

**TO:** MAYOR & COUNCIL  
**FROM:** EXECUTIVE COMMITTEE OF COUNCIL  
**SUBJECT:** **COMMUNITY GRANT POLICY UPDATE**  
**PURPOSE:** To provide Council with a proposed update to the Community Grant Policy for approval.

## **RECOMMENDATION**

**THAT** the City of Burnaby Community Grant Policy included as Attachment 1 to the report titled “Community Grant Policy Update” dated October 30, 2023, be approved with an effective date of January 1, 2024.

### **1.0 POLICY SECTION**

This report proposes an update to the current Community Grant Policy, of which both the report and policy align with the City’s Corporate Strategic Plan (2022).

### **2.0 BACKGROUND**

At the October 4, 2023 Executive Committee of Council meeting, the following resolution was passed in relation to the draft Community Grant Policy update:

*“That the proposed Community Grant Policy be amended to include a category for providing use of space at City of Burnaby facilities at subsidized rates to not for profit organizations and when Burnaby residents benefit.”*

### **3.0 GENERAL INFORMATION**

Following direction, staff have included a new section, I: Additional Subsidy for Use of City Facility Space, in the draft Community Grant Policy presented to Council for approval. The policy is proposed to become effective on January 1, 2024.

City spaces are available for use to the general public at already subsidized rates. In order to qualify for additional subsidy through the Community Grant Policy, organizations must:

1. Provide benefit to the community of Burnaby and be accessible and open to all residents; and/or
2. Provide opportunity for equitable access to groups who may be underrepresented in the general population.

Not-for-profit organizations that do not already qualify for Ad Hoc Meetings at no charge, may apply for additional subsidization for the use of a small room, once per month for a

total of 4 hours, in accordance with the rates set in the current Parks, Recreation and Culture Fees Bylaw.

Organizations applying for the additional subsidy through the Use of City Facility Space Grant must make bookings in advance, in accordance with the Allocation Policy.

Additional changes made to the policy, as presented and amended on October 4, are identified below:

1. Organizations must be primarily staffed by volunteers (i.e. minimal salaried employees);
2. Annual operating budgets may not exceed \$200,000;
3. Organizations must receive at least 60% of their revenue from other sources;
4. Applicants that have been awarded operating grants can apply for grants on a yearly basis for up to eight (8) consecutive years and each year, after the fifth (5<sup>th</sup>) year, the grant amount will be reduced as per the table below:

<b>Ongoing Awarded Operating Grant Breakdown</b>	
Up to 100%	Will be awarded for the 1st year up to and including the 5th year.
Up to 75%	Will be awarded for the 6 <sup>th</sup> year.
Up to 50%	Will be awarded for the 7 <sup>th</sup> year.
Up to 25%	Will be awarded for the 8 <sup>th</sup> year.
0	No grant will be awarded for the 9 <sup>th</sup> year. Applicant must wait for two (2) consecutive years before re-applying (i.e., 9 <sup>th</sup> and 10 <sup>th</sup> year).

5. Within three (3) months of the completion of an initiative, or annually three (3) months following the organization’s fiscal year end, successful applicants must submit a report to Legislative Services which outlines the following information:
  - a. Name of organization;
  - b. Name of initiative (if applicable);
  - c. Amount of funding provided by the City;
  - d. Number of Burnaby resident participants;
  - e. What positive benefits did your initiative have on the City?;
  - f. How did you ensure your initiative was accessible and inclusive to all?;
  - g. Explain how your initiative met it’s outcomes (as outlined in your application);
  - h. Explain how your initiative supported Council’s strategic priorities or policies;
  - i. How did you acknowledge the City’s contribution to your initiative?; and
  - j. Provide any learnings from your initiative and how will you apply them to your organization’s future initiative?; and
6. Grant applications will be considered twice per year, in April and October, by a staff committee. The committee will recommend grant awards to ECC.

**4.0 COMMUNICATION AND COMMUNITY ENGAGEMENT**

Once approved, the City’s website will be updated with the new policy and an updated, and simplified, application form. In addition, all community grant recipients over the past twelve months will be advised of the changes to the policy.

In circumstances where an organization no longer qualifies for a community grant (i.e. Burnaby Neighbourhood House, Burnaby Family Life, etc.), staff will advise the organization of alternative ways they may seek the support of Council. Where appropriate, staff will be recommending that Council consider entering into an annual operating agreement with some not-for-profit organizations and will bring forward a report through Executive Committee of Council by end of year.

**5.0 FINANCIAL CONSIDERATIONS**

The overall annual budgets to fund community grants is not proposed to be increased. The current annual budget of \$400,000 will be allocated between community grants and the amount required to fund new operating agreements (aligned with previous grant amounts). Going forward, the budget will be monitored to ensure adequacy under the new community grant criteria. Any future proposed changes will be brought forward during annual budget deliberations.

In previous reports, it was identified that a new Grants Coordinator position would be needed to support additional reporting and coordinating of grants across the organization (i.e. lease grants, permissive tax exemptions, etc.). The funding required for this additional capacity has been included in the 2024 budget request for Corporate Services.

On behalf of the Executive Committee of Council,  
  
Councillor Dhaliwal, Chair  
  
Councillor Lee, Vice Chair

**ATTACHMENTS**

Attachment 1 – DRAFT Community Grant Policy

**REPORT CONTRIBUTORS**

This report was prepared by Juli Halliwell, General Manager Corporate Services, and reviewed by Noreen Kassam, Deputy CAO/Chief Financial Officer, Mary Morrison-Clark, General Manager Parks, Recreation and Culture and Rebeca Thandi, Director PRC Strategic Initiatives.




---

## COUNCIL POLICY

**Policy Name:** Community Grants

**Policy Number:** C-LS-2023-003

---

### A. POLICY

This policy outlines the requirements and processes for eligible organizations that apply to the City of Burnaby for Operating, Initiative and Recreation Sport grants that benefit Burnaby residents.

### B. DEFINITIONS

<b>City</b>	means the City of Burnaby.
<b>Corporate Officer</b>	is the employee appointed by Council and has the meaning included in Section 148 of the <i>Community Charter</i> .
<b>Council</b>	means the City Council.
<b>ECC</b>	means the Executive Committee of Council.

### C. AUTHORITY

The General Manager Corporate Services or designate is responsible for the administration of this policy.

### D. PURPOSE

Community grants are awarded to defray a portion of costs for established (operating for at least one year) registered/charitable or incorporated non-profit societies, which, in the judgment of Council, align with the City's strategic priorities and policies.

Grant applications will be considered twice per year in April and October. Funding will be budgeted annually as one lump sum each year and is available for operating grants, initiative grants and recreational sports grants.

Successful grant applicants are required to acknowledge the City's contribution to their activities and projects in all promotional material. A City logo will be provided to successful grant applicants for acknowledgment purposes.

There is no appeal process should a grant be denied or partially funded. If a grant request is denied, applicants cannot re-apply for the same grant request until the following calendar year. Changing the grant request amount does not constitute a new application.

The City does not provide community grants to cover costs for past events, past deficits or capital improvements.

## **E. REQUIREMENTS FOR COMMUNITY GRANTS (OPERATING & INITIATIVE)**

Grants must be directed towards initiatives or operating costs that primarily benefit Burnaby residents and must be accessible for free.

### Burnaby-based Non-profit Organizations

Applicants:

- a) must be a registered/charitable or incorporated non-profit society that has been established for at least one (1) year.
- b) must receive a minimum of 60% of their revenue from other sources.
- c) may apply for up to one (1) operating grant to a maximum of 25% of their annual operating budget to a maximum of \$10,000, and up to two initiative grants (project/event/program) per year for a total maximum (operating and initiative) grant of \$25,000 per organization within the calendar year.

### Non-Burnaby-based Non-profit Organizations

Applicants:

- a) that are non-Burnaby-based non-profit organizations can only apply for initiative grants.
- b) must be a registered/charitable or incorporated non-profit society that has been established for at least one (1) year.
- c) must receive a minimum of 60% of their revenue from other sources.
- d) may apply for up to one (1) initiative grant per calendar year, of up to \$5,000 to offset facility fees only.
- e) must deliver the initiative at a facility in Burnaby.

### Insurance Requirements

The City requires all grant recipients to hold current general liability insurance coverage in an amount not less than \$5,000,000. By submitting an application, you acknowledge this requirement. Should you wish to request a reduction or waiver of insurance, please contact the City.

### Reporting Requirements

Within three (3) months of the completion of an initiative, or annually three (3) months following the organization's fiscal year end, successful applicants must submit a report to Legislative Services which outlines the following information:

- a) Name of organization;
- b) Name of initiative (if applicable);
- c) Amount of funding provided by the City;
- d) Number of Burnaby resident participants;
- e) What positive benefits did your initiative have on the City?;
- f) How did you ensure your initiative was accessible and inclusive to all?;
- g) Explain how your initiative met it's outcomes (as outlined in your application);
- h) Explain how your initiative supported Council's strategic priorities or policies;
- i) How did you acknowledge the City's contribution to your initiative?; and
- j) Provide any learnings from your initiative and how will you apply them to your organization's future initiative?

**F. OPERATING GRANTS**

Operating grants are only eligible to those applicants that are considered Burnaby-based (organization's address is registered in Burnaby) non-profit organizations. The organization's operations must primarily support and contribute to the betterment of Burnaby residents. Organizations must be primarily staffed by volunteers (i.e. minimal salaried employees) and annual operating budgets may not exceed \$200,000.

Organizations may apply for up to one (1) operating grant to a maximum of 25% of their annual operating budget to a maximum of \$10,000. Organizations must receive at least 60% of their revenue from other sources.

Operating grants are provided to offset costs incurred to operate the organization, which include the following:

- Salaries
- Lease or rent payments;
- Utilities;
- Insurance;
- Office supplies; and,
- Maintenance and repair costs.

Applicants that have been awarded operating grants can apply for grants on a yearly basis for up to eight (8) consecutive years. After the eighth (8<sup>th</sup>) year of being awarded operating grants, an applicant must wait for two (2) consecutive years after their eighth (8) year application to reapply for further operating grants. Additionally, after the fifth (5) year of up to 100% of the operating grant being awarded, every year thereafter within that eight (8) year period, there will be a reduction in the grant as noted below:

Ongoing Awarded Operating Grant Breakdown	
Up to 100%	Will be awarded for the 1st year up to and including the 5th year.
Up to 75%	Will be awarded for the 6 <sup>th</sup> year.

Up to 50%	Will be awarded for the 7 <sup>th</sup> year.
Up to 25%	Will be awarded for the 8 <sup>th</sup> year.
0	No grant will be awarded for the 9 <sup>th</sup> year. Applicant must wait for two (2) consecutive years before re-applying (i.e., 9 <sup>th</sup> and 10 <sup>th</sup> year).

**G. INITIATIVE GRANTS**

Both Burnaby and non-Burnaby-based organizations can apply for initiative grants.

Initiative grants are provided to offset the costs of delivering a specific project, initiative, program or event, which include, but are not limited to, the following:

- Outreach initiatives;
- Block parties;
- Environmental initiatives;
- Community events, programs, projects, and initiatives.

Initiative grants are provided for costs associated with the execution and not planning of initiatives.

Initiative grants can be provided for the rental or fees for Burnaby civic facilities. The event date must be scheduled with City staff and coordinated with other bookings.

If the event is for fundraising, all proceeds must be for Burnaby-based non-profit societies, Burnaby residents or their communities. To ensure the capability of the organizing committee, the anticipated net proceeds benefitting local initiatives must be equal to or greater than the value of the grant.

Any golf tournament must be held in May, June, September, or October and between Monday and Friday, excluding holidays, and must have a minimum of 100 participants. If there are prizes, non-donated prizes must be purchased from Burnaby-based businesses or golf courses.

Initiative grants may also be provided through in-kind services from the City (i.e. printing services).

**H. RECREATIONAL SPORTS GRANTS**

A Recreational Sport Grant Request will be considered for travel expenses only.

- a) The application must be made by a support organization.
- b) The applicant must be a scheduled user of the Parks, Recreation and Culture facilities or belong to Burnaby School District #41 (i.e. Odyssey of the Mind teams).

- c) Only players that are: 1) Competing in a championship tournament outside of the Lower Mainland; 2) Are a resident of Burnaby; and 3) Are under 21 years of age, will be considered eligible for grant funding for travel within the Province.
- d) A grant will be considered for travel expenses to compete outside of the Province in National and International Championship competitions for a team or individuals who are Provincial Champions.
- e) Grants will be as follows:

Provincial	\$175 per person to a maximum of \$1,750 per team
National	\$250 per person to a maximum of \$2,500 per team
International	\$300 per person to a maximum of \$3,000 per team

- f) Consideration will be given only for travel to a Provincial or National (including Western Canadian) Championship tournament. If there is both a Western Canada and a National Championship tournament, only one (1) event will be considered for funding

**I. ADDITIONAL SUBSIDY FOR USE OF CITY FACILITY SPACE**

City spaces are available for use to the general public at already subsidized rates. In order to qualify for additional subsidy through the Community Grant Policy, organizations must:

- 1. Provide benefit to the community of Burnaby and be accessible and open to all residents; and/or
- 2. Provide opportunity for equitable access to groups who may be underrepresented in the general population.

Not-for-profit organizations that do not already qualify for Ad Hoc Meetings at No Charge, may apply for additional subsidization for the use of a Small Room, once per month for a total of 4 hours, in accordance with the rates set in the current Parks, Recreation and Culture Fees Bylaw.

Organizations applying for the Additional Subsidy for Use of City Facility Space grant must make bookings in advance, in accordance with the Allocation Policy.

**J. GRANT APPROVALS**

The following section outlines how applications are reviewed and specifies reasons as to why a grant may be declined.

- a) Grant applications will be considered twice per year, in April and October, by a staff committee.
- b) All grant applications will be reviewed by the ECC and approved by Council.
- c) All grant approvals are conditional on the availability of funding allocated for the respective year and considered on a first come first serve basis.
- d) Once approved, Legislative Services will notify the awarded applicant.
- e) The City may decline any application that is incomplete or not in alignment with the stipulations set out in this policy.

- f) The City may decline any application based on prior misconduct of an organizer or organized event, as determined by any department at the City, this includes, but is not limited to, the following:
  - 1) Supplying false, misleading information, or making a material misrepresentation in an application for a special event.
  - 2) Failing to complete the application or to supply other required information or documents at all or within the City's required timelines.
  - 3) Showing an unwillingness or inability to comply with the applicable terms or conditions contained in the City's application process or, if applicable, the proposed permit.
  - 4) Failing to restore the public space or restore or replace damaged property, post any required security or insurance within the required timelines, or pay to the City the restoration reimbursement costs or other costs or fees due to the City.
  - 5) Or otherwise having engaged in discreditable, fraudulent, or other conduct contrary to the public interest or the City's policies.

DRAFT