



City of Port Moody

Report to Finance Committee

Date: May 28, 2021
Submitted by: Finance and Technology Department – Financial Services Division
Subject: 2021 Allocation of Community Grant Funding

Purpose

To present the results of the Citizen Advisory Group's vote regarding the allocation of 2021 Community Grant funds per Corporate Policy – 05-1850-01 – Grants to Organizations, and to seek direction for the awarding of funds to the recommended community groups.

Recommended Resolution

THAT \$18,750 in 2021 Community Grant funding be awarded to:

- 1. Crossroads Hospice Society – \$3,000**
- 2. POCOMO Meals on Wheels Society – \$1,950;**
- 3. Volunteer Cancer Drivers Society – \$1,200;**
- 4. Big Sisters of BC Lower Mainland – \$3,000;**
- 5. Port Moody Police Dept. Community Garden – \$3,000;**
- 6. Pacific Post Partum Support Society – \$1,000;**
- 7. Sasamat Outdoor Centre – \$2,600; and**
- 8. Abreast In A Boat – \$3,000**

per the results of the 2021 Citizen Advisory Group's voting and as recommended in the report dated May 28, 2021 from the Finance and Technology Department – Financial Services Division regarding 2021 Allocation of Community Grant Funding.

Background

The City's Community Grant Program provides financial assistance to community groups and non-profit organizations that contribute to the general interest and benefit of local residents and businesses. The Corporate Policy – 05-1850-01 – Grants to Organizations (**Attachment 1**) sets out the process for applications, and the principles by which Council exercises its discretionary powers to consider grants.

Discussion

Communications Plan

As in previous years, staff executed a comprehensive communications plan for the 2021 program that included the following tactics:

- a letter sent via email to local non-profit and community groups, including groups that had previously sought City funding, to let them know about the program and how to apply;
- updated information for the 2021 program and application process posted to the Community Grant Program web page on the City's website;
- feature box on the homepage of the City's website;
- two newspaper advertisements published in the TriCity News to let groups know about the program and direct them to the City website for more information and the application form;
- promotion of the program via the City's social media channels;
- a news release distributed to local media; and
- a consolidated booklet of all grant applications created for the Citizens Advisory Group (CAG).

2021 Process

The City opened the application process in February 2021 and circulated a letter via email to a number of community groups, non-profits, and special interest groups outlining the program and providing the goals and application process. This application process was closed on April 2, 2021. During this time, the City received 12 applications.

Once collected, the applications were compiled into a booklet (**Attachment 2**) to ensure consistency and for the convenience of the voting group, the CAG. On April 16, 2021, the CAG received the booklet of grant applications and a process to select their top five organizations based on the criteria below:

- the availability of funds budgeted for grants and donations;
- the extent to which a demonstrated need in the community will be addressed and to which the City's corporate goals and objectives are met;
- the degree to which the grant will promote the well-being and quality of life of Port Moody residents;
- the degree to which funding will be used for the community as a whole;
- the extent to which the organization has attempted to obtain other sources of funding, e.g. through corporate sponsorships or fundraising campaigns;
- the extent to which the funds are expended in Port Moody;
- the needs of the organization requesting funding;
- the extent to which any benefits will be directed towards people of all ages and abilities; and
- the extent to which volunteers are involved and community spirit is fostered.

The CAG had access to the survey until May 9, 2021 at 11:59pm. In total, 65 survey responses were received, with 12 comments provided.

2021 Grant Awards

There is currently \$20,000 earmarked for the 2021 Community Grants program. However, per Corporate Policy – 05-1850-01 – Grants to Organizations, 10% of the yearly allowance (\$2,000) “shall be set aside for emergency grant requests”, leaving \$18,000 to be allocated. It is recommended that \$18,750 be allocated per the CAG’s voting results to provide one more applicant with funding. Alternatively, Council could reduce the last applicant’s grant to \$2,250 to keep the total allocation to the \$18,000.

A summary of the organizations receiving the most votes, in ranked order, is as follows, with a full list of the results included in **Attachment 3**:

Organization	Purpose of Grant	Percentage of Vote	Funding Requested
Crossroads Hospice Society	Continue to provide compassionate, quality, end-of-life hospice in Port Moody.	17.14%	\$3,000
POCOMO Meals On Wheels Society	Keep the price of delivered meals affordable for residents.	16.83%	\$1,950
Volunteer Cancer Drivers Society	Provide vehicle reimbursement for volunteer drivers.	14.92%	\$1,200
Big Sisters of BC Lower Mainland	Fund Go Girls! after-school program.	9.21%	\$3,000
Port Moody Police Dept. Community Garden	Enclose site with fencing for safety reasons.	8.25%	\$3,000
Pacific Post Partum Support Society	Support for the Telephone Support Counselling program.	6.03%	\$1,000
Sasamat Outdoor Centre	Front entrance sign and five ecology interpretation signs.	5.71%	\$2,600
Abreast In A Boat	Purchase of new paddles and life jackets.	5.40%	\$3,000
Total Funding			\$18,750

2021 Program Summary

The 2021 Community Grants process was largely a success. The CAG’s feedback highlighted a diligence in their allocation of votes with a focus on adherence to the general principles to be used for determining funding, as outlined in Corporate Policy – 05-1850-01 – Grants to Organizations. Other comments included:

- support of Port Moody organizations;
- support for specific organizations and applicable anecdotes;
- justification for certain selections or selection methods;
- praise regarding background information received from applicants; and
- gratitude for fundraising efforts during a pandemic.

Other Option(s)

Per Corporate Policy – 05-1850-01 – Grants to Organizations, the final allocation of funds is entirely within Council’s purview. Should the Finance Committee disagree with the results of the CAG’s vote, they may advance to Council any alternative funding structure.

Financial Implications

As discussed above.

Communications and Civic Engagement Initiatives

Following Council's final determination of the 2021 Community Grant funding, a media release will be issued and posted to the City website per the corresponding communications plan.

Furthermore, all participating groups, successful or not, will be notified as soon as the awards are ratified by Council and deemed public.

Council Strategic Plan Objectives

The Community Grant Program aligns with the Strategic Goal of Service Excellence, specifically the Strategic Action of strengthening relationships with other levels of government, First Nations, community groups, and partners. The program also aligns with the Strategic Action of encouraging public participation.

Attachment(s)

1. Attachment 1 – Corporate Policy – 05-1850-01 – Grants to Organizations.
2. Attachment 2 – 2021 Community Grant Program – Application Booklet.
3. Attachment 3 – 2021 Community Grant Program – Summary of Votes and Comments.

Report Author

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Report Approval Details

Document Title:	2021 Allocation of Community Grant Funding.docx
Attachments:	<ul style="list-style-type: none">- Attachment 1 - Corporate Policy - 05-1850-01 - Grants to Organizations.pdf- Attachment 2 - 2021 Community Grant Program - Application Booklet.pdf- Attachment 3 - 2021 Community Grant Program - Summary of Votes and Comments.pdf
Final Approval Date:	Jun 7, 2021

This report and all of its attachments were approved and signed as outlined below:

Lorena Miat, Manager of Financial Reporting - May 28, 2021 - 10:29 AM

Paul Rockwood, General Manager of Finance and Technology - May 28, 2021 - 10:37 AM

Dorothy Shermer, Corporate Officer - May 31, 2021 - 8:18 AM

Natasha Vander Wal for Rosemary Lodge, Manager of Communications and Engagement - Jun 2, 2021 - 2:56 PM

Tim Savoie, City Manager - Jun 7, 2021 - 9:36 AM