CITY OF
VICTORIA

Governance and Priorities Committee Report

Date:	April 10, 2014	**From:**	Kate Friars Director, Parks Recreation & Culture Department
Subject:	2014 Grant Requests		

Executive Summary

The purpose of this report is to

- provide the 2014 Fee for Service and Program Grant requests for Council's consideration; and
- provide an update on the implementation of the Civic Investment Grant Policy.

Grant requests have been received from thirty six (36) agencies for 2014. In addition there are Calls for Proposals for three (3) grant programs with a March 31 deadline (Neighbourhood Development, Community Arts and Sustainability Grants) and one for October 31 (Festival Investment Grants). A summary of the 2014 grant requests by Benefit Area is provided as Appendix 1 of this report.

Following the approval of the new Civic Investment Grant Policy in November 2012, staff implemented the following:

1. As per Section 6 (Funding Cycle) of the grant policy, an initial twenty (20) agencies were provided with the new Fee for Service application form in January, 2013. Annual reports from all these agencies were received by February 28 and are included as Attachment 2 to this report. There are three (3) agencies still to be moved into the new Fee for Service application process. These include Beacon Community Services, Compost Education Centre and the Maritime Museum. This will occur in 2014. The Recreation Integration program and the City of Victoria Youth Council are set up with Memorandums of Understanding as these are programs and set up as Non-Profit Agencies.

2. In January 2013, staff convened a Community and Seniors Centres Task Force and on Oct 3, 2013 brought forward a new reporting framework for approval by Council. The Centres will begin using this new framework to report out on the 2014 annual report.

3. The Grant Administrator role was assigned to the Community Recreation Coordinator – Neighbourhoods in October, 2013.

4. As per Section 8 (Monitoring and Reporting) of the grant policy, the Grant Administrator is in the process of preparing a report detailing all the 2013 grants for the first GPC meeting in October, 2014. This will meet the timeline for the 2015 budget discussions. At the October meeting, staff will also provide an overview of the implementation process as well as any recommendations for improvement of the policy.

5. A preliminary compilation of grant applications and reports are provided as part of this report for Council's information. This includes:

   - Applications and annual reports for 20 agencies in the Fee for Service category.

   - Applications from 3 agencies not currently in the Fee for Service cycle as well as the Heritage Grant applications.

- Memorandums of Understanding from Recreation Integration and the City of Victoria Youth Council.
- Project and Operating Grant program guidelines and criteria (Neighbourhood Development, Community Arts, Sustainability, and Festival Investment Grants).

6. Grant budgets in the proposed 2014 budget have been held at 2013 levels, and no allowance for inflation has been provided. In previous years Council has approved some grants as part of the approval of the Financial Plan Bylaw. In 2013, as a result of the January 11, 2013 Schlenker decision, Council expressed concern over potential conflict of interest regarding these grants. In 2014, staff is introducing a new process whereby Council only approves the total budget for all grants as part of the Financial Plan Bylaw. Individual grants will be approved by separate motions.

Grant Budget	2013 Budget	Proposed 2014 Budget
Program Grants		
Festival Investment Grants	156,000	156,000
Community Arts Grants	30,000	30,000
Neighbourhood Development Grants	111,225	111,225
Sustainability Grants	86542	86,542
Total Program Grants	**$383,767**	**$ 383,767**
Fee for Service Grants by Benefit Areas	1,685,229	1,685,229
Total Grant Budget	**$2,068,996**	**$ 2,068,996**

The total increase request from 2013 is $17,510. If Council wishes to support the increase, funding would need to be reflected in the 2014 Financial Plan which will be discussed as a separate Agenda item at the same GPC meeting (April 10, 2014).

Recommendations
Staff is seeking Council direction on the following:

1. Approval of the 2014 Program Grants held at 2013 levels ($383,767);

2. Approval of the 2014 Fee for Service Grants held at 2013 levels with the exceptions of the following applications to be considered separately:
   - Recreation Integration requires an additional $226 to meet MOU obligations;
   - Victoria Heritage Foundation has requested an additional $2694 to reprint "This Old House" books;
   - Victoria Civic Heritage Trust has requested an additional $2080 operating expenses;
   - Beacon Community Services has requested an additional $7500 for program costs;
   - The Maritime Museum has requested an additional $5000 for operating expenses;

3. Issuance of a Call for Proposal for $10,000 in Outreach Grants **OR** a reallocation of the funds.

4. Direction to staff to report back in October with a report on the results from all 2013 grant recipients as well as a recommended streamlined grant process for the 2015 budget process.

Respectfully submitted,

Kimberley Stratford
Community Recreation Coordinator
Neighbourhoods

Kate Friars
Director, Parks, Recreation &
Culture

Report accepted and recommended by the Director of Finance

_____ Date _____April 4 2014_____

Report accepted and recommended by the City Manager

_____ Date _____April 4, 2014_____

Purpose

The purpose of this report is to:

- provide the 2014 grant requests for Council's consideration; and
- provide an update on the implementation of the Civic Investment Grant Policy.

Background

At the November 15, 2012 GPC meeting, Council approved the Civic Investment Grant Policy. The policy was designed to guide the City in managing its diverse grant programs and support Council in making sound investment decisions. The primary objectives of the policy are to

1. Leverage the City's operational spending power to maximize core business and achieve key social, economic and environmental priorities while minimizing the burden on taxpayers, and
2. Guide Council and staff in allocating grants to eligible organizations in a fair, consistent, transparent and accountable manner.

At the meeting Council unanimously approved the following motion:

1. *(a) Approve the formation of a Task Force to develop the monitoring and reporting frameworks for the community and seniors centres;*
   (b) Request that the Task Force report to the Governance and Priorities Committee at the completion of their mandate.
2. *Approve the proposed new categorization of grants, making all Fee for Service grants exempt from the competitive process and solely performance-based.*
3. *Approve the proposed implementation process and timeline.*
4. *Approve the proposed grant policy as presented in the report dated November 15, 2012.*

CARRIED UNANIMOUSLY 12/GPC738

A copy of the staff report for the Civic Investment Grant Policy and Implementation Plan is included in Section 1 of the 2014 Applications Binder.

As a result of these recommendations, staff undertook the following in January, 2013:

1. Fee for Service applications were set up for the following Benefit Areas:
   - Economic Development (except Victoria Civic Heritage Trust and Victoria Heritage Foundation)
   - Inter-Municipal Social Services (except Recreation Integration)
   - Community Development (except Beacon Community Services, Compost Education Centre, City of Victoria Youth Council and Maritime Museum)
   - Outreach Grants

   The grant manager for these programs met with the agencies, reviewed the new policy and process, and provided the grant recipients with the new application form. Each agency submitted their complete application by the end of February, 2013. The applications provide a brief outline of the agency's mandate and a list of annual deliverables. These agencies were set up on a three (3) year application cycle as per Section 6 (Funding Cycle) of the grant policy. Annual reports from all of these agencies were received by the end of February, 2014 providing details of the promised deliverables. Copies of the applications and annual reports as well as the applications and annual reports from the Community and Seniors Centres form part of this report (Section 3-7 of the Application Binder).

2. The formation of a Task Force to develop the new monitoring and reporting framework for the community and seniors centres.

   The grant manager for the community and seniors centres convened a task force that brought together representatives of all the centres to create a new reporting framework. The Task Force reported back to GPC on October 3, 2013. Council voted unanimously to adopt the new Community and Senior Centre annual template and directed staff to implement it for

the 2014 reporting period. A copy of the staff report and the new reporting framework is included in Section 2 of the Applications Binder.

3. A preliminary compilation of grant information is being provided with this report for Council's information and consideration. This includes:

- Applications and annual reports for 20 agencies in the Fee for Service category
- Applications from 3 agencies not currently in the Fee for Service cycle as well as the Heritage Grant applications.
- Memorandums of Understanding from Recreation Integration and the City of Victoria Youth Council
- Project and Operating Grant program guidelines and criteria (Neighbourhood Development, Community Arts, Sustainability, and Festival Investment Grants).

This information is included in Sections 3 through 8 of the 2014 Applications Binder. While not complete, this compilation provides a foundation for analysis of the value received for the overall grant program. For the 2015 grant intake, staff will come to Council in October, 2014 with the first annual grant report. This report will provide a summary of all the grants given out in 2013 (including all project and operating grant recipients not included in this interim report) as well as timelines, criteria and application information. The annual report will give Council a mechanism to review the entire grant program in an overall context of benefit areas and provide the foundation for the 2015 budget discussions for grants.

Full implementation of the policy is on schedule to be completed by the end of 2015.

4. Section 3 (Grant Structure) of the policy provides definitions of Project, Operating and Fee for Service grants. When working with each of the programs, staff noted they fit into the following benefit areas:
- Economic Development
- Inter-Municipal Social Service Agencies
- Community Development
- Outreach
- Community and Seniors Centres

Appendix 1 provides Council with the 2013 allocations and the 2014 requests using this re-categorization.

Issues and Analysis
1. In 2013, twenty (20) agencies were set up on a Fee for Service three (3) year application cycle as per Section 6 in the grant policy. The fees will be held at 2013 levels for three years. The policy states Council must affirm all applications through the annual Budget discussions. This process has allowed staff to streamline the application process and work more closely with the agencies on consistent deliverables. It has the added benefit of assisting staff to meet Council's direction regarding budget increases.

Five agencies not currently on a Fee for Service 3 year cycle have submitted their 2014 applications with requests for an increase. These include:
- Recreation Integration requires an additional $226 to meet MOU obligations;
- Victoria Heritage Foundation has requested an additional $2694 to reprint "This Old House" books;
- Victoria Civic Heritage Trust has requested an additional $2080 operating expenses;

- Beacon Community Services has requested an additional $7500 for program costs;
- The Maritime Museum has requested an additional $5000 for operating expenses;

The total requested increase from 2013 is $17,510.

One of the primary objectives of the grant policy is to allocate grants in a fair, consistent, transparent and accountable manner. Of the five agencies requesting increases in 2014:
- Beacon Community Services and the Maritime Museum are both in the process of being moved to the 3 year Fee for Service application cycle.
- Neither the Victoria Civic Heritage Trust nor the Victoria Heritage Foundation is currently being considered for the 3 year application cycle.
- Recreation Integration is a regional program whose budget formula is population based and therefore subject to small increases on an annual basis. As such, this program will not be put on a 3 year application cycle.

Having some agencies on a 3 year application cycle and allowing others to submit annual increase requests is neither fair nor consistent and therefore not in alignment with Council's grant policy. The application process as outlined in the policy needs to be revisited to remedy this situation.

2. There is $10,000 currently unallocated for Outreach Programs. This grant was formerly allocated to the Vic West Y. This amount has remained unallocated in the budget since 2011. Council may choose to issue a Call for Proposal for an additional outreach program or reallocate the funds.

Recommendations

Staff is seeking Council direction on the following:

1. Approval of the 2014 Program Grants held at 2013 levels ($383,767);

2. Approval of the 2014 Fee for Service Grants held at 2013 levels with the exceptions of the following applications to be considered by Council;

- Recreation Integration requires an additional $226 to meet MOU obligations;
- Victoria Heritage Foundation has requested an additional $2694 to reprint "This Old House" books;
- Victoria Civic Heritage Trust has requested an additional $2080 operating expenses;
- Beacon Community Services has requested an additional $7500 for program costs;
- The Maritime Museum has requested an additional $5000 for operating expenses;

3. Issuance of a Call for Proposal for $10,000 in Outreach Grants **OR** reallocation of the funds.

4. Direction to staff to report back in October with a report on the results from all 2013 grant recipients as well as a recommended streamlined grant process for the 2015 budget process.

Attachments

1. Appendix 1 – Summary of 2014 Grant Requests by Benefit Area
2. Binder – 2014 Grant Applications for Fee for Service and Program Grant Criteria

Appendix 1 - 2014 Grant Requests

FEE FOR SERVICE GRANTS	2013 Allocations	2014 Request	For Council Consideration
Economic Development			
Greater Victoria Economic Development Agency	$ 50,000	$ 50,000	
Greater Victoria Film Commission	$ 45,000	$ 45,000	
SportHost	$ 7,500	$ 7,500	
Tourism Victoria	$ 47,500	$ 47,500	
Victoria Advanced Technology Assoc (VIATeC)	$ 22,500	$ 22,500	
Victoria Civic Heritage Trust - Building Incentive Grant	$ 420,000	$ 420,000	
Victoria Civic Heritage Trust	$ 103,470	$ 105,550	$2,080 operating expenses
Victoria Heritage Foundation	$ 189,368	$ 189,368	
Victoria Heritage Foundation - Brochure, "This Old House"	$ 4,563	$ 7,257	$2,694 reprinting costs
Total	**$ 889,901**	**$ 894,675**	$4,774 increase
Inter-Municipal Social Service Agencies*			$197 reallocation from
Community Social Planning Council	$ 16,590	$ 16,600	Program Grants for
NEED2	$ 20,103	$ 20,200	rounding purposes
St. John's Ambulance	$ 2,221	$ 2,250	
Volunteer Victoria	$ 11,439	$ 11,500	
Recreation Integration Victoria	$ 28,717	$ 28,943	$226 regional formula
Total	**$ 50,353**	**$ 50,550**	$226 increase
Community Development			
Beacon Community Services - Adult Crossing Guard Program	$ 30,000	$ 37,500	$7,500 program costs
Compost Education Centre	$ 13,530	$ 13,530	
City of Victoria Youth Council	$ 20,000	$ 20,000	
Downtown Victoria Ambassadors	$ 15,000	$ 15,000	
Greater Victoria Bike to Work Week	$ 2,500	$ 2,500	
Greater Victoria Coalition to End Homelessness	$ 100,000	$ 100,000	
Maritime Museum	$ 20,000	$ 25,000	$5,000 operating expenses
Victoria AM Society	$ 2,000	$ 2,000	
Youth Empowerment Society Summer Opportunities	$ 2,000	$ 2,000	
Total	**$ 205,030**	**$ 217,530**	$12,500 increase
Outreach Grants			
Burnside Gorge Community Association (Youth)	$ 10,000	$ 10,000	
Fairfield Community Association (Youth)	$ 15,000	$ 15,000	
James Bay Community Project (Youth)	$ 10,000	$ 10,000	
Our Place Society (Adult)	$ 25,000	$ 25,000	
Youth Empowerment Society - Downtown (Youth)	$ 15,000	$ 15,000	
Youth Outreach (unallocated)	$ -	$ 10,000	$10,000
Total	**$ 75,000**	**$ 85,000**	$10, 000 unallocated
Community and Seniors Centres****			
Cook St Village Activity Centre	$ 36,666	$ 36,667	
James Bay New Horizons	$ 36,666	$ 36,667	
Victoria Silver Threads	$ 36,666	$ 36,667	
Burnside Gorge Community Centre	$ 44,729	$ 44,730	
Fairfield Gonzales Community Centre	$ 44,729	$ 44,730	
Fernwood Community Centre	$ 44,729	$ 44,730	
James Bay Community School	$ 44,729	$ 44,730	
Oaklands Community School	$ 44,729	$ 44,730	
Quadra Village Community Centre	$ 44,729	$ 44,730	
Vic West Community Centre	$ 44,729	$ 44,730	
Total	**$ 423,101**	**$ 423,111**	($10 rounding on cheques)
Total Grants by Benefit Areas	**$ 1,643,385**	**$ 1,670,866**	$27,707 difference from 2013
PROGRAM GRANTS**			
Neighbourhood Development Program Grants			
Base Grants	$ 56,225	$ 56,225	
Enhancement	$ 30,000	$ 30,000	
Greenways	$ 25,000	$ 25,000	
Community Arts Program Grants			
Community Arts Program	$ 15,000	$ 15,000	
Artist In Residence	$ 15,000	$ 15,000	
Festival Investment Grants*** (2014 Pre approval Dec 2013)	$ 156,000	$ 156,000	
Sustainability Grants (formerly Special Project Grants)	$ 86,739	$ 86,542	($197) reallocated to Inter-Municipal
Total Grants by Program Area	**$ 383,964**	**$ 383,767**	agencies for rounding
Grant Total	**$ 2,027,349**	**$ 2,054,633**	$17,510 increase in requests

*rounding of funds reallocated from the Sustainability Grant program to Inter-Municipal Social Services
**Program Grant applications due March 31 for 2014
***FIG Applications due Oct 31 for 2015
****1/3 allocations for 2014 were approved Jan 30, 2014