

**City of Richmond**

**2025 Grant Program Guidelines**

**For**

**Parks, Recreation and Community  
Events**

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## 1. Overview

### (i) City Grant Policy

- City Grant Programs are governed by the City Grant Policy 3712, as attached.
- These guidelines pertain to the Parks, Recreation and Community Events Grant Program.
- Additional programs exist for Health, Social and Safety, Arts and Culture, Child Care and Environmental Enhancement grants. Please see the City's website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)) for information about these programs.

### (ii) Purpose

The purpose of this Grant Program is to help achieve the City's Corporate Vision, "To be the most appealing, livable and well-managed community in Canada".

### (iii) Principles

- Support the City's Corporate Vision;
- Support non-profit organizations;
- Benefit Richmond residents;
- Maximize program benefits;
- Promote volunteerism ;
- Build partnerships;
- Increase community capacity;
- Cost sharing and cost effectiveness;
- Enhance but not sustain programs and services;
- Promote user-pay when applicable; and
- Innovation

### (iv) Goal

The goal of this Grant Program is to increase community capacity to benefit Richmond residents by assisting non-profit community organizations to deliver programs and services.

### (v) Objectives

- To assist Council to facilitate the Council Strategic Plan.
- To improve the quality of life of Richmond residents through a wide range of beneficial community programs.
- To assist primarily Richmond-based community groups to provide beneficial programs to residents.
- To build community and organizational capacity to deliver programs.
- To promote partnerships and financial cost sharing among the City, other funders and organizations.

## 2. Program Funding

### (i) Base Program Funding

- Base funding will be reviewed intermittently, as determined by Council.
- The amount allocated to the Grant Program will be based on overall City corporate priorities.

### (ii) Annual Cost of Living Increase

- To maintain the effectiveness of base funding in light of general rising costs (e.g., the cost of living), an annual cost of living factor will be automatically added to the base funding of the Grant Program.
- The cost of living increase will be based on the Vancouver consumer price index (CPI) annual average change, as determined by BC Statistics for the previous year.
- The City of Richmond's Finance Division will determine the amount annually and add it to the base funding.

### (iii) Unused Program Funds

At the end of each year, unallocated Grant Program dollars are deposited into the City's Grant Provision Account.

### 3. Definitions

To clarify terms for applicants, reviewers and Council, the following are defined:

**Partnership:** A relationship between organizations that have a joint interest and which is characterized by mutual cooperation and responsibility, often for the achievement of a specified goal. This may be a formal relationship defined by a written agreement outlining the contributions and expectations of each partner, or an informal relationship dependent on the goodwill of the partners involved with a particular project, issue or initiative.

**Duplication:** Two or more agencies offering the same service and/or program for the same target population during the same hours. Duplication may be desirable when a single agency does not have the capacity to meet the demand for service.

**School (public and private) based programs:** "School (public and private) based programs" are those funded, offered or initiated through regular fiscal, operational, curricular, extra-curricular and social activities of a school or a school district.

**Community-based programs in schools:** "Community-based programs" offered in public and private schools or on school grounds are those that do not meet the definition of "school-based" and primarily benefit the larger community, rather than the school itself, the school district, or its students.

Organizations seeking funding for community-based programs in schools or on school grounds must provide a statement from the school principal or the school district that the proposed use is approved of and will be accommodated, should funding be received.

### 4. Eligibility

#### (i) Who is Eligible

- Only registered non-profit societies (society incorporation number must be provided).
- The society's Board of Directors must approve of the application being submitted.

#### (ii) Who Cannot Apply

- For-profit organizations;
- Individuals;
- Public and private schools including post-secondary educational institutions, or societies seeking funding for school-based programs;
- Political parties and organizations;
- Organizations that primarily fund other organizations (e.g., grants) or individuals (e.g., scholarships); and
- Other, as determined by Council.

#### (iii) Purposes Eligible for Funding

Grants may be used for the following purposes:

1. **Operating Assistance**  
Regular operating expenses or core budgets of established organizations, including supplies and equipment, heat, light, telephone, photocopying, rent and administrative salaries.
2. **Community Service**  
Specific programs or projects to deliver services to Richmond residents.
3. **Community Event**  
Neighbourhood or community-based events to enhance quality of life for Richmond residents.

**(iv) Items Eligible for Funding**

Items eligible for funding are those required to directly deliver the project, including regular operating expenses or program/project specific expenses, including:

- Professional and administrative salaries and benefits;
- Consultant services to deliver the project;
- Office rent;
- Supplies;
- Equipment;
- Rentals (e.g., vehicles, equipment and maintenance);
- Heat;
- Light;
- Telephone;
- Photocopying; and
- Materials.

**(v) Items Not Eligible For Funding**

The following items will not be funded:

- Debt retirement.
- Land and land improvements.
- Building construction and repairs.
- Retroactive funding.
- Operating deficits.
- Proposals which primarily fund or award other groups or individuals.
- Political activities including, but not limited to:
  - Promoting or serving a particular person, group, political party or organization.
  - Lobbying of a political party, or for a political cause or campaign.
- Programs and services delivered in partnership with political parties and organizations.\*
- Activities that may result in a direct, indirect, or perceived conflict of interest for active members of City Council.
- Activities that are restricted to or primarily serve the membership of the organization, unless membership is open to a wide sector of the community (e.g., women, seniors) and is available free-of-charge or for a nominal fee that may be reduced or exempted in case of need.
- Expenses that are the responsibility of other government programs or entities.
- Fund-raising campaigns, form letter requests or telephone campaigns.
- Expenses related to attendance at seminars, workshops, symposiums or conferences.
- Public and private school-based programs.
- Child care purposes (the City has a separate Child Care Grant Program, see [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)).
- Travel costs outside the Lower Mainland.
- Other.

\*For clarity, this does not exclude programs and services that receive funding from other levels of government, including funding provided by the Province of British Columbia and the Government of Canada.

**(vi) Grant Limitations**

- Due to limited funds, applicants may receive only one grant per year.
- Grant allocations are partially dependent on the annual budget.
- Not all applicants meeting the Grant Program requirements will necessarily receive a grant.
- Based on the number of applications, groups may not receive the full grant that they request, but only a portion of it.
- Grants are not to be regarded as an entitlement.
- Approval of a grant in any one year is not to be regarded as an automatic ongoing source of annual funding.

## 5. Application Assessment Criteria

**(i) Key Assessment Criteria**

To be considered eligible, all proposals must demonstrate that:

- Primarily Richmond residents will be served.
- Funding from sources other than the City and the applicant have been sought.
- Partnerships and/or collaborative relationships with other organizations to strengthen the proposal have been established.

## **(ii) Assessment Considerations**

In reviewing grant applications and preparing recommendations, the following factors are considered:

- Quality and credibility of the organization and program (e.g., accreditation, licences), including demonstrated organizational efficiency, effectiveness and stability.
- Sufficient organizational capacity to deliver the proposed service.
- Demonstrated community need for the proposed service.
- Financial need to implement the proposal.
- The number of Richmond residents to be served.
- Benefits to individuals, families, organizations and the community at large.
- The role and number of volunteers.
- Uniqueness of the service.
- More than one external funding source sought.
- Partnership roles, and collaborative relationships and community interaction.
- Value of other City programs, services and financial assistance provided.
- Evaluation results.
- Completeness of application — all documents provided and all questions answered.
- Quality of application — thorough, clear and convincing presentation of information and rationale.
- Other.

## **(iii) Less Favourably Considered Applications**

Less favoured applications are those which:

- Rely only on City and applicant funding;
- Risk the applicant becoming dependant on City grants;
- Demonstrate insufficient partnering or collaboration;
- Unnecessarily duplicate existing services;
- Are incomplete, unclear or unconvincing; and
- Other.

## **(iv) Financial Statements**

Applicants must submit:

- Audited financial statements, including a balance sheet, for the most recent completed fiscal year, including the auditors' report signed by the external auditors or one of the following alternatives:
  - If audited financial statements are not available, submit the financial statements reviewed by the external auditors for the most recent completed fiscal year along with the review engagement report signed by the external auditors.
  - If neither audited nor reviewed financial statements are available, submit the compiled financial statements for the most recent completed fiscal year along with a compilation report signed by the external auditors.
  - If none of the above are available, financial statements for the most recent completed fiscal year endorsed by two signing officers of the Board of Directors.
- Current fiscal year operating budget.
- Grant proposal budget.

## **(v) User Pay Principle**

Applicants are encouraged to consider applying the "user pay" principle, where appropriate (e.g., users of the proposed service, program or project pay some of the cost).

## **(vi) Multi-year Funding Criteria**

- Applicants receiving City grants for a minimum of the five most recent consecutive years for the same purpose are eligible to apply for a maximum three-year funding cycle for ongoing operations, services or events.
- Multi-year requests must be for the same purpose for each of the three years.
- The full application form must be completed to request year one of a multi-year cycle; once approved, the short application form must be completed in years two and three, with required documentation attached. If circumstances change that impact the cycle, complete information must be provided.

- Council reviews the status of multi-year cycles on an annual basis and a Council resolution is required to fund each year of the cycle. Approval to enter a cycle does not guarantee that subsequent years will be funded.

## 6. The Grant Review Process

### (i) The Grant Review Process

There is one intake period per year. Please see the City's website for dates ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)). The following grant review stages will be followed (see sections below for further information):

1. Applications submitted by deadline.
2. Staff review the applications.
3. Staff prepare recommendations.
4. Council reviews recommendations and make final decisions.
5. Grants distributed.
6. Recipients report on grant use.

### (ii) Grant Program Guidelines and Web-Based Application

Grant program guidelines and access to the web-based application system will be posted on the City's website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)).

- These guidelines apply to the Parks, Recreation and Community Events Grant Program.
- A simplified application is available for minor requests (\$5,000 or less), or year two or three of a multi-year funding cycle (see Multi-Year Funding Criteria, page 6).
- A longer application is required of applicants requesting over \$5,000, or wishing to be recommended for a three-year funding cycle.

### (iii) Application Deadline

The deadline for submitting City grant applications will be determined annually. Please see the City's website ([www.richmond.ca/citygrants](http://www.richmond.ca/citygrants)) for dates.

### (iv) Late Applications

Applications that miss the deadline will not be accepted, processed or funded from grant program budgets for that application year.

### (v) Staff Review

Following the deadline, staff review applications and prepare recommendations for Council's consideration:

- Application reviews are led by staff in Parks, Recreation and Culture.
- Staff may contact applicants to request further information, documentation and otherwise clarify the proposals, or applications may be assessed without making such requests. Incomplete or unclear applications will be less favourably assessed.
- As possible recommendations to Council are confidential while under review, no information will be provided to applicants or the public until the staff report is posted on the City's website at 5:00 p.m. on the Friday prior to the General Purposes Committee meeting. Please contact staff to confirm the date.

### (vi) General Purposes Committee Review

- Once the application review process is complete, staff recommendations are presented to the General Purposes Committee of Council for consideration. Please contact staff to confirm the date.
- Applicants are welcome to attend the General Purposes Committee meeting to hear the discussion (please contact staff to confirm the date). The Chair has the discretion of asking if delegations from the floor would like to speak. Should this occur, those attending will have the opportunity to make a brief (maximum five minutes) presentation.
- Recommendations are then either forwarded to the next City Council meeting, or referred back to staff for further information, in which case the recommendations would be considered at a future General Purposes Committee meeting before being forwarded to Council.

### (vii) Declaration of Conflicts of Interest

- Any person involved in the review and approval of City Grant Program applications, including active members of City Council, must declare any direct or indirect benefit to themselves, relatives, business associates, or to anyone else who would advance their personal interests, and may be required to recuse themselves from such processes.

## 7. Awarding of Grants

### (i) Council Decision

- City Council reviews recommendations forwarded by the General Purposes Committee and makes final decisions.
- At the City Council meeting, attendees will have the opportunity to make a brief presentation (maximum five minutes) at the beginning of the meeting.
- Generally, City Council will decide on grant allocations in the first quarter of the year. Please contact staff to confirm the date.

### (ii) Grant Disbursement

- Grants are distributed with a cover letter indicating the amount and purpose of the grant, a brief explanation of the grant award or denial, if applicable, and to contact staff if further information is required.

### (iii) Grant Use Report and Acknowledgement of Grant Benefits

- Those receiving a grant must provide evaluation results in a Grant Use Report either at year-end or, if applying to the Grant Program again, prior to submitting a new application.
- City support is to be acknowledged in all information and publicity materials pertaining to the funded activities. To receive an electronic copy of the City's logo, please contact staff.

### (iv) Recuperation of Grant

If the grant will not be used for the stated purpose, the full amount must be returned to the City.

### (v) No Appeal

There is no appeal to Council's decision due to the high number of applications for limited funding, as applicants may apply again the following year.

## 8. Further Information

For further information regarding the Parks, Recreation and Community Events Grant Program, please see the City's website at [www.richmond.ca/citygrants](http://www.richmond.ca/citygrants) or contact Parks, Recreation and Culture at 604-276-4000.





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

**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).

It is Council Policy that:

1. The following City Grant Programs be established, to be designed, administered and reported by the respective departments:
  - Health, Social and Safety (Community Social Services)
  - Arts and Culture (Arts, Culture and Heritage)
  - Parks, Recreation and Community Events (Parks and Recreation)
  - Environmental Enhancement (Parks and Recreation).
2. Casino funding may be used to create four separate line items for these City Grant Programs in the annual City operating budget.
3. Each of the-four City Grant Programs may receive an annual Cost of Living increase.
4. A City Grant Steering Committee consisting of a representative of Community Social Services, Arts and Culture, Parks and Recreation, and Environment will meet at key points in the grant cycle to ensure a City-wide perspective.
5. Applications will be assessed based on program-specific criteria that reflect the City's vision and adopted Council Strategic Plan. Information regarding assessment criteria and the review process will be provided in Program Guidelines.
6. City Grant Programs will consist of three streams of grant requests:
  - (i) \$5,000 or less;
  - (ii) over \$5,000, whereby application requirements may be streamlined for requests of \$5,000 or less; and
  - (iii) no more than \$500 for individuals applying for the Environmental Enhancement Grant.
7. Only registered non-profit societies governed by a volunteer Board of Directors requesting funding to serve primarily Richmond residents, are eligible, except for individuals accessing the Environmental Enhancement Grant.
8. Applicants may receive only one grant per year unless applying for Environmental Enhancement Grant funding for projects not utilizing other City Grant Programs funding.



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9. Community Partner documents submitted to fulfill annual funding agreements with the City will be considered as part of grant application requirements.
10. Due to the high number of applications for limited funding, and as applicants may apply the following year, no late applications are accepted and there is no appeal process to Council's decision.
11. 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.
12. Any person involved in the review and approval of City Grant Program applications, including active 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.