



City of Port Moody

Report to Finance Committee

Date: November 21, 2023
Submitted by: Finance and Technology Department – Financial Services Division
Subject: 2024 Community Grants Program

Purpose

To advise council on the 2024 Community Grants Program process and seek direction on the new Arts, Culture, and Heritage Grant Program.

Recommended Resolution(s)

THAT staff include the Arts, Culture, and Heritage Grant Program in the Community Grants Program, with annual funding of up to \$10,000 from the Artwork Reserve, with a maximum award of \$5,000, for a trial period of three years as recommended in the report dated November 21, 2023, from the Finance and Technology Department – Financial Services Division regarding 2024 Community Grant Program.

Background

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

Discussion

The 2023 Community Grants process was deemed a success whereby twenty-three eligible applications were received and reviewed culminating in recommended grant awards for Council's consideration. The applications recommended for funding were in adherence to the general principles used as criteria to determine funding eligibility, as outlined in Corporate Policy – 05-1850-01 – Community Grants Program.

The Community Grants Program has an approved annual budget of \$20,000 with 10% set aside for emergency grant requests, per Corporate Policy – 05-1850-01 – Community Grants Program.

Building on the success of the 2023 program, this process is now under way for 2024. Staff will open the application process in December 2023 and circulate a letter via email to a number of community groups, non-profits, and special interest groups outlining the program, its goals, and

the application process. In addition, a media release and social media promotions will be published throughout December and January.

The application process will close on January 31, 2024. Following the close of the application process, the applications will be compiled into a booklet to ensure consistency and for the convenience of the Council advisory group. The Council advisory group will receive the application booklet in February and will have until March to select the organizations that will be receiving funding. The proposed recipients will be presented to the Finance Committee for approval and grants will be awarded once successful applicants are approved.

New - Arts, Culture, and Heritage Grant Stream Proposed

At the October 10, 2023, Regular Council meeting, Council approved recommendations from the Mayor's Arts and Business Coalition Task Force's final report (attachment 2). These recommendations included a list of "quick wins", one of which was to "review Council's annual grant distribution to local groups/establish an arts-based grant community program, prioritizing Port Moody-based organizations".

A general review of the Corporate Policy – 05-1850-01 - Community Grants Program was presented to the Governance and Legislation Committee on October 17, 2023, with a number of recommended revisions approved by Council. Staff further propose to create a new and separate Arts, Culture, and Heritage grant stream to the existing Community Grants Program. This new stream would be open to local arts, heritage, and cultural groups based in Port Moody to support their work within Port Moody.

Staff propose a three-year trial period with up to \$10,000 from the Artwork Reserve allocated annually to support the initiative, with a maximum grant award of \$5,000. Any unused portion of the grant will remain in the Artwork Reserve. Proposing this new stream with separate funding ensures that the current Community Grants Program is not negatively impacted.

The application and review process for the proposed stream will follow the same process that currently exists for the Community Grants program. Cultural Services and Finance staff will develop an appropriate version of the application form to support an arts stream.

Please note that this newly proposed Arts, Culture, and Heritage stream is independent of the Artist Grant stream which will also form a part of the Community Grants program in 2024. The Artist Grant Program previously resided with the Arts and Culture Committee, prior to the restructuring of civic committees in 2023. The Artist Grant stream has annual funding of \$5,000, with a maximum award of \$1,000. An Artist Grant award is intended to support an individual artist, or group of artists, who need assistance in completing a project that will help them in building their career, such as covering the costs of preparing artwork for an exhibit.

The Artist Grant supports artists in building their careers, and the newly proposed Arts, Culture and Heritage stream will support Port Moody based organizations in delivering programs, projects, and initiatives in Port Moody.

Other Option(s)

With respect to the proposed Arts, Culture, and Heritage stream, staff have proposed annual funding of up to \$10,000 with a maximum award of \$5,000. Council may adjust these amounts if desired.

Financial Implications

The Artwork Reserve is recommended as the funding source for the proposed Arts, Culture, and Heritage stream, with annual funding of \$10,000.

Communications and Civic Engagement Initiatives

Staff will implement a communications plan to promote the 2024 Community Grants Program including the following communications tactics:

- send letter via email to local non-profit and community groups, including those groups that had previously sought City funding, to let them know about the program and how to apply;
- post updated information for the 2024 program and application process to the Community Grants Program web page on the City website;
- publish a feature box on the homepage of the City website;
- promote the program via the City's social media channels;
- advertise via Galleria TV monitors;
- distribute news release to local media;
- post media release as a news item to appear on the homepage of the City website;
- send reminder email to local non-profit and community groups three weeks before the application deadline;
- create a consolidated booklet of all grant applications for the Council advisory group; and,
- announce grant recipients.

Council Strategic Plan Goals

The recommendations in this report align with the following Council Strategic Plan Goal(s):

- Strategic Goal 3.3 – Enhance community wellbeing;
- Strategic Goal 4.2 – Enhance vibrancy through placemaking, arts, culture, heritage, and tourism.

Attachment(s)

1. Corporate Policy – 05-1850-01 – Community Grants Program
2. Report from Mayor's Arts and Business Coalition Task Force

Report Author

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Report Approval Details

Document Title:	2024 Community Grants Program.docx
Attachments:	- Attachment 1 - Corporate Policy - 05-1850-01 - Community Grant Program.pdf - Attachment 2 - Report from Mayor's Arts and Business Coalition Task Force.pdf
Final Approval Date:	Nov 14, 2023

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

Lorena Miat, Manager of Financial Reporting - Nov 2, 2023

Paul Rockwood, General Manager of Finance and Technology - Nov 2, 2023

Stephanie Lam, City Clerk and Manager of Legislative Services - Nov 6, 2023

Lindsay Todd, Manager of Communications and Engagement - Nov 6, 2023

Tim Savoie, City Manager - Nov 14, 2023