

FINANCE COMMITTEE

TERMS OF REFERENCE

Policy on Municipal 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 Provisional Budget.
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 Municipal Clerk not later than 4:30 p.m., November 30th of each Year, or if the Municipal Hall is closed on that day, on the next following day on which the Municipal 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 November 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, save and 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.
10. Criteria For Grant Eligibility:
 - (a) 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.
 - (b) All organizations shall have the following or similar clauses in their constitution and bylaws:

- 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.
- (c) The organization shall show evidence that it has fully explored all other viable sources of financial support.
- (d) 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.
- (e) The organization must not act as a general fund-raiser for, or make grants to, various other groups or organizations.
- (f) 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 November 30th, whichever occurs sooner.
- (g) 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 municipal 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?
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 Municipal Clerk on the prescribed form, by November 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 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
- Business Licences
- 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 Municipal General Managers or their staff, with other Surrey Committees or Commissions, or with community groups) submit to the Finance Committee of Council copies of all grant application forms 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 November 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 2/3 approval. The approved grants shall be subject to final confirmation by Council after all appeals have been dealt with.
6. The Municipal 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 layoffs 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 Municipal 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 November 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 November 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 5(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 November 30th deadline for the following Year. The applicant shall be advised that they may appeal this action of the Committee by requesting the Municipal 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 November 15th each Year, the Grants Evaluation Committee shall review the present Year's budget, consult with larger ongoing grant recipients as necessary, then submit a recommended global grants budget to the Municipal Manager. The Municipal Manager shall review the recommendation, and include a Global Grants Budget amount in the preparation of the Provisional Annual Budget which must be prepared on or before November 30th each Year under Section 263 of the Municipal Act.

Approved by Council: September 6, 1994