



City of Richmond
Parks, Recreation & Community Events (PRCE) Grant Program

City Grants Web-based System
Grant Applicant User Guide

REVISION CONTROL

Reference Document(s)		

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3	Sept. 23, 2013	Evelyn Dawson		Changes since initial publication
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5	March 5, 2015	Evelyn Dawson		Add full views of each of the Steps
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1. Introduction

The City of Richmond supports the enhancement of a positive quality of life for all its residents. City Council recognizes that one means of helping to achieve this goal is through annual Grant Programs to support the work of non-profit community service organizations.

A City Grants Web-based System was created, at stakeholders' request, to provide an integrated, user-friendly, efficient and effective on-line system for applicants. Some of the tangible benefits to having an online grant application system include:

- Reducing paperwork and eliminating unnecessary duplication from year to year;
- Enabling applicants to copy and revise their previous application rather than start each application anew;
- Providing the ability to access, save and review applications at any time from commencement to submission;
- Ensuring the completion of all mandatory fields before submission; and
- Establishing a database of application information for both the applicant and the City.

This City Grants Web-based System User Guide is designed for applicants to the **Parks, Recreation & Community Events Grant Program**. Prior to application, please read the Program Guidelines found at www.richmond.ca/CityGrants.

The City also has Arts & Culture, Child Care, and Health, Social & Safety Grant Programs. For further information, please see the City website at www.richmond.ca/CityGrants.

2. Account

a. Account Registration

City Grants are awarded to non-profit societies. To apply for a City Grant, a representative of the society must register by entering the society number (assigned by the BC provincial government), the society name, attaching two documents and choosing a password for the system. The two documents required are the Society's Certificate of Incorporation and its Constitution and bylaws.

An email address must be supplied to receive correspondence from the City.

First time applying online?

Account Registration

Society Number

Society Name

Email

Attach Certification of Incorporation:

No file chosen

Attach Constitution / Bylaws

No file chosen

Password

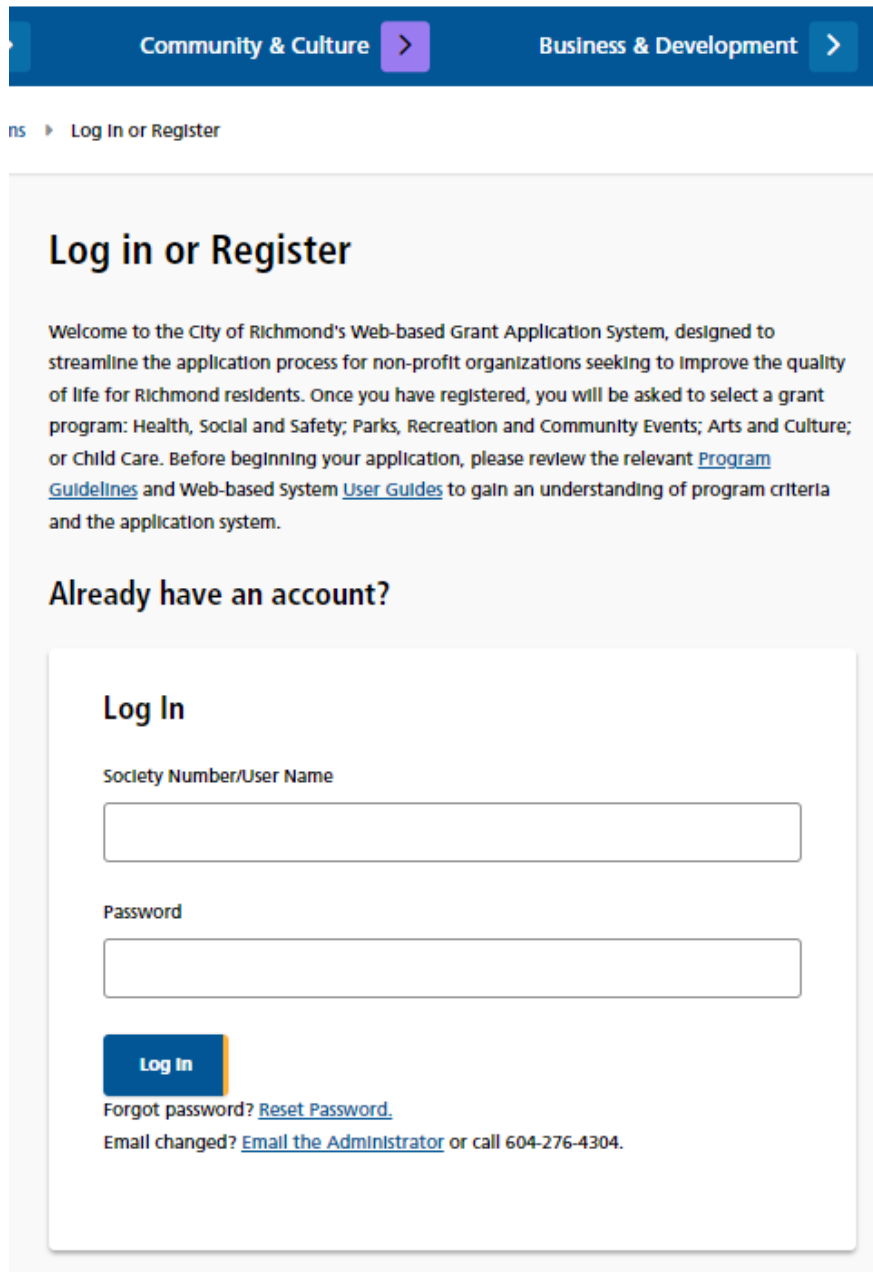
(minimum 8 characters)

Confirm Password

(Password entries must match)

b. Log In

Please log into the system by entering your society number and password. Then click the “Log In” button. As a Grant Applicant, you will have to use the Account Registration function first, to create your account.



The screenshot shows a navigation bar with 'Community & Culture' and 'Business & Development' links. Below it is a breadcrumb trail 'ns > Log In or Register'. The main heading is 'Log in or Register'. A welcome message explains the system's purpose and provides links for 'Program Guidelines' and 'Web-based System User Guides'. A section titled 'Already have an account?' contains a 'Log In' form with fields for 'Society Number/User Name' and 'Password', a 'Log In' button, and links for 'Forgot password?' and 'Email changed?'.

Community & Culture > Business & Development >

ns > Log In or Register

Log in or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

Already have an account?

Log In

Society Number/User Name

Password

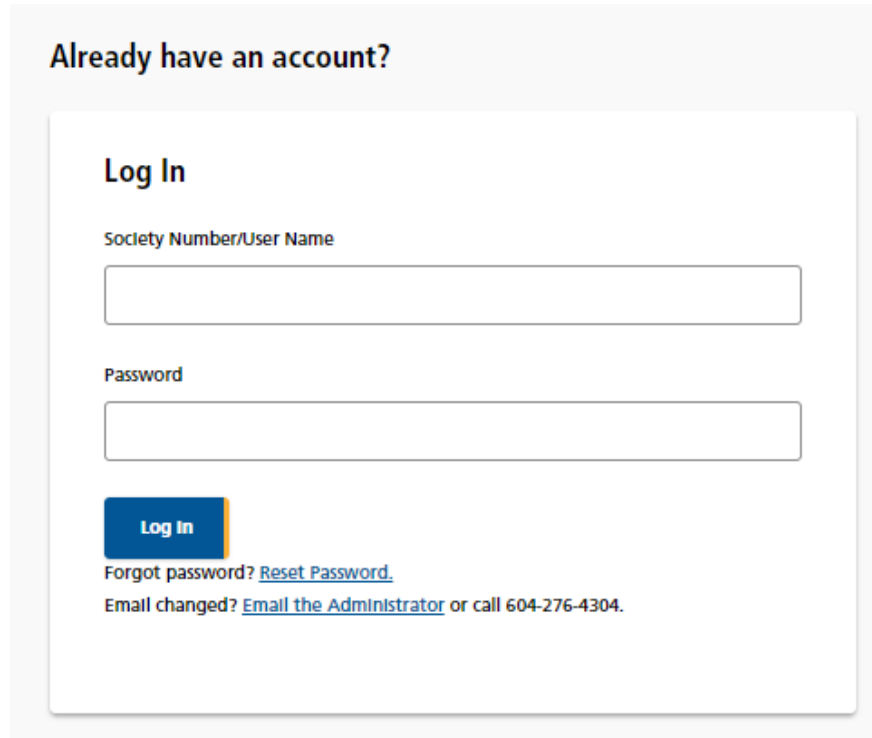
[Log In](#)

Forgot password? [Reset Password](#).

Email changed? [Email the Administrator](#) or call 604-276-4304.

c. Change Password

Once your account is set up, you can change your password anytime by clicking the “Reset Password” link in the middle of the screen, under the blue “Log In” button.



The screenshot shows a login interface with the heading "Already have an account?". Below this heading is a "Log In" section. It contains two input fields: "Society Number/User Name" and "Password". Below the input fields is a blue "Log In" button. Underneath the button are two links: "Forgot password? [Reset Password.](#)" and "Email changed? [Email the Administrator](#) or call 604-276-4304."

Once in the “Reset Password” tool, enter a new password and repeat the password in the “Confirm Password” field. Then click the “Change Password” button at the bottom to save the new password.

The screenshot shows a web application interface for changing a password. At the top, there is a navigation bar with categories: Services, Parks & Recreation, Culture & Community, Building & Development, and City Hall. Below this is a breadcrumb trail: Home > City Grants Applications System > Change Password. On the left side, there is a user profile section with a 'Welcome' message, a 'Change Password' link (highlighted by a red arrow), and a 'Log Out' button. Below the profile are 'Quick Links' (Return to Grants List) and 'Administration' links (Grants Calendar, Summary Reports, User Search). The main content area is titled 'Change Password' and contains a form with two input fields: 'New Password*' and 'Confirm Password*'. A 'Help' icon is next to the 'New Password' field. At the bottom of the form are 'Change Password' and 'Cancel' buttons.

d. Reset Password

If you forgot your password, or if your account gets locked out¹, you may generate a new temporary password. Go to the Log In page and click on the Reset Password link. This will take you to the “Reset Password” page.

Log in or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

Already have an account?

Log In

Society Number/User Name*

Password*

Log In

Forgot password? [Reset Password](#).

Email changed? [Email the Administrator](#) or call 604-276-4304.

First time applying online?

¹ If someone tries to access your account and enters the wrong password more than four times, the account is locked out for your protection.

Enter the Society Number that is registered with the system and click the “RESET PASSWORD” button.

Reset Password

If you forgot your password, please enter your Society Number/User Name below and we will reset it by emailing a temporary password to you.

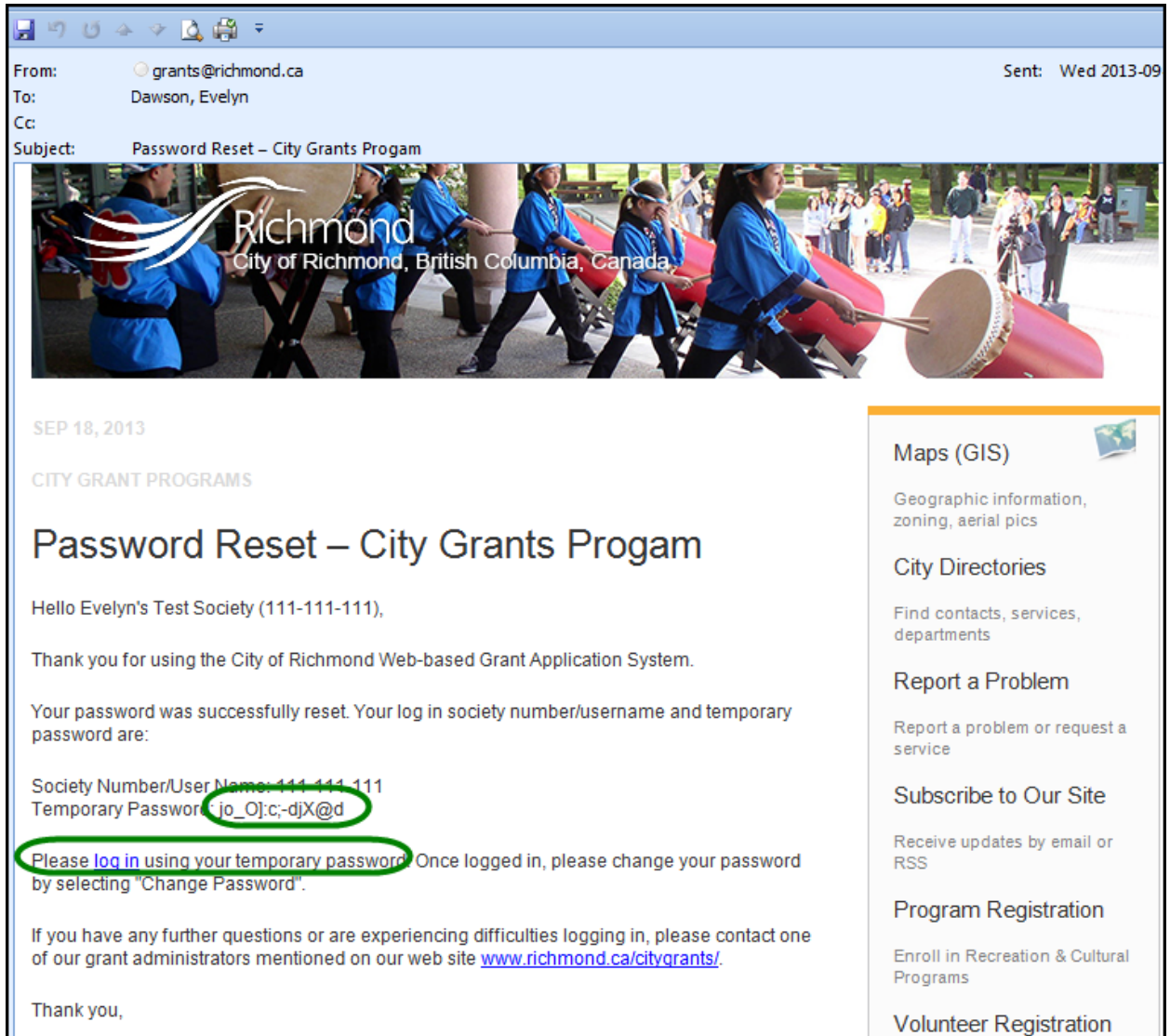
Reset Password

Society Number/User Name*

Reset Password

[Return to Login](#)

The system will email you a temporary password. Click on the link in the email to go to the Log In page.



Enter your society number and the temporary password to log in.

You will then want to use the Change Password function to create a password that you can remember.



Log in or Register

Welcome to the City of Richmond's Web-based Grant Application System, designed to streamline the application process for non-profit organizations seeking to improve the quality of life for Richmond residents. Once you have registered, you will be asked to select a grant program: Health, Social and Safety; Parks, Recreation and Community Events; Arts and Culture; or Child Care. Before beginning your application, please review the relevant [Program Guidelines](#) and Web-based System [User Guides](#) to gain an understanding of program criteria and the application system.

Already have an account?

Log In

Society Number/User Name*

Password*

Log In

Forgot password? [Reset Password.](#)

Email changed? [Email the Administrator](#) or call 604-276-4304.

3. Grants List Options

a. Grant List

Once logged in, all of your Grants are listed on the page, and show the following information:

- Year
- Grant Program
- Date & Time Submitted
- Requested Grant Amount
- Amount Awarded
- Grant Status

Home > City Grants Applications System > Grants List

Welcome [REDACTED]

Grant Applicant
[REDACTED]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

Quick Links

→ [New Grant Application](#)

→ [Return to Grants List](#)

Grant Application User Guides

- [Arts & Culture Project Assistance](#)
- [Arts & Culture Operating Assistance](#)
- [Child Care](#)
- [Health, Social and Safety & Parks, Recreation and Community Events](#)

Grants List

- Save your work frequently. You may be logged out unexpectedly. You do not need to have completed a step in order to save it.
- You can sort the information below by clicking on the table headings.
- Please remove all passwords from documents before you attach them.

Returning Applicants:
For your new application to be considered, your Grant Use Report for the previous year's grant must be submitted by the application deadline. To access the Grant Use Report form, click the applicable previous year's approved grant. Then click Grant Use Report at the top of the page.

If you are re-applying for the same kind of grant, you have the option to start by copying your previous grant application by clicking on the "Duplicate" button beside an approved grant. Your duplicate will appear below as a Draft for the new application year. Open this draft, then work through the Steps on the right hand side to provide current information. **It is your responsibility to ensure that all information is entered and accurate before submitting the new application.**

Grant Year	Application	Grant Amount	Grant Status
2024	CC: Child Care Capital Grant Submitted on:	Requested:\$9,000.00 Awarded:	DRAFT
2024	CC: Child Care Professional & Program Development Grant Submitted on: Sep 1, 2023 9:40 AM	Requested: \$60.00 Awarded:	SUBMITTED
2024	HSS: \$5,000 or Less Grant Single Year Submitted on:	Requested:\$4,300.00 Awarded:	DRAFT
2024	HSS: Over \$5000 Grant Program Multi Year - Year 2 Submitted on: Sep 1, 2023 12:53 PM	Requested:\$8,200.00 Awarded:	SUBMITTED

b. Navigate to a Grant Application

On the Grant list, click on the Grant Program for the application you wish to review. This will take you to the Grant Application Details page.

Grant Year	Application	Grant Amount	Grant Status
2022	CC: Child Care Professional & Program Development Grant Submitted on: Sep 5, 2023 11:32 AM	Requested: \$2,345.00 Awarded: \$2,345.00	REPORTING COMPLETED Duplicate
2024	PRCE: Over \$5000 Grant Program Multi Year - Year 2	Requested: \$0.00 Awarded:	DRAFT

Grant Application Details page.

Services > Parks & Recreation > Culture & Community > Building &...

Home > City Grants Applications System > Parks Recreation And Community Events Program > Grant Application Details

Welcome, [REDACTED]

Grant Applicant
[REDACTED]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

Grant Application Details

Application for Parks, Recreation & Community Events

[REDACTED]

[PDF Report](#)

Society #: [REDACTED]
Charity #:

Status: **SUBMITTED** (on September 01, 2023)

[Certification of Incorporation](#)
[constitution-bylaws-20181030164322627.pdf](#)

Contact:
Chris Teal
Director
123-456-7890
smozin@richmond.ca
richmond.ca
123 Alphabet Street

Signing Officers:
Fred Flinstone
President
Betty Rubble
Treasurer
[Authorized Signatures](#)

Quick Links

[New Grant Application](#)

c. Enter Your Grant Use Report

Before you can apply for a grant, you must have completed the Grant Use Report for any previous grant you received.

Click on the link to your Approved grant from a preceding year and press the link to **Grant Use Report**.

Grant Year	Application	Grant Amount	Grant Status
2022	CC: Child Care Professional & Program Development Grant Submitted on: Sep 5, 2023 11:32 AM	Requested: \$2,345.00 Awarded: \$2,345.00	REPORTING COMPLETED Duplicate
2024	PRCE: Over \$5000 Grant Program Multi Year - Year 2	Requested: \$8,200.00 Awarded: \$8,234.00	APPROVED Duplicate

Grant Application Details

Application for Parks, Recreation & Community Events

[Redacted]

[PDF Report](#)

Society #: [Redacted]

Charity #:

Status: **APPROVED** (on September 07, 2023) [Grant Use Report](#)

[Certification of Incorporation](#)

[constitution-bylaws-20181030164322627.pdf](#)

Council Decision

APPROVED | \$8,234.00

Date: 2023-09-04

Decision: test

Grant Use Report

Application for Parks, Recreation & Community Events

[Redacted]

Society #: [Redacted]

Grant Proposal Title: [Redacted]

Grant Amount Approved: \$8,234.00

[Application Review](#)

Summary of grant use (from your original application, or modified as necessary)*

test

Please indicate how the City grant money was spent, or is currently budgeted for use:

Item	Amt (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00
Program Materials	\$0.00
Local Travel	\$0.00
Capital Expenditures (if applicable)	\$0.00
Other, provide details	\$0.00
Total:	
	\$0.00

What amount did you contribute?*

\$0.00

Details Of Staffing Indicated Above

Staff	Number of Staff	Avg. Hours/Week
Full Time Employees	<input type="text"/>	<input type="text"/>
Part Time Employees	<input type="text"/>	<input type="text"/>
Volunteers (excluding board members)	<input type="text"/>	<input type="text"/>

Number served by this grant?*

Number of Richmond Residents served by this grant?*

How were these numbers determined?*

Is there a fee charged for this service or program?

- Yes
- No

If yes, please describe the fee and structure:

If no, why not?

Please identify and explain any significant differences between the proposed and actual grant use, including budget and impact on outcomes*

Please list other funding sources sought and amounts received to support this Grant. If no money was received, enter zero.*

Funding Source	Amount
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00
<input type="text"/>	\$0.00

Is there a surplus (deficit) expected from the City Grant?*

- Yes
- No

If yes, please explain:

Based on the goals identified in your application, please describe the community benefits of this grant, including evaluation methods and a summary of the results to-date*

Attach community benefits reports (optional)

community benefits reports*

[? Help](#)

Choose File No file chosen

Add File

Maximum 3 attachments

Save Draft


Submit Grant Use Report

d. Duplicate a Grant Application

- e. To create a new Grant Application from a previous application, you will find the “Duplicate” button in the Grant Status column for Grants that have been **Approved** or **Reporting Completed** on the Grants Listing page. Click on the “Duplicate” button to create a copy of your Grant in **DRAFT** mode.

Grant Year	Application	Grant Amount	Grant Status
2022	CC: Child Care Professional & Program Development Grant Submitted on: Sep 5, 2023 11:32 AM	Requested: \$2,345.00 Awarded: \$2,345.00	REPORTING COMPLETED Duplicate
2024	PRCE: Over \$5000 Grant Program Multi Year - Year 2	Requested: \$8,200.00 Awarded: \$8,234.00	APPROVED Duplicate

Grant Application Duplication confirmation.

 **Application Duplicated**

Your previous year's application was successfully duplicated. Click the new DRAFT application now listed below to proceed.

Note: Not all information is duplicated. Where numbers (for example, budget) are not duplicated, it is your responsibility to ensure that that all information is updated and accurate before submitting the new application. For information that is duplicated, please review it and make sure that it still applies for the upcoming application.

The duplicated Grant application will appear on the Grants List with Status **DRAFT**.

Grant Year	Application	Grant Amount	Grant Status
2022	HSS: Over \$5000 Grant Program Multi Year - Year 2 Submitted on: Sep 1, 2023 4:14 PM	Requested: \$8,200.00 Awarded: \$8,234.00	REPORTING COMPLETED Duplicate
2024	PRCE: Over \$5000 Grant Program Multi Year - Year 2	Requested: \$0.00 Awarded:	DRAFT

4. Grant Status

a. Grant Status

The Grant Status is located at the top of the Grant Application. When you submit your application, and when your interim/final report is accepted, the system will send you an automatically generated email to notify you.

Grant Application Details

Application for Parks, Recreation & Community Events

[PDF Report](#)
 Society #: [REDACTED]
 Charity #:

Status: APPROVED (on September 07, 2023) [Grant Use Report](#)
[Certification of incorporation](#)
[constitution-bylaws-20181030164322627.pdf](#)

Council Decision

APPROVED | \$8,234.00

Date: 2023-09-04

Decision: test

Below are the different Grant statuses:

- **DRAFT**
- **SUBMITTED**
- **UNDER REVIEW**
- **DECLINED**
- **APPROVED**
- **REPORTING COMPLETED**

b. Draft

The Grant Applicant is entering and adding to the application. The Grant Administrator may view the information.

c. Submitted

When the application is in the Submitted status, no further edits can be done to the application by the Applicant. The Grant Administrator may ask for additional information from the Applicant and attach it to the application under the title of 'Additional Information'.

d. Under Review

When the application is in the Under Review status, it is being reviewed by the Grant Administrator and Grant Reviewers. They will assess the application and make recommendations to Council. Then Council will review the grant and make a final decision.

e. Approved

A grant is awarded by Richmond City Council. The applicant may enter their (results of use of the grant) interim or final report, when ready.

f. Reporting Completed

For grant recipients, an interim or final grant use report must be provided by the next year's grant application deadline if the society wishes to apply for a grant the following year. If not re-applying, a final report must be submitted by the end of the society's fiscal year. Your society will be notified by e-mail once the report has been accepted.

g. Declined

This status is set if Council declines the grant application.

5. Create a Grant Application

a. General Tips

You can create a new Grant Application either from scratch, or by having the system duplicate one of your previous Grant Applications (See "Duplicate a Grant Application" for instructions).

Below are some tips to assist you when creating a Grant Application from scratch:

1. There is a navigation menu on the left hand side that allows you to go directly to the different parts of the application.
2. All required fields are marked with a *.
3. To attach a document to the application, first click 'Choose File' and locate the document on your computer, then click 'Add File' to add the document to your application.

- Missing information or errors are highlighted with pink:

Amount Requested*

Required

Proposed Project

Proposal Title*

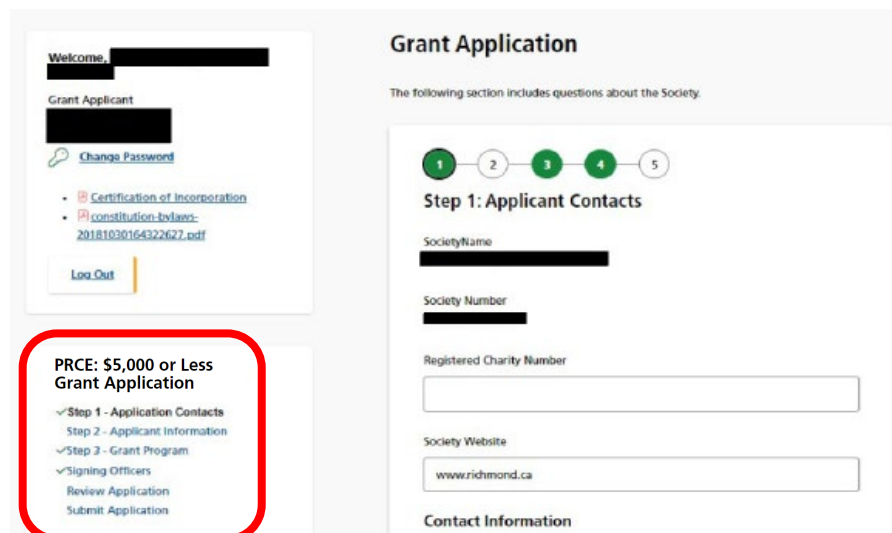
Required

A summary of these issues will also be displayed in an error message at the top and bottom of the page.

Please correct the following:

- Proposal Title is required
- Please enter the Requested Grant Amount

- Steps completed with all required information receive a green checkmark ✓ in the navigation menu on the left side of the screen.



- The system allows you to upload up to 3 documents for each question and accepts any combination of the following file formats:

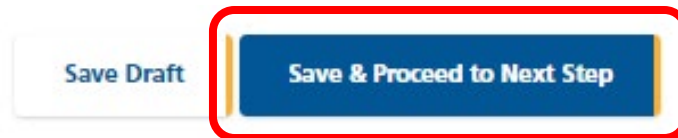
- PDF
- DOC
- DOCX
- JPEG

- JPG
- GIF
- TIFF
- PNG
- XLS
- XLSX
- BMP

7. If you have uploaded a wrong file or wish to update an existing file, please remove the unwanted file by clicking the **Remove** link to the right of the file.
8. At any given point during the application process, you can click the “Save Draft” button at the bottom of the page and log out of the system. If you use the “Save Draft” button, be assured that all information you have entered has been saved in the database.



9. To proceed through the steps in order, click the “Save & Proceed to Next Step” button at the bottom of the page for each step. All edits will be re-checked when the Grant Application is Submitted.



b. Creating your Grant Application

To create a new Grant Application from scratch, you will find the “New Grant Application” button in the navigation menu on the left of the screen. Click on the button to go to **Start a New Application**.

Grant Applicant
[Redacted]
[Redacted]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-by-laws-20181030164322627.pdf](#)

[Log Out](#)

Quick Links

- [New Grant Application](#)
- [Return to Grants List](#)

- save your work frequently, you may be logged out unexpectedly, you do not need to have completed a step in order to save it.
- You can sort the information below by clicking on the table headings.
- Please remove all passwords from documents before you attach them.

Returning Applicants:
For your new application to be considered, your Grant Use Report for the previous year's grant must be submitted by the application deadline. To access the Grant Use Report form, click the applicable previous year's approved grant. Then click Grant Use Report at the top of the page.

If you are re-applying for the same kind of grant, you have the option to start by copying your previous grant application by clicking on the "Duplicate" button beside an approved grant. Your duplicate will appear below as a Draft for the new application year. Open this draft, then work through the Steps on the right hand side to provide current information. **It is your responsibility to ensure that all information is entered and accurate before submitting the new application.**

Grant Year	Application	Grant Amount	Grant Status
2024	CC Child Care Capital Grant Submitted on:	Requested: Awarded:	DRAFT

c. Select a Grant Program

This step asks you to choose a grant program. This selection must be made before you continue onto the next step. Complete this information and press Save and Proceed to Next Step.

New Grant Application

The City of Richmond provides a range of grant programs. To make an online application, please select one of the grant programs below.

As you fill in your application, please be sure to use one of the following options before exiting each page.

Save Draft - The **Save Draft** button will save any changes made to the current application and you will remain on this page. You do not need to complete all questions in order to save your progress.

Save & Proceed to Next Step - The **Save & Proceed** button will save any changes made to the current page, before moving you to the next page. At some steps, you will need to complete all the required questions in order to proceed.

Form Navigation - You can use the menu on the left to jump to any available page of the form. Please note that navigating to another page of the application form through the menu on the left will discard any unsaved changes.

File Uploads - To attach a file to your application please press the **Upload** button and then **Add File** button before pressing **Save Draft** or **Continue**.

Start a New Application

Select Grant Type:

- Health, Social & Safety
- Parks, Recreation & Community Events
- Arts & Culture Operating Assistance
- Child Care Capital Grant
- Child Care Professional & Program Development Grant

[Start Application](#)

[Return to Grants List](#)

d. Step 1: Applicant Information

This step allows you to enter general information on the organization and contact information. Complete this information and press **Save and Proceed to Next Step**. Remember, you may press **Save Draft** at any time and your application will be saved so that you may return to it later.

The screenshot displays the 'Grant Applicant' dashboard on the left and the 'Grant Application' form on the right.

Grant Applicant Dashboard (Left):

- Welcome, [Redacted]
- Grant Applicant [Redacted]
- [Change Password](#)
- [Certification of Incorporation](#)
 - [constitution-bylaws-20181030164322627.pdf](#)
- [Log Out](#)

Parks, Recreation & Community Events Application

- Step 1 - Applicant Information
- Step 2 - Grant Level Selection

Quick Links

- [New Grant Application](#)
- [Return to Grants List](#)

Grant Application User Guides

- [Arts & Culture Project Assistance](#)
- [Arts & Culture Operating Assistance](#)
- [Child Care](#)
- [Health, Social and Safety & Parks, Recreation and Community Events](#)

City Services

- [Services Overview](#)

Grant Application Form (Right):

The following section includes questions about the Society. For assistance in filling out this section of the form, please refer to the [Grant Program Guidelines](#).

Step 1: Applicant Information

1 2

Society Name
[Redacted]

Society Number
[Redacted]

Registered Charity Number

Society Website

Contact Information

Please enter this information carefully. We will use it in future correspondence with you.

First Name*

Last Name*

Society Role / Title*

Address*

City*

- Recycling & Garbage | >
- Pets & Animals | >
- Water, Sewer & Flood Protection | >
- Weather Response | >
- Roads & Transportation | >
- Emergency Services | >
- Climate & Environment | >
- Digital Services | >

Province*

British Columbia v

Country*

Canada v

Postal Code*

Phone No*

Email*

smozin@richmond.ca

Purpose and Membership

What is your membership criteria?*

Do you have an annual membership fee?

Yes

No

If yes, how much is your annual membership fee?

Attach a list of the Board of Directors, Officers and Executive Directors of the Society, including their addresses and contact information* [Help](#)

No file chosen

Maximum 3 attachments

Financial Information

Your Society's Budget	Last Complete Year	Current Year
Total Revenue	<input type="text"/>	<input type="text"/>
Total Expenses	<input type="text"/>	<input type="text"/>
Annual Surplus or (Deficit)	<input type="text"/>	<input type="text"/>

Explanation for Annual Surplus or (Deficit)

Last Complete Year

Current Year

Explanation for Accumulated Surplus or (Deficit)*

Attach Financial Statements for Last Year (Include a balance sheet and statement of revenue and expenses, audited financial statements are preferred)* [? Help](#)

Choose File No file chosen

Add File

Maximum 3 attachments

If you do not have audited financial statements, explain why not

Attach Operating Budget For Current Year* [? Help](#)

Choose File No file chosen

Add File

Maximum 3 attachments

Save Draft

Save & Proceed to Next Step

e. Step 2: Grant Level Selection

This step asks you to Select whether you are applying for a grant of \$5,000 or less, which the following will refer to as a Minor Grant, or if you are applying for a grant over \$5,000, which the following will refer to as a Major Grant.

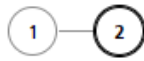
Since completing Step 2 opens up more application steps, you must complete Step 2 before you can complete the rest of the application.

The screenshot shows the 'Grant Application' interface. On the left is a sidebar with a user profile (Welcome, [redacted]), a 'Grant Applicant' section, a 'Change Password' link, and a list of documents including 'Certification of Incorporation' and 'constitution-bylaws-20181030164322627.pdf'. Below the sidebar is a section for 'Parks, Recreation & Community Events Application' with steps 1 and 2. The main content area is titled 'Grant Application' and contains instructions to refer to 'Grant Program Guidelines'. Below this is a progress indicator with steps 1 and 2, where step 2 is active. The main form is titled 'Step 2: Grant Level Selection' and asks to 'Select a Grant Level' with two radio button options: '\$5000 or Less Grant' and 'Over \$5000 Grant'. At the bottom are 'Save Draft' and 'Save & Proceed to Next Step' buttons.

After you select the grant level, it asks you to select whether you are seeking single year or multiple year funding (up to a three-year funding cycle).

This is a close-up of the 'Step 2: Grant Level Selection' form. It shows the 'Grant Level' section with the 'Select a Grant Level' instruction. The '\$5000 or Less Grant' option is selected. Below this, a question asks 'Are you applying for a single year, or for a multiple year funding cycle?'. The 'Single Year Funding' option is selected and highlighted with a red box. Other options include 'Multiple Year Funding (see Grant Program Guidelines for criteria)' and 'Over \$5000 Grant'. At the bottom are 'Save Draft' and 'Save & Proceed to Next Step' buttons.

You may be eligible for multi-year funding if you have received **5 consecutive years funding for the same program prior to this year**. If you are unsure, please contact your grant administrator for more information. You will find their contact information at www.richmond.ca/CityGrants. You may also refer to the Grant Program Guidelines at www.richmond.ca/CityGrants.



Step 2: Grant Level Selection

Grant Level

Select a Grant Level

\$5000 or Less Grant

Are you applying for a single year, or for a multiple year funding cycle?

Single Year Funding

Multiple Year Funding (see Grant Program Guidelines for criteria)

Please select one of the following:

Year 1 of 3

Year 2 of 3

Year 3 of 3

Over \$5000 Grant

Save Draft

Save & Proceed to Next Step

When you have made your choices on this step, press **Save and Proceed to Next Step**.

f. Step 3: Grant Proposal (Minor or Major Single Year Grant, or Minor or Major Year 1 Grant of a Multiple Year Funding Cycle)

This step collects all of the information about your Grant proposal.

Welcome, [Redacted]

Grant Applicant
[Redacted]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

PRCE: \$5,000 or Less Grant Application

Multiple Year Funding Cycle - (Year 1 of 3)

- Step 1 - Applicant Information
- ✓ Step 2 - Grant Level Selection
- Step 3 - Grant proposal**
- Step 4 - Partnerships
- Step 5 - Community Needs
- Step 6 - Community & Society Benefits
- Step 7 - Measuring Outcomes
- Signing Officers
- Review Application
- Submit Application

Quick Links

- [New Grant Application](#)
- [Return to Grants List](#)

Grant Application

The following section includes questions about the Grant Proposal. For assistance in filling out this section of the form, please refer to the [Grant Program Guidelines](#).

1 2 3 4 5 6 7 8 9

Step 3: Grant Proposal

Grant Information

Proposal Title*

Requested Amount*

Grant Purpose

Operating Assistance

Community Service / Program / Event - Ongoing

Community Service / Program / Event - One-time Activity

For One-time Activity:

Start Date

End Date

Number To Be Served*

How Many Will Be Richmond Residents?*

Grant Application User Guides

- [!\[\]\(687b6c142f51ac6f390f8bd444e38d03_img.jpg\) Arts & Culture Project Assistance](#)
- [!\[\]\(861b7aaa71df51b93037a486c3b17630_img.jpg\) Arts & Culture Operating Assistance](#)
- [!\[\]\(605f40b2c3d6e1d01a5766f59c82e1d4_img.jpg\) Child Care](#)
- [!\[\]\(5f28278c0ebbde07efa8ee7d80530cb7_img.jpg\) Health, Social and Safety & Parks, Recreation and Community Events](#)

City Services

Services Overview

- [Recycling & Garbage](#) | >
- [Pets & Animals](#) | >
- [Water, Sewer & Flood Protection](#) | >
- [Weather Response](#) | >
- [Roads & Transportation](#) | >
- [Emergency Services](#) | >
- [Climate & Environment](#) | >
- [Digital Services](#) | >

How were these numbers determined?*

Summary Of Request For City Of Richmond Grant (Include proposed activities, target group(s) and community benefits)* [Help](#)

Identify any City of Richmond services you currently receive (include use of facilities, subsidized rent, property tax relief, photocopying, staffing and others with estimated values, if known)*

Proposed City Grant Budget

Indicate How The Proposed Grant Will Be Used:

Item	Amt (\$)
Personnel (Salaries and Benefits)	\$0.00
Consultant Services	\$0.00
Volunteer Support (e.g. expenses, recognition)	\$0.00
Office Rent or Mortgage	\$0.00
Utilities and Telephone	\$0.00
Supplies	\$0.00
Equipment	\$0.00
Photocopying	\$0.00

Program Materials	\$0.00
Local Travel	\$0.00
Other, provide details <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	\$0.00
Total:	\$0.00

Details Of Staffing Indicated Above

Staff	Number of Staff	Avg. Hours/Week
Full Time Employees	0	0
Part Time Employees	0	0
Volunteers (excluding board members)	0	0

Financial Assistance From Other Sources

Is your society applying for funding from other sources (e.g. other grants, donations, financial assistance or sponsorships) regarding this grant proposal?

- Yes
 No

Do You Require A Grant For The Full Amount Requested To Implement The Proposal?

- Yes
 No

If You Receive A Grant For Part Of The Amount Requested, How Will It Be Used?*

Total Proposal Funding

Description	Amt (\$)
Amount of City Grant Requested	
Amount Requested from Other Funders*	<input type="text"/>
Amount Your Society will Provide	<input type="text"/>

Fee

Is there a fee charged for this Service or Program?

Yes

No

If yes, please describe the fee and structure

If not, why not?

[Save Draft](#) [Save & Proceed to Next Step](#)

g. Step 3: Grant Proposal Update (Minor or Major Year 2 or Year 3 Grants of a Multiple Year Funding Cycle)

This step collects all of the information about your Grant proposal.

[Certification of Incorporation](#)

[constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

PRCE: \$5,000 or Less Grant Application

Multiple Year Funding Cycle - (Year 2 of 3)

- Step 1 - Applicant Information
- ✓ Step 2 - Grant Level Selection
- Step 3 - Grant Proposal Update**
- Signing Officers
- Review Application
- Submit Application

Quick Links

- [New Grant Application](#)
- [Return to Grants List](#)

Grant Application User Guides

- [Arts & Culture Project Assistance](#)
- [Arts & Culture Operating Assistance](#)
- [Child Care](#)
- [Health, Social and Safety & Parks, Recreation and Community Events](#)

City Services

[Services Overview](#)

1 — 2 — 3 — 4 — 5

Step 3: Grant Proposal Update

Amount Requested*

Proposal Information

Proposal Title*

Summary Of Request For City Of Richmond Grant (Include proposed activities, target group(s) and community benefits)*

Please review your Year 1 application and explain and/or attach information regarding any changes that will impact grant use.*

and/or

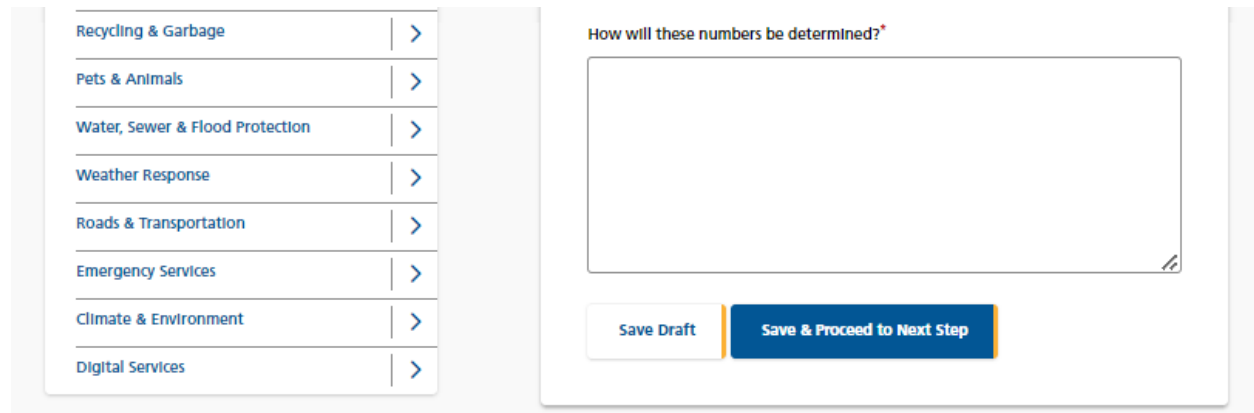
No file chosen

Maximum 3 attachments

[Help](#)

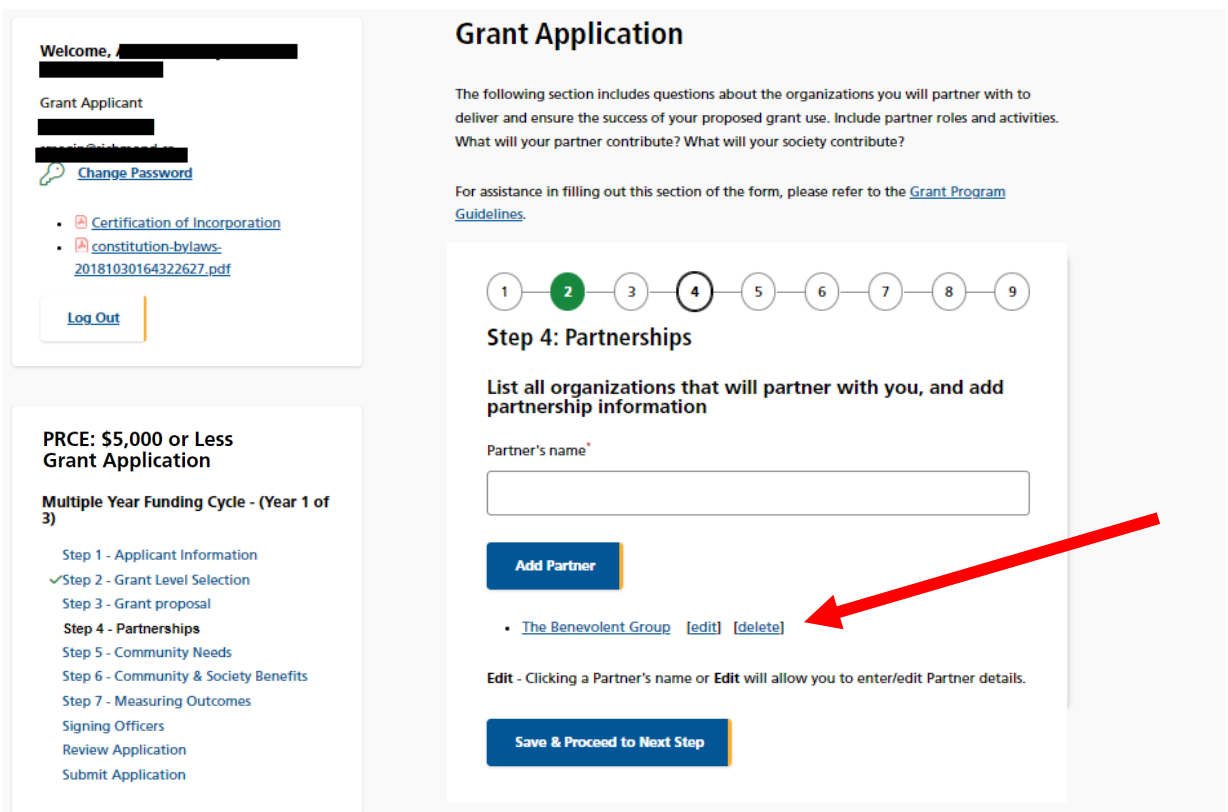
Number To Be Served*

How Many Will Be Richmond Residents?*



h. Step 4: Partnerships (Both Minor and Major Grants, All Years)

This step collects all of the information about your Partnerships. First enter a list of each of your partners.



Next click on the partner's name and complete the following page for each partner.

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9

Step 4: Partnerships

List all organizations that will partner with you, and add partnership information

- [The Benevolent Group](#) [\[edit\]](#) [\[delete\]](#)

Edit - Clicking a Partner's name or **Edit** will allow you to enter/edit Partner details.

Edit Partnership Information

Organization Name*

Phone No*

Email*

Roles and Activities:
(What will the Partner and your Society each contribute?)*


Has this partner agreed that they will fulfill these roles and activities should funding be received, and provide written confirmation if requested?*



Yes
 No

Written confirmation of this information from your partner (e.g. letter or email)* [? Help](#)

i. Step 5: Community Need (Major Single Year Grant, or Minor and Major Year 1 Grant of a Multiple Year Funding Cycle)

This step collects information concerning the community needs that your grant will address.

 [Change Password](#)

-  [Certification of Incorporation](#)
-  [constitution-by-laws-20181030164322627.pdf](#)

[Log Out](#)

PRCE: \$5,000 or Less Grant Application





Multiple Year Funding Cycle - (Year 1 of 3)

- Step 1 - Applicant Information
- ✓ Step 2 - Grant Level Selection
- Step 3 - Grant proposal
- Step 4 - Partnerships
- Step 5 - Community Needs**
- Step 6 - Community & Society Benefits
- Step 7 - Measuring Outcomes
- Signing Officers
- Review Application
- Submit Application

Quick Links

- [New Grant Application](#)
- [Return to Grants List](#)

Grant Application User Guides

-  [Arts & Culture Project Assistance](#)
-  [Arts & Culture Operating Assistance](#)
-  [Child Care](#)
-  [Health, Social and Safety & Parks, Recreation and Community Events](#)

City Services

1 2 3 4 5 6 7 8 9


Step 5: Community Needs

The need for operating expense, program, etc

Have you determined the need for this particular operating expense, program, etc?*

Yes

No

If yes, describe the method used to establish need and the results  Help

Identify The Primary Populations Your Proposal Will Benefit

Primary Population(s) Served*

- General Population
- Neighbourhood
- Children
- Youth
- Seniors
- Families
- Women
- Other

Summary (how will your proposal benefit these groups)*

Unique Service

Is a Similar Program, Service Or Event Already Offered to Richmond Residents By Another Society?

Yes

No

Services Overview	
Recycling & Garbage	>
Pets & Animals	>
Water, Sewer & Flood Protection	>
Weather Response	>
Roads & Transportation	>
Emergency Services	>
Climate & Environment	>
Digital Services	>

If yes, how is your program different?

If yes, have you contacted the society to see how you might work together?

Yes


No



If yes, what were the results?*

[Save Draft](#) [Save & Proceed to Next Step](#)

j. Step 6: Community and Society Benefits (Major Single Year Grant, or Minor or Major Year 1 Grant of a Multiple Year Funding Cycle)

This step collects information concerning the benefits that your grant will create.

 [Change Password](#)

-  [Certification of Incorporation](#)
-  [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

PRCE: \$5,000 or Less Grant Application



Multiple Year Funding Cycle - (Year 1 of 3)

- Step 1 - Applicant Information
- ✓ Step 2 - Grant Level Selection
- Step 3 - Grant proposal
- Step 4 - Partnerships
- Step 5 - Community Needs
- Step 6 - Community & Society Benefits**
- Step 7 - Measuring Outcomes
- Signing Officers
- Review Application
- Submit Application

Quick Links

- [New Grant Application](#)
- [Return to Grants List](#)

Grant Application User Guides

-  [Arts & Culture Project Assistance](#)
-  [Arts & Culture Operating Assistance](#)

1 2 3 4 5 6 7 8 9

Step 6: Community & Society Benefits

Community Benefits

Explain How Your Grant Will Meet The Following Objectives (check all that are applicable)*

Promoting The City's Vision:
"to be the most appealing, livable and well-managed city in Canada"

- Inclusion
- Social Equity
- Volunteerism
- Wellness
- Innovation
- Build Individual Capacity
- Build Organizational Capacity
- Build Community Capacity
- Neighbourhood Connectedness
- Citizen Engagement
- Provide Social Sustainability
- Provide Economic Sustainability
- Provide Environmental Sustainability
- Other

Please specify:

Describe How Your Proposal Will Provide These Community Benefits*

[Child Care](#)

[Health, Social and Safety & Parks, Recreation and Community Events](#)

Society Benefits

How Will The Grant Benefit Your Society? (check all that are applicable)*

- Improve Quality Of Service
- Maximize Number Served
- Promote Partnerships
- Leverage Funding
- Support Stable, Capable Services
- Other

Please specify:

Explain How This Proposal Will Benefit Your Society*

[Save Draft](#)

[Save & Proceed to Next Step](#)

k. Step 7: Measuring Outcomes (Major Single Year Grant, or Minor or Major Year 1 Grant of a Multiple Year Funding Cycle)

This step consists of two screens. On the first one you list the goals that your grant will address.

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

123456789

Step 7: Measuring Outcomes

Identify The Goals, Objectives, Deliverables and Outcome Measurements Of Your Proposal

Goal*

[Add Goal](#)

- Engage 500 people made vulnerable [[edit](#)] [[delete](#)]

[Save & Proceed to Next Step](#)

Then click on each goal to provide objectives, deliverables and outcome measurements.

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

PRCE: \$5,000 or Less Grant Application

Multiple Year Funding Cycle - (Year 1 of 3)

- Step 1 - Applicant Information
- ✓ Step 2 - Grant Level Selection
- Step 3 - Grant proposal
- Step 4 - Partnerships
- Step 5 - Community Needs
- Step 6 - Community & Society Benefits
- Step 7 - Measuring Outcomes**
- Signing Officers
- Review Application
- Submit Application

Quick Links

- [New Grant Application](#)
- [Return to Grants List](#)

Grant Application User Guides

- [Arts & Culture Project Assistance](#)
- [Arts & Culture Operating Assistance](#)
- [Child Care](#)
- [Health, Social and Safety & Parks, Recreation and Community Events](#)

City Services

Services Overview

Recycling & Garbage >

1 — 2 — 3 — 4 — 5 — 6 — 7 — 8 — 9

Step 7: Measuring Outcomes

Identify The Goals, Objectives, Deliverables and Outcome Measurements Of Your Proposal

Goal*

[Add Goal](#)

- [Engage 500 people made vulnerable](#) [edit] [delete]

Edit Goal Information

Goal Name*

Engage 500 people made vulnerable

Objectives*

Deliverables*

Outcome Measurement*

Save Draft

Save

Cancel

I. Signing Officers

This step allows you to download a form for the signatures of two signing officers of your society, and then upload it to the application.

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

PRCE: \$5,000 or Less Grant Application

Multiple Year Funding Cycle - (Year 1 of 3)

- Step 1 - Applicant Information
- ✓ Step 2 - Grant Level Selection
- Step 3 - Grant proposal
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- Step 6 - Community & Society Benefits
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- [Return to Grants List](#)

Grant Application User Guides

- [Arts & Culture Project Assistance](#)
- [Arts & Culture Operating Assistance](#)
- [Child Care](#)
- [Health, Social and Safety & Parks, Recreation and Community Events](#)

1 2 3 4 5 6 7 8 9

Step 8: Signing Officers

Board Member 1

First Name*

Last Name*

Society Role*

Board Member 2

First Name*

Last Name*

Society Role*

Signatures

Download and complete the [Declaration and Signatures Form](#) and attach the signed copy to your application here.

Completed Signatures Form*

? Help

Add File

Save Draft

Save & Proceed to Next Step

6. Review Application

a. General

Once you have completed the application, the system will take you to the “Review Application” page where you can review all your information and view any uploaded documents. If you need to make any changes, you may click on the link from the navigation menu on the left side of the screen or click the “Make Changes” button at the bottom of the page.

The navigation menu on the left side of the screen will also indicate if you have provided all required information. If any of the steps do not have a green checkmark ✓ next to it, you will need to go back to that step and review the information.

Grant Application Details

Application for Parks, Recreation & Community Events

██

[PDF Report](#)
 Society #: 107810046RR0001
 Charity #:

Status: DRAFT
[Certification of Incorporation](#)
[constitution-bylaws-20181030164322627.pdf](#)

<p>Contact: Chris Teal Director 123-456-7890 smozin@richmond.ca richmond.ca 123 Alphabet Street Richmond, British Columbia Canada, V7A 2Y6</p>	<p>Signing Officers: Fred Flinstone President Betty Rubble Treasurer Authorized Signatures</p>
--	--

PRCE: \$5,000 or Less Grant Application

Multiple Year Funding Cycle - (Year 1 of 3)

- Step 1 - Applicant Information
- ✓ Step 2 - Grant Level Selection
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- Step 6 - Community & Society Benefits
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- Submit Application

Last Complete Year test

Current Year test

Explanation for Accumulated Surplus or (Deficit) test

Attach Financial Statements for Last Year (include a balance sheet and statement of revenue and expenses, audited financial statements are preferred)

- [financial-statements-for-las-20230901101034338.pdf](#)

If you do not have audited financial statements, explain why not test

Attach Operating Budget For Current Year

- [operating-budget-for-current-20230901101114104.DOCX](#)

Make Changes

Submit Application

b. Print Application

To print the application use the print function on the browser.

c. Submit Application

If you are satisfied with your answers and are ready to submit the application, there are two ways to do this.

On the navigation menu on the left side of the screen, you may click Submit Application.

Or, at the bottom of the Review Application page, click the button that says Submit Application.

Make Changes - This will take you back to step 1 where you can make changes from the beginning of your application or use the navigation menu bar on the right hand side of the screen to go directly to any step.

Make Changes

Submit Application

Welcome, [REDACTED]

Grant Applicant
[REDACTED]

[Change Password](#)

- [Certification of Incorporation](#)
- [constitution-bylaws-20181030164322627.pdf](#)

[Log Out](#)

PRCE: \$5,000 or Less Grant Application

Multiple Year Funding Cycle - (Year 1 of 3)

- Step 1 - Applicant Information
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If you have not fully completed the application, the system will list the unfinished step(s) on the page.

You may click on the link provided on the list or use the navigation menu on the left side of the screen to return to that specific step, review your answer, and complete the application.

Grant Application Submission

Please review your application thoroughly and be sure that all sections have been filled out completely and accurately. If any required fields are left blank, your application cannot be submitted for review.

! You have not fully completed the application.

Following is a list of steps that have not been completed. You must complete these steps before submitting your application. Please click on the links below to complete each unfinished step(s).

- [Step 1 - Applicant Information](#)
- [Step 3 - Grant proposal](#)
- [Step 4 - Partnerships](#)
- [Step 5 - Community Needs](#)
- [Step 6 - Community & Society Benefits](#)
- [Step 7 - Measuring Outcomes](#)
- [Signing Officers](#)

d. Terms & Conditions

If all answers are in order, the system will take you to the final step: “Terms & Conditions”.

Please read through the document carefully.

You must answer “Yes” at the bottom of the page before you can submit the application successfully.

Once it is submitted, the system will send you an email confirming your application.

Since this is a competitive process, please note that once the application is submitted, you will no longer be able to make changes. Please review your application thoroughly before pressing Submit.