



City of Port Moody

Report to Finance Committee

Date: March 16, 2020
Submitted by: Finance and Technology Department – Financial Services Division
Subject: 2020 Allocation of Community Grant Funding

Purpose

To present the results of the Citizen Advisory Group's vote regarding the allocation of 2020 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(s)

THAT 2020 Community Grant funding be awarded to the following groups:

- 1. POCOMO Meals on Wheels Society – \$1,200;**
- 2. Volunteer Cancer Drivers Society – \$2,000;**
- 3. SHARE Family and Community Services – \$3,000;**
- 4. Pacific Post Partum Support Society – \$1,000;**
- 5. Big Sisters of BC Lower Mainland – \$3,000;**
- 6. Community Ventures Society – \$2,500;**
- 7. RSBC Rivershed Society of British Columbia (RSBC) – \$3,000; and**
- 8. St. John Society (BC and Yukon) – \$3,000,**

per the results of the 2020 Citizen Advisory Group's voting and as recommended in the report dated March 16, 2020 from the Finance and Technology Department – Financial Services Division regarding 2020 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. 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 2020 program that included the following tactics:

- a letter sent via email to local non-profit and community groups, including those groups which had previously sought City funding, to let them know about the program and how to apply;
- updated information for the 2020 program and application process posted to the Community Grant Program web page on the City's website;
- banner advertisement on the homepage of the City's website;
- two newspaper advertisements published in the Tri-City News to let groups know about the program and direct them to our website for more information and the application form;
- promotion of the program via the City's social media channels;
- posters in civic facilities;
- advertisement via PowerPoint slide for Galleria TV monitors;
- a news release distributed to local media;
- a reminder email sent to local non-profit and community groups three weeks before the application deadline; and
- a consolidated booklet of all grant applications was created for the Citizens Advisory Group.

2020 Process

The City opened the application process in December 2019, 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, 2020. The City received 20 applications.

The collected applications were compiled into a booklet (**Attachment 2**) to ensure consistency and for the convenience of the voting group, the CAG. On February 18, 2020, 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 March 8, 2020 at 11:59pm. In total, 98 survey responses were received, with 18 comments provided.

2020 Grant Awards

There is currently \$20,000 earmarked for the 2020 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 \$18,700 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 \$2,300 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	Initiative	Percentage of Vote	Funding Requested
POCOMO Meals On Wheels Society	Keep the price of delivered meals affordable for residents.	13.74%	\$1,200
Volunteer Cancer Drivers Society	Provide vehicle reimbursement for volunteer drivers.	13.11%	\$2,000
SHARE Family and Community Services	Fill funding gaps in various programs.	12.05%	\$3,000
Pacific Post Partum Support Society	Help fund the Telephone Support Counselling program.	7.19%	\$1,000
Big Sisters of BC Lower Mainland	Fund one sessions of Go Girls! after school program.	6.55%	\$3,000
Community Ventures Society	Augment evening and weekend services.	6.55%	\$2,500
RSBC Rivershed Society of British Columbia (RSBC)	Recruit Watershed Champions who will implement community projects.	6.13%	\$3,000
St. John Society (BC and Yukon)	Purchase of first aid equipment and supplies.	4.65%	\$3,000
		Total	\$18,700

2020 Program Summary

The 2020 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 the ease of the process and the format of the application booklet; and
- gratitude for community involvement.

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

Financial implications are as discussed above.

Communications and Civic Engagement Initiatives

Following Council's final determination of the 2020 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. Corporate Policy – 05-1850-01 – Grants to Organizations.
2. 2020 Community Grant Program – Application Booklet.
3. 2020 Community Grant Program – Summary of Votes and Comments.

Report Author

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Report Approval Details

Document Title:	2020 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 - 2020 Community Grant Program - Application Booklet.pdf- Attachment 3 - 2020 Community Grant Program - Summary of Votes and Comments.pdf
Final Approval Date:	Apr 15, 2020

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

Dorothy Shermer, Corporate Officer - Apr 6, 2020 - 8:57 AM

Rosemary Lodge, Manager of Communications and Engagement - Apr 8, 2020 - 12:58 PM

Lorena Miat, Acting Manager of Financial Reporting - Apr 9, 2020 - 3:17 PM

Paul Rockwood, General Manager of Finance and Technology - Apr 9, 2020 - 3:21 PM

Tim Savoie, City Manager - Apr 15, 2020 - 1:47 PM