

NO: F004

COUNCIL DATE: April 22, 2024

FINANCE COMMITTEE

TO: **Mayor & Council**

DATE: **April 17, 2024**

FROM: **General Manager, Finance**

FILE: **1850-20**

SUBJECT: **City Grants for 2024**

RECOMMENDATION

It is recommended that the Finance Committee recommend that Council:

1. Approve the proposed 2024 City Grants as recommended by the Grants Evaluation Committee and as documented in Appendices “I”, “II”, and “III” attached to this report; and
2. Receive for information, a list of Council approved long-term lease-in-kind arrangements between the City and community organizations, as included in Appendix “IV” of this report.

BACKGROUND

Each year, Council provides support to local non-profit and community-based organizations through the City Grants Program. These include on-going grants in the categories of Leases and Property Taxes, Business & Tourism Grants, Crime Prevention & Youth Services Grants, Community Grants, and one-time grants in the categories of Community Promotion, Cultural and Recreational, and Health and Social Services.

DISCUSSION

2024 Application Process

Not-for-profit community groups were invited to submit applications for the 2024 City Grants Program by September 30, 2023. The City Grants Program is advertised on the City’s website and social media channels to notify the public about the application deadline.

2024 City Grants Evaluation Process

A cross-departmental Grants Evaluation Committee comprised of representatives from Finance, Legislative Services, Parks, Recreation & Culture, and Social Infrastructure and Community Investments reviews the grant applications using the Policy on Municipal Grants and the Guidelines for Grant Priorities, attached as Appendix “V” to this report.

The Grants Evaluation Committee met on November 28, 2023, to discuss the merits of each applicant and reach consensus on funding recommendations. Based on the program funds available, the Evaluation Committee recommend awarding City Grants which have been aggregated into the following categories:

- Ongoing Leases and Property Taxes;
- Ongoing Business & Tourism;
- Ongoing Crime Prevention & Youth Services;
- Ongoing Community; and
- One-time Grants

On-going Annual Leases and Property Taxes

The on-going annual leases component of the City Grants budget refers to City-owned land and/or space that is being used by not-for-profit organizations and for which the lease payments are forgiven annually. The non-profit organizations are required to apply annually for such grants in lieu of rent.

An allocation for property taxes is included in the City Grants budget for not-for-profit organizations that would have qualified for a Permissive Property Tax Exemption but did not meet the deadline for such exemptions. Grants that are provided from this allocation are restricted to the municipal portion of the not-for-profit organization's property taxes. The non-profit organizations are required to apply annually for such grants in lieu of property taxes.

On-going Business & Tourism

The Business & Tourism component of the City Grants program includes the Cloverdale District Chamber of Commerce, South Surrey & White Rock Chamber of Commerce, and Surrey Tourism and Convention Association. The two Chambers of Commerce play an important role in encouraging businesses to locate in Surrey and this grant supports their ongoing efforts. The Surrey Tourism and Convention Association is the City's designated destination marketing organization, with a mandate to market and promote the entire City through marketing initiatives and programs.

On-going Crime Prevention & Youth Services

The Crime Prevention component of the City Grants program supports the City's Crime Reduction Strategy and includes Surrey Crime Prevention Society ("SCPS"), Metro Vancouver Crime Stoppers, and the Lookout Housing & Health Society ("Lookout").

SCPS volunteers support their following programs in the City of Surrey: Community Safety tours, Community Enhancement Program, Citizen's Community Safety Watch, Community Safety Mentorship Program and Traffic Safety.

Metro Vancouver Crime Stoppers ("Crime Stoppers") is a non-profit society that receives anonymous tip information about criminal activity and provides it to law enforcement agencies, which helps to reduce investigation time and expenses. Furthermore, Crime Stoppers works with police to help with unsolved crimes in the community.

Lookout's Surrey Street Youth Services ("SSYS") program assists youth who are alienated from caregivers and are unable to meet their basic needs for food, shelter, health, and safety. SSYS

works in partnership with other Surrey based youth agencies helping to reduce youth poverty and youth homelessness by connecting individuals to services. Lookout provides outreach, in-house and referral services for at risk Surrey youth living in poverty.

On-going Community

Lower Fraser Valley Exhibition Association (the “Association”)

The Association organizes and hosts the Cloverdale Rodeo and Exhibition, which is staged on the Fairgrounds during the Victoria Day weekend in May of each year. The event attracts thousands of visitors to the City annually and assists the local economy on an annual basis. It also brings positive recognition to the City of Surrey from across the province as well as nationally and internationally. Staff have evaluated the Association’s request and is satisfied that the Cloverdale Rodeo and Exhibition is an important event in relation to the image and economy of Surrey and therefore, staff are supportive of Council approving a grant of \$300,000 to the Association.

Cloverdale Curling Club

The Cloverdale Curling Club (the “Club”) provides recreational and social opportunities for Surrey residents through learn to curl programs, leagues, and other community events. The Club also provides curling opportunities for several hundred elementary and secondary students each year, as well as seniors. Under the existing operating agreement (2021-2025), the City will provide an annual base payment of \$70,358 per year plus consumer price index (“CPI”) annual increase to a maximum of 2% to the Club.

Community Enhancement Partnership Program Grants

The Community Enhancement Partnership (“CEP”) Program supports community engagement and beautification projects. The CEP Program has an on-going intake through an open application process. This Program provides grants to residents and organizations under two separate categories: Small Project Grants and Activity and Celebration Grants.

Community Events Policing Grants

The Community Events Policing Grant program reduces the burden of policing costs borne by community groups for events, parades, and festivals with free admission for the general public. This Grant program has an on-going intake through the City’s Festival & Event Support Team application process.

Sport Tourism Grants

The City accepts applications for Sport Tourism grants on an ongoing basis. The Sport Tourism Grant Program is designed to support community groups and aid with covering facility rental and marketing costs associated with sporting events.

Arts Council of Surrey

The purpose of the Arts Council of Surrey is to promote and foster arts and cultural services in Surrey. Over time, the Arts Council has initiated, developed, and sponsored groups that have become self-sustainable.

Volunteer Cancer Drivers Society

Volunteer Cancer Drivers Society organizes a volunteer driver program for cancer patients in the Metro Vancouver area which transports cancer patients for treatment, diagnosis, and follow-up care each month.

Honey Hooser Scholarship and Peace Arch Weavers and Spinners Guild

The City has established the Honey Hooser Scholarship to be awarded each year to a graduating post secondary arts student, a student with an interest in arts and crafts graduating from a secondary school in Surrey, or a disabled person with an interest in arts and crafts. The interest may be broad and include the study of the visual, graphic, or performing arts, or the development of the tools to facilitate these arts. The purpose of this scholarship is to benefit the community by encouraging persons having an interest in arts and crafts to pursue studies in these areas. The City also provides an annual grant to the Peace Arch Weavers & Spinners Guild, an organization promoting the art of weaving and spinning.

Special Recognition and Dry Grads

The budget for the City Grants Program includes an allocation to 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. The budget also includes an allocation in support of Dry Grad celebrations at Surrey secondary schools.

One-Time Grants

The One-time Grants Program is designed to support all other local non-profit groups or organizations. Appendix “II” contains a listing of all proposed one-time grant applications for 2024.

Appendix “III” contains a listing of all one-time grant requests not recommended by the Grants Evaluation Committee. Organizations that apply for funding under the City Grants Program most often propose valuable and worthwhile projects; however, funding cannot always be allocated as requested because either the project does not meet the criteria of the Grants Policy, or the scope of the project exceeds the funding capabilities of the Grants Budget. In such circumstances, Council has the option to consider alternative funding sources such as the Council Initiatives Fund.

Long Term Lease-In-Kind

Appendix “IV” includes a list of City owned land and/or space leased to community organizations. The list includes the names of the organizations, the annual market value of the in-kind leases and the addresses of the leased properties. Over the years, Council has approved long-term in-kind lease arrangements for these properties. As such, Council approval on an annual basis is not required.

CONCLUSION

Based on the above discussion, the Finance Committee recommend Council approve the 2024 City Grants as recommended by the Grants Evaluation Committee and as documented in Appendices “I”, “II” and “III” attached to this report.

Kam Grewal, CPA, CMA
General Manager, Finance

Appendix “I”:	2024 Proposed City Grants (On-going)
Appendix “II”:	2024 Proposed City Grants (One-time)
Appendix “III”:	2024 Proposed City Grants (Not Recommended)
Appendix “IV”:	Long Term Lease In-Kind
Appendix “V”:	Policy on City Grants No. D-26

Appendix “I”



2024 FINANCIAL PLAN PROPOSED CITY GRANTS

Name of the Organization	Grant Category	2023 Approved Amounts	2024 Proposed Amounts	Comments, Actions or Recommendations
1. Fraser Valley Heritage Railway Society	Lease-in-kind	112,000	188,424	5554 176 Street
2. Surrey Sailing Club	Lease-in-kind	24,000	24,000	3140 McBride Avenue
3. Surrey Heritage Society	Lease-in-kind	57,000	101,700	6022 Highway 15
4. Panorama Ridge Riding Club	Lease-in-kind	30,500	30,500	5381 125A Street
5. Lower Mainland German Shepherd Dog Club	Lease-in-kind	6,000	6,000	19461 36 Avenue
6. Action BMX Association	Lease-in-kind	12,000	12,000	12624 75 Avenue
7. Crescent Beach Swim Club	Lease-in-kind	625	625	Foot of McBride Avenue
8. Lower Fraser Valley Exhibition Association	Lease-in-kind	74,088	74,088	6060 176 Street & 17835 62 Avenue
9. Semiahmoo Potters Society	Lease-in-kind	-	9,630	2585 132 Street
10. Unallocated Property Taxes	Property Taxes	5,000	5,000	Unallocated
A. Total Leases and Property Taxes		321,200	452,000	
11. Cloverdale District Chamber of Commerce	Business & Tourism	10,000	10,000	Same as last year
12. South Surrey/White Rock Chamber of Commerce	Business & Tourism	10,000	10,000	Same as last year
13. Surrey Tourism & Convention Association	Business & Tourism	10,000	10,000	Same as last year
B. Total On-going Business & Tourism		30,000	30,000	
14. Surrey Crime Prevention Society	Crime Prevention	300,000	300,000	Same as last year
15. Crime Stoppers	Crime Prevention	55,000	55,000	Same as last year
16. Lookout Housing and Health Society	Crime Prevention & Youth Services	44,000	44,000	Same as last year
C. Total On-going Crime Prevention		399,000	399,000	
17. Lower Fraser Valley Exhibition Association	Community	-	300,000	2023 Rodeo support allocated from Parks, Recreation & Culture Budget
18. Cloverdale Curling Club	Community	74,000	74,664	As per operating agreement
19. Community Enhancement Partnership Program	Community	45,000	45,000	Same as last year
20. Community Events Policing	Community	125,000	125,000	Same as last year
21. Sports Tourism	Community	50,000	50,000	Same as last year
22. Arts Council of Surrey	Community	5,000	5,000	Same as last year
23. Volunteer Cancer Drivers Society	Community	5,000	5,000	Same as last year
24. Honey Hooser Scholarship & Peace Arch Weavers and Spinners Guild	Community	1,000	1,000	Same as last year
25. Unallocated Special Recognition	Community	5,000	5,000	Unallocated
26. Unallocated Dry Grad Events	Community	4,500	4,500	\$250 per applying school
D. Total On-going Community		314,500	615,000	
Total Lease-in-kind and On-going Grants		1,065,000	1,496,000	
27. One-time Grants	One-time	79,650	93,450	See Appendix II for details
28. Unallocated One-time Grants	Unallocated	33,350	19,550	Unallocated
E. One-Time Grants		113,000	113,000	
Total City Grants		\$ 1,178,000	\$ 1,609,000	

Appendix “II”



2024 FINANCIAL PLAN PROPOSED CITY GRANTS (ONE-TIME)

Non-profit Organization	Grant Type	Request	2024 Proposed Amount	Recommendations and Comments
1. Age Strong Unity Wellness Society	Health & Social	Funding toward the purchase of fitness equipment for cost-free fitness classes and health promotion camps for elderly Surrey residents.	2,000	Venue rental and exercise equipment
2. Athletics for Kids Financial Assistance (B.C.) Society	Health & Social	Funding toward the cost of registration fees enabling children of low income families to participate in organized sports.	2,500	Promotion/marketing costs
3. BC/Yukon Command of the Royal Canadian Legion	Culture & Rec	Funding toward offering training and resources to Legion Branches in Surrey to ensure their sustainability into the future and improving the lives of veterans.	3,500	Training session expenses
4. Better Cause Society	Health & Social	Funding toward the Houses 2 Homes Program to provide used furniture and appliances to those in need.	3,000	Vehicle fuel and maintenance
5. Big Brothers of Greater Vancouver	Health & Social	Funding toward multi-channel advertising of the Surrey Program Awareness Project aimed to recruit “big brother” volunteers.	2,500	Program costs
6. Big Sisters of BC Lower Mainland	Health & Social	Funding toward Study Buddy, Big Sisters, and Go Girls! Mentoring programs.	2,500	Program costs
7. Boys & Girls Club of South Coast BC	Health & Social	Funding toward the purchase of three new desktop computers for the Teen/Preteen Lounge at the Surrey Boys and Girls Club	2,500	Desktop computers
8. Bright Beginnings Foundation Fund	Health & Social	Funding toward the Bright Beginnings Foundation Fund Bursary for educational supplies required by three current post secondary students from low income families in Surrey.	500	Supplies for fundraising event
9. City Dream Centre Society	Health & Social	Funding toward Hygiene Packs for grade 6 and 7 students in 16 high needs schools in Surrey.	2,500	Hygiene Pack supplies
10. Cloverdale Tritons Community Swim Club	Culture & Rec	Funding toward offsetting the cost of pool rental fees and towards the replacement of backstroke flags and the purchase waterpolo nets.	500	Program supplies
11. Community First Foundation dba Backpack Buddies	Health & Social	Backpack Buddies program provides healthy weekend meals and food to school age children living in poverty.	3,000	Food supplies
12. Crisis Intervention and Suicide Prevention Centre of BC	Health & Social	Funding toward the Youth Crisis and Suicide Prevention Project which provides 24/7 support for youth and young adults, plus early intervention and school/community workshops.	3,000	Program supplies
13. Digital Egg Inc.	Culture & Rec	Funding toward the BC Halal Food Festival which showcases halal food to the community.	3,500	Event costs
14. Downtown Surrey Business Improvement Association	Community Promotion	Movies Under the Stars events at Holland Park (August 3, 10 and 17, 2024)	3,000	Event costs
15. Folk Star Arts Academy	Health & Social	Funding toward interactive workshops for youth to create awareness and teach strategies for using social media in safe, responsible ways and combating cyber bullying.	500	Program supplies
16. Great Zimbabwe Cultural Society of British Columbia	Community Promotion	Funding toward adult business skills courses held in culturally supported environments in different languages of origin.	1,750	Trainer fees



**2024 FINANCIAL PLAN
PROPOSED CITY GRANTS (ONE-TIME)**

	Non-profit Organization	Grant Type	Request	2024 Proposed Amount	Recommendations and Comments
17.	Greater Vancouver Law Students' Legal Advice Society	Health & Social	Support toward the Law Students' Legal Advice Program summer in-person clinic staffed by a law student.	2,500	Legal advice program
18.	Kurdish Canadian Society	Health & Social	Support toward a delivery driver and gas for deliveries of emergency food boxes for those in need.	2,500	Food supplies
19.	Leave Out Violence (LOVE) Society BC	Health & Social	Skills for a Successful Future program builds critical skills to help at-risk, multi-barrier youth build their capacity for economic self reliance and sustainable livelihoods.	3,000	Program supplies
20.	Mamas For Mamas Vancouver	Health & Social	Funding towards the "At Risk Program" which serves caregivers and families struggling to access basic essentials.	2,000	Program supplies
21.	Moving Forward Family Services	Health & Social	Support toward salary of a qualified counsellor who will supervise interns offering counseling to residents of Surrey dealing with trauma.	2,000	Program supplies
22.	Pacific Community Resources Society	Health & Social	Funding towards "Foundry Surrey" centre for youth to access mental health and substance abuse supports, various social services, resources and supports for over well-being.	3,000	Furniture and equipment
23.	Pacific Post Partum Support Society	Health & Social	Free telephone and text support lines program that provides counselling and information for women suffering from post partum depression or anxiety, their caregivers and family members.	2,500	Program costs
24.	PLEA Community Services Society of BC	Health & Social	Taking Care of Ourselves, Taking Care of Others (TCO2) workshops for children and youth which provide training in protection from sexual exploitation and sex trafficking.	2,000	Program supplies
25.	PLEA Community Services Society of BC	Health & Social	Funding toward the KidStart 6-12 one-to-one volunteer mentoring program that targets at-risk children.	1,000	Program supplies
26.	Quest Outreach Society	Health & Social	Funding toward the "Food Recovery & Redistribution Program" to collect and redistribute quality surplus food from food donors to individuals and families facing financial barriers.	3,000	Food Supplies
27.	Rick's Heart Foundation	Culture & Rec	Funding toward seven summer music events at seven seniors' care homes in Surrey.	2,000	Event costs
28.	Semiahmoo Family Place	Health & Social	Funding toward the "Family Place", a drop-in parent participation program for young families to engage with activities and seek out supportive resources in a welcoming, stigma-free environment.	1,500	Program supplies
29.	Semiahmoo Peninsula Marine Rescue Society	Health & Social	Support toward operating expenses of the vessels and equipment for marine search and rescue needs in South Surrey.	1,200	Vessel maintenance and SAR equipment
30.	She Connects	Health & Social	Support towards a virtual mentorship program for high school aged girls to guide and support them through complex social situations, overcome obstacles and empower them to reach their full potential.	500	Event costs and program marketing
31.	Soroptimist International of Surrey/Delta & Soroptimist International of White Rock	Health & Social	Funding towards the "Dream It, Be It Girls Conference" to support girls in achieving their education and career goals.	1,000	Event costs
32.	Sources Community Resources	Health & Social	Funding towards "Seeds of Change Surrey" to support food recovery programs in communities most impacted food insecurity.	3,000	Event costs



**2024 FINANCIAL PLAN
PROPOSED CITY GRANTS (ONE-TIME)**

Non-profit Organization	Grant Type	Request	2024 Proposed Amount	Recommendations and Comments
33. SuperChefs Cookery Society	Health & Social	Cookery programs to improve the health and wellness of a larger population of children in Surrey.	2,500	Food supplies
34. Surrey Christmas Bureau Society	Health & Social	Support for the grocery voucher program used by people in need of assistance from the Christmas Bureau Society.	3,000	Grocery vouchers
35. Surrey Hospice Society	Health & Social	Funding toward the rent of the Atrium at Surrey City Hall May 12, 2024 for the "Mother's Day High Tea for Hospice" fundraising event.	2,500	Venue rental
36. TEDx Surrey	Community Promotion	Funding toward TEDx Surrey "Where We Are Heading" event January 20, 2024, venue rental and advertising.	2,000	Venue rental
37. Voices of Muslim Women Foundation	Health & Social	Funding toward "Ringleaders Conference" featuring prospective career, professional training and education paths, workshops and networking opportunities for young women.	2,000	Venue rental
38. Washington Kids Foundation	Culture & Rec	Funding toward program for youth with the desire to produce original music at Co.LAB Studio by removing obstacles and providing a safe, stimulating environment and trauma counselling.	3,000	Program supplies & equipment
39. Whalley Community Association / Downtown Surrey BIA	Community Promotion	Surrey Fest Downtown community festival to be held June 15, 2024.	3,500	Event costs
40. You Wear it Well...Just for Grads Society	Health & Social	Funding towards clothing/shoes, graduation attire inventory and change rooms for the "Boutique Day" event for at-risk students	2,500	Clothing & equipment
41. Young Women's Christian Association	Health & Social	Funding towards the "YWCA Guide to High School" gender-inclusive youth education program that supports youth in making healthy and positive social, emotional and education transitions to high school.	3,000	Program supplies
			93,450	

Appendix “III”



2024 FINANCIAL PLAN PROPOSED CITY GRANTS NOT RECOMMENDED

Non-profit Organization	Grant Type	Request	Request Amount	2024 Proposed Amount	Recommendations and Comments
1. Balsar Community Foundation	Culture & Rec	Funding towards the "RunSurreyRun" community health event to promote health and fitness.	75,000	0	Outside the scope of City Grants - Deferred to Council Initiatives Funding
2. Dil Diyan Gallan Community Services	Health & Social	Funding towards evidence based monthly workshops to support mental health and understand mental illness.	10,000	0	Insufficient organizational support - Deferred to Council Initiatives Funding
3. Link Multi-Culture Immigrant Overseas Service Centre Society	Culture & Rec	Funding towards the "Surrey Cultural Harmony Initiative" two day event to promote cultural diversity, integration and unity by way of cultural festivals, workshops, exchanges, language classes and community dialogues.	33,500	0	Insufficient organizational support
4. Sikh Youth Sports Society	Culture & Rec	Funding towards the "Sikh Youth Sports Festival" featuring traditional sports competitions and community promotion.	10,000	0	Deferred to Community Events Policing Grant Program
5. South Fraser Pregnancy Options	Health & Social	Funding towards reaching new donors and measuring the contributions of itemized care packages of lower-income families and people new to Canada in need of assistance.	15,000	0	Insufficient organizational support
6. Twins Cancer Fundraising Inc	Health & Social	Funding towards the "Gone Country 2024" music festival in Cloverdale to raise funds to support local residents with cancer.	30,000	0	Outside the scope of Community Grants - Deferred to Council Initiatives Funding
7. Vision2Reality Foundation	Health & Social	Funding towards sponsoring a monthly online business event for newcomers to B.C. to teach simple skills of starting a self-employed or an incorporated business.	2,500	0	Limited community benefit
8. West Coast Kings Field Hockey	Culture & Rec	Funding towards the "Canada Cup Field Hockey Tournament" featuring international competition.	10,000	0	Deferred to Sports Tourism Grant Program
9. White Rock South Surrey Newcomers Club	Health & Social	Funding towards a holiday party in December for members of this community group to offset rising costs of hosting the party.	750	0	Deferred to Community Enhancement Grant Program
			186,750	0	

Appendix “IV”



2024 FINANCIAL PLAN LONG-TERM LEASE IN-KIND

Name of the Organization	Description	2024 Market Value of Lease	Property Address
1. Arts Council of Surrey	Lease in-kind	204,750	13530 -72 Avenue
2. Association of Neighbourhood Houses of BC	Lease in-kind	44,625	6220 - 184 Street
3. Association of Neighbourhood Houses of BC	Lease in-kind	318,500	16824 - 32 Avenue
4. Cloverdale Curling Club	Lease in-kind	499,433	6142 - 176 Street
5. Cloverdale Horseshoe Club	Lease in-kind	131,250	17886- 64 Avenue
6. Laurus Coaching Solutions (Tennis Centre)	Lease in-kind	559,860	5891 -144 Street
7. Mud Bay Yacht Club	Lease in-kind	204,750	13723 Crescent Road
8. Options Services to the Communities Society	Lease in-kind	787,500	9815 - 140 Street
9. Pacific Community Resource Society	Lease in-kind	64,400	13102-112A Avenue
10. Phoenix Drug/ Alcohol Recovery	Lease in-kind	27,825	10029 - 140 Street
11. Port Kells Boxing Club	Lease in-kind	22,050	18918 -88 Avenue
12. REC For Kids Society	Lease in-kind	31,500	13379 - 68 Avenue
13. Semiahmoo Sea Scouts	Lease in-kind	26,250	13723 Crescent Road
14. South Fraser Search & Rescue Society	Lease in-kind	44,100	5756 -142 Street
15. Surrey Emergency Program Amateur Radio Society	Lease in-kind	7,875	5756 -142 Street
16. Surrey Lawn Bowling	Lease in-kind	74,025	18513- 70 Avenue
17. YMCA	Lease in-kind	189,464	13450 -104 Avenue
		\$ 3,238,157	

No. D-26 (1)

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.

No. D-26 (2)

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.

No. 26-D (3)

GUIDELINES FOR GRANT PRIORITIES (cont'd.)

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?
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?

No. 26-D (4)

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.

No. 26-D (5)

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.