

NO: R156

COUNCIL DATE: June 27, 2016

REGULAR COUNCIL

TO: Mayor & Council **DATE: June 16, 2016**

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

SUBJECT: Supplemental Funding Request - 2016 Cultural Grants Program --
International City of Refuge Network (ICORN)

RECOMMENDATION

The Parks, Recreation and Culture Department and the Finance and Technology Department recommend that Council:

1. Receive this report as information; and
2. Approve under the Cultural Grants Program a supplemental grant to the “International City of Refuge Network” (ICORN) in the amount of \$3,000 to support the establishment of the City of Surrey as the first Canadian city in the ICORN network, as generally described in this report.

INTENT

The purpose of this report is to obtain approval for the issuance of a supplemental grant under the Cultural Grants Program for 2016.

BACKGROUND

At its Regular meeting on February 22, 2016 Council adopted the recommendations of Corporate Report No.R041 titled “Cultural Grants Program – 2016 Grants” that provided approval of cultural grants to sixty-three (63) organizations totalling \$275,825.

At its Regular meeting on May 2, 2016 Council adopted the recommendations of Corporate Report No.R099 titled “Supplemental Funding Requests – 2016 Cultural Grants Program” that provided approval of supplemental cultural grants to two (2) organizations totalling \$6,334.

The Program has received one (1) additional grant submission. This report addresses this application.

As per the Program Guidelines (Appendix “I”), the balance of available funds for 2016 (\$14,841) has been reserved for additional emerging projects throughout 2016. Appendix “II” provides information on the status of funding related to the Cultural Grant Program based on the assumption that Council will approve the recommendations of this report.

DISCUSSION

Description of Application

The International City of Refuge Network (ICORN) is an organization of Cities world-wide that work to protect and promote artists, specifically writers, at risk through the provision of temporary refuge and support, as well as identifying opportunities for these artists to connect with their host communities. Working in partnership with Kwantlen Polytechnic University, Simon Fraser University and PEN Canada, ICORN is seeking to establish the City of Surrey as the first Canadian city in this Network.

PEN Canada believes that free expression matters and envisions a world where writers are free to write, readers are free to read, and freedom of expression prevails. These local community partners would work with ICORN to bring a writer at risk to Canada, providing them with housing and other life supports for a two year period allowing them to work free of persecution and share their work with the local community through artist talks and special events held at the participating universities.

In their application the partners expressed that “Surrey, with its incredible diversity and embrace of immigrants, is the perfect Canadian city for this proposal’. Further, “they would like to link the ICORN writer project with the other efforts of the City being developed through the innovative Local Immigration Partnership initiative.”

Evaluation of Application

The application was reviewed by the Evaluation Committee of staff and one representative of the Culture Development Advisory Committee using a point rating system against the following Program criteria:

- merit of the initiative for which grant funding is requested;
- potential community impact of the initiative; and
- health and capacity of the applicant organization to carry out the initiative.

The Evaluation Committee noted that this is an important cultural initiative that will bring attention to the impact of global issues on artists and their families. The Committee also noted that the ICORN project aligns with the strategic directions outlined in Surrey’s Immigrant Integration Strategy.

Based on their evaluation, the Committee recommends that Council approve under the Cultural Grants Program a supplemental grant to the “International City of Refuge Network” in the amount of \$3,000.

Status of Program Funding

Funding of sixty-three (63) grants totalling \$275,825 already approved under the 2016 Program is included in this report (Appendix “II”). Two additional grants were awarded totalling \$6,334. A budget of up to \$300,000 was allocated in the 2016 operating budget for the Cultural Grant Program, leaving a balance of \$17,841 in available funds to support emerging projects such as the one under consideration in this report.

Distributing the Cultural Grants

In accordance with the Program Guidelines and subject to approval of the grants by Council the applicants will receive eighty percent (80%) of the approved grant funding up front with the remaining balance to be forwarded to the applicant upon the receipt and acceptance by the City of a final report submitted by the applicant that demonstrates that the work or activity for which the grant was awarded has been duly completed.

SUSTAINABILITY CONSIDERATIONS

The Cultural Grants Program supports the Community Theme of “Education and Culture” identified in the City’s Sustainability Charter:

- DO7: *“An enviable and vibrant arts and heritage sector contributes to Surrey’s citizen engagement, enrichment, economy, community livability and civic pride”.*

The ICORN project outlined in this report is further aligned with the Community Theme of Inclusion identified in the Charter:

- DO3: *“Residents have opportunities to build social connections with people from different backgrounds.”*
- DO5: *“New immigrants and refugees are supported to settle, integrate and become thriving members of the community”.*

CONCLUSION

The Parks, Recreation and Culture Department and the Finance and Technology Department recommend that Council approve under the 2016 Cultural Grants Program the supplemental grant as generally described in this report.

Laurie Cavan
General Manager
Parks, Recreation and Culture

Vivienne Wilke, CPA, CGA
General Manager
Finance and Technology

- Appendix I: Surrey Cultural Grants Program Guidelines
Appendix II: Status of Cultural Grants Program Funding for 2016

Surrey Cultural Grants Program Guidelines



SURREY CULTURAL GRANTS PROGRAM

GUIDELINES

1. The vision of the Cultural Grants Program (the "Program") is to support and enhance arts and heritage in Surrey through:
 - building organizational capability and sustainability in each of existing and new local cultural organizations;
 - investing in community-based cultural activities that promote awareness, access, participation and appreciation of arts and heritage; and
 - encouraging collaborative opportunities and partnerships.
2. General guidelines for the Program include:
 - Organizations may submit one application per grant cycle;
 - Grants will be awarded based on number of eligible applicants and available funding in each year;
 - Up to twenty percent (20%) of available grant funding for the Program may be retained as a contingency for extemporaneous grants and as a contingency; and
 - City enhancement goals and cultural investment strategies as contained in City plans, including Surrey's Cultural Plan, may be considered in the awarding grants.
3. The following will not be eligible in relation to grants under the Program:
 - educational institutions;
 - religious, political, and business groups;
 - fundraisers;
 - travel (more than 200 kilometres outside the Lower Mainland);
 - deficit reduction; and
 - capital projects.
4. Grants will be awarded in each of the following three noted categories:
 - Capacity Building Grants: Under this category grants up to \$2,500 will be provided to qualified groups to support the organizations' development needs, including but not restricted to any of the following:
 - training;
 - workshops and conferences;
 - applying for registered not-for-profit status;
 - Board development activities;



- marketing; and
 - strategic planning.
- **Project Grants:** Under this category grants will be provided to encourage partnerships and collaborations that result in cultural programs and initiatives. The grant award would contribute up to fifty percent (50%) of the program budget on a matching basis, which could include in-kind contributions. The maximum grant under this category is \$5,000.
 - **Cultural Sustainability Grants:** Under this category grants will be provided to assist with costs for an organization to provide cultural-based servicing in the City. Such a grant would be a “one time” grant. The applicant would need to provide a business plan as part of its application that demonstrates economic viability and includes demonstration of secured funding for at least 80% of the current year’s budget for the organization. The grant would be limited to the lesser of \$5,000 or twenty percent (20%) of the organization’s annual budget and could recognize the value of in-kind contributions by the organization.
5. The following documents the eligibility criteria under each of the above-referenced categories:

Capacity Building Grants

To be eligible under this category, the applicant must be:

- a not-for-profit organization (registered or non-registered);
- principally based in Surrey; and
- requesting a grant to address the organizations’ development needs, including but not restricted to:
 - attendance at training, workshops and conferences;
 - registering for not-for-profit status;
 - Board development; and/or
 - strategic planning.

Project Grants

To be eligible under this category, the applicant must be:

- a not-for-profit organization (registered or non-registered) or individuals partnering with a not-for-profit organization (registered or non-registered);
- principally based in Surrey;
- proposing a project that has a duration of no more than 16 months; and



- having matching funds and/or in-kind contributions equivalent to the amount of the grant that is being requested.

Cultural Sustainability Grants

To be eligible under this category, the applicant must:

- be a not-for-profit organization (registered);
- be principally based in Surrey;
- have developed a sustainable business plan for the on-going operation of the organization with diverse revenue sources; and
- limit the application to the lesser of \$5,000 or 20% of the annual budget of the organization with the remainder of the budget being reasonably secured.

Application Processing Procedures

6. The following is a description of the procedure for interested parties to make application under the Program:
 - Interested parties are required to submit a one page expression of interest to the City that describes the reason that an application is being made and a demonstration that the related eligibility criteria are met.
 - Staff will review the submissions and short-list those that appear to be fully eligible to make application.
 - Eligible applicants will be invited to an information session where application forms will be distributed, information will be provided about how to fill out the application form, and questions will be answered.
 - The deadline for applications will be shared. All applications received by that date will be evaluated with the results of the evaluation and the related grants announced.
 - Each application will be reviewed by City staff to ensure that it is complete and meets the Program criteria. Each complete and eligible application will then be evaluated by a staff Grant Evaluation Committee comprised of representatives from: Arts, Heritage, Library, Economic Development and Finance. The Committee will recommend the grant amount for each eligible applicant that will then be forwarded to Council for approval.
 - City staff will notify all applicants of Council's decision, and will advise them of the Appeal Procedure.
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o Appeal Procedure:

Appeals will be considered from organizations that have been denied funding and where significant new information is presented that was not available during the original review process.

Appellants must notify City staff in writing of their intention to appeal within ten business days of the date that they receive notification of the City's decision regarding their application. The appellant must clearly identify the additional information that they view as being important to their appeal of the decision. The Evaluation Committee will review such appeals and where a change in the original recommendation is considered warranted will forward an appropriate recommendation to Council. If the appeal is denied, the applicant will be informed.

- Where a grant is awarded, 80% of the grant amount will be forwarded to the applicant once Council has approved the grant. The remaining 20% will be forwarded to the applicant upon receipt by the City of a final report from the applicant that demonstrates that the initiative for which the grant was awarded has been fully and properly completed.
 - The preparation and submission of a final report related to each grant is a prerequisite for the applicant to be eligible for any future grants under the Program.
 - Every organization that receives a grant under the Program is expected to acknowledge the City's support using the City's guidelines for City logo use.
 - Organizations may be required to give progress reports and/or offer site visits upon request to demonstrate that the grant is being used for the purpose for which it was awarded.
7. The Program is intended to be flexible in order to meet needs demonstrated by local arts and heritage organizations. A review of the Program will be undertaken after the first two years of its operation and a report will be submitted to Council complete with recommendations.
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Status of Cultural Grants Program Funding for 2016



2016 Cultural Grants

Description	Amount	Allocation to date
Carried Forward from Prior Year		
2016 Approved Budget	<u>300,000</u>	
Cedar Hills Caledonian Pipe Band Society		2,500
Dancing Tones Association		2,500
Festival of African Heritage Music & Dance Society		2,500
Fraser Valley Potters Guild		2,500
Semiahmoo Potters Society		2,500
Soundscape A Cappella Chorus		2,500
Stretrich Hip Hop Society		2,500
Surrey International Film Festival		2,500
Surrey Photography Club		625
The Mother Language Lovers of the World Society		2,500
A.C.M.E. Arts Society		5,000
African Stages Association of BC		5,000
AgentC Projects		5,000
Alexandra Neighbourhood House		2,000
Arts Council of Surrey		5,000
Arts Umbrella		5,000
ArtsCan Resource Network Society		5,000
Association Francophone de Surrey		5,000
Baobab Inclusive Empowerment Society		5,000
Bhakti Yoga Vancouver - Holi Colourfest		5,000
Borealis String Quartet Society		5,000
Community Living Society		5,000
Contemporary Art Matters		5,000
Diwali Fest		5,000
DreamRider Productions		5,000
E.J.S. School of Fine Arts		5,000
Fraser Valley Chinese Culture Association		5,000
Fraser Valley Gilbert and Sullivan Society		5,000
Friends of the Surrey Poet Laureate		5,000
Global Peace Alliance		5,000

Description	Amount	Allocation to date
Kiwanis Fraser Valley Music Festival Society		5,000
Maker Cube Society		1,700
Mha Puja BC Cultural Group		1,650
Naad Foundation		5,000
One Human Race Afrika Collective		5,000
Peninsula Productions Society		5,000
Peoples' Food Security Bureau		5,000
Rangmanch Punjabi Theatre		5,000
Semiahmoo Arts		5,000
Sher Vancouver		5,000
South Asian Arts Society		5,000
South of Fraser Inter-Arts (SOFIA) Collective		5,000
Surrey Art Gallery Association (SAGA)		5,000
Surrey English Teachers Association		5,000
Surrey Festival of Dance		5,000
Surrey International Folk Dancing Society		5,000
Surrey International Writers' Conference		5,000
Surrey Latin Integration Society		5,000
Surrey Little Theatre		5,000
Surrey Sings Choral Festival		5,000
Teatr Polski - Canadian-Polish Arts Society		5,000
The Beach House Theatre Society		5,000
The Diskordanse Project Society		5,000
The Handel Society of Music		5,000
The Royal Canadian Theatre Company		5,000
Tourism Surrey		5,000
Vancouver Inter-Cultural Orchestra		5,000
Vancouver International Bhangra Celebration Society		5,000
Vancouver Opera Society		5,000
Vancouver Tagore Society		3,350
Young Peoples' Opera Society of BC		5,000
Youth Arts Council of Surrey		4,000
Z.inc		5,000
Kent Street Choristers		3,350
Dusty Babes Collective		2,984
ICORN (proposed)		3,000
Allocations for 2016		285,159
2016 Unallocated Balance	\$14,841	