

CITY OF BURNABY

EXECUTIVE COMMITTEE OF COUNCIL

HIS WORSHIP, THE MAYOR
AND COUNCILLORS

**RE: PROCEDURE FOR REVIEWING APPLICATIONS FOR CITY ASSISTANCE
FROM ARTS/CULTURAL GROUPS**

RECOMMENDATIONS:

1. THAT Council approve the amendment to the Executive Committee of Council (Grants)/General Policy and Guidelines as outlined in this report.
2. THAT Council approve the grant application review process as outlined in section 3 of this report.

R E P O R T

The Executive Committee of Council, at the 'Open' meeting held on 2001 January 15, received and adopted the attached report outlining a revised process for evaluating grant requests from arts organizations. The Committee noted that proposed changes to the terms of reference and to the review and recommendation procedures for arts/cultural applications will provide greater focus to City support, reduce the volume of requests for on-going funding, require groups to clearly give evidence of being well established with existing financing support and ensure the Parks, Recreation & Culture Commission and relevant staff are providing their knowledge and experience to the review process.

Respectfully submitted,

Councillor N.M. Volkow,
Chair

Councillor D.R. Corrigan,
Member

Councillor C. Redman,
Member

CC: CITY MANAGER DIRECTOR FINANCE

CITY OF BURNABY

INTER-OFFICE COMMUNICATION

2001 January 08

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE OF COUNCIL

FROM: DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

**SUBJECT: PROCEDURE FOR REVIEWING APPLICATIONS FOR CITY ASSISTANCE
FROM ARTS/ CULTURAL GROUPS**

RECOMMENDATIONS:

1. THAT an amendment to the Executive Committee of Council (Grants)/General Policy and Guidelines be approved as outlined in this report.
2. THAT a grant application review process as outlined in section 3 of this report be endorsed

REPORT

BACKGROUND:

The Executive Committee of Council at its meeting held on 2000 November 20 requested a staff report on the process for evaluating grant requests from arts organizations.

The Executive Committee of Council has the authority to receive and review grant requests from community groups for financial assistance and to recommend to City Council whether a grant should be approved and for what amount. An annual allocation of funds is made available for this purpose.

The Executive Committee may or may not recommend spending all of the allocated funds each year. The Executive Committee of Council (Grants) document, (dated 1981 January and revised 1996 March), outlines the terms of reference, general policy and guidelines and guidelines for submitting applications. (See Attachment #1.)

The need for financial assistance varies widely among community groups, but an increase in the number and value of requests has occurred in recent years. The Executive Committee has expressed a need for clearer guidelines to applicants and a clear review process for community group applications, and in particular for arts/cultural groups. The current guidelines for cultural group applicants are as follows:

"A. Cultural:

i) cultural grants are given only to non-profit groups which, in the judgement of Burnaby Council, make a unique contribution to the City's cultural life.

ii) cultural grants are given to defray a portion of operating expenses or a portion of program costs for established cultural organizations which also receive substantial revenue from other sources.

iii) cultural grants are not normally made available to cover costs of past deficits or capital improvements for Arts or Recreational organizations."

In addition, extraordinary requests may be entertained under section "E":

" E. Applications That Do Not Adhere to the Criteria:

Grant applications that do not adhere to the above criteria but have merit in terms of community involvement will be considered on individual cases based on uniqueness of proposal."

Proposed Policy and Guidelines Amendments:

In order to provide greater focus to the assistance the City may grant to cultural groups, it is proposed that the guideline in section "A: ii" be amended to read as follows (amendments underlined):

"A. ii: cultural grants are given to defray a portion of special project or special event costs for established cultural organizations which also receive substantial revenue from other sources.

Further it is recommended that in section "A.iii" be amended to read:

"A.iii: cultural grants are not normally made available to cover cost of past deficits, capital improvements or ongoing operating expenses for Arts or Recreational organizations."

This change will assist in deterring applicants from requesting City support when they do not produce evidence of substantial existing revenue from other sources. As well, City support will not be provided for requests for covering deficits, general operations, salaries, wages or administrative expenses. The purpose is to focus on occasional aid to local cultural groups for special projects that clearly have local benefits.

Proposed Procedure:

When a community arts/cultural group applies for financial assistance from the Executive Committee, staff *propose* a review process as follows:

- 3.1: Clerk logs request, date stamps it, and advances it to Director Parks, Recreation and Cultural Services.
- 3.2: Department head reviews request, solicits Assistant Director Cultural Services input and cultural services staff assessment and prepares an information report. A meeting or contact with applicant could occur at this point to verify and clarify information provided.
- 3.3: A report is prepared for the Executive Committee’s review and consideration, and a recommendation forwarded to Council for approval.
- 3.4: Community group is informed by the City Clerk of Council’s decision.

If additional information is required, the Executive Committee may request another information report or a meeting with the applicant. Delegations may be heard at any time.

Conclusion:

The need for additional cultural funding arises from a growing community, a scarcity of adequate support from federal and provincial sources, high competition for corporate sponsorships, challenges to sustain earned revenue among an increasing number of non-profit community groups and increased costs for facility rental, talent, services, marketing and operations. It is likely that pressures to increase public support for a wide variety of worthwhile community groups and initiatives will increase into the future.

The proposed changes to the terms of reference and to the review and recommendation procedures for arts/cultural applications will provide greater focus to City support, reduce the volume of requests for on-going funding, require groups to clearly give evidence of being well-established with existing financial support and ensure the Commission and relevant staff are providing their knowledge and experience to the review process. As well, Executive Committee may still grant extraordinary requests under section “E” of the current grant policy.

It is therefore recommended that approval be granted for the revision of the grants policy and procedures document as and the application review procedure as described above.



KATE FRIARS

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Attachment
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EXECUTIVE COMMITTEE OF COUNCIL
(GRANTS)**TERMS OF REFERENCE**

1. The Executive Committee of Council (Grants) is to review requests for funding and to make a recommendation to Council.
2. The Committee is to operate within the Annual budgeted amount allotted to the Committee by Council.
3. The Committee will consider requests to assist cultural, athletic and volunteer assistance groups who provide a service or conduct promotional activities beneficial to Burnaby.

GENERAL POLICY AND GUIDELINES

1. Grant requests which come under the following broad headings will be considered:

A. Cultural

- i) Cultural grants are given only to non-profit societies which, in the judgement of Burnaby Council, make a unique contribution to the City's cultural life.
- ii) Cultural grants are given to defray a portion of operating expenses or a portion of programme costs for established cultural organizations which also receive substantial revenue from other sources.
- iii) Cultural grants are not normally made available to cover past deficits or capital improvements for Arts or Recreational organizations.

B. Recreational - Sports

- i) A contribution will be considered for travel expenses to compete outside of the Province in NATIONAL AND INTERNATIONAL COMPETITIONS for a team or individuals who are PROVINCIAL CHAMPIONS.

Contribution:

<u>Provincial</u>	<u>\$100</u>
<u>National</u>	<u>\$125</u>
<u>International</u>	<u>\$150</u>

- a) Consideration will be given only for travel to a NATIONAL or WESTERN CANADA CHAMPIONSHIP TOURNAMENT. (In the event that there is both a Western Canada and a National Tournament, ONLY ONE event will be funded).

- b) The applicant must first have competed and won the Provincial Championship.
 - c) The applicant must be a scheduled user of the Parks and Recreation facilities.
 - d) The application must be made by a support organization.
 - e) The majority of players must be both residents of Burnaby and under 21 years of age.
- ii) A contribution towards the cost of hosting a Canadian Championship competition will be considered.
 - iii) Contribution will be considered for general expenses for teams travelling to Provincial tournaments outside the Lower Mainland.

C. Non-Profit Community Groups

D. Community Groups Providing Human Services

A contribution can be given for start-up funding towards overhead costs, but not for salaries or wages.

E. Applications That Do Not Adhere to The Criteria

Grant applications that do not adhere to the above criteria but have merit in terms of community involvement will be considered on individual cases based on uniqueness of proposal.

2. Six affirmative votes from Council are required in order to approve a request.

GUIDELINES FOR SUBMITTING APPLICATIONS:

1. In order to apply for a City Grant, an organization must supply valid financial information, specifying what the grant is to be used for and the period for which the grant is requested. A financial statement should be submitted.
2. Information concerning the aims and objectives of the organization be submitted.

3. Applications for grants are to be received by the Committee no later than May 15 of each year. Late submissions will be considered pending balance left in the grants budget.
4. All applications are to be submitted c/o Administrative Officer I, Executive Committee of Council (Grants), Clerk's Department, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C., V5G 1M2. (Telephone 294-7286).

*(Policy Statement adopted by
Council 1981 January 26)*

REVISED
1996 March 04