

NO: R079

COUNCIL DATE: April 26, 2021

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## REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **April 20, 2021**

FROM: **General Manager, Parks, Recreation & Culture  
General Manager, Finance**

FILE: **1850-01**

SUBJECT: **2021 Cultural Grants Program – First Supplemental Funding Request**

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## RECOMMENDATION

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

1. Receive this report for information; and
2. Approve in accordance with the Surrey Cultural Grants Program Guidelines (attached as Appendix “I”), four supplemental grants totalling \$18,500 for award in 2021 (attached as Appendix “II”) as generally described in this report.

## INTENT

The purpose of this report is to obtain approval for the issuance of four supplemental grants recommended for 2021 under the Cultural Grants Program (Appendix “II”).

## BACKGROUND

At its Regular meeting on May 28, 2012, Council adopted the City’s planning document “Surrey Cultural Plan: Enhancing Urbanization through Arts and Heritage,” which included six key enhancement goals and a clear recommendation for the City to implement a cultural grants program. On November 5, 2012, Council approved the Surrey Cultural Grants Program.

As stated in the Surrey Cultural Grants Program Guidelines, the Program is intended to support a wide range of arts and cultural activity in Surrey, including artistic practices (music, dance, theatre, literary, visual, media, interdisciplinary, community-based and Indigenous arts) and cultural celebrations and events that reflect Surrey’s diverse heritage and community.

At its Regular meeting on January 25, 2021, Council adopted the recommendations of Corporate Report No. R014; 2021 titled “Cultural Grants Program – 2021 Grant Allocations” and provided approval of cultural grants to seventy-four organizations totalling \$420,570. Therefore, the remaining amount of funding available for Council’s allocation for emerging projects throughout 2021 is \$209,462.

## **DISCUSSION**

In April 2021, the City received four supplemental grant applications. Following is a summary of the four supplemental grant applications received:

### **BC Bonsai Society**

The BC Bonsai Society has applied for funds to support the creation of two online Bonsai shows and workshops where participants are guided in the art and meditative benefits of Bonsai by Surrey Bonsai masters. The Evaluation Committee recommends awarding full funding of \$1,500 to support this initiative.

### **Fraser Region Aboriginal Friendship Centre Association (“FRAFCA”)**

FRAFCA is an organization that fosters the health and wellbeing of urban Indigenous people in the Fraser Salish Region by providing culturally relevant services, support and advocacy. FRAFCA has applied for funds to support a virtual celebration of Surrey’s 2021 National Indigenous Peoples Day, taking place June 21<sup>st</sup>, 2021. The celebration will offer families in Surrey the opportunity to develop a sense of inclusion and belonging with the intent of raising awareness and understanding of Indigenous history and culture. Local land-based nations, Katzie, Kwantlen and Semiahmoo will come together to celebrate the rich culture and tradition of the Indigenous people through a virtual format. The Evaluation Committee recommends awarding full funding of \$10,000 to support this initiative.

### **Surrey Summer Theatre**

Surrey Summer Theatre proposes a vibrant, multicultural, outdoor summer theatre event, observing COVID-19 protocols and presenting a family-friendly and lively musical/comedy production. The commedia dell’arte version of Robin Hood, will be held outdoors, tentatively during the last week of July 2021. The Evaluation Committee recommends awarding full funding of \$5,000 to support this initiative.

### **Unity Centre Association for Black Cultures**

The Unity Centre Association for Black Cultures celebrates the social and economic contributions of Black Canadians and other Black people in Canada and supports the integration of individuals and families into local communities. Due to COVID-19, in person meetings and support are no longer an option. The organization has applied for funds to build their capacity as an organization through an online presence. Their project includes developing a website and social media channels that will increase the visibility of the organization and the support it offers the community. The Evaluation Committee recommends awarding partial funding of \$2,000 to support this initiative.

### 2021 Supplemental Cultural Grants Evaluation Process

An Evaluation Committee composed of a community representative from the Parks, Recreation & Culture Committee as well as staff representing performing arts, literary arts, heritage, and Finance, reviewed each of the applications, applying a point rating system to the following criteria:

- Artistic merit of the initiative for which grant funding is requested;
- Community impact of the initiative; and
- Organizational health of the applicant organization and feasibility of the initiative (including Covid-19 contingency plan).

Based on their evaluation, the Evaluation Committee recommends that Council approve under the Cultural Grants Program four supplemental grants totalling \$18,500.

### Status of Cultural Grant Funding

Following is a summary of the 2021 Cultural Grants Program funding allocation to date:

2021 Cultural Grants Budget	\$500,000
2021 Available funding*	\$630,032
Grant funding allocated as of January 2021	\$420,570
Unallocated balance	\$209,462

\*available funding includes the approved annual grant budget and unallocated funding carried forward from previous years.

Appendix “II” attached to this report provides information on the status of funding related to the Cultural Grants Program, based on the assumption that Council will approve the recommendation outlined in this report. The balance of available funds (\$190,962) will be retained as a contingency for future grant opportunities.

## **FUNDING**

### Distribution of Grant Funding

In accordance with the Surrey Cultural Grants Program Guidelines, for grants \$1,500 or greater, 80% of each approved grant will be distributed to the respective group upon Council approval of this report. The remaining 20% will be distributed upon completion of the project. For grants under \$1,500, the full grant amount will be distributed upon Council approval of this report. All grant recipients are required to submit a final report demonstrating the activity for which the grant was awarded has been duly completed. For returning applicants, the receipt of 2020 Cultural Grant funding is dependent upon the applicant submitting outstanding final reports from 2020 demonstrating they met the terms and condition of the funding awarded.

## SUSTAINABILITY CONSIDERATIONS

The work of the Cultural Grants Program supports the objectives of the City's Sustainability Charter 2.0. In particular, this work relates to Sustainability Charter 2.0 Theme of Education and Culture. Specifically, this project supports the following Desired Outcomes ("DO") and Strategic Direction ("SD"):

- DO7: An enviable and vibrant arts and heritage sector contributes to Surrey's citizen engagement, enrichment, economy, community livability and civic pride;
- DO9: Surrey supports and celebrates its diverse artists, cultures and community heritage through inclusive festivals, programming and events;
- DO12: Surrey nurtures a unique participatory community-based arts scene; and
- SD8: Support the growth of a diverse arts sector through the development of Surrey's cultural corridor.

## CONCLUSION

The Surrey Cultural Grants Program continues to be received very positively by the local arts and cultural sectors. As outlined in the Surrey Parks, Recreation and Culture Strategic Plan 2018-2027, the Program benefits the community by strengthening the organizational capacity of new and existing cultural groups and supporting the development of a wide variety of art projects, cultural programs and services in the City.

Based on the above discussion, staff recommend that Council approve the four supplemental Cultural Grants as documented in Appendix "II" attached to this report.

Laurie Cavan  
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Finance

Appendix "I": Surrey Cultural Grants Program Guidelines  
Appendix "II": 2021 Cultural Grants Supplemental Allocations

## APPENDIX “I”

### Surrey Cultural Grants Program Guidelines

The Cultural Grants Program is intended to support a wide range of arts and cultural activity in Surrey including artistic practices (music, dance, theatre, literary, visual, media, inter-disciplinary, community-based and Indigenous arts); and cultural celebrations and events that reflect Surrey’s diverse heritage and community.

The vision of the Cultural Grants Program (the “Program”) is to support and enhance Surrey’s arts and cultural sector through:

- Building organizational capability and sustainability in each of existing and new local cultural organizations;
- Investing in community-based cultural activities that promote awareness, access, participation and appreciation of arts and heritage; and
- Encouraging collaborative opportunities and partnerships.

General guidelines for the Program include:

- Grants will be awarded annually for Capacity, Project or Operating Support;
- Grants will be awarded based on number of eligible applicants and available funding in each year;
- Up to twenty percent (20%) of available grant funding for the Program may be retained as a contingency for extemporaneous grants and as a contingency; and
- City cultural investment strategies as contained in City planning documents may be considered in the awarding grants.

The following will not be funded through the Program:

- educational institutions;
- religious, political, and business groups;
- fundraisers;
- travel (more than 200 kilometres outside the Lower Mainland);
- deficit reduction;
- capital projects (equipment, new buildings, facility upgrades);
- activities taking place outside Surrey; and,
- bursaries, scholarships or contests.

Grants may be awarded in each of the following three (3) noted categories:

1. **Capacity Building Grants**

Under this category, grants will be provided to qualified groups to support the organizations' development needs, including but not restricted to any of the following:

- training;
- workshops and conferences;
- applying for registered not-for-profit status;
- Board development activities;
- marketing; and
- strategic planning.

Funding Levels:

- Registered Not-for-Profit Organizations are eligible to apply for up to \$3,000.
- Non-Registered Not-for-Profit Organizations are eligible to apply for up to \$2,500.

## 2. **Project Grants**

Under this category, grants will be provided to encourage partnerships and collaborations that result in cultural programs and initiatives. The grant award may contribute up to fifty percent (50%) of the project budget on a matching basis. Matching funds can be a combination of cash and in-kind contributions, with in-kind volunteer hours limited to thirty percent (30%) of the overall project budget.

Funding Levels:

- Registered Not-for-Profit Organizations, with a Project Budget greater than \$50,000, are eligible to apply for up to \$10,000.
- Registered Not-for-Profit Organizations, with a Project Budget less than \$50,000, are eligible to apply for up to \$5,000.
- Non-Registered Not-for-Profit Organizations are eligible to apply for up to \$5,000.

## 3. **Operating Grants**

Operating grants aim to support and sustain the work of mature, registered not-for-profit arts and cultural organizations that deliver consistent, meaningful, and original local programming, demonstrate sustainable administrative practices and organizational structures, and play a leadership role in enriching and enlivening Surrey's cultural landscape. Under this category, eligible organizations can apply for up to 20% of their annual operating budget, to a maximum of \$15,000. Organizations must apply each year; a funding approval in any given year should not be viewed as an ongoing source of funding.

The following documents the **eligibility criteria** under each of the above-referenced categories:

### 1. **Capacity Building Grants**

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

- a not-for-profit organization (registered or non-registered);
- principally based in Surrey; and

- requesting a grant to address the organizations' development needs, including but not restricted to:
  - attendance at training, workshops and conferences;
  - registering for not-for-profit or charitable status;
  - Board development; and/or
  - strategic planning.

Organizations must be able to demonstrate how the proposed capacity building initiatives directly benefit the organization.

## **2. Project Grants**

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

- a not-for-profit organization (registered or non-registered) or individuals partnering with a not-for-profit organization (registered or non-registered);
- principally based in Surrey;
- proposing a project that has a duration of no more than 16 months; and
- having matching funds and/or in-kind contributions equivalent to the amount of the grant that is being requested.

## **3. Operating Grants**

To be eligible under this category, the applicant must:

- Have a clear and relevant mandate with a primary focus on arts and culture programming;
- Demonstrate a significant history of arts and cultural programming in the City of Surrey with proven community impact:
  - Be based in Surrey and deliver the majority of their programs or services in Surrey;
  - Have received at least two (2) project grants from the City of Surrey, successfully completed the proposed projects, and submitted all final reports;
  - Be committed to providing arts and culture experiences that are open and accessible to all Surrey residents.
- Demonstrate financial stability:
  - Provide evidence of diversified cash revenue including earned revenue, fundraising, donations, other grants;
  - Provide externally-produced financial statements.
- Demonstrate organizational capacity and sustainability:
  - Have been operating for 5 (five) years as registered not-for-profit society in good standing;
  - Be supported by an active volunteer Board of Directors;
  - Have experienced and capable creative/artistic leadership and administrators, and maintain effective organizational structures.

- Demonstrate a commitment to compensating professional artists commensurate with industry standards

### **Application Processing Procedures**

The following is a description of the **procedure for interested parties to make application** under the Program:

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

### **Appeal Procedure**

- Appeals will be considered from organizations that have been denied funding and where significant new information is presented that was not available during the original review process.
- Appellants must notify City staff in writing of their intention to appeal within ten business days of the date that they receive notification of the City's decision regarding their application. The appellant must clearly identify the additional information that they view as being important to their appeal of the decision. The Evaluation Committee will review such appeals and where a change in the original recommendation is considered warranted will forward an appropriate recommendation to Council. If the appeal is denied, the applicant will be informed.

### **Grant Payment**

- Where a grant is awarded, grant funding will be forwarded to the applicant once Council has approved the grant:
  - For grants of \$1,500 or less:

- 100% of the full grant amount will be forwarded to the applicant upon grant approval pending receipt and approval of any outstanding grant requirements from previous years.

For grants of \$1,501 or greater:

- 80% of the grant amount will be forwarded to the applicant pending receipt and approval of any outstanding grant requirements from previous years.
  - The remaining 20% will be forwarded to the applicant upon receipt by the City of a final report from the applicant that demonstrates that the initiative for which the grant was awarded has been fully and properly completed.
- The preparation and submission of a final report related to each grant is a pre-requisite for the applicant to be eligible for any future grants under the Program.
  - Every organization that receives a grant under the Program is expected to acknowledge the City's support using the City's guidelines for City logo use.
  - Significant changes to the scope and scale of proposed projects must be reported to Cultural Services staff.
  - Organizations may be required to give progress reports and/or offer site visits upon request to demonstrate that the grant is being used for the purpose for which it was awarded

## APPENDIX "II"

### 2021 Cultural Grants Program Supplemental Allocations

<b>2021 Approved Budget</b>		\$500,000
<b>Cultural Grant reserve funding from previous years</b>		\$130,032
<b>Available Grant Funding</b>		\$630,032
<b>Grant Approved January 2021</b>		\$420,570
<b>Late Application funding recommendation</b>		\$18,500
<b>Grant Reserve Balance</b>		\$190,962

#### Capacity Building Grants

Engaged Communities Canada Society - Sundar Expo	Partial Funding	\$1,500
Fraser Valley Potters Guild	Partial Funding	\$1,800

#### Operating Grants

Arts Council of Surrey	Full Eligible Funding	\$10,000
ArtsCan Resource Network	Not Funded*	\$0
Fraser Valley Gilbert & Sullivan Society	Full Funding	\$15,000
Peninsula Productions	Full Funding	\$15,000
Royal Canadian Theatre Company	Full Funding	\$15,000
Semiahmoo Arts Society	Full Funding	\$15,000
Surrey Art Gallery Association	Full Funding	\$15,000
Surrey Festival of Dance Society	Full Funding	\$15,000
Surrey Symphony Society	Full Funding	\$15,000

\*Invited to reapply in Project category

#### Project Grants

Africa Canada Education Foundation	Partial Funding	\$2,500
African Stages	Full Funding	\$5,000
Artzheart Foundation	Full Funding	\$2,000
Arts Umbrella Association	Full Funding	\$10,000
ASTA Alliance Association	Full Funding	\$1,010
Balsar Community Foundation	Partial Funding	\$2,500
Bangla Heritage Society	Partial Funding	\$1,500
BC Chinese Music Association	Full Funding	\$5,000
Borealis String Quartet Society	Not Funded	\$0
Canada-Nepal Friendship & Cultural Society	Partial Funding	\$4,000
Canadian Women and Art Society	Full Funding	\$10,000
Cedar Hills Caledonian Pipe Band	Partial Funding	\$2,000
Centre of Integration for African Immigrants	Partial Funding	\$2,500
Chilliwack Symphony Orchestra	Partial Funding	\$3,500
Chinese Village Club	Partial Funding	\$1,500
Close Look United Foundation	Partial Funding	\$4,000
Cloverdale Arts & Entertainment Association	Partial Funding	\$6,500
Culture Chats BC Association	Partial Funding	\$1,250
Dansing Tones Association	Full Funding	\$5,000

Darts Hill Garden Conservancy Trust Society	Full Funding	\$5,000
Diwali Celebration Society	Full Funding	\$10,000
DreamRider Productions Society	Full Funding	\$5,000
EJS School of Fine Arts	Partial Funding	\$3,000
Festival African Heritage Music and Dance Society	Full Project Funding	\$10,000
Folk Star Arts Academy	Partial Funding	\$2,500
Foolish Operations Society	Full Funding	\$5,000
Ghanaian-Canadian Association of BC	Full Funding	\$5,000
Global Insight Inc	Not Funded	\$0
Global Peace Alliance	Partial Project Funding	\$5,000
Handel Society of Music	Full Project Funding	\$9,200
Kwantlen Poetry Project	Full Funding	\$1,500
Lyric Choirs of Surrey	Full Funding	\$2,200
Mother Language Lovers of the World Society	Partial Funding	\$2,000
Moving Forward Family Services	Full Funding	\$2,400
Muslim Food Bank and Community Services	Partial Funding	\$3,500
Naked Stage Productions Society	Full Funding	\$5,000
Nepali Literary Society, Canada	Partial Funding	\$1,500
OMCI South Fraser Branch	Partial Funding	\$5,000
Penmar Community Arts Society	Partial Funding	\$7,500
Poetic Justice Foundation	Full Funding	\$5,000
Royal Academy of Bhangra Society	Full Project Funding	\$10,000
Sanjh Foundation	Full Funding	\$5,000
Semiahmoo Family Place	Partial Funding	\$600
Seven Sacred Fires Society	Partial Funding	\$2,500
Shakti: Empowerment of Women, Children and Families Society	Partial Funding	\$3,000
Sher Vancouver LGBTQ Friends Society	Full Funding	\$10,000
Sikh Heritage Month	Full Funding	\$5,000
Solid State Community Society	Partial Funding	\$4,000
Somali Peoples Association of BC	Partial Funding	\$2,500
South Asian Arts Society	Full Funding	\$10,000
Surrey Artswest Society	Full Funding	\$3,310
Surrey City Orchestra Society	Full Funding	\$10,000
Surrey German Language School Society	Partial Funding	\$1,800
Surrey International Folk Dancing Society	Partial Funding	\$3,500
Surrey Muse Arts Society	Partial Funding	\$3,000
Surrey Photography Club	Partial Funding	\$1,000
Theatre Conspiracy	Full Funding	\$5,000
Umoja Compassion Society	Not Funded	\$0
Vancouver Cantonese Opera	Full Funding	\$5,000
Vancouver Inter-Cultural Orchestra Society	Full Funding	\$5,000
Vancouver International Bhangra Celebration Society (5X Festival)	Full Funding	\$10,000
VISAFF South Asian Film Festival Society	Partial Funding	\$9,000
Vancouver Opera Association	Partial Funding	\$5,000
VAYA Youth Arts Society (Kiwanis)	Partial Funding	\$3,000
Westcoast Harmony Chorus	Full Project Funding	\$5,000
White Rock City Orchestra Society	Full Funding	\$5,000
Young People's Opera Society of BC	Full Funding	\$10,000

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<b>Total Grants Awarded in 2021 First Intake</b>	<b>Total</b>	<b>\$420,570</b>
<b>Supplemental Grant requests April 2021</b>		

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Fraser Region Aboriginal Friendship Centre Association ("FRAFCA")	Full Funding	\$10,000
Surrey Summer Theatre	Full Funding	\$5,000
BC Bonsai Society	Full Funding	\$1,500
Unity Centre Association for Black Cultures	Partial Funding	\$2,000
<b>Total Grants Awarded in 2021 Supplemental Intake</b>	<b>Total</b>	<b>\$18,500</b>
<b>Grant Reserve Balance</b>	<b>Total</b>	<b>\$190,962</b>