
TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

DATE: 2019 May 29

FROM: DIRECTOR FINANCE

FILE: 7400-01

SUBJECT: COMMUNITY GRANT POLICY REVISIONS

PURPOSE: To revise the Community Grant Policy for further clarification to application guidelines.

RECOMMENDATION:

1. **THAT** the Executive Committee recommend Council approve revisions to the Community Grant Policy, as outlined in this report.

REPORT**1.0 INTRODUCTION**

At the Open Council meeting held on 2019 April 08, Council approved a new Community Granting Policy and Application Form. This report is requesting additional changes to the policy in order to further clarify application guidelines.

2.0 POLICY SECTION**Goal**

- A Connected Community
 - Social connection –
Enhance social connections throughout Burnaby
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- An Inclusive Community
 - Celebrate diversity –
Create more opportunities for the community to celebrate diversity
 - Serve a diverse community –
Ensure City services fully meet the needs of our dynamic community
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging

- A Healthy Community
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery

3.0 COMMUNITY GRANTING POLICY REVISIONS

3.1 General Grants

Currently the Community Granting Policy and Application Form, section A iii) states: *Applicants may receive only one Executive Committee grant per year.* However, under the CAP section of the 2019 April 08 report, an example was provided whereby with a CAP of \$25,000 an organization can potentially apply for multiple grants (e.g. \$15,000 for a community “program or project grant” and \$10,000 for an “operating grant”).

In the spirit of maintaining a limit for an operating grant award to a maximum of 25% of the annual operating budget of a non-profit society and to a maximum of \$10,000; and a CAP of \$25,000 on the total financial assistance to a non-profit organization, staff recommend that organizations are provided the opportunity to apply for multiple grants. In order to sustainably administer the program, staff recommend that Section A iii be revised to: *Applicants may apply for up to one operating grant to a maximum of 25% of the annual operating budget to a maximum of \$10,000, and up to two project/event/program grants per year for total maximum (operating and project/event/program) grants of \$25,000 per organization within the calendar year. Grant applications will be reviewed individually by the Executive Committee of Council and are conditional on the availability of funding allocated for the respective year.*

3.2 Ineligible General Requests

Staff are recommending that the following clause be added underneath the Ineligible General Requests: *iii. Organizations applying for a grant for a fundraising project/event/program.*

Recent applicants have inquired if fundraising activities would qualify and clarification in the policy would help avoid confusion and clarify grant intentions.

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From: Director Finance
Re: Community Grant Policy Revisions
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4.0 RECOMMENDATION

It is recommended that Executive Committee recommend Council approve revisions to the Community Grant Policy, as outlined in this report



Noreen Kassam, CPA, CGA
DIRECTOR FINANCE

NK /ml

Copied to: City Manager
Director Corporate Services
City Clerk

Attachment: 1 – draft Executive Committee of Council Community Granting Policy, v 2.0,
dated 2019 June 06



Community Grant Application

EXECUTIVE COMMITTEE OF COUNCIL COMMUNITY GRANTING POLICY

Grant requests which come under the following broad headings will be considered:

A. General Grants

Eligible General Requests

- i. Are given only to Burnaby-based non-profit societies, which in the judgment of Burnaby City Council align with: the City's strategic priorities as outlined in Burnaby's Official Community Plan, the Burnaby Social Sustainability Strategy, the Economic Development Strategy, and the Environmental Sustainability Strategy.
- ii. Are given to defray a portion of costs for established Burnaby-based non-profit organizations. Organizations must receive substantial revenue from other sources.
- iii. Applicants may apply for up to one operating grant to a maximum of 25% of the annual operating budget to a maximum of \$10,000, and up to two project/event/program grants per year for total maximum (operating and project/event/program) grants of \$25,000 per organization within the calendar year. Grant applications will be reviewed individually by the Executive Committee of Council and are conditional on the availability of funding allocated for the respective year.

Ineligible General Requests

- i. General grants ARE NOT available to cover costs of past deficits or capital improvements.
- ii. Organizations that provide funding to 3rd party organizations.
- iii. Organizations applying for a grant for a fundraising project/event/program.

B. Recreational Sport Grants

A Recreational Sport Grant Request will be considered for travel expenses only.

- i. The application must be made by a support organization.
- ii. The applicant must be a scheduled user of the Parks, Recreation and Cultural Services facilities or belong to Burnaby School District #41 (i.e. Odyssey of the Mind teams).
- iii. Only players that are 1) competing in a Provincial championship tournament **outside of the Lower Mainland**, 2) are a resident of Burnaby and 3) are under 21 years of age, will be considered eligible for grant funding.
- iv. A contribution will be considered for travel expenses to compete **outside of the Province** in National and International Championship Competitions for a team or individuals who are Provincial Champions.
- v. A contribution will be as follows:

Provincial	\$175 per person to a maximum of \$1,750 per team
National	\$250 per person to a maximum of \$2,500 per team
International	\$300 per person to a maximum of \$3,000 per team
- vi. Consideration will be given only for travel to a National or Western Canada Championship Tournament. In the event that there is both a Western Canada and a National Championship Tournament, only ONE event will be considered for funding.

Grant Evaluation Criteria

1. Applicants must include a direct reference to the various plans and strategies outlined in Section A (i) of the Community Granting Policy.
2. Applications must outline the target audience and the anticipated number of event attendees or Burnaby residents served by the program or service.
3. Applicants must complete and submit the online grant application no later than Wednesday noon one week prior to the scheduled Executive Committee of Council meeting date. Applicants for Recreational Sport Grants are not required to complete sections F, G, and H of the application form (marked by an asterisk *).

a. Incomplete applications will not be considered and it is the responsibility of the grant applicant to ensure the completeness of their submission.

Grant Approval

1. Six affirmative votes from Council are required in order to approve a request.
2. Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City of Burnaby logo will be provided to successful grant applicants for acknowledgment purposes.
3. There is no appeal process should a grant be denied or partially funded