

NO: F004

COUNCIL DATE: December 22, 2021

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## FINANCE COMMITTEE

TO: **Mayor & Council**

DATE: **December 17 2021**

FROM: **General Manager, Finance**

FILE: **1850-20**

SUBJECT: **City Grants for 2022**

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## RECOMMENDATION

It is recommended that the Finance Committee recommend Council approve the proposed 2022 City Grants as recommended by the Grants Evaluation Committee and as documented in Appendices “I”, “II” and “III” attached to 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 and Tourism Grants, Crime Prevention Grants, Community Grants, and One-time Grants. The City Grants Program is advertised on the City’s website and social media channels to notify the public about the application deadline. Interested parties are invited to apply for grants within certain parameters. A cross-departmental team reviews the applications for each program and makes recommendations to Council. Each request is evaluated using the Policy on Municipal Grants and the Guidelines for Grant Priorities, which is attached as Appendix “IV”. Appendix “V” provides a listing of approved 2021 grants, a brief description of the purpose of the grants and the amount of each approved grant.

### **On-going Leases and Property Taxes**

The On-going 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.

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 submission 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. As a result of a renewed lease agreement approved by Council in 2021, the lease-in-kind amount for Panorama Ridge Riding Club has increased by \$8,000 as compared to 2021.

### **On-going Business & Tourism**

The Business & Tourism component of the City Grants program includes the Cloverdale District Chamber of Commerce, South Surrey 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 success.

The Surrey Tourism and Convention Association is a recognized destination marketing organization, with a mandate to market and promote the entire City through marketing initiatives and programs.

### **On-going Crime Prevention**

The Crime Prevention component of the City Grants program supports the City's Crime Reduction Strategy and includes, Surrey Crime Prevention Society ("SCPS"), Crime Stoppers, and the Lookout Emergency Aid Society ("Lookout").

SCPS is a committed partner in the enhancement of community safety in the City of Surrey. SCPS's dedicated and trained volunteers contribute their time to support the following programs in the City of Surrey: Community Safety tours, Community Enhancement Program, Citizens' Community Safety Watch, Community Safety Mentorship Program and Learn Experience Achieve Participate ("LEAP") High School Work Experience Program. Over time, SCPS has increased its programs and supported many projects in partnership with the City of Surrey, Surrey RCMP and Surrey Fire Department. As a result of increased resourcing requirements to meet the demand, SCPS is requesting a consideration to increase the grant funding by \$40,000 from 2021.

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. Funding assessments to Crime Stoppers are based on each benefiting jurisdiction's population.

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. SSYS is requesting a consideration to increase the grant funding by \$19,000 from 2021 due to enhanced support programs.

### **On-going Community**

#### Cloverdale Curling Club

The Cloverdale Curling Club ("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, with a maximum allocation of \$3,000, and Activity and Celebration Grants, with a maximum allocation of \$1,000. Any unallocated funding from this grant program can be carried forward for future years.

#### 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. Any unallocated funding from this grant program can be carried forward for future years.

#### 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. Any unallocated funding from this grant program can be carried forward for future years.

#### 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 ("Society") organizes a volunteer driver program for cancer patients in the Metro Vancouver area that transports cancer patients for treatment, diagnosis, and follow-up care each month.

#### Honey Hooser Scholarship

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 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. Any unallocated funding from this grant can be carried forward for future years. Appendix “II” contains a listing of all proposed one-time grant applications for 2022. Appendix “III” contains a listing of all one-time grant requests not recommended by the Grants Evaluation Committee.

### **DISCUSSION**

The City Grants Program was advertised on the City’s website and social media channels to notify the public about the application deadline. Interested parties were invited to apply for grants within certain parameters.

### **Grants Evaluation Process**

The yearly submission deadline for City Grants applications is September 30th. Staff received 58 grant requests for 2022, which have been aggregated into the following categories:

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

Each request was evaluated using the Policy on Municipal Grants and the Guidelines for Grant Priorities, which are attached as Appendix “IV”.

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. The attached Appendices “I”, “II” and “III” provide a brief description of the grant requests that have been received by the City for 2022 and the grant amounts recommended by the Grants Committee.

Appendix “IV” sets out the City’s policy on grants, which provides guidance to the Grants Committee in making its recommendations, and Appendix “V” provides a listing of organizations that were approved a grant in 2021, a brief description of the purpose of the grant and the amount of each grant.

### **SUSTAINABILITY CONSIDERATIONS**

The City Grants Program supports the objectives of the City’s Sustainability Charter 2.0. In particular, this program relates to the Sustainability Charter 2.0 theme of Inclusion, Built

Environment and Neighbourhoods, Public Safety, Education & Culture and Health & Wellness. Specifically, this program supports the following Desired Outcomes (“DO”):

- Education & Culture DO1: Surrey has a culture of learning, with a broad range of diverse learning opportunities available and accessible to meet the needs of all residents;
- Inclusion DO2: Surrey is a caring and compassionate City that supports its residents of all backgrounds, demographics, and life experiences;
- Health & Wellness DO3: Surrey has health services and programs to meet the current and changing needs of its diverse and growing population;
- Public Safety DO4: Local residents and businesses are connected and engaged within their neighbourhoods and with the broader community-including police, public safety partners, and social service agencies-to enhance safety;
- Inclusion DO6: Residents with disabilities are supported and able to participate fully in community life;
- Health & Wellness DO6: Residents participate in a wide range of recreational and leisure opportunities; and
- Built Environment and Neighbourhoods DO10: Opportunities for community food production are integrated into the private and public realm.

## CONCLUSION

Based on the above discussion, it is recommended the Finance Committee recommend Council approve the 2022 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”:	2022 Proposed City Grants (On-going)
Appendix “II”:	2022 Proposed City Grants (One-time)
Appendix “III”:	2022 Proposed City Grants (Not Recommended)
Appendix “IV”:	Policy on City Grants
Appendix “V”:	2021 Approved City Grants

# Appendix “I”



## 2022 FINANCIAL PLAN PROPOSED CITY GRANTS

Non-profit Organization	Description	2022 Proposed Amounts	Comments, Actions or Recommendations
1. Fraser Valley Heritage Railway Society	2022 Lease-in-kind	112,000	5554 176 Street
2. Surrey Sailing Club	2022 Lease-in-kind	24,000	3140 McBride Avenue
3. Surrey Heritage Society	2022 Lease-in-kind	57,000	6022 Highway 15
4. Panorama Ridge Riding Club	2022 Lease-in-kind	30,500	5381 125A Street
5. Lower Mainland German Shepherd Dog Club	2022 Lease-in-kind	6,000	19461 36 Avenue
6. Action BMX Association	2022 Lease-in-kind	12,000	12624 75 Avenue
7. Crescent Beach Swim Club	2022 Lease-in-kind	625	Foot of McBride Avenue
8. Unallocated Property Taxes	Unallocated Taxes	5,000	Unallocated
<b>A. Total Leases and Property Taxes</b>		<b>247,100</b>	
9. Cloverdale District Chamber of Commerce	Business Tradeshow & Awards	10,000	Same as last year
10. South Surrey/White Rock Chamber of Commerce	Business Referral Service & Festival, Awards	10,000	Same as last year
11. Surrey Tourism & Convention Association	City Wide Tourism	10,000	Same as last year
<b>B. Total Business &amp; Tourism</b>		<b>30,000</b>	
12. Surrey Crime Prevention Society	Crime Prevention, Community Safety	300,000	Increase of \$40,000 from 2021
13. Crime Stoppers	TIPS Line	55,000	Same as last year
14. Lookout Housing and Health Society	Street Youth Services	44,000	Increase of \$19,000 from 2021
<b>C. Total Crime Prevention</b>		<b>399,000</b>	
15. Cloverdale Curling Club	2022 Operations	73,000	As per operating agreement
16. Community Enhancement Partnership Program	Matching Grant	45,000	Same as last year
17. Community Events Policing	Matching Grant	125,000	Same as last year
18. Sports Tourism	Matching Grant	50,000	Same as last year
19. Arts Council of Surrey	BC Arts Council	5,000	\$5,000 matching grant
20. Volunteer Cancer Drivers Society	Free Transportation Services	5,000	Same as last year
21. Honey Hooser Scholarship & Peace Arch Weavers and Spinners Guild	Scholarship	1,000	Same as last year
22. Unallocated Special Recognition	Unallocated	5,000	Unallocated
23. Dry Grad Events			
Princess Margaret Secondary School	2022 Dry Grad Events	250	
Kwantlen Park Secondary School	2022 Dry Grad Events	250	
Unallocated Dry Grad Events	Unallocated	4,000	Unallocated
<b>D. Total Community</b>		<b>313,500</b>	
<b>Total On-going Grants</b>		<b>990,000</b>	
24. One-time Grants	Allocated	80,000	See Appendix II for details
25. Unallocated One-time Grants	Unallocated	3,000	Unallocated
<b>E. One-Time Grants</b>		<b>83,000</b>	
<b>Total City Grants</b>		<b>\$ 1,073,000</b>	

## Appendix “II-1”



### 2022 FINANCIAL PLAN PROPOSED CITY GRANTS (ONE-TIME)

Non-profit Organization	Grant Type	Request	2022 Proposed Amount	Recommendations and Comments
1. 1st Semiahmoo Sea Scout Group	Health & Social	Funding towards Scout Group community youth program which includes youth plan, activities and community service projects.	500	Program costs
2. Air Cadets of Canada Sq 907	Health & Social	Funding towards sport and physical education activities, field training exercises, survival training, band equipment/music and biathlon training for 120 youths.	500	Training costs
3. Alexandra Neighbourhood House	Health & Social	Funding towards the hiring of a staff member to facilitate the creation and development of an inclusive LGBTQ2S+ leadership group and its staffing support, food, refreshments, bus tickets for your, materials, supplies for the Youth Space program.	3,000	Program costs
4. Athletics for Kids	Health & Social	Funding towards postal and equipment costs of the A4K Youth Sport program.	1,000	Marketing and promotion
5. Backpack Buddies	Health & Social	Funding towards the Backpack Buddies program which provides healthy weekend meals and food to school age children living in poverty. More fresh food will be added to their meal bags.	3,000	Food supplies
6. BC Aquasonics	Culture & Rec	Funding towards pool rental from the City of Surrey and program coaching costs for synchronized swimming programs.	500	Venue rental
7. Better Cause Society	Health & Social	Funding towards warehouse lease for the storage and distribution of donated, used furniture to Surrey residents in need.	2,500	Program costs
8. Big Brothers of Greater Vancouver	Health & Social	Funding towards multi-channel advertising of the Surrey Program Awareness Project aimed to recruit "big brother" volunteers.	2,000	Marketing and promotion
9. Big Sisters of BC Lower Mainland	Health & Social	Funding towards Study Buddy and Big Sisters mentoring programs.	2,000	Program costs
10. Boys and Girls Clubs of South Coast BC	Health & Social	Funding towards three to four new desktop computers for the Teen/Preteen Lounge at the Surrey Boys and Girls Club.	2,000	Program Equipment
11. Canadian Mental Health Association, Vancouver - Fraser Branch	Health & Social	Funding towards three Urban Resilience Opportunites for Kids programs which provide recreational, educational and supportive programs for vulnerable children and youth whose parents have mental health and/or addiction challenges.	3,000	Program costs
12. Cloverdale Community Kitchen	Health & Social	Funding towards the Cloverdale Christmas Hamper Program to purchase grocery gift cards for the hampers.	2,000	Grocery gift cards
13. Community Justice Initiatives Association, Fraser Region	Health & Social	Funding towards the "Youth Black Book" online guide and wallet-sized information cards with website location and emergency contact numbers for support services for at-risk youth.	2,000	Printing and distribution costs
14. Downtown Surrey Business Improvement Association	Community Promotion	Funding towards Movies Under the Stars 2022 - August 2022 at Holland Park.	2,500	Event costs
15. Downtown Surrey Business Improvement Association	Culture & Rec	Funding towards weekly "Surrey Voices" summer event to share and promote cultural awareness within Surrey.	2,500	Event costs

## Appendix “II-2”



### 2022 FINANCIAL PLAN PROPOSED CITY GRANTS (ONE-TIME)

Non-profit Organization	Grant Type	Request	2022 Proposed Amount	Recommendations and Comments
16. Dutch Liberation 2020 Canadian Society	Health & Social	Funding towards the tulip project, preparation and distribution of tulip bouquets in May 2022, to nurses (frontline workers) in Surrey care homes in appreciation and thanks during the Covid pandemic.	1,000	Program costs
17. Find Your Forte	Culture & Rec	Funding towards the expansion and adaptation of the music education program, which provides free weekly piano lessons to children in foster care and from low-income families, due to increasing demand.	1,500	Program costs
18. Greater Vancouver Law Students' Legal Advice Society	Health & Social	Funding towards hiring an additional law student to work at program clinics over the summer months.	2,500	Recruiting and promotional costs
19. Individualized Funding Resource Centre Society	Health & Social	Funding towards the Information Hotline Surrey Residents Choices of the Support for Independent Living Program to assist individuals with disabilities to live independently.	2,500	Program costs
20. Mackie's Place	Health & Social	Funding towards Youth Employment Program for at-risk youth graduates of the Mackie's Place Incentive Program to obtain earning positions as youth leaders or interns.	3,000	Program costs
21. Moving Forward Family Services	Health & Social	Funding towards one qualified counsellor to co-facilitate with two interns (in-kind) 6 online group counselling programs.	2,000	Program costs
22. Newton Business Improvement Association	Community Promotion	Funding towards the "Car Free Day" community festival and market on June 11, 2022.	2,500	Event costs
23. Newton Business Improvement Association	Community Promotion	To support the "Spooktacular" Halloween event on October 29, 2022 in Newton. The event includes many fun activities and a pumpkin patch.	2,000	Event costs
24. Pacific Post Partum Support Society	Health & Social	Funding towards the 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.	2,000	Program supplies
25. Pathfinder Youth Centre Society	Health & Social	Funding towards the Solar Care project which offers free mental health support to at-risk youth and vulnerable adults who are members of the BIPOC in Surrey.	3,000	Program supplies
26. PLEA Community Services Society of BC	Health & Social	Funding towards Taking Care of Ourselves prevention workshops for children and youth about protecting themselves from sexual exploitation and sex trafficking.	2,000	Workshop supplies
27. Quest Outreach Society 2022	Health & Social	Funding towards the Food Recovery and Redistribution Program which supports their not-for-profit grocery market for low income and vulnerable individuals and families in Surrey.	3,000	Food collection and delivery
28. Society Pursuit Projects Canada	Health & Social	Funding towards the "Heart to Heart" project providing mental health and personal conversation with the homeless/people displaced.	2,000	Food supplies
29. SuperChefs Cookery Society	Health & Social	Funding towards the cookery programs to improve the health and wellness of a larger population of children in Surrey.	2,500	Food supplies



## Appendix “II-3”



### 2022 FINANCIAL PLAN PROPOSED CITY GRANTS (ONE-TIME)

Non-profit Organization	Grant Type	Request	2022 Proposed Amount	Recommendations and Comments
30. Surrey Christmas Bureau Society	Health & Social	To support the grocery voucher program for low income and struggling families for the Christmas season.	2,500	Grocery gift cards
31. Surrey Community Cat Foundation	Health & Social	Funding towards the veterinary costs of the spay/neuter program for surgeries for cats owned by low income residents in Surrey.	1,500	Program costs
32. Surrey Fire Fighters' Nutritional Snack Program Society	Health & Social	Funding towards providing nutritional food for Surrey's most vulnerable school aged children.	3,500	Program costs
33. Surrey Gymnastic Society	Culture & Rec	Funding towards renovations of new facility, specifically kitchen and parent sitting areas, due to increased number athletes with the program merger.	1,000	Project costs
34. Whalley Community Association	Community Promotion	Funding towards Surrey Fest Downtown community festival to be held June 18, 2022.	2,500	Event costs
35. Wildcoast Ecological Society	Health & Social	Funding towards natural science education programs for inner-city children at two Surrey elementary schools.	2,500	Program costs
36. Yo Bro Yo Girl Youth Initiative	Health & Social	Funding towards hiring a part-time staff member for its Sisters program, a combination of skill, confidence and values building workshops and activities, for female Muslim youth.	1,500	Hiring costs
37. You Wear it Well...Just for Grads Society	Health & Social	Funding towards venue rent and insurance for the "Boutique Day" event March 2022, for graduation attire for at-risk students, encouraging them to stay in school and attend their graduation ceremonies.	2,500	Venue rent and insurance
38. YWCA Metro Vancouver	Health & Social	Funding towards Guide to High School program, a gender-inclusive youth program that supports Grade 7 students with positive role models, peer mentorship and education for a healthy transition into high school.	2,000	Program supplies
			<b>\$ 80,000</b>	

## Appendix “III”



### 2022 FINANCIAL PLAN PROPOSED CITY GRANTS NOT RECOMMENDED

Non-profit Organization	Grant Type	Request	Request Amount	2022 Proposed Amount	Recommendations and Comments
1. Barbados Cultural Association of BC	Culture & Rec	Funding towards the "Capturing Culture" project to preserve the Barbadian community in Surrey by creating and sharing videos of recorded stories by elder Barbadian immigrants.	6,850	0	Defer to Cultural Grants Program
2. Great Zimbabwe Cultural Society British Columbia	Culture & Rec	Funding towards supporting black community members in IT skills and small business skills including entrepreneurship	151,200	0	Defer to Cultural Grants Program
			<b>\$ 158,050</b>	<b>\$ 0</b>	

## Appendix “IV-1”

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 the City Hall is closed on that day, on the next following day on which the 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, 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 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 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.
- (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 on-going source of

### 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, 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 5, 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.





**2021 FINANCIAL PLAN  
APPROVED CITY GRANTS**

**Appendix “V-1”**

<b>Non-profit Organization</b>	<b>Description</b>	<b>2021 Approved Amount</b>	<b>Request</b>
1. Al Mustafa Academy Society	Health & Social	1,000	Funding towards "The Wellness Project" training sessions in Mental Health First Aid and The Working Mind programs to assist those people within the Muslim community in need of mental health support in the workplace.
2. Backpack Buddies	Health & Social	3,000	Funding towards the Backpack Buddies program which provides healthy weekend meals and food to school age children living in poverty.
3. Better Cause Society	Health & Social	3,000	Funding towards the storage and distribution of donated, used furniture to Surrey residents in need.
4. Boys and Girls Clubs of South Coast BC	Health & Social	3,000	Funding towards two custom-designed wooden storage benches for the Surrey Boys and Girls Club.
5. Canadian Mental Health Association, Vancouver - Fraser Branch	Health & Social	3,000	Funding towards three Surrey Super Fun Groups which provide recreational, educational and supportive programs for vulnerable children and youth with mental illness or whose parents have mental health and/or addiction challenges.
6. Cloverdale Community Kitchen	Health & Social	2,000	Funding towards the Cloverdale Christmas Hamper Program to purchase grocery gift cards for the hampers.
7. Crescent Beach Property Owners Association	Health & Social	2,000	Funding towards the purchase and installation of three Automatic External Defibrillators in public areas on Crescent Beach in the event of a cardiac emergency.
8. Downtown Surrey Business Improvement Association	Community Promotion	2,500	Funding towards Movies Under the Stars Drive In 2021 - August 2021 at Holland Park.
9. Downtown Surrey Business Improvement Association	Culture & Rec	1,500	Funding towards weekly "Surrey Voices" summer event to share and promote cultural awareness within Surrey.
10. Find Your Forte	Culture & Rec	1,500	Funding forwards the expansion and adaptation of the music education program, which provides free weekly piano lessons to children in foster care and from low-income families, due to increasing demand.
11. Fraser Region Community Justice Initiatives Association	Health & Social	2,000	Funding towards the "Youth Black Book" online guide and wallet-sized information cards with website location and emergency contact numbers for support services for at-risk youth.
12. Greater Vancouver Law Students' Legal Advice Program	Health & Social	2,500	Funding towards hiring an additional law student to work at program clinics over the summer months.
13. Mothers Against Drunk Driving Canada	Health & Social	2,000	Funding towards the Surrey 2021-2022 School Program that teaches students in grades 7 to 12 about the effects and consequences of impaired driving.
14. Moving Forward Family Services	Health & Social	2,000	Funding towards one qualified counsellor to co-facilitate with two interns (in-kind) 6 online group counselling programs.



**2021 FINANCIAL PLAN  
APPROVED CITY GRANTS**

**Appendix "V-2"**

<b>Non-profit Organization</b>	<b>Description</b>	<b>2021 Approved Amount</b>	<b>Request</b>
15. Muslim Food Bank and Community Services	Health & Social	2,000	Funding towards training 50 caseworkers in trauma-informed practices to help refugees throughout the Covid-19 pandemic with various needs and insecurities such as capacity building, emotional support, food assistance and career development.
16. Newton Business Improvement Association	Community Promotion	2,000	Funding towards the "Car Free Day" community festival and market on June 12, 2021.
17. Pacific Community Resources Society	Health & Social	2,000	Funding towards the City Centre Youth Hub "Food for Youth" program that provides cooking lessons and nutritious meals 3 times/week and snacks to at-risk and vulnerable youth in Surrey.
18. Pacific Post Partum Support Society	Health & Social	2,000	Funding towards the 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.
19. Pathfinder Youth Centre Society	Health & Social	2,000	Funding towards the "Employment Beginnings" program to provide vulnerable youth clients (aged 15 - 30) with skills and knowledge to overcome their barriers to employment.
20. PLEA Community Services Society of BC	Health & Social	2,000	Funding towards Taking Care of Ourselves prevention workshops for children and youth about protecting themselves from sexual exploitation and sex trafficking.
21. SOS Children's Village BC	Health & Social	3,000	To support vulnerable youth to prevent or end their homelessness by teaching them life skills towards their independence.
22. SuperChefs Cookery Society	Health & Social	2,500	Funding towards the virtual Summer Cookery camps that teach children the importance of healthy eating, nutrition, and sports while on their summer break.
23. Surrey Amateur Radio Communications	Culture & Rec	500	Funding towards Field Day event June 25 - 27, 2021
24. Surrey Christmas Bureau Society	Health & Social	3,500	To support the grocery voucher program for low income and struggling families for the Christmas season.
25. Surrey Community Cat Foundation	Health & Social	1,500	To support the spay program for surgeries for 10 cats owned by low income residents in Surrey.
26. You Wear it Well...Just for Grads Society	Health & Social	2,500	Funding towards venue rent and insurance for the "Boutique Day" event March 7, 2021, for graduation attire for at-risk students, encouraging them to stay in school and attend their graduation ceremonies.
27. Fraser Valley Heritage Railway Society	Lease	112,000	2021 Lease-in-kind
28. Surrey Sailing Club	Lease	24,000	2021 Lease-in-kind

## Appendix "V-3"



### 2021 FINANCIAL PLAN APPROVED CITY GRANTS

	Non-profit Organization	Description	2021 Approved Amount	Request
29.	Surrey Heritage Society	Lease	57,000	2021 Lease-in-kind
30.	Panorama Ridge Riding Club	Lease	22,500	2021 Lease-in-kind
31.	Lower Mainland German Shepherd Dog Club	Lease	6,000	2021 Lease-in-kind
32.	Action BMX Association	Lease	12,000	2021 Lease-in-kind
33.	Crescent Beach Swim Club	Lease	625	2021 Lease-in-kind
34.	Cloverdale District Chamber of Commerce	Business and Tourism	10,000	Business Tradeshow & Awards
35.	South Surrey/White Rock Chamber of Commerce	Business and Tourism	10,000	Business Referral Service & Festival, Awards
36.	Surrey Tourism & Convention Association	Business and Tourism	10,000	City Wide Tourism
37.	Surrey Crime Prevention Society	Crime Prevention	260,000	Crime Prevention, Community Safety
38.	Crime Stoppers	Crime Prevention	55,000	TIPS Line
39.	Lookout Housing and Health Society	Crime Prevention	25,000	Street Youth Services
40.	Lower Fraser Valley Exhibition	Community	409,200	2021 Operations
41.	Lower Fraser Valley Exhibition	Community	200,000	2021 Operations Line of Credit
42.	Cloverdale Rodeo	Community	225,000	Event Support
43.	Cloverdale Curling Club	Community	71,800	2021 Operations

## Appendix "V-4"



### 2021 FINANCIAL PLAN APPROVED CITY GRANTS

Non-profit Organization	Description	2021 Approved Amount	Request
44. 163A Street Block Party	Community	370	Community Enhancement Partnership Program Matching Grant
45. 165 Street Block Party	Community	500	Community Enhancement Partnership Program Matching Grant
46. 169A Street Block Party	Community	500	Community Enhancement Partnership Program Matching Grant
47. 195A Street Block Party	Community	450	Community Enhancement Partnership Program Matching Grant
48. 58A Avenue Block Party	Community	500	Community Enhancement Partnership Program Matching Grant
49. 69A Avenue Block Party	Community	500	Community Enhancement Partnership Program Matching Grant
50. Amblegreene Block party	Community	550	Community Enhancement Partnership Program Matching Grant
51. Art Cart	Community	500	Community Enhancement Partnership Program Matching Grant
52. Butterfly Garden	Community	1,780	Community Enhancement Partnership Program Matching Grant
53. Club 71 Block Party	Community	500	Community Enhancement Partnership Program Matching Grant
54. Community Cupboard Project	Community	715	Community Enhancement Partnership Program Matching Grant
55. Crescent Park Community Garden	Community	2,940	Community Enhancement Partnership Program Matching Grant
56. Garden of Dreams	Community	800	Community Enhancement Partnership Program Matching Grant
57. Hycroft Block party	Community	500	Community Enhancement Partnership Program Matching Grant

## Appendix "V-5"



### 2021 FINANCIAL PLAN APPROVED CITY GRANTS

Non-profit Organization	Description	2021 Approved Amount	Request
58. National Indigenous People's Day Virtual Celebration	Community	1,000	Community Enhancement Partnership Program Matching Grant
59. Spirit Garden Inground Irrigation Project	Community	3,000	Community Enhancement Partnership Program Matching Grant
60. Surrey Street Art Project	Community	2,000	Community Enhancement Partnership Program Matching Grant
61. Upper Provincetown Block Party	Community	500	Community Enhancement Partnership Program Matching Grant
62. Surrey United Soccer Club - Youth National Cup	Community	2,000	Sports Tourism Matching Grant
63. SX International Cup Soccer Tournament	Community	5,000	Sports Tourism Matching Grant
64. Vancouver Canucks Alumni Association	Community	5,000	Sports Tourism Matching Grant
65. Vancouver Goalball Club - Goalball Grand Slam	Community	5,000	Sports Tourism Matching Grant
66. World Round-Up Online Showdown	Community	5,000	Sports Tourism Matching Grant
67. Arts Council of Surrey	Community	5,000	Matching Grant
68. Volunteer Cancer Drivers Society	Community	5,000	Free Transportation Services
69. Honey Hooser Scholarship & Peace Arch Weavers and Spinners Guild	Community	1,000	Scholarship Award
70. Princess Margaret Secondary School	Community	250	2021 Dry Grad Events
71. Fleetwood Park Secondary School	Community	250	2021 Dry Grad Events
72. Kwantlen Park Secondary School	Community	250	2021 Dry Grad Events

## Appendix "V-6"



### 2021 FINANCIAL PLAN APPROVED CITY GRANTS

Non-profit Organization	Description	2021 Approved Amount	Request
73. Unallocated Community Enhancement Partnership Program	Community	27,395	
74. Unallocated Community Events Policing	Community	125,000	
75. Unallocated Sports Tourism	Community	28,000	
76. Unallocated Dry Grad Events	Community	3,750	
77. Unallocated Special Recognition	Community	5,000	
78. Unallocated Property Taxes	Property Taxes	5,000	
79. Unallocated One-time Grants		26,900	
<b>Total</b>		<b>\$ 1,839,000</b>	