

# Considered at the April 16, 2024, Finance Committee meeting

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## City of Port Moody Report to Finance Committee

Date: April 16, 2024  
Submitted by: Finance and Technology Department – Financial Services Division  
Subject: 2024 Allocation of Community Grants Program Funding

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### Purpose

To present the results of the Citizen Advisory Group's vote regarding the allocation of 2024 Community Grants Program funds per Corporate Policy – 05-1850-01 – Community Grants Program, and to seek direction for the awarding of funds to the recommended community groups.

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### Recommended Resolution(s)

**THAT \$18,000 in 2024 Community Grant funding be awarded to:**

1. **POCOMO Meals on Wheels Society - \$3,000;**
2. **Volunteer Cancer Drivers Society - \$1,500;**
3. **SHARE Family and Community Services - \$3,000;**
4. **NaloxHome Society - \$2,250;**
5. **Port Moody Ecological Society - \$1,000**
6. **Athletics for Kids Financial Assistance BC Society - \$1,500;**
7. **Crisis Intervention and Suicide Prevention Centre of British Columbia - \$3,000;**
8. **1<sup>st</sup> Glenayre Scouts - \$613;**
9. **Abreast in a Boat Society - \$613;**
10. **BC Pets and Friends - \$154;**
11. **Big Sisters of BC Lower Mainland - \$613;**
12. **Heritage Woods After Grad 2024 - \$307; and**
13. **Sasamat Outdoor Centre - \$450.**

**and THAT \$2,767.90 in 2024 Artist Grant funding be awarded to:**

1. **Tamara Christine Grand - \$770.40;**
2. **Bibi Balkhi - \$1,000; and**
3. **Amy Lau - \$997.50.**

**and THAT \$10,000 in 2024 Arts, Culture, and Heritage Grant funding be awarded to:**

1. **Summer Sundays Concerts - \$5,000;**
2. **Inlet Theatre Music Series - \$1,790; and**

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## 3. Access Youth Outreach Services Society - \$3,210.

**per the results of the 2024 Citizen Advisory Group's voting and as recommended in the report dated April 16, 2024, from the Finance and Technology Department – Financial Services Division regarding 2024 Allocation of Community Grants Program Funding.**

### 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. The 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. For 2024, the Artist Grant and the Arts, Culture, and Heritage Grant process was combined with the historical annual Community Grant process to gain efficiencies and streamline the grant process.

### Discussion

#### Communications Plan

As in previous years, staff executed a comprehensive communications plan for the 2024 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 2024 program and application process posted to the Community Grants Program web page on the City's website;
- feature box on the homepage of the City's website;
- promotion of the program via the City's social media channels;
- advertise via Galleria TV monitors, digital billboard, and Newport Drive digital sign;
- a news release distributed to local media; and
- a consolidated booklet of all grant applications created for the Citizens Advisory Group (CAG).

#### 2024 Process

The City opened the application process in December 2023 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 January 31, 2024. During this time, the City received twenty-five applications for Community Grants, three applications for Artist Grants, and twelve applications for the Arts, Culture, and Heritage Grants.

Once collected, the applications were compiled into booklets (**Attachments 2, 3, and 4**) to ensure consistency and for the convenience of the voting group, the CAG. On February 21, 2024, the CAG received the booklet of grant applications and the opportunity to complete the process to select their top five organizations based on the criteria below:

- the availability of funds budgeted for grants and donations;

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- 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 to support equity, diversity, inclusion, and reconciliation initiatives;
- the extent to which volunteers are involved and community spirit is fostered; and
- accessibility.

The CAG had access to the surveys until March 10, 2024, at 11:59pm. In total, thirty survey responses were received for the Community Grant survey and twenty-one survey responses were received for both the Artist Grant survey and the Arts, Culture, and Heritage Grant survey.

## 2024 Grant Awards

### Community Grants

There is currently \$20,000 earmarked for Community Grants, however, per Corporate Policy – 05-1850-01 – Community Grants Program, 10% of the yearly allowance for Community Grants (\$2,000) “shall be set aside for emergency grant requests”, leaving \$18,000 to be allocated. As there was a six-way tie, it is recommended that \$18,000 be allocated per the CAG's voting results to provide all applicants that have tied for eighth place with grant funding allocated based on the prorated amount. Alternatively, Council could choose a smaller number of applicants to receive a larger amount of funding or allocate the remaining \$2,000 to the applicants in eighth place to increase their funding amounts.

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 5**:

Organization	Purpose of Grant	Percentage of Vote	Funding Requested	Funding Recommended
POCOMO Meals On Wheels Society	Keep the price of delivered meals affordable for residents.	14.88%	\$3,000	<b>\$3,000</b>
Volunteer Cancer Drivers Society	Provide vehicle reimbursement for volunteer drivers.	14.05%	\$1,500	<b>\$1,500</b>
SHARE Family and Community Services	Offset costs of emergency hampers for vulnerable community members.	12.40%	\$3,000	<b>\$3,000</b>
NaloxHome Society	Fund Port Moody high school education programs.	5.79%	\$2,250	<b>\$2,250</b>
Port Moody Ecological Society	Offset core costs of Fingerling Festival.	5.79%	\$1,000	<b>\$1,000</b>

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Athletics for Kids (A4K) Financial Assistance BC Society	Help children in the Port Moody area access sports.	4.96%	\$1,500	<b>\$1,500</b>
Crisis Intervention and Suicide Prevention Centre of British Columbia	Provide operational support for increased demand of mental health care.	4.13%	\$3,000	<b>\$3,000</b>
1st Glenayre Scouts	Provide a heated tent for outdoor activities.	3.31%	\$2,998	<b>\$613</b>
Abreast in a Boat Society	Provide equipment, workshops, and outreach programs.	3.31%	\$3,000	<b>\$613</b>
BC Pets and Friends	Offset staff costs to manage volunteer base.	3.31%	\$750	<b>\$154</b>
Big Sisters of BC Lower Mainland	Support youth in Port Moody mentoring programs.	3.31%	\$3,000	<b>\$613</b>
Heritage Woods After Grad 2024	Help fund activities and entertainment for After Grad.	3.31%	\$1,500	<b>\$307</b>
Sasamat Outdoor Centre	Help create new music program for students.	3.31%	\$2,200	<b>\$450</b>
<b>Total Funding</b>			<b>\$28,698</b>	<b>\$18,000</b>

## Artist Grants

There is currently \$5,000 earmarked for Artist Grants with no holdback requirement. It is recommended that \$2,767.90 be allocated per the CAG's voting results to provide all applicants with grant funding.

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 5**:

<b>Organization</b>	<b>Purpose of Grant</b>	<b>Percentage of Vote</b>	<b>Funding Requested/ Recommended</b>
Tamara Christine Grand	Purchase materials needed for "petit paper paintings".	34.78%	<b>\$770.40</b>
Amy Lau	Allow artwork to be shown at local galleries.	32.61%	<b>\$997.50</b>
Bibi Balkhi	Attend literary events, obtain professional development, and submit works to Canadian competitions.	32.61%	<b>\$1,000.00</b>
<b>Total Funding</b>			<b>\$2,767.90</b>

## Arts, Culture, and Heritage Grants

There is currently \$10,000 earmarked for Arts, Culture, and Heritage Grants with no holdback requirement. As there was a two-way tie, it is recommended that \$10,000 be allocated per the CAG's voting results to provide both applicants that have tied for second place with grant funding allocated based on the prorated amount. Alternatively, Council could award both applicants with their requested funding.

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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 5**:

Organization	Purpose of Grant	Percentage of Vote	Funding Requested	Funding Recommended
Summer Sundays Concerts	Offset increasing cost of top calibre, local and touring bands.	20.88%	\$5,000	<b>\$5,000</b>
Access Youth Outreach Services Society	Fund expansion of Art Journaling Group program into a Port Moody school.	13.19%	\$2,787	<b>\$1,790</b>
Inlet Theatre Music Series	Help bring higher calibre musical acts to Port Moody.	13.19%	\$5,000	<b>\$3,210</b>
<b>Total Funding</b>			<b>\$12,787</b>	<b>\$10,000</b>

## 2024 Program Summary

The 2024 Community Grants Program process was deemed 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 – Community Grants Program.

## Other Option(s)

Per Corporate Policy – 05-1850-01 – Community Grants Program, 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 Public Engagement Initiatives

Following Council's final determination of the 2024 Community Grants Program 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 Goals

The recommendations in this report align with the following Council Strategic Plan Goals:

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

## Attachment(s)

1. Attachment 1 - Corporate Policy – 05-1850-01 – Community Grants Program.
2. Attachment 2 – 2024 Community Grant Application Booklet.

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3. Attachment 3 – 2024 Artist Grant Application Booklet.
4. Attachment 4 – 2024 Arts, Culture, and Heritage Grant Application Booklet.
5. Attachment 5 - 2024 Community Grants Program – Summary of Votes and Comments.

## Report Author

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## Report Approval Details

Document Title:	2024 Allocation of Community Grant Funding.docx
Attachments:	<ul style="list-style-type: none"> <li>- Attachment 1 - Corporate Policy – 05-1850-01 – Community Grants Program.pdf</li> <li>- Attachment 2 - 2024 Community Grant Application Booklet.pdf</li> <li>- Attachment 3 - 2024 Artist Grant Application Booklet.pdf</li> <li>- Attachment 4 - 2024 Arts, Culture, and Heritage Grant Application Booklet.pdf</li> <li>- Attachment 5 - 2024 Community Grants Program - Summary of Votes and Comments.pdf</li> </ul>
Final Approval Date:	Apr 8, 2024

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

Lorena Miat, Manager of Financial Reporting - Apr 2, 2024

Paul Rockwood, General Manager of Finance and Technology - Apr 2, 2024

Stephanie Lam, City Clerk and Manager of Legislative Services - Apr 8, 2024

Lindsay Todd, Manager of Communications and Engagement - Apr 8, 2024

Anna Mathewson, City Manager - Apr 8, 2024