

The Program’s vision is to support and enhance arts and heritage in Surrey by:

- Building organizational capability and sustainability in each of the 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.

Since its establishment in 2013, the Program has experienced significant growth. Between 2013 and 2018 the City has seen a 151 % increase in the number of applications received and a 134% increase in the number of grants brought forward to Council for approval:

Year	Submissions Received	Grants Approved
2013	35	35
2014	52	35
2015	51	48
2016	68	66
2017	80	79
2018	88	82 (pending approval)

Council has approved strategic increases to the grant allocation budget since the Program’s inception, based on recommendations outlined by the CDAC Task Force, and in order to meet the growing demand of the Program:

Year	Grants Budget	Available funding	Value of Grants Dispersed
2013	75,000	136,000	123,061
2014	100,000	100,000	99,700
2015	200,000	200,000	198,275
2016	300,000	300,000	290,159
2017	400,000	400,000	368,874
2018	500,000	500,000	395,703 (pending approval)

DISCUSSION

Application Process

In September, 2017 the opportunity for not-for-profit arts and cultural groups to submit an expression of interest in relation to the 2018 grants under the Program, was advertised. Representatives from each of the eligible organizations were invited to an information meeting on October 4, 2017, where the guidelines for the Program were reviewed. Subsequent mentoring sessions were offered on October 25 and October 28, to assist interested organizations in filling out their applications.

Cultural Grant Funding

The approved funding allocation for the 2018 Cultural Grants Program is five hundred thousand dollars (\$500,000).

2018 Cultural Grants Evaluation Process

The deadline for applications for the 2018 Grant Program was November 13, 2017. Eighty-eight (88) applications were received by that date. The eighty-eight (88) applicants requested grants totalling \$538,446. The total value of the initiatives that were documented in the applications was \$3,255,652.31. This continues to demonstrate that the investment in Cultural Grants, leverages significant contributions both in cash, and from in-kind additional sources.

An Evaluation Committee (the “Committee”) of staff and one representative of the Culture Development Advisory Committee met on December 11, 2017 and reviewed each of the applications using a point rating system against the following Program criteria:

- Merit of the initiative for which grant funding is requested;
- Potential community impact of the initiative; and,
- Health and capacity of the applicant organization to carry out the initiative.

During the review process, the Committee provided positive feedback on the growth and direction of the program for 2018. In addition, the Committee noted the following:

- A significant number of youth-focused projects;
- An increase in the number of applications received from heritage organizations; and
- Strong projects with a focus on community engagement and collaboration.

Based on the Program funds available for 2018, the Evaluation Committee is recommending awarding eighty-two (82) separate grants totalling \$394,953. The total value of the initiatives for which these grants will provide funding, is approximately \$2,851,657. The recommendations are outlined in Appendix “II” attached to this report.

As per the Program Guidelines, up to 20% of the funding can be retained as a contingency for extemporaneous grants and as a contingency. Therefore, the Committee also recommends that the balance of available funds (\$105,047) be reserved for emerging projects throughout 2018.

Distribution of Grant Funding

In accordance with the Program Guidelines (Appendix “I”), eighty percent (80%) of each approved grant will be distributed to the respective group upon Council approval of this report. The remaining twenty percent (20%) of each grant will be distributed upon receipt and acceptance by staff of a final report from the grant recipient that demonstrates that the work or activity, for which the grant was awarded, has been duly completed. The receipt of 2018 Cultural Grant funding as listed in Appendix “II”, is also dependent if applicable, upon the applicant submitting outstanding final reports from 2017 and fulfilling any requirements identified by the Evaluation Committee.

SUSTAINABILITY CONSIDERATIONS

The Cultural Grants Program supports the Community Theme of “Education and Culture” identified in the City’s Sustainability Charter. Specifically this grant will support the following Desired Outcome:

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

CONCLUSION

The Surrey Cultural Grants Program continues to be received very positively by the local arts and cultural sectors. This 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, it is recommended under the City’s Cultural Grants Program that Council approve the grant allocation adjustments outlined in this report, and approve the 2018 Cultural Grants as documented in Appendix “II” attached to this report.

Laurie Cavan
General Manager,
Parks, Recreation & Culture

Kam Grewal, CPA, CMA
General Manager,
Finance

Appendix “I”: Cultural Grants Program Guidelines
Appendix “II”: 2018 Cultural Grant Allocation

SURREY CULTURAL GRANTS PROGRAM

GUIDELINES

1. The vision of the Cultural Grants Program (the “Program”) is to support and enhance arts and heritage in Surrey through:
 - Building organizational capability and sustainability in each of existing and new local cultural organizations;
 - Investing in community-based cultural activities that promote awareness, access, participation and appreciation of arts and heritage; and
 - Encouraging collaborative opportunities and partnerships.
2. General guidelines for the Program include:
 - Organizations may submit one application per grant cycle;
 - Grants will be awarded based on number of eligible applicants and available funding in each year;
 - Up to twenty percent (20%) of available grant funding for the Program may be retained as a contingency for extemporaneous grants and as a contingency; and
 - City enhancement goals and cultural investment strategies as contained in City plans, including Surrey’s Cultural Plan, may be considered in the awarding grants.
3. The following will not be eligible in relation to grants under the Program:
 - Educational institutions;
 - Religious, political, and business groups;
 - Fundraisers;
 - Travel (more than 200 kilometres outside the Lower Mainland);
 - Deficit reduction; and
 - Capital projects.
4. Grants will be awarded in each of the following three noted categories:
 - Capacity Building Grants: Under this category, grants 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.
 - Project Grants: Under this category, grants will be provided to encourage partnerships and collaborations that result in cultural programs and initiatives. The grant award would contribute up to fifty percent (50%) of the program budget on a matching basis, which could include in-kind contributions.
 - 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.
 - Cultural Sustainability Grants: Under this category grants will be provided to assist with costs for an organization to provide cultural-based servicing in the City. Such a grant would be a “one time” grant. The applicant would need to provide a business plan as part of its application that demonstrates economic viability and includes demonstration of secured funding for at least 80% of the current year’s budget for the organization.
 - Funding Levels:
 - The grant would be limited to the lesser of \$5,000 or twenty percent (20%) of the organization’s annual budget and could recognize the value of in-kind contributions by the organization.
5. The following documents the eligibility criteria under each of the above-referenced categories:

Capacity Building Grants

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

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

Project Grants

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

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

Cultural Sustainability Grants

To be eligible under this category, the applicant must:

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

Application Processing Procedures

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

- Appeal Procedure:
 - Appeals will be considered from organizations that have been denied funding and where significant new information is presented that was not available during the original review process.
 - Appellants must notify City staff in writing of their intention to appeal within ten business days of the date that they receive notification of the City's decision regarding their application. The appellant must clearly identify the additional information that they view as being important to their appeal of the decision. The Evaluation Committee will review such appeals and where a change in the original recommendation is considered warranted will forward an appropriate recommendation to Council. If the appeal is denied, the applicant will be informed.
- Where a grant is awarded, 80% of the grant amount will be forwarded to the applicant once Council has approved the grant. The remaining 20% will be forwarded to the applicant upon receipt by the City of a final report from the applicant that demonstrates that the initiative for which the grant was awarded has been fully and properly completed.
- The preparation and submission of a final report related to each grant is a prerequisite for the applicant to be eligible for any future grants under the Program.
- Every organization that receives a grant under the Program is expected to acknowledge the City's support using the City's guidelines for City logo use.
- Organizations may be required to give progress reports and/or offer site visits upon request to demonstrate that the grant is being used for the purpose for which it was awarded.

APPENDIX “II”

Recommended 2018 Cultural Grants

	Organization	Project Budget	Request Amount	Recommendation	2018 Proposed Funding
	CAPACITY BUILDING				
1	Association Francophone de Surrey	\$3,000.00	\$3,000.00	Full funding	\$3,000
2	Cedar Hills Caledonia Pipe Band	\$5,000.00	\$2,500.00	No funding at this time	\$0
3	Maker Cube Society	\$3,400.00	\$3,000.00	Partial funding	\$2,000
4	Nepali Canadian Artists Group	\$8,500.00	\$3,500.00	Partial funding*	\$2,500
5	Rangmanch Punjabi Theatre	\$9,116.00	\$2,500.00	Partial funding	\$1,400
6	Semiahmoo Arts Society	\$5,070.00	\$3,000.00	Full funding	\$3,000
7	Semiahmoo Potters Society	\$3,955.91	\$3,000.00	Full funding	\$3,000
8	Soundscape A Capella Chorus	\$6,908.00	\$2,500.00	Full funding	\$2,500
9	Storymama Mandarin Chinese Society	\$6,000.00	\$2,500.00	Partial funding	\$2,000
10	Streetchip Hip Hop Society	\$5,000.00	\$3,000.00	Full funding	\$3,000
11	Surrey City Orchestra Society	\$7,900.00	\$3,000.00	Full funding	\$3,000
12	Surrey Firefighters Pipes and Drums Society	\$7,000.00	\$3,000.00	Full funding	\$3,000
13	Surrey Heritage Society	\$6,200.00	\$3,000.00	Full funding*	\$3,000
14	Surrey Photography Club	\$1,200.00	\$1,200.00	Full funding	\$1,200
15	Westcoast Harmony Chorus	\$6,000.00	\$3,000.00	Full funding	\$3,000
	PROJECT				
16	African Stages Association of BC	\$73,700.00	\$10,000.00	Full funding	\$10,000
17	Alexandra Neighbourhood House	\$10,000.00	\$5,000.00	Full funding	\$5,000
18	Arts Council of Surrey	\$10,950.00	\$5,000.00	Full funding	\$5,000
19	Arts Umbrella Association	\$58,213.00	\$10,000.00	Full funding	\$10,000
20	ArtsCan Resource Network	\$70,000.00	\$10,000.00	Full funding	\$10,000
21	Baobab Inclusive Empowerment Society	\$37,500.00	\$10,000.00	Full eligible funding	\$5,000
22	BC Chinese Music Association	\$12,450.00	\$5,000.00	Full funding	\$5,000
23	Borealis String Quartet Society	\$24,250.00	\$5,000.00	Full funding	\$5,000
24	Canada Nepal Friendship and Cultural Society	\$81,500.00	\$10,000.00	No funding at this time	\$0
25	Canadian Women & Art Society	\$89,850.00	\$10,000.00	No funding at this time	\$0
26	Cloverdale Arts and Entertainment Association	\$19,133.00	\$5,000.00	Full funding	\$5,000
27	Community Living Society	\$9,299.00	\$5,000.00	Partial funding	\$4,000
28	Dansing Tones Association	\$12,544.40	\$6,120.00	Full eligible funding	\$5,000
29	Darts Hill Garden Conservancy Trust Society	\$27,700.00	\$5,000.00	Full funding	\$5,000
30	Diwali Celebration Society	\$111,392.00	\$10,000.00	Full funding	\$10,000
31	DreamRider Productions	\$111,864.00	\$5,000.00	Full funding	\$5,000
32	Festival African Heritage Music and Dance Society	\$200,000.00	\$10,000.00	No funding at this time	\$0
33	Find Your Forte	\$10,000.00	\$5,000.00	Partial funding	\$2,500
34	Flamingo Square Arts Society	\$49,000.00	\$5,000.00	Full funding	\$5,000
35	Fraser Valley Chinese Culture Association	\$30,000.00	\$10,000.00	Full eligible funding	\$5,000
36	Friends of the PLOT	\$31,500.00	\$5,000.00	Partial funding	\$2,000
37	Friends of the Surrey Poet Laureate	\$12,495.00	\$5,000.00	Full funding	\$5,000
38	FVGSS, Community Theatre	\$40,160.00	\$5,000.00	Full funding	\$5,000

	Organization	Project Budget	Request Amount	Recommendation	2018 Proposed Funding
39	Ghanaian-Canadian Association of BC	\$46,200.00	\$10,000.00	Full eligible funding*	\$5,000
40	Global Peace Alliance	\$64,400.00	\$10,000.00	Partial funding	\$5,000
41	Green Timbers Heritage Society	\$9,700.00	\$4,000.00	Full funding	\$4,000
42	Jamaican Canadian Cultural Association of BC	\$16,942.00	\$5,000.00	Partial funding	\$4,250
43	Karakata Afrobeat Society	\$46,400.00	\$10,000.00	Partial funding*	\$3,000
44	Karen Community Society of BC	\$10,000.00	\$5,000.00	Partial funding	\$2,500
45	Kiwanis Fraser Valley Music Festival Society	\$155,350.00	\$10,000.00	Partial funding	\$5,000
46	Latinos in Action Society	\$32,000.00	\$10,000.00	Full eligible funding	\$5,000
47	Mha Puja BC Cultural Group	\$11,387.00	\$5,000.00	Partial funding	\$3,000
48	Moving Forward Family Services	\$3,500.00	\$2,000.00	Full eligible funding	\$1,750
49	Naad Foundation Inc	\$59,000.00	\$10,000.00	Full funding	\$10,000
50	Naked Stage Productions	\$17,200.00	\$5,000.00	Full funding	\$5,000
51	Nepali Women's Association of BC	\$8,700.00	\$4,000.00	Partial funding	\$1,500
52	North American HanYang Arts and Culture Center Association	\$30,000.00	\$10,000.00	Full eligible funding	\$5,000
53	Peninsula Productions Society	\$80,700.00	\$10,000.00	Full funding	\$10,000
54	Royal Academy of Bhangra	\$42,500.00	\$10,000.00	Full eligible funding	\$5,000
55	Royal Canadian Theatre Company	\$159,790.00	\$10,000.00	Full funding	\$10,000
56	Sher Vancouver LGBTQ Friends Society	\$11,000.00	\$5,000.00	Full funding	\$5,000
57	Sierra Leonean Community of BC	\$15,000.00	\$5,000.00	No funding at this time	\$0
58	South Asian Arts Society	\$68,000.00	\$10,000.00	Full funding	\$10,000
59	South Asian Family Association	\$33,935.00	\$5,000.00	Full funding	\$5,000
60	Surrey English Teachers' Association	\$6,500.00	\$3,000.00	Full funding	\$3,000
61	Surrey Festival of Dance	\$242,500.00	\$5,000.00	Full funding	\$5,000
62	Surrey Historical Society	\$7,560.00	\$3,780.00	Full funding	\$3,780
63	Surrey International Writers' Conference Society	\$20,000.00	\$10,000.00	Full eligible funding	\$5,000
64	Surrey Latin Integration Society	\$35,549.00	\$5,000.00	Full funding	\$5,000
65	Surrey Little Theatre	\$21,736.00	\$5,000.00	Full funding	\$5,000
66	Tara Rince Society	\$31,300.00	\$2,500.00	Full funding	\$2,500
67	Teatr Polski - Polish Theatre Canadian-Polish Arts Society	\$51,390.00	\$5,000.00	Full funding	\$5,000
68	The Beach House Theatre Society	\$162,380.00	\$10,000.00	Full funding	\$10,000
69	The Handel Society of Music	\$15,000.00	\$5,000.00	Full funding	\$5,000
70	The Mother Language Lovers of the World Society	\$10,000.00	\$7,500.00	Partial funding	\$3,000
71	The Surrey ICORN Project	\$35,000.00	\$5,000.00	Full funding	\$5,000
72	The Vancouver Inter-Cultural Orchestra Society	\$20,400.00	\$5,000.00	Full funding	\$5,000
73	Vancouver Cantonese Opera	\$17,000.00	\$5,200.00	Full eligible funding	\$5,000
74	Vancouver International Bhangra Celebration	\$131,500.00	\$10,000.00	Full funding	\$10,000
75	Vancouver International South Asian Film Festival	\$61,465.00	\$30,000.00	Full eligible funding*	\$10,000
76	Vancouver Malayalee Samajam/Shade of Hope	\$12,645.00	\$5,000.00	No funding at this time	\$0
77	Vancouver Opera Association	\$28,891.00	\$5,000.00	Full funding	\$5,000
78	Vancouver Tagore Society	\$18,356.00	\$5,000.00	Full funding	\$5,000
79	VG Playroom	\$19,425.00	\$5,000.00	Full funding	\$5,000

	Organization	Project Budget	Request Amount	Recommendation	2018 Proposed Funding
80	Young Peoples Opera Society of BC	\$51,510.00	\$10,000.00	Partial funding	\$5,000
81	Youth Arts Council of Surrey	\$3,400.00	\$1,700.00	Full funding	\$1,700
82	Z.inc Artist Collective	\$11,400.00	\$5,000.00	Full funding	\$5,000
CULTURAL SUSTAINABILITY					
83	Art2Heart	\$11,400.00	\$5,000.00	Full funding	\$5,000
84	Chinese Village Club	\$15,000.00	\$2,000.00	Full funding	\$2,000
85	Close Look United Foundation	\$28,000.00	\$5,000.00	Full funding	\$5,000
86	Cwenengitel Aboriginal Society	\$9,746.00	\$4,946.00	Full eligible funding	\$4,873
87	Fraser Valley Neighborhood Association	\$15,750.00	\$5,000.00	Full funding	\$5,000
88	Surrey Art Gallery Association	\$26,195.00	\$5,000.00	Full funding	\$5,000
	Total	\$3,255,652.31	\$538,446.00		\$394,953

* Release of funds is contingent upon applicant(s) addressing further requirements from the Evaluation Committee

G. CORPORATE REPORTS

Item No. R013 Cultural Grants Program – 2018 Grant Allocations
File: 1850-01

The General Manager, Parks, Recreation & Culture and General Manager, Finance submitted a report to provide information to Council regarding the application and evaluation process related to the City of Surrey Cultural Grants Program and to obtain approval for the issuance of grants under the Program for 2018.

The General Manager, Parks, Recreation & Culture General Manager, Finance were recommending approval of the recommendations outlined in the report.

In response to a question from Council, staff advised that it was initially understood that the funding request received from the Cedar Hills Pipe Band was for travel expenses for a training opportunity. Staff have received clarification that the funding request is specifically for the training component, and that the funding request could be reconsidered.

Council noted that the Cedar Hills Pipe Band attends many events around the City, and is a positive representative of the City.

It was
request received from the Cedar Hills Pipe Band for \$2500.
RES.R18-162

Moved by Councillor Woods
Seconded by Councillor Villeneuve
That Council approve the grant
Carried

In addition, Council noted that the Cultural Grants Program allocates \$395,000 for representatives from the arts sector to provide community engagement and collaboration. These grants are anticipated to generate \$3 million dollars in revenue. The grants provide awareness of the City's diversity and opportunities for youth to build their skills.

It was

Moved by Councillor Gill
Seconded by Councillor Martin
That Council:

1. Receive Corporate Report R013 as information; and
2. In accordance with the City's Cultural Grants Program Guidelines, approve the 2018 Cultural Grants as documented in Appendix "II" attached to the report.

RES.R18-163 Carried