



# A5

## ADMINISTRATIVE REPORT

Report Date: August 27, 2010  
Contact: Mario Lee  
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VanRIMS No.: 08-2000-20  
Meeting Date: September 21, 2010

TO: Vancouver City Council  
FROM: Acting Managing Director of Social Development  
SUBJECT: 2010 Community Service and Child Care Capital Grant Allocations

### ***RECOMMENDATION***

THAT Council approve three Capital Grants, totalling \$90,000 as listed in APPENDIX A; source of funds to be the 2010 Capital Grants Budget.

Approval of grant recommendations requires eight affirmative votes.

### ***GENERAL MANAGER'S COMMENTS***

The General Manager of Community Services RECOMMENDS approval of the foregoing.

### ***COUNCIL POLICY***

In 1987, City Council adopted "Criteria and Guidelines for Capital Grants" which stipulated that the City's contribution to any one project not exceed one-third of the total project cost.

### ***PURPOSE***

This report recommends capital grants to three not-for-profit organizations, and outlines the grant assessment processes. A summary of each grant application and staff recommendation is in APPENDIX A.

### ***BACKGROUND***

Since 1975 the Community Service and Child Care capital grants provide funds that enable minor capital improvements in non-profit organizations that are non city owned in partnership with the non-profit sector and other funding sources. By policy, the City's grants cannot

exceed one-third of the total project cost so that City dollars leverage funding from other levels of government and private sector sources.

The program supports priority services. Examples of projects supported include feasibility studies, renovation and refurbishment where the non-profit tenant owns or has a long term lease.

### *DISCUSSION*

The 2010 Capital Grants program received six applications which are listed in Table 1 below:

**TABLE 1: 2010 CAPITAL GRANT REQUESTS AND RECOMMENDATIONS**

Organization	Project Budget	Request	Recommendation
Boys and Girls Clubs of Greater Vancouver	\$122,500	\$40,000	\$40,000
Developmental Disabilities Association - Child Development Centre	\$61,600	\$20,500	\$20,000
Quest Outreach Society	\$100,000	\$30,000	\$30,000
New Hope Community Services Society	\$49,000	\$16,000	\$0
Vancity Community Foundation	\$100,000	\$5,000	\$0
Vancouver Japanese Language School	\$1,500,000	\$500,000	\$0
<b>Totals</b>	<b>\$1,933,100</b>	<b>\$611,500</b>	<b>\$90,000</b>

Applications were evaluated by a staff team against the Capital Grants program goals and criteria (APPENDIX B) and the following priorities:

- Appropriateness, effectiveness, quality, and potential improvement of services;
- Financial need;
- Cost of service;
- Benefit to public and accessibility for the broad community, and;
- Confirmed financial support from other sources;

A description and rationale for each recommended project is included as APPENDIX A.

Approval of the recommended Capital Grants will leverage \$284,100 worth of renovations, upgrading, planning and new construction of community service and childcare facilities. Other funding sources for the recommended projects include: provincial government, private foundations (i.e. Krembil Foundation, UPS Foundation), and internal funds.

The Capital Grants rationale and program management are also part of the ongoing grants programs review being conducted by Social Policy that will be completed in early 2011.

### *FINANCIAL IMPLICATIONS*

The 2009 Basic Capital Budget allocated \$100,000 to the Capital Grants program, of which \$99,859 was allocated to eligible organizations in July 2009 (RTS 8039). In June 2010, the 2010 Basic Capital Budget allocated a further \$75,000 to the Capital Grants program and also

consolidated funding approved in prior year allocations and closeouts totalling \$83,966; total funding currently available for capital grants is \$158,966.

With the approval of recommendations in Table 1 totalling \$90,000, a total of \$68,966 will remain for allocations in the Capital Grants program budget. These remaining funds will be allocated in 2011.

### *CONCLUSION*

Staff recommend approval of three Capital Grants totalling \$90,000 as outlined in this report. The City's Capital Grants provide an important contribution to maintaining and improving the community service infrastructure in Vancouver.

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## GRANTS RECOMMENDED

**Boys and Girls Clubs of Greater Vancouver** **\$40,000**

*Staff recommend a grant of up to \$40,000 to contribute to replacement of the gym floor of the Fraserview Club, located at 7595 Victoria Drive, Vancouver.*

The BGCGV has been in existence for over 75 years, providing a safe, supportive, supervised place for children and youth during their "out-of-school" hours. The Fraserview Club currently serves over 150 Club members per day.

The Gym floor replacement is part of a major renovation that began in 2008, and its completion is an important component that will allow the BGCGV to continue providing programs in a safe manner, to promote healthy physical, educational, and social development of children and youth, through physical and social recreation.

**Developmental Disabilities Association of Vancouver-Richmond** **\$20,000**

*Staff recommend a grant of up to \$20,000 for renovations to the toddler playground area at Kids In General Child Development Centre, located at 889 West 13th Avenue, Vancouver.*

The Developmental Disabilities Association is a community living agency that provides over 50 community-based programs and services to children, adults and their families with developmental disabilities in Vancouver and Richmond. Over 1600 individuals and families in the Vancouver and Richmond area are served by the Developmental Disabilities Association every year.

Renovations at the Kids in General Development Centre will include: replacement of existing ground cover with drainage-friendly rubber surfacing, sand box repairs, installation of benches, and general improvements to create functional play areas, and increase the accessible play options for children with mobility delays.

**Quest Outreach Society** **\$30,000**

*Staff recommend a grant of up to \$30,000 towards renovations at 2020 Dundas Street to accommodate a community kitchen.*

The Quest Outreach Society partners with local food wholesalers, restaurants, airlines, freight lines, supermarkets and farmers. These partners donate food to Quest that would otherwise have gone to waste. Quest uses its own trucks to rescue this food and take it back to a warehouse facility. The food is then sorted for storage, processing, meal preparation and re-distribution.

Quest assists individuals each month through partnerships with local Social Service Agencies by providing their clients with access to low-cost grocery stores and by delivering raw food materials to agencies for their own meal programs. The Community Kitchen will serve as a complimentary program to the low-cost food stores.

## GRANT APPLICATIONS NOT RECOMMENDED

New Hope Community Services Society \$0

*Staff recommend NO GRANT as other applications better fit the priority criteria and were ranked higher.*

The NHCSS is a non-profit charity that provides transitional housing for refugees. The NHCSS has been in operation since 2004. They also provide advocacy and resettlement support services. As of June 2009, approximately 190 refugees have been assisted to resettle within Canada,

The proposal is to renovate the Society's male refugee claimant home, located in South Vancouver. Renovations will include upgrades to: roof, porch, kitchen, bedrooms, and garage.

Vancity Community Foundation \$0

*Staff recommend NO GRANT as other City funding programs (i.e. Partners in Organizational Development - POD) are a better fit for this proposal.*

The Vancity Community Foundation is seeking support to host a Social Purpose Real Estate Conference that would bring together 200 stakeholders in Vancouver and the Lower Mainland's emerging non-profit real estate market. The conference will offer learning about all stages of project development, along with opportunities to find partners and to develop capacity for collaborating and sharing services.

Vancouver Japanese Language School \$0

*Staff recommend NO GRANT as this application is beyond the program's intent of supporting minor capital projects.*

The Vancouver Japanese Language School is seeking support to conduct significant renovations to their Heritage Building (1928) to become a fully-licensed preschool and daycare centre. The amount of funding requested to the City (\$500,000) far exceeds the amount available in the capital grants budget & is not considered a minor capital request.

On April 20, 2010, Council already approved an allocation of \$100,000 from the DTES Capital Budget to enable the Vancouver Japanese Language School to leverage additional resources towards the completion of the project. City Staff will continue to work with the Vancouver Japanese Language School seeking additional funds from other sources to support this initiative.



CITY OF VANCOUVER  
**2010 Capital Grants**

Deadline:  
Monday, July 5, 2010

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*GUIDELINES AND CRITERIA*

**1. ELIGIBILITY**

Registered non-profit societies which are based in the city and provide social (including childcare) to Vancouver residents are eligible to apply for Capital Grants. Societies must be in good standing with the Registrar of Companies, be financially stable with sound administration and have a proven track record of public service.

Non-profit organizations, whose primary purpose or activity is the provision of health care, educational, sport, recreational or religious programs and services, are **not** eligible. Nor are projects involving City-owned facilities.

The organization shall have an independent, active governing body composed of volunteers. Its main responsibilities shall be program and policy development and fundraising. The Board is held responsible for the effectiveness of services provided and the financial accountability for funds received from all sources. Voting members of the Board of Directors of a Society receiving funds from the City of Vancouver may not be remunerated for services to the society, but they may be reimbursed for expenses.

The organization must extend its services to the general public in the City of Vancouver, and may not exclude anyone by reason of religion, ethnicity, gender, age, sexual orientation, language, disability or income.

**2. ALLOWABLE EXPENSES FOR CAPITAL GRANTS**

Capital grants are for major capital projects located in the City of Vancouver, involving planning or facility study, facility purchase, construction, renovation or expansion. Projects involving City-owned or leased facilities are **not** eligible for City Capital Grants. Capital Grants may **not** be used to cover deficits or to pay for furniture, equipment and other depreciable assets, repairs, maintenance or work already under way or completed.

**3. COST SHARING**

THE CITY'S CONTRIBUTION TO A PROJECT SHALL NOT EXCEED ONE-THIRD OF THE TOTAL COST. Payment of Capital Grants will be contingent on the organization securing funding from other sources.

**4. PRIORITIES**

Capital Grants are discretionary and will only be provided for projects which meet high standards of quality and excellence in the provision of service to the residents of Vancouver. The Capital Grants Budget is fixed so those applications demonstrating the greatest match with Council-approved priorities are most likely to be funded.

The following factors will be taken into account in reviewing applications:

- 1) Type of proposed capital project.
  - a) health and safety upgrades, including physical accessibility (due to regulatory requirements).
  - b) replacement of existing facility so the service will not be lost (i.e. eviction from current premises etc).
  - c) upgrades to existing facilities to improve or expand service.
  - d) construction of new facility (including feasibility study).
- 2) Effectiveness and type of service (aligned with City of Vancouver priorities).

- 3) Financial need of organization
- 4) Financial support from other sources
- 5) Cost of project
- 6) Tenure of lease (if facility not owned)
- 7) Amount of grant request in the context of available funds

5. DOCUMENTATION

Capital Grant application forms (MS Word Document) must be submitted it along with the following information:

- 1) Current fiscal year operating budget - revenue and expenses
- 2) Most recent audited or signed financial statements
- 3) A copy of your *Certificate of Incorporation*, if not previously submitted. (If audited statements are not available, submit your most recent statements endorsed by two signing officers of the Board of Directors.)
- 4) Documents to show evidence that other sources of financial support have been, or are likely to be secured
- 5) List of current Board members - names, addresses and position held
- 6) If the property is not owned by the applicant, a copy of the lease
- 7) Current detailed cost estimates from at least two reliable contractors and/or suppliers.
- 8) Drawings and plans of the proposed project.
- 9) Two copies of this application form, completed and signed.

6. PAYMENT

Capital Grant payment will be based on a pre-authorized budget subject to confirmation of total project financing and all necessary approvals. In situations where Grants have been approved, but where conditions have not been met and therefore City funds not advanced within three years from the original application deadline, that the allocated amount be returned to the capital grants unallocated account.

CITY COUNCIL DECISION ON CAPITAL GRANTS

City Council has established a budget for the 2010 Capital Grants program. **The deadline for Capital Grant applications is 4:30PM, Monday, July 5, 2010.** City staff will review all eligible applications and make recommendations to City Council in September 2010. A copy of staff recommendations will be sent to all applicants, along with a notice of the Council meeting at which the grants will be considered. Those applicants wishing to speak to the recommendations in the report may contact the City Clerk's office. Following the meeting, all applicants will be notified of Council's decision in writing by the City Clerk's office.