



# City of Port Moody

## Report to Finance Committee

Date: October 15, 2024  
Submitted by: Finance and Technology Department – Financial Services Division  
Subject: 2025 Community Grants Program

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### Purpose

To advise council on the 2025 Community Grants Program process and seek direction on the Arts, Culture, and Heritage Grant Program.

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### Recommended Resolution(s)

**THAT the funding for the Arts, Culture, and Heritage Grant Program increase from \$10,000 to \$20,000, funded from the Artwork Reserve, as recommended in the report dated October 15, 2024, from the Finance and Technology Department – Financial Services Division regarding 2025 Community Grants Program.**

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### 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 residents and businesses. Corporate Policy – 05-1850-01 – Community Grants Program (attachment 1) outlines the application process and the principles by which Council exercises its discretionary powers to consider grants.

### Discussion

#### Community Grants program overview

The 2024 Community Grants Program was successful, attracting a diverse range of applicants. Starting in 2024, the Community Grant program expanded to offer three distinct streams: the Artist Grant Program, the Arts, Culture and Heritage Grant Program, and the historical annual Community Grant program. A total of 40 grant applications were received, including 25 eligible applications for Community Grants stream, 3 applications for Artist Grants stream, and 12 applications for the Arts, Culture, and Heritage Grants stream. 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, ensuring that the funds awarded were used effectively to support community initiatives and the well-being of Port Moody residents.

The 2024 Community Grants application form introduced a new requirement for applicants to specify the percentage of the requested grant that would directly benefit Port Moody residents.

This was particularly important for organizations operating in multiple municipalities. If the grant amount was not fully utilized for Port Moody based initiatives, the awarded amount was adjusted accordingly to reflect the percentage benefiting Port Moody residents.

The Community Grants stream has an approved annual budget of \$20,000 with 10% set aside for emergency grant requests, the Artist Grants stream has an approved annual budget of \$5,000 with no holdback requirement, and the Arts, Culture, and Heritage Grants stream has an annual approved budget of \$10,000 with no holdback requirement.

Building on the success of the 2024 program, this process is now under way for 2025. Staff will open the application process in December 2024 and circulate a letter via email to community groups, non-profits, and special interest groups outlining the program, its goals, and the application process. A media release and social media promotions will also be published throughout December and January.

The application process will close on January 31, 2025. After the deadline, the applications received will be compiled into a comprehensive booklet for the Citizen Advisory Group (CAG). The CAG will have one month to review the applications and select the organizations that will be receiving funding. The proposed recipients will then be presented to the Finance Committee for approval, and once approved by Council, grants will be awarded to the successful applicants.

The CAG has a maximum membership of 250 members, with a current membership of 117 members on a five-year term that expires in December 2026. The Community Grants applications are sent to the CAG each year to facilitate a fair voting process, but there has been a decline in participation over the past few years, from 98 voters in 2020 to 21 voters in 2024. To increase CAG involvement in the Community Grants Program and encourage more members to participate in the voting process, staff will enhance communication and provide members with timely and clear information about the Community Grants Program, its objectives, and its positive impact on the community.

#### Arts, Culture, and Heritage Grant Program funding increase

The Arts, Culture, and Heritage stream is open to local arts, heritage, and cultural groups based in Port Moody to support their work within Port Moody. This sector of the program is in the second year of a three-year trial period with up to \$10,000 of funding through the Artwork Reserve, allocated annually to support the initiative.

Staff reviewed the applications that were received in 2024 and found that there were many quality applications, more than could be supported with the available funding. Based on this, Cultural Services staff recommend that the available funding for the Arts, Culture and Heritage stream be increased from \$10,000 to \$20,000 for 2025 and continued to be funded from the Artwork Reserve.

There were few restrictions for the Art, Culture and Heritage stream in 2024 and some of the awards further supported the work of groups where some form of support was already in place. Staff further propose that applications for support, where the applicant already receives any form of support from the city for that work, be excluded from the program. An applicant currently receiving support from the city may still apply for support for work or a project which is outside of the scope of work already supported by the city, but that existing support be a factor when

considering these applications against applications from groups that receive no other form of support from the City. For example, this could be used as a tie breaker when evaluating two applications for quality projects, where neither project is currently receiving support, but one group is receiving support for other areas of their work.

For applications to the Arts, Culture and Heritage stream, staff would also recommend that Cultural Services staff be permitted to provide comments on the recommendations provided by the CAG. The CAG provides their top choices for award, but with very little commentary or context. Staff's commentary may include history on the group, project alignment with current plans, etc., and would be provided solely for Council consideration, with the goal of assisting Council as they consider the CAG's recommendations.

### Other Option(s)

The Arts, Culture, and Heritage stream, annual funding could remain at \$10,000.

### Financial Implications

As discussed in the report.

### Communications and Civic Engagement Initiatives

Staff will implement a communications plan to promote the 2025 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;
- send letter via email to Citizen Advisory Group to let them know about the program and how to be part of the voting process;
- post updated information for the 2025 program and application process to the Community Grants Program web page on the City website;
- distribute news release to local media;
- post media release as a news item triggering an email to subscribers;
- publish a feature box on the homepage of the City website;
- promote the program via the City's social media channels;
- advertise via digital signage (Pattison digital billboard, Newport Digital Sign and Galleria slide);
- 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 with media release and social media.

## 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.

## Report Authors

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## Report Approval Details

Document Title:	2025 Community Grants Program.docx
Attachments:	- Attachment 1 - Corporate Policy - 05-1850-01 - Grants to Organizations.pdf
Final Approval Date:	Oct 7, 2024

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

Lorena Miat, Manager of Financial Reporting - Oct 1, 2024

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

Stephanie Lam, City Clerk and Manager of Legislative Services - Oct 4, 2024

Lindsay Todd, Manager of Communications and Engagement - Oct 6, 2024

Anna Mathewson, City Manager - Oct 7, 2024