



Adopted by Council: July 25, 2011
Amended by Council: July 9, 2012
Amended by Council: April 11, 2022
Amended by Council: January 29, 2024
Amended by Council: April 27, 2026

POLICY 3712:

Please note that there is a separate Sport Hosting Incentive Grant Policy (3710); Child Care Development Policy, including Child Care Grants (4017); and Steveston Village Heritage Conservation Grant Program Policy (5900). Policy 3712 does not apply to any of the above grant programs.

It is Council policy that:

1. The purpose of the City Grant Program is to support the capacity of eligible applicants to deliver a range of programs, services and events that enrich the lives and well-being of Richmond residents, in alignment with the City's strategic priorities.
2. The following City Grant Programs are covered by Policy 3712:
 - 2.1 Arts and Culture
 - 2.2 Environmental Enhancement and Food Security
 - 2.3 Health, Social and Safety
 - 2.4 Parks, Recreation and Community Events
3. The administration of the City Grant Program is guided by the following principles:
 - 3.1 Enhancing Capacity: Applications must demonstrate how funding will strengthen the applicant's ability to deliver eligible programs and services that benefit Richmond residents and respond to community needs.
 - 3.2 Strategic Priorities: Grant-funded initiatives must align with current Council-adopted strategies and plans.
 - 3.3 Community Need: Priority will be given to initiatives that clearly identify community need and propose solutions, ensuring that City funding will support programs with the strongest potential to deliver sustainable impact.
 - 3.4 Continuous Improvement: Priority will be given to initiatives that demonstrate innovation and adaptability to changing community needs.
 - 3.5 Accountability: Applications must include a clear implementation plan and detailed budget, demonstrating how funding will be effectively used to achieve intended outcomes.



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- 3.6 Diversified Funding Sources: Grants will be awarded in accordance with the annual City Grant Program budget, with priority given to applicants who demonstrate diversified funding sources beyond City support.
- 3.7 Demonstrated Financial Need: Grants will be awarded based on demonstrated financial need, ensuring that resources are directed to organizations and initiatives that effectively address identified community priorities.
4. Gaming revenue or other funding sources as directed by Council, may be used to create four separate line items for these City Grant Programs in the annual City operating budget.
5. Each of the four City Grant Programs may receive an annual Cost of Living adjustment or a lump sum increase depending on community needs and budget considerations, as determined by Council.
6. A City Grant Steering Committee consisting of the grant administrators of each of the four City Grant Programs will meet at key points in the grant cycle to ensure the grant program is well-managed, including periodic reviews of the City Grant Program Policy 3712 and program guidelines.
7. Only non-profit societies registered in British Columbia and charitable organizations registered in Canada that deliver services in Richmond are eligible to apply for a City Grant. Notwithstanding the foregoing, individuals can apply for the Environmental Enhancement and Food Security Grant.
8. Applicants may apply to only one (1) of the four (4) City grant programs governed by Policy 3712 per year, with the exception of the Environmental Enhancement and Food Security Grant, for which applicants may submit an additional application for a different project.
9. Applications will be assessed based on grant program-specific criteria that align with the purpose and guiding principles set out in Policy 3712 and reflect current City priorities and emerging community needs. Information regarding assessment criteria and the review process will be provided in the program guidelines of the respective grant programs.
10. The City Grant Program will include the following funding streams, as applicable to each grant program:
 - Operating Stream: Operating grants support the whole entity. Funding may be used to assist with core operating expenses, such as rent, utilities and



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administrative salaries. While funding would not be guaranteed in subsequent years, operating grants are intended to offer stable funding to strengthen long-term capacity and sustainability.

- Project Stream: Project grants support a part of the entity's activities directly linked to a specific time-bound program, initiative or event with specific deliverables. Funding may be used to assist with program, initiative or event expenses, such as supplies or salaries.
11. Applicants who receive a form of operating and/or ongoing financial support from the City, including but not limited to core funding, annual operating grants, service or facility use agreements, including nominal leases, permissive tax exemptions or staffing supports, are not eligible to apply for the operating stream and may only apply for the project stream.
 12. Funding limits will be set as follows:
 - 12.1 Arts and Culture: \$12,500 per applicant for operating funding; or \$5,000 per applicant for project funding.
 - 12.2 Environmental Enhancement and Food Security: \$500 per individual and \$2,500 per organization for environmental enhancement-related projects; or \$5,000 per applicant for food security-related projects.
 - 12.3 Health, Social and Safety: \$50,000 per applicant for operating or project funding.
 - 12.4 Parks, Recreation and Community Events: \$12,500 per applicant for operating or project funding.
 13. All grant recipients must submit a final report to the City by the end of the funding term before applying for a grant in the next funding cycle. Reports must include a detailed budget breakdown, a description of outcomes achieved, including quantitative and other key performance indicators, and evidence of alignment with the objectives of the grant program. For grant awards of \$50,000 (or greater as approved at Council's discretion), grant recipients must submit an additional interim report at the midpoint of the funding term and may be required to provide supporting documentation at any point during the funding term upon request.
 14. Late applications will not be accepted, and Council's decisions are final with no appeal process.
 15. Notwithstanding Section 13.2.1 of Bylaw 7560 – Council Procedures, as a condition of the consideration of a grant application, applicants must refrain from any actions that



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could be perceived as influencing the grant review or award process. This includes, but is not limited to, making delegations to Council that could unduly influence its decision, from the time the intake period opens until recommendations are brought forward for Council's consideration.

16. Funding provided under the City Grant Program cannot be utilized for activities that may result in a direct, indirect, or perceived conflict of interest for active members of City Council. Furthermore, activities cannot be used to promote a particular person or group for the purpose of political campaigning or political campaign messaging.
17. Any person involved in the review and approval of City Grant Program applications, including members of City Council, must declare any direct or indirect benefit to themselves, relatives, business associates, or to anyone else that would advance their personal interests, and may be required to recuse themselves from such processes.