



City of Port Moody

Report/Recommendation to Council

Date: September 27, 2019
Submitted by: Finance and Technology Department – Financial Services Division
Subject: Grants to Organizations Corporate Policy Amendments

Purpose

To propose amendments to Corporate Policy – 05-1850-01 – Grants to Organizations.

Recommended Resolution(s)

THAT Corporate Policy – 05-1850-01 – Grants to Organizations be amended as recommended in the report dated September 27, 2019 from the Finance and Technology Department – Financial Services Division regarding Grants to Organizations Corporate Policy Amendments.

Background

It is recommended that the City's policies be reviewed regularly to ensure that the City is following best practices and is complying with all current legislation. Since its adoption in 1984, the Grants to Organizations Corporate Policy has had numerous updates, with the last update approved at a Regular Council meeting held on November 14, 2017.

Discussion

The Grants to Organizations Corporate Policy has been reviewed by the Financial Services Division and the Communications and Engagement Division. Based on this review, staff are recommending the updates noted below. The draft revised Corporate Policy – 05-1850-01 – Grants to Organizations (**Attachment 1**) includes the following recommended amendments:

1. Procedures – Applications:

Staff recommend addition of the following clause to promote the City's grant program and to highlight the City's contribution to the general interest and benefit of local residents and businesses

4. Successful community groups must recognize the City's grant through their online platform.

2. Procedures – Qualifications:

Staff recommended removal of the following qualification clause as the application form includes a question regarding the way in which Port Moody would benefit from the services that the organization provides to the community. It may be difficult to determine whether an organization includes 50% Port Moody residents.

~~3. The membership of organizations applying for grants must be at least 50% Port Moody residents.~~

4. Where the grant is for team travel expenses, only the costs of travel to international and national championships may be considered.

During the 2019 community grant process, staff received applications for specific events; however, as the City has a designated program for event applications, staff recommend inclusion of the following new clause.

7. Organizations seeking funds for festivals or events must apply for grants through the Festival and Special Event Assistance Program.

3. Procedures – Evaluation and Approval:

Staff recommend inclusion of the following to the list of general principles that may be used to determine funding allocations. The first bullet will ensure that organizations applying will benefit Port Moody as a whole rather than just specific neighbourhoods. The second bullet provides more appropriate wording than previously included.

- the degree to which funding will be used for the community as a whole;
- the extent to which any benefits will be directed towards people of all ages and abilities; and

Staff recommend addition of the following sentence to point 6 to highlight that Council determines the final grant allocations.

Council has the discretion to proceed with any alternative funding structures.

Citizens Advisory Group (CAG) comments following the 2019 Community Grant allocation process (**Attachment 2**) included concerns about the amount of funding certain groups were requesting. Large grant requests in 2019 left less funding for other organizations. Staff recommend addition of the following clause to cap total grant funding and increase the opportunity for multiple initiatives to receive funding.

7. Grant requests are limited to 15% of the total grant budget for the year.

8. Submissions must be within the word count mentioned on the application form.

4. Grant Application Form:

Staff recommend not including the Grant Application Form in the Corporate Policy. Minor updates to the Grant Application Form occur frequently; the form should be separate from the policy to make timely updates possible. Doing so will also provide staff with an opportunity to create an online version of the application form.

The CAG has requested information on previous grants awarded to organizations. Staff recommend including a question on the application form regarding any City funding the organization may have received in the past.

Other Option(s)

THAT the report dated September 27, 2019 from Finance and Technology Department – Financial Services Division regarding Grants to Organizations Corporate Policy Amendments be received for information.

Financial Implications

There are no financial implications associated with the recommended amendments to Corporate Policy – 05-1850-01 – Grants to Organizations.

Communications and Civic Engagement Initiatives

The Community Grants Policy and Application form will be posted on the City website and made available to all interested parties by December 2, 2019 for the 2020 Program.

Council Strategic Plan Objectives

Reviewing and updating policies regularly aligns with Council's Strategic Plan objective of Exceptional Service by ensuring that the City is following best practices and is complying with all current legislation.

Attachment(s)

1. Draft Corporate Policy – 05-1850-01 – Grants to Organizations.
2. 2019 CAG Community Grant Comments.

Report Author

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Report Approval Details

Document Title:	Grants to Organizations Corporate Policy Amendments.docx
Attachments:	- Attachment 1 - Draft Corporate Policy - 05-1850-01 - Grants to Organizations.pdf - Attachment 2 - 2019 CAG Community Grant Comments.pdf
Final Approval Date:	Nov 6, 2019

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

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Laura Turner
Manager of Financial Reporting

Paul Rockwood
General Manager of Finance and Technology

Tim Savoie
City Manager