able to support the socio-cultural infrastructure and service needs of the community (SC16).

CONCLUSION

Based on the above discussion, it is recommended that the Finance Committee approve the following recommendations, for Council's consideration:

1. Return the administrative review of the City's "Other One Time Grants" Program and the Honey Hooser Scholarship Fund, to City staff, thus ensuring the consistent application of all City Granting Programs; and
2. Discontinue the \$5,000 contribution to the Surrey Cares Foundation that was provided as a result of staff savings associated with the "Other One Time Grants" Program administrative review.

Vivienne Wilke, CPA, CGA
General Manager,
Finance & Technology