



EXECUTIVE COMMITTEE OF COUNCIL

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 SEPTEMBER 03

TIME: 1:30 p.m.

PLACE: Council Committee Room, Main Floor, Burnaby City Hall

A G E N D A

- | | <u>PAGE</u> |
|--|--------------|
| 1. <u>CALL TO ORDER</u> | |
| 2. <u>MINUTES</u> | |
| (a) Minutes of the Executive Committee of Council Open meeting held on 2019 July 10 | 1 |
| 3. <u>DELEGATIONS</u> | |
| (a) Burnaby Arts Council
Re: Community Arts Development
<u>Speakers:</u> Teena Martin, Executive Director
Maria Anna Parolin, Co-Chair, Board of Directors | 10 |
| (b) Volunteer Burnaby
Re: Work in the Community
<u>Speakers:</u> Dave Baspaly, Executive Director, Volunteer Burnaby
Jason Lesage, Community Engagement Coordinator, Volunteer Burnaby
Madison Yip, Volunteer Burnaby Hive Team Member | 16 |
| | see Item 7a) |
| 4. <u>CORRESPONDENCE</u> | |
| (a) Correspondence from Variety - the Children's Charity of BC
Re: Letter of Appreciation (#19.31) | 17 |
| (b) Correspondence from parkrun Canada
Re: Letter of Appreciation (#19.36.f) | 18 |
| (c) Correspondence from the BC Lacrosse Association
Re: Letter of Appreciation (#19.35) | 19 |

- Request: \$25,000 CPA: 2018 - No Application
2017 - No Application
2016 - No Application

c) **#19.41. - Volunteer Grandparents** 37
Family Match and School Grandparent Programs

An application was received from Volunteer Grandparents requesting a grant to support provision of programs in the community in 2020. The Family Match Program matches senior volunteers (i.e. grandparents) with families who have children aged 3 to 14 years and do not have grandparents. The program meets social and emotional needs of older adults and families, and emphasizes the creation of long term extended family relationships. The School Grandparent Program provides senior volunteers for elementary school activities (i.e. listening, reading, arts and crafts, and special events), and provides volunteers with an opportunity to share their skills, knowledge and experience. Approximately 205 grandparents, families, students, and program ambassadors participate directly in the programs. A grant will defray cost of recruiting, screening, and training more senior volunteers, enrolling more families seeking a grandparent, supporting the grandparent matches, and promoting the organization in the community.

Request: \$10,000 CPA: 2018 - \$1,000 *in-kind printing**
2017 - No Application
2016 - No Application

**A \$1,000 in-kind printing grant was awarded to Volunteer Grandparents for printing of promotional materials for their 45th anniversary campaign.*

d) **#19.42. - Stream of Dreams Mural Society** 45
Plastics Program at Burnaby Elementary Schools

An application was received from Stream of Dreams Murals Society requesting a grant in support of a program promoting environmental stewardship by Burnaby children and their families and reducing the amounts of plastics entering Deer Lake. The program includes school education workshops, school neighbourhood garbage pick-ups by students, storm drain clean-up by community volunteers nearby participating schools, and data compilation to assess the program's effectiveness. Approximately 1,376 students and 153 teachers from Morley, Windsor, Brantford, and Buckingham Elementary schools are expected to participate.

Request: \$7,475 CPA: 2018 - No Application
2017 - No Application
2016 - No Application

An application was received from Burnaby Family Life (BFL) requesting a grant in support of services provided to all Burnaby residents in 2019/2020. BFL supports expecting and new mothers, children and mothers who have been victims or witnesses of violence, and newcomers to Canada. Their services include family resources, counselling, and full-time and occasional child care delivered through nine locations across the City. BFL advocates on behalf of children living in poverty, leads the Intercultural Planning Table, and partners with other community organizations and the business sector (i.e. the Burnaby Board of Trade) to better serve the community. In the last fiscal year, 2,915 Burnaby residents (a 6% increase from previous year) have benefited from BFL's services.

Request: \$20,000 CPA: 2018 - \$17,000
 2017 - \$17,000
 2016 - \$17,000

An application was received from Burnaby Barracudas Summer Aquatics Club requesting a grant to assist with travel expenses for 74 players and Burnaby residents who participated at the BCSSA Summer Aquatics Championships held on 2019 August 12-18 in Kamloops, BC.

Request: \$1,750 CPA: 2018 - No Application
2017 - \$1,000
2016 - No Application

An application was received from Canada LaPower Running Society requesting a grant in support of the morning 5K and 10K run/walk races and afternoon family and children festival to be held on 2019 September 22 at Burnaby Lake. The festival includes the 1.8K run for children under 12 years old, arts and crafts, meet-up with an Olympic marathon athlete, face painting, games, and food. This full-day event is expected to have 1,200-1,500 participants.

Request: \$25,000 CPA: 2018 - No Application
2017 - No Application
2016 - No Application

h) #19.46. - The Society to End Homelessness in Burnaby and the Burnaby Task Force on Homelessness 74
Outreach Resource Centre Support

An application was received from the Society to End Homelessness in Burnaby and Burnaby Task Force on Homelessness requesting a grant in support of the Outreach Resource Centre (ORC). The ORC provides essential basics (i.e. food, clothing, toiletries, and transit tickets), referrals to on and off site services to address a range of needs, as well as creates social connections amongst residents experiencing homelessness, at risk of becoming homeless, or who have been homeless in the past. Services are provided in a low-barrier environment by peers, volunteers and community workers. A grant will defray the costs of: operating the existing ORC in Edmonds Town Centre; establishing a new ORC in the north Burnaby; recruiting, screening and training volunteers; educating Burnaby residents regarding homelessness; and coordinating and supporting the collaborative approach to addressing homelessness in Burnaby. The existing ORC serves approximately 100-120 residents per week, and has served 400 unique individuals in the first quarter of 2019.

Request: \$10,000 CPA: 2018 – No Application
2017 – \$520 *in-kind printing**
2016 – No Application

**A \$550 in-kind printing grant was awarded to the Society to End Homelessness and the Burnaby Task Force on Homelessness for printing of 2019 outreach events materials, and a \$520 in-kind printing grant was awarded to the Society to End Homelessness for printing two banners and promoting the 2017 Coldest Night of the Year Walk.*

i) #19.47. - Edmonds Association for Community Health in Burnaby 82
Edmonds 25

An application was received from the Edmonds Association for Community Health in Burnaby (EachBurn) requesting a grant in support of the Edmonds 25 project in 2019/2020. The project will launch the new Edmonds neighbourhood association (i.e. EachBurn) and its brand in celebration of the 25th anniversary of the Edmonds Town Centre Plan. The project will further include: documenting the history and culture of the Edmonds neighbourhood; engaging and consulting residents regarding the neighbourhood's events, policies, and changes, as well as the City's policies; producing a community newsletter and video series; and promoting the association as well as the neighbourhood community events. The Association plans to directly engage at least 2,500 residents.

Request: \$8,500

CPA: 2018 - No Application
2017 - No Application
2016 - No Application

8. NEW BUSINESS

9. INQUIRIES

10. CLOSED

Public excluded according to Sections 90 and 92 of the Community Charter for the Committee to consider matters concerning personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

11. ADJOURNMENT



EXECUTIVE COMMITTEE OF COUNCIL

MINUTES

An Open meeting of the Executive Committee of Council was held in the Clerk's Committee Room, City Hall, 4949 Canada Way, Burnaby, BC on **Wednesday, 2019 July 10** at 2:00 p.m. followed by a Closed meeting from which the public was excluded.

1. CALL TO ORDER

PRESENT: Councillor Sav Dhaliwal, Chair
Mayor Mike Hurley, Vice Chair
Councillor Pietro Calendino, Member
Councillor Nick Volkow, Member

ABSENT: Councillor Paul McDonell, Member
Councillor James Wang, Member

STAFF: Mr. Lambert Chu, City Manager
Ms. Noreen Kassam, Director Finance
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. David Jordan, Arts Services Manager
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Nikolina Vracar, Administrative Officer 2

The Chair called the Open meeting to order at 2:03 p.m.

The Chair acknowledged the ancestral and unceded homelands of the Skwxwú7mesh and traditional hə́nqəmiḥəm speaking people, and extended appreciation for the opportunity to hold a meeting on this shared territory.

2. MINUTES

(a) **Minutes of the Executive Committee of Council Open meeting held on 2019 June 06**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR VOLKOW

THAT the minutes of the Executive Committee of Council Open meeting held on 2019 June 06 be adopted.

CARRIED UNANIMOUSLY

3. CORRESPONDENCE**(a) Correspondence from the Burnaby Early Childhood Development Community Table****Re: Letter of Appreciation (#19.02)**

Correspondence was received from Ms. Tracey Rusnak, Burnaby Early Childhood Development Community Table, expressing appreciation to the City for providing funding in support of the organization's Program Coordinator position.

(b) Correspondence from Parkcrest Elementary School**Re: Letter of Appreciation (#19.25)**

Correspondence was received from the students of Parkcrest Elementary School expressing appreciation to the City for funding in support of their Odyssey of the Mind team, which competed at the World Finals competition held at Michigan State University this year.

(c) Memorandum from the Deputy City Clerk**Re: In-Kind Green Fee Waiver Grant Request 2019 - Canadian Alliance of Chinese Associations**

A memorandum was received from the Deputy City Clerk advising that Council, at the Open Council meeting held on 2019 June 24, received and adopted the above noted report referring correspondence from Mr. Yongtao Chen, Executive Chairman, Canadian Alliance of Chinese Associations, to the Executive Committee of Council.

Arising from discussion, the Committee introduced the following motion:

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR CALENDINO

THAT an in-kind green fee waiver grant be awarded to the Canadian Alliance of Chinese Associations in support of their 1st Annual Charity Golf Tournament to be held on Wednesday, 2019 July 10 at Burnaby Riverway Golf Course.

CARRIED UNANIMOUSLY

Arising from further discussion, the Committee introduced the following motion:

MOVED BY COUNCILLOR CALENDINO

SECONDED BY MAYOR HURLEY

THAT staff **AMEND** the Community Granting Policy by removing fundraising on behalf of a third party from ineligible grant requests.

CARRIED UNANIMOUSLY

(d) **Memorandum from the Administrative Officer**
Re: Festival Grant #19-L-003 - Canadian Community Service Association Grant Award

A memorandum was received from the Administrative Officer informing the Committee of a clerical error, and subsequent corrective actions, regarding the festival grant amount awarded to the Canadian Community Service Association for the 2019 Chinese Cultural Heritage Festival and the 11th Vancouver Water-Splashing Festival.

4. **FESTIVALS BURNABY GRANTS APPROVED TO DATE - \$158,600**

5. **NEW APPLICATIONS - FESTIVALS BURNABY**

Neighbourhood Events

(a) **#19-N-011 - Burnaby North Road Business Improvement Association**
6th Annual Korean Community Day

An application was received from the Burnaby North Road Business Improvement Association for the 6th Annual Korean Community Day to be held on 2019 September 07 at 4501 North Road (Korean Town Centre Mall). This annual event showcases Korean businesses in the area, and invites the neighbourhood to join in the day of activities that consist of drumming groups, K Pop dance, martial arts demos, art walks, a tea garden, as well as a family carnival area.

Request: \$5,000

CPA: 2018 - \$3,500 (Neighbourhood Grant)
 2017 - \$3,500 (Neighbourhood Grant)
 2016 - \$3,500 (Neighbourhood Grant)

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR VOLKOW

THAT a grant in the amount of \$3,500 be awarded to Burnaby North Road Business Improvement Association in support of the 6th Annual Korean Community Day to be held at the Korean Town Centre Mall in Burnaby on 2019 September 07.

CARRIED UNANIMOUSLY

(b) **#19-N-012 - My Artist's Corner Society, BC**
10th Annual Show

An application was received from My Artist's Corner Society, BC for the 10th Annual Show to be held on 2019 September 28 at Shadbolt Centre for the Arts. The event showcases the work of member artists, engages visitors to

help combat mental health stigma and connects artists with the community at large.

Request: \$1,000

CPA: 2018 - \$972 (Neighbourhood Grant)
2017 - No Application
2016 - No Application

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR VOLKOW

THAT a grant in the amount of \$1,000 be awarded to My Artist's Corner Society, BC in support of the 10th Annual Show to be held at the Shadbolt Centre for the Arts on 2019 September 28.

CARRIED UNANIMOUSLY

Small Scale Events

(c) #19-S-011 - North American Artist Association
Spring Gala Festival 2020

An application was received from the North American Artist Association for the Burnaby Spring Gala Festival 2020 to be held on 2020 January 11 at the Michael J. Fox Theatre. The festival showcases multi-cultural artistic performances in dance, music, and other artistic expressions by performers from North America and Asia, promotes multi-ethnic traditional arts, and celebrates the Lunar New Year.

Request: \$12,000

CPA: 2018 - No Application
2017 - No Application
2016 - No Application

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$5,000 be awarded to North American Artist Association in support of the Burnaby Spring Gala Festival 2020 to be held at the Michael J. Fox Theatre on 2020 January 11.

CARRIED UNANIMOUSLY

(d) #19-S-012 - Pandit Jasraj School of Music Foundation
Indian Classical and Vocal Music: An Evening of Khayais and Thumris by Indrani

An application was received from the Pandit Jasraj School of Music Foundation for the Indian Classical and Vocal Music: An Evening of Khayais

and Thumris by Indrani concert to be held on 2019 September 22 at the James Cowan Theatre, 6450 Deer Lake Avenue. This concert by a young vibrant artist is being brought back by popular demand. Indrani Mukerjee, renowned Hudustani Classical Vocalist, performs khayal in Khayal in Kirana-Rampur style and Thumri in Purab Ang. The artist comes from Kolkata, West Bengal, India.

Request: \$3,000

CPA: 2018 - \$3,000 (Neighbourhood Grant)
2017 - No Application
2016 - \$3,000 (Neighbourhood Grant)

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR VOLKOW

THAT a grant in the amount of \$3,000 be awarded to Pandit Jasraj School of Music Foundation in support of the Indian Classical and Vocal Music: An Evening of Khayais and Thumris by Indrani concert to be held at James Cowan Theatre on 2019 September 22.

CARRIED UNANIMOUSLY

6. PROGRESSIVE LIST OF GENERAL GRANTS APPROVED TO DATE - \$155,858

7. NEW APPLICATIONS - GENERAL GRANTS

**a) #19.33. - Big Sisters of BC Lower Mainland
Mentoring Program**

An application was received from Big Sisters of BC Lower Mainland requesting a grant in support of mentoring services provided by the organization to at-risk youth (ages 7 to 17) in Burnaby in 2019.

Request: \$5,000

CPA: 2018 - \$5,000
2017 - \$5,000
2016 - \$5,000

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR VOLKOW

THAT a grant in the amount of \$5,000 be awarded to Big Sisters of BC Lower Mainland in support of mentoring services provided by the organization to at-risk youth (ages 7 to 17) in Burnaby in 2019.

CARRIED UNANIMOUSLY

b) #19.34. - Metro Minor Ball Hockey Association
2019 Western Challenge Cup

An application was received from the Metro Minor Ball Hockey Association requesting a grant to assist with travel expenses for thirteen (13) Burnaby residents on the U11 Team to compete in the 2019 Western Challenge Cup to be held on 2019 July 11-14 in Edmonton, Alberta.

Request: \$2,500

CPA: 2018 - \$1,000*
2017 - \$1,000*
2016 - No Application

*Grant awarded to U13 team.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR VOLKOW

THAT a grant in the amount of \$2,500 be awarded to the Metro Minor Ball Hockey Association to assist with travel expenses for thirteen (13) Burnaby residents on the U11 Team, to complete in the 2019 Western Challenge Cup to be held in Edmonton on 2019 July 11-14.

CARRIED UNANIMOUSLY

c) #19.35. - BC Lacrosse Association
2019 Canadian Lacrosse National Championships - Field Lacrosse

An application was received from the BC Lacrosse Association requesting a grant to assist with travel expenses for six (6) Burnaby residents to compete in the 2019 Canadian Lacrosse National Championships (Field Lacrosse). The 2019 Team BC Lacrosse teams and players are as follows:

U18 Men's Field Team - Kelowna, BC, August 30-September 01
Thomas VelaU19 Women's Field Team - Peterborough, ON, August 05-06
Cassie Chan, Giulianna Gaspar, Isabella Gaspar, Emily Kuhn and Ava Regan

Request: \$1,425

CPA: 2018 - \$1,400/\$175
(5 Box/3Field & 175)
2017 - \$1225/\$175
(7 Box /1 Field x \$175)
2016 - No Application

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR CALENDINO

THAT a grant in the amount of \$175 be awarded to the BC Lacrosse Association's U18 Men's Field Team to assist with travel expenses for one (1) Burnaby resident, competing in the 2019 Canadian Lacrosse National Championships (Field Lacrosse) in Kelowna, B.C. on August 30-September 01.

THAT a grant in the amount of \$1,250 (\$250x5) be awarded to the BC Lacrosse Association's U19 Women's Field Team to assist with travel expenses for five (5) Burnaby residents competing in the 2019 Canadian Lacrosse National Championships (Field Lacrosse) in Peterborough, ON on August 05-06.

CARRIED UNANIMOUSLY

d) #19.36. - parkrun Canada
Central Park parkrun

An application was received from parkrun Canada requesting a grant in support of a weekly Saturday morning 5 km running event in Central Park, Burnaby. This free event brings together runners, walkers, younger and older residents, and encourages active lifestyle, socializing, and a sense of connectedness. A grant would defray initial set-up costs and may be used towards website maintenance, insurance, banners, router markers, timing tokens and volunteers' equipment.

Request: \$5,000

CPA: 2018 - No Application
2017 - Denied
2016 - No Application

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR VOLKOW

THAT an in-kind grant up to \$500 be awarded to parkrun Canada to offset the facility allotment costs for organizing a weekly 5 km running event in Central Park.

CARRIED UNANIMOUSLY

e) #19.37. – Canucks Autism Network
CAN Relay 4 Autism

An application was received from Canucks Autism Network (CAN) requesting a grant to assist with the CAN Relay 4 Autism event to be held at Swangard Stadium on 2019 July 20. This free annual outdoor celebration, held for the first time in Burnaby, invites families, supporters and the general public to run, walk or wheel around the stadium track in support of CAN. The 80s themed

event will include a costume contest, bouncy castles, inflatables, carnival and lawn games, and food trucks. The goals of the event are to increase autism awareness and acceptance, promote CAN programs (for those with autism) and training (for service providers), celebrate healthy living and community engagement, and fundraise.

Request: \$8,000

CPA: 2018 - No Application
2017 - No Application
2016 - No Application

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT a grant in the amount of \$3,000 be awarded to Canucks Autism Network in support of facility and other costs associated with the CAN Relay 4 Autism event to be held at Swangard Stadium on 2019 July 20.

CARRIED UNANIMOUSLY

8. **NEW BUSINESS**

There were no new business items brought before the Committee at this time.

9. **INQUIRIES**

There were no inquiries brought before the Committee at this time.

10. **CLOSED**

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT the Committee, in accordance with Sections 90 and 92 of the Community Charter, do now resolve itself into a Closed meeting from which the public is excluded to consider matters concerning labour relations or other employee relations; negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages, and that in the view of the Council, could reasonably be expected to harm the interests of the municipality if they were held in public; and personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT this Open Committee meeting do now recess.

CARRIED UNANIMOUSLY

The Open Committee meeting recessed at 2:40 p.m.

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT the Open Council meeting do now reconvene.

CARRIED UNANIMOUSLY

The Open Committee meeting reconvened at 2:43 p.m.

11. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT the Open Committee meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Committee meeting adjourned at 2:44 p.m.

Nikolina Vracar
Administrative Officer 2

Councillor Sav Dhaliwal
Chair

From: [Teena Martin](#)
To: [Vracar, Nikolina](#)
Subject: September - Executive committee
Date: June-12-19 11:41:04 AM

Good morning Nikolina,

The Burnaby Arts Council would like to request to present to the Executive Committee @ the first meeting in September. As per the Executive Committee letter received the Burnaby Arts Council will be working with Denis Nokony & David Jordon on the follow up presentation and proposal.

Presenting: Teena Martin, Executive Director & Maria Anna Parolin, Co-Chair, Board of Director

Re: Community Arts Development

Thank you very much for your time & consideration.

Regards,

Teena Martin

Teena Martin
Executive Director
Burnaby Arts Council

Deer Lake Art Gallery
6584 Deer Lake Avenue
Burnaby, BC V5G 3T7

Tel (604)298-7322
Email info@burnabyartscouncil.org
Website www.burnabyartscouncil.org

Creating vibrant connections through the **ARTS!**

The Arts Council of Burnaby, we acknowledge that the land on which we create, work, play and gather is within the shared traditional territories of the **Squamish, Tsleil-Waututh, and Musqueam** First Nations.

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TERRITORIAL ACKNOWLEDGMENT

Burnaby is located on ancestral, unceded, and shared Coast Salish territory, including the Katzie, Kwantlen, Kwikwetlem, Musqueam, Squamish, and Tsleil-Waututh Nations. These are Hənqəminəm speaking communities, with the exception of Squamish who speak Skwxwu7mesh snichim.

50 YEARS OF HISTORY

The Burnaby Arts Council has a long history of creating a presence for the Arts in the City of Burnaby. The organization started in the late 1960s when local art groups organized and advocated for a permanent home for the fledgling Burnaby Art Gallery and later instrumental in the building of the Shadbolt Centre for the Arts. Since those early years, the BAC has seen many changes in the cultural life of the City of Burnaby and has itself evolved to become a dynamic community orientated cultural organization with many successful arts programs and projects to its credit.

We have a long history of working with the City of Burnaby. The City have generously donated the space in which the Deer Lake Art Gallery and the Burnaby Arts Council offices are located. We have an amazing front and back yard that we extensively utilize for many of our community events. At the recent Blues & Roots Festival the City provided the Arts Council with the opportunity to sell 50/50 tickets and helped raise \$3500 for our events & programs. In September 2019 the City is replacing our back deck and in January 2020 the City is expanding the Gallery space. Many thanks for your continued support of the Burnaby Arts Council!

MANDATE & MISSION

The Burnaby Arts Council hosts and sponsors a wide variety of cultural activities throughout the year. From art exhibitions, dance, theatre, poetry, to music performances, the BAC provides a community based outlet for people of all ages to engage in the arts and express their creativity. The Arts Council makes art accessible to everyone in the community.

Mandate: The Burnaby Arts Council is committed to serving the community by creating a vibrant and diverse presence of the Arts in the City and to actively advocate for the importance of the Arts.

Vision: To inspire a life-long curiosity and appreciation for the Arts. Our vision for ongoing arts development in Burnaby is built upon the recognition that cultural diversity is a tremendous asset to the arts. Inclusion, diversity, equity and access are critical priorities to the Burnaby Arts Council. Our new 3 year strategic plan strives to build a culture of participation, appreciation, inclusion, and diversity.

OPPORTUNITY & CHALLENGES

The Arts Council plays a vital role in the City of Burnaby. The Arts Council is unique, whereby no other organization in the City does what we do. In the last 20 years we

have witnessed our community double in size. Our capacity as an organization reflects and continues to engage with the growing diversity of the community.

Challenge: The community of Burnaby consists of 4 quadrants that include Metrotown, Brentwood, Lougheed and Edmonds/Deer Lake covering over 98.60 square kilometers. The City's population has grown rapidly in the last 20 years. In 1986, the population was 145,161, 2016 ~ 232,755 (last census), and in 2019 based on historical population growth Burnaby is expected to reach 252,373. The Arts Councils biggest challenge is having the capacity as an organization to meet the needs of our vast and growing community. Our goal is to develop programming to better serve our growing community and the many segments of the population: seniors, new citizens, youth, artists, families, and many others.

We are aware of the fact that our events and activities are not accessible to all individuals and the main reason is our critical organizational capacity.

Opportunity: The Arts Council are positioned to take on a deeper level of community arts development within the City.

The Arts Council is positioned to take the lead on creating content that will attract more diverse audiences, donors, and other key stakeholders to achieve programmatic, financial, and operational success.

In 2019 the Arts Council launched a new 3 year strategic plan. In the last two years, the Arts Council has focused our time on developing diverse and innovative arts programs, including a thriving Indigenous Cultural Engagement program. The new strategic plan is our commitment to begin a renewal process. We are rebuilding the organization from the ground up, which involves investing in skillful staff to support and grow our outreach and develop new revenue sources.

Challenge: A current challenge is having enough space to showcase our events, activities and gallery exhibitions. Presently the current size of the art gallery is 400 sqf. We and are looking to expand the cultural space for community activities to continue and grow, more space and greater accessibility is needed. The space is not only for art exhibitions, but for other activities including live music performances, literary arts events, and Indigenous Cultural Engagement programs that include a diverse offering of artist talks, storytelling, open conversations and workshops.

The upcoming January 2020 renovation of the Gallery space will allow the Arts Council to accommodate additional artists to exhibit as well as providing more seating, and gathering space for our extensive events. We are not simply an arts council running a gallery but a Burnaby arts centre!

Opportunity 1: The City of Burnaby is exceptionally supportive of our programming, and is working with us to expand our current space

Opportunity 2: One objective of our programming in 2020 is outreach and community engagement. We would like to create alternative venues for the community to engage and experience art outside of the Deer Lake Art Gallery. As well as explore and facilitate opportunities for artists to exhibit their work throughout the community by sourcing alternative venues such as corporate offices, businesses, and community spaces.

Strengths
<ul style="list-style-type: none"> - Only non-profit art service organization in Burnaby - Well-developed existing programming - Solid reputation in the arts community - Strong relationship with the City of Burnaby - Growing interest from artists wanting to exhibit at the Deer Lake Gallery
Weaknesses
<ul style="list-style-type: none"> - Events and programs are not currently accessible to all individuals - Currently lacking the operational capacity to meet the needs of the growing community
Opportunities
<ul style="list-style-type: none"> - Burnaby's growing population will open up new possibilities for cultural engagement - Build on current programming and create new events and activities that can attract more diverse audience - Gallery renovations will allow greater capacity as an event and exhibition space - Expand programming to alternative venues beyond the Deer Lake Gallery to increase outreach

COMMUNITY ARTS DEVELOPMENT

Our proposal contains three major aspects of developing deeper community engagement and outreach. We are seeking an additional \$50,000 with a total annual contribution of \$75,000. The increase will enable us to grow with the City's population.

- Build strong connections within the Indigenous community the Arts Council has created authentic long lasting relationships. Our Indigenous cultural engagement is part of our regular programming and integral to our organization and the community. We would like to be the driving force in Burnaby to take this relationship to a deeper level by initiating intercultural round tables and workshops.
- Significantly increase community outreach and develop programs to engage seniors, youth and people with disabilities which will make considerable impact on the health and wellbeing of our community.
- Expand upon our solid Gallery reputation by creating an artist outreach program. The number of submissions from Artists wanting to exhibit at the Deer Lake Gallery has increased significantly in the last four years. In 2018 we exhibited internationally known Coast Salish artist Susan Point, and in 2019 we were pleased to exhibit Coast Salish artist Kelly Cannell in her first solo exhibition. In 2020 we have confirmed Rande Cook will showcase his recent work by pushing the boundaries between traditional indigenous techniques and contemporary art-making. We would like to leverage our solid reputation to create connections with corporations and businesses to share and facilitate opportunities for artists

in the community. Which in turn, invites the community to engage and experience culturally diverse artwork.

In the Burnaby Arts Council's 50th year, we plan to take our programming to a new level and champion a role in community arts development. With the additional funding we would be able to begin developing and expanding upon the following programs:

Indigenous Cultural Engagement - \$15,000

- § Continue to grow and engage the community in authentic indigenous cultural experiences
- § Create opportunities for open dialogue & conversations between the local community and Indigenous peoples of BC
- § Our intent is to facilitate more access and opportunities to listen, question and understand other cultures

Music for Youth: Music Mentoring - \$13,000

- § Youth Music Jam 2.0. Host regular occurring events for local youth
- § Provide youth access to musical mentors to develop, empower and motivate local youth through music
- § Create a pool of 'music mentors' to attend events, listen to youth performances and give motivational and constructive feedback to encourage further development
- § Provide FREE, quality musical activities for youth regardless of their socio-economic status

People with Disabilities - \$8,000

- § Provide access and opportunity to showcase artwork by people with disabilities
- § Facilitate a month long art festival showcasing work by artists with disabilities
- § Through art, bridge the gap between people with disabilities and community

Artist Outreach - \$9,000

- § Explore and facilitate opportunities for artists in the community
- § Source alternate venues to include community spaces, corporate offices and businesses, as well as work with the City secure permanent artist working spaces.

Intergeneration Connections: Seniors & Youth - \$5,000

- § Seniors have unique knowledge and life experiences with many stories to share to our children and youth
- § Create opportunities between generations to share stories, experiences, ethnic heritage, and shared customs
- § Build connections and engagement, and provide an inclusive and safe environment for seniors living alone to get out and connect with our youth!

FAQS & OTHER INFO

- The Arts Council is a BC registered non-profit Society and a listed CRA Charity Organization since June 1970. By working together the Arts Council can leverage our charity status we have niche resources and access to alternative funds
- We provide access to the arts by bridging the gap between the community and accessibility. We are not in competition to the programs that the Shadbolt provide, in fact our organization complements and aligns with the City's strategic goals

- The organization has grown into an essential non-profit society. We have consolidated the City's arts relationships
- The programs we host and organize are NOT fee based, they are accessible to everyone in the community: youth, disabled, seniors, artists, families
- Represent diverse stakeholders
- The ONLY non-profit art services organization in Burnaby
- BC Arts Council has recognized the quality of work that we have developed and programmed in the last 4 years and responded by awarding us with additional funding
- The Arts Council are at a critical organization capacity

SUMMARY

The last 50 years, the Burnaby Arts Council has laid down a strong foundation for arts in the City. With a rapidly growing population, the Burnaby Arts Council has a vital need for more space and greater accessibility. In order to continue bringing quality programming to the community for another 50 years, we are proposing that the City invest in the Burnaby Arts Council. We are in an excellent position within the City to be the leaders in community arts development. WE are ready for another 50 years!

From: Jason Lesage [<mailto:Jason@volunteerburnaby.ca>]
Sent: June-25-19 12:34 PM
To: Clerks
Subject: Executive Committee meeting - September 4

Good afternoon,

My executive director and I met with Councillors Dhaliwal and Calendino last week to discuss our work in the community, and they suggested that we make a formal presentation to the Executive Committee when it meets on September 4. I called your office and was instructed to make this request via email.

The individual presenting will be Dave Baspaly, Executive Director for Volunteer Burnaby. Please let me know if there's space for us at this meeting.

Thank you!

Jason Lesage
Community Engagement Coordinator



Office: 604.294.5533

Mobile: 604.910.6881

203 - 2101 Holdom Avenue
Burnaby, BC V5B 0A4

www.volunteerburnaby.ca

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variety.bc.ca

July 10, 2019

Thank you!
Cally

Sav Dhaliwal
City Of Burnaby
Burnaby City Hall
4949 Canada Way
Burnaby BC V5G 1M2

Dear Councillor Dhaliwal,

Thank you for supporting the first ever *Variety Mobility Day* which was celebrated on Wednesday, June 5th. There are no words to express our gratitude for your compassion and generosity for kids who face mobility challenges every single day!

This summer with your help, more kids just like Brayden will now be able to ride a specially-designed Adaptive Trike. Thank you for allowing them to live happier, more active lives and for giving them freedom!

Variety provides financial support to families so that they can access the resources they need for their children. Without our help, many would not be able to afford these essential services and programs that are vital to their child's development.

'This generous gift from Variety has given Brayden freedom of movement. Brayden always wants to be 'just like other kids' and now he feels just like other kids!' – Toni, Brayden's Mom

Because of your dedicated support, we are able to be there when families need us most. Together, we can ensure kids with special needs are able to thrive!

With gratitude,

Cally Wesson
Chief Executive Officer

Reference Information

Reference Number:	610243
Date Gift Received:	07/09/2019
Total Amount of Gift Received:	\$5,000.00
<i>Mobility Day Donation</i>	
ID: 96611 19-1245	

NOT FOR INCOME TAX PURPOSES
Charity Reg. # 10816 8709 RR0001

From: Debby Fu [mailto:]
Sent: Tuesday, August 06, 2019 10:08 AM
To: Clerks
Cc: McMillan, Peggy; Porter, Jill
Subject: Re: City of Burnaby - Grant Request #19.36.f parkrun Canada

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Kimberly

Apologies for the late response.

Thank you for this and please send my thanks and appreciation to those involved at the City Counsel. We at parkrun Canada appreciate the support and look forward to the continued support in future!

Kind regards,

Debby Fu
Event Director - Central parkrun, Burnaby

On Wed, Jul 31, 2019 at 11:08 AM Clerks <Clerks@burnaby.ca> wrote:

Good morning Ms. Fu,

Please see attached the letter regarding your grant request for parkrun Canada. A hard copy will be mailed shortly.

Thank you,

Kimberly Bui

Council Support Assistant

Direct: 604-294-7287

City of Burnaby | Office of the City Clerk

4949 Canada Way | Burnaby, BC V5G 1M2

Our Vision: A world-class city committed to creating and sustaining the best quality of life for our entire community.

The contents of this email message are solely the writings, thoughts and/or ideas of the account holder and may not necessarily reflect those of the City of Burnaby. If you have any concerns regarding inappropriate use of this account. Please Email the postmaster@burnaby.ca



British Columbia Lacrosse Association

#101 - 7382 Winston Street, Burnaby, BC V5A 2G9 • Tel: (604) 421-9755 • Fax: (604) 421-9775

August 7, 2019

Councillor Dhaliwal, Chair
City of Burnaby Executive Committee of Council
c/o Office of the City Clerk
4949 Canada Way
Burnaby, BC V5G 1M2

RE: Grant Request #19.35

Dear Councillor Dhaliwal:

On behalf of the BC Lacrosse Association and the Burnaby parents whose children are participating in the BC Lacrosse Association's 2019 Team BC Field and Women's Lacrosse Programs and Nationals, we would like to thank the City of Burnaby Executive Committee of Council for your generous grant in support of travel expenses for these six athletes.

We are certain that the Vela, Gaspar, Kuhn, Chan and Regan families are very grateful for your support.

Sincerely,
British Columbia Lacrosse Association

Rochelle Winterton
Executive Director

cc BCLA Board of Directors



NIKKEI PLACE CHARITY GOLF TOURNAMENT

Friday, May 31, 2019

www.nikkeiplacegolf.com

Dear Mayor Hurley,

Thank you very much for being our partner on the 14th Annual Nikkei Place Charity Golf Tournament in support of the Nikkei Seniors Health Care & Housing Society's **'Beat the Odds'** campaign.

With the help of The City of Burnaby's generous grant, we raised over \$75,000 for programs aimed at funding programs for people living with age related conditions including dementia, Parkinson's, and preventative programs like Lively Lively (Iki Iki) and Outfight Parkinson's.

On behalf of our Board of Directors, Golf Committee, Staff, and Volunteers, please accept our warmest thanks and appreciation for your assistance in helping seniors **'Beat the Odds'**.

We look forwards to working with you on the 2020 Nikkei Place Charity Golf Tournament.

A handwritten signature in cursive script, appearing to read "Ruth Coles".

Ruth Coles
Nikkei Seniors Society President

A handwritten signature in cursive script, appearing to read "Cathy Makihara".

Cathy Makihara
Nikkei Seniors Society Executive Director

GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant ☐ Recreational Sport Grant
3. Amount you are requesting \$10,000.00
4. Total cost of the project/event/program etc.: \$205,200.00

GETTING TO KNOW YOU

1. What kind of applicant are you?

☐ Local Registered Non-Profit SocietySociety No: S-14552Date of Incorporation: June 05, 1990☒ Registered Charity Charitable No.: 131450413☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: Burnaby Volunteer Centre Society3. Group/Organization Street Address: 203 - 2101 Holdom Ave Burnaby, BC V5B 0A44. Website (if applicable): www.volunteerburnaby.ca

5. Grant Application Main Contact Person

Name: Dave BaspalyPhone: 604.294.5533Email: dave@volunteerburnaby.ca

6. Contact person #2

Name: Frieda RobertsonPhone: 604.294.5533Email: frieda@volunteerburnaby.ca

7. Number of Volunteers

Confirmed: _____

Expected: _____

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Community Volunteer Support & Referral

2. Project/Event/Program Location (physical street address or event location):

Various venues throughout Burnaby

3. Project/Event/Program Start Date: On going programs throughout the year

4. Project/Event/Program End Date: _____

PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

Volunteer Burnaby acts as a convener for various community entities to address volunteer mobilization in Burnaby. The Centre works through local partnerships and collaborations with various community groups and organizations, government, schools, and community leaders to identify needs, mobilize volunteers and deliver community events for Burnaby. Volunteer Burnaby is also committed to raise awareness of the value of volunteerism and citizenship in Burnaby. The program encourages people to volunteer for community events, provides information about volunteerism, recognizes the contributions of volunteers, and celebrates the contributions of committed volunteers in the community.

2. Describe the project/event/program, and the activities.

Volunteer Burnaby supports various community events hosted by the City of Burnaby and grassroots groups throughout the year. Some examples of mobilizing volunteers in the community include:

- Hats Off Day Planning Committee (50,000 participants) – provided volunteer/ leadership expertise
- Canada Day – Worked closely with the Burnaby Village to provide family fun activities
- Edmonds City Fair organizing community member
- Edmonds Festival of Light
- World Rivers Days
- SFU Volunteer Fair - two day event to promote and provide information to the student population
- Korean Festival
- North Burnaby Community Fair
- Burnaby Sidewalk Chalk Experience

3. Describe how the project/event/program fits into the chosen grant category.

Our programs fit into the 'Connected Community' category. Research show that beyond our basic human need for social networks and relationships, participation in civic life is also an essential need and is a critical component of healthy communities. Feeling socially connected can help people to reach out to others in their communities and support each other. We actively engage individuals and community groups to foster a healthy community. We serve and connect a diverse group of people with different cultural, education, economic backgrounds. We have extended our program to include youth to engage and stay connected to their community. The VB Hive Special Events Team – A dedicated team of youth volunteers are dispatched to various events in Burnaby throughout the year. This is a trained team and is designed to get young citizens (Aged 16-25) of Burnaby involved in their community. We teach our volunteers valuable skills in leadership, teamwork, responsibility and accountability in order to help make Burnaby a better place to live. This team attends 18 events throughout the year and contributes to event set-up, cleanup, and arts and crafts for children, photography and promotion.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit) How many Burnaby residents will be involved with or benefit from the project.

The program & services of Volunteer Burnaby provide the citizens of Burnaby the opportunity to serve and connect to their community through volunteering. We facilitate the process by: 1) promoting volunteerism through various media outlets; 2) maintaining on-line database of volunteer opportunities as well one-on-one consultation to match volunteers with different non-profit agencies; 3) provide training to managers of volunteers to promote best practices in the field of Volunteer Management.

5. Describe how the project/event/program aligns with one or more of the following (Social Sustainability Plan, Environmental Sustainability Plan, Official Community Plan):

Our programs are aligned to support the City of Burnaby Social Sustainability Plan. In 2013, the City of Burnaby identified our organization as a possible implementation partner. Volunteer Burnaby functions as the key resource for volunteer involvement and training in Burnaby. The programs offered by Volunteer Burnaby promote the 'Community Engagement' which supports the Strategic priority#3 of the Social Sustainability Plan. We have a designated staff position of 'Community Engagement' to fulfill our mandate of fostering and promoting volunteerism in the community as a whole. Our program activities include:

- Promoting volunteerism
- Building capacity for effective local volunteering
- Providing leadership on issues relating to volunteerism
- Connecting people with opportunities to serve

We are committed to furthering these principles to serve the community in all its diversity.

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

We work closely with various community groups. Some of our key partners are: Heights Merchants' Association; Burnaby Neighbourhood House; Brentwood Town Centre, Burnaby Now

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

We wish to emphasize our sincere appreciation to Mayor and Council for your continued support of our organization and your enthusiastic backing of volunteerism in general. In the absence of the financial support from the City, we will continue to pursue other funding sources. Unfortunately, most of the granting institutions are only willing to fund short term projects and new initiatives. This greatly impacts the quality of the existing program delivery.

EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

Since 1979, Volunteer Burnaby has been enriching the lives of citizens of Burnaby and strengthening the community through volunteering. In an effort to better instill the value of volunteerism at a young age, we have developed strategies to target youth by connecting them to meaningful volunteer opportunities. We are fortunate to meet so many young and talented young people who are eager to learn and give back to their community. In the words of Puloma Kaushal, 2016 recipient of Burnaby Youth Citizenship Award and Bursary; "Through volunteering, I have learned as much about myself as I have about others. You were the driving force behind discovering my passion of fostering community wellbeing, it has been incredibly fulfilling for me and I owe a lot of my success to Volunteer Burnaby".

We connected the Broader Community to volunteer opportunities through various media outlets. Our quarterly feature stories in the Burnaby Now reached out to 45,000 households in Burnaby. The stories highlighted the value of volunteerism and recognized the contribution of volunteers.

We supported approximately 60 member agencies with their volunteer recruitment/mobilization. Our on-line volunteer recruitment tool has an active listing of 939 volunteer positions. The data collection from our Website pages as well social media has attracted unique visitors who are who are exploring volunteer opportunities. In 2018, the Volunteer Burnaby website hosted 14,965 online sessions of people looking to get involved. This is encouraging because it highlights that visitors were informed and connected and they found value in the work of Volunteer Burnaby. In addition, 1,436 people followed us on the Social Media platforms such as Facebook, Twitter and Instagram.

The Special Needs Access program has helped 278 individuals experience community participation to enrich their lives. In 2018, we delivered Virtual training sessions for the managers of volunteers of 18 agencies. In addition, we implemented Volunteer Resources Administration Online Training. Ten individuals have already participated in the program and have successfully completed the learning modules. We are actively pursuing the promotion of the program to the professional associations as a venue for professional development in the field of Volunteer Management.

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

Database tracking and reports; sign-up and sign-in sheets to track volunteer hours at the events; training evaluation

surveys and consulting post mortems to analyse the impact of training/consulting (accessibility, benefits, challenges implementing, etc.); conducting periodic member surveys to evaluate our programs & services; seeking feedback meetings minutes; case studies/success stories; marketing metrics such as website analytics, social media metrics, etc. Data is collected at and post events, and on an ongoing basis.

LONG TERM VIABILITY

ATTENTION: The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)	8	9
Grants (All federal, provincial, municipal, foundation and gaming grants)	78	78
Donations and Sponsorships (Cash)	1	2
Donations and Sponsorships (In-kind)	4	3
All donations (cash/in-kind) provided by the City of Burnaby	9	8

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

We have a stable and diverse funding sources to support our programs. We have an ongoing contract with Community Living BC (CLBC) to deliver supported volunteering program for individuals with special needs. Other sources include; Community Gaming Grant from the Province of BC, Service Canada to recruit staff to support the city wide special events during the months of summer, and membership and fundraising activities. We also explore other grant proposals to enhance and improve our programs delivery.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash	\$12000.00	\$12000.00	\$12000.00		\$10000.00
Grant - In-kind	\$1000.00	\$1000.00	\$1000.00		
Permissive Tax Exemption	270,000	283,600	354,600	398,700	398,700
Lease Grant	\$6437.00	\$6535.00	\$6670.00		
Other					

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rational for the increase.

In the past, Volunteer Burnaby has received \$12,000 from the City of Burnaby. From a program perspective, over the course of the year we provided meaningful volunteer opportunities to hundreds of thousands of Burnaby citizens and supported large scale community special events. We continue to reach out to our many neighborhoods that need the benefits of strong, safe and impactful volunteer programs. Volunteer Burnaby is committed to making Burnaby the best place to live, work and volunteer in the Lower Mainland. Thus, it is in our hope of being able to continue to offer quality service that we are requesting a grant the maximum available grant of \$10,000.00 for the year 2019. This investment will allow us sustain the important community programming that the city and the community have come to appreciate.

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

Increased Funding

Description:

- Maintain existing funding and explore opportunities to expand on funding
- Sponsorship for small events/projects
- Explore hosting a fundraiser
- Explore online Donations
- Apply for Special project grants
- Explore corporate donors

Goal 2:

Maintain/Enhance Service Delivery

Description:

- Deliver innovative learning opportunities
- Promote online/professional development programs
- Explore what motivates individuals to pursue professional development
- Continue to engage VB volunteers in various activities
- Enhance member services & benefits
- Support volunteers with disabilities

Goal 3:

Community Outreach and Communications

Description:

- Strengthen our communication channels through Social Media
- Focus on promotions and marketing by;
 - o Strengthening our relationship with Burnaby Now
 - o Membership database maintenance
 - o Cross street banners
 - o participating in Community Events
 - o Engaging with Regional, Provincial and National organizations in the Voluntary sector
 - o Participating in Interagency Meetings
 - o Building relationships with Corporations and Malls
 - o Staying connected with Post-secondary education institutions
 - o Implement Secondary Schools Outreach activities

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	224	235
Volunteer hours per year	1,630	1,800
Number of voting members	64	70

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

We Support all individuals regardless of age, gender, ethnic background, religion, mental or physical ability, or sexual orientation, in their efforts to contribute to their communities. We educate our board, staff and volunteers to promote the benefits of diversity to all those involved with the Centre. The Centre reaches out to new immigrants by making presentations to LINC & MOSAIC program participants. Volunteer Burnaby is a member of the Organizing Committee for the 2nd Annual Burnaby Pride Weekend (August 9-10, 2019). Our primary role is to plan and facilitate the recruitment, training, recognition and overall management of the volunteer component of the event.

INSURANCE AND ACKNOWLEDGEMENT

1. Does your organization have general liability insurance? ☒ Yes ☐ No

2. If yes, what coverage?

\$2,000,000

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

The contribution of the City of Burnaby will be prominently recognized at public forums as well as in our media promotions (including social media). In July 2019, we were proud 'Sliver' sponsor of the Edmonds City Fair event. On a quarterly basis, we publish feature stories in the Burnaby Now highlighting success stories and an open invitation for community members to participate. We will acknowledge the City of Burnaby contribution to support our efforts to foster community engagement.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Burnaby Volunteer Centre Society
For the Fiscal year:	2019
Month Fiscal Year Begins:	January 01
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Amount:	398,700

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1. HRDC	6684	7500	Y	Canada Summer Jobs Grant
2.				
3.				
PROVINCIAL Government (Specify)				
Community Gaming Grant	70500	70500	Y	Annual Gaming Grant
2. Community Living BC	74996	78200	Y	Special Needs Access - Contract with CLBC
3				
LOCAL Government (Specify)				
1. City of Burnaby	12000	10000	N	To fund operational programs expenses
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Memberships	4959	5000		Fees received throughout the year
2. Fees for Service	7566	7800		Training/Consultation/Admin Support
3				
Fundraising (Net Revenue)	2824	3000		Annual Gift Wrapping@Brentwood Mall
Individual Donations	1688	1500		Donations from individuals/businesses
In Kind Sources	8277	8200		Burnaby Now ads, BrentwoodMall, Printing
Investment Income	191	300		GIC Interest
Other sources (specify)				
1. City of Burnaby Lease Grant	6670	6800		Annual 50% Lease grant
2. United Way - Designate donations	1000	1000		Direct individual donations thru United Way
3.				
Total Revenue	197355	199800		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	148138	151600	One full time staff & 3 partime staff (Includes summer staff position)
Office Supplies & Expenses	8618	8900	Office maintenance, supplies, telephone/internet
Program & Event Supplies			
Advertising & Promotion	2868	2800	Advertising in the local paper and marketing materials
Travel & Vehicles Expenses	751	1000	Mileage
Interest and Bank Charges	388	400	Bank charges
Licences, Memberships, & Dues	2000	2200	Volunteer Canada & GoVolunteer memberships, City of Burnaby
Occupancy Costs	13507	14000	Office Rent
Professional & Consulting Fees	2300	4000	Technolgysupport & Accounting firm services
Capital Purchases & Improvements			
Amortization of Capitalized Assets	1002	1100	
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	1452	4700	Staff professional development & volunteers expenses
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1. Insurance	2238	2400	Liability & Directors' insurance coverage
2. Directors' Expenses	352	500	Directors' meetings expenses
3. Workshops/Meetings Expenses	2296	2400	On-line database maintenance/community events
4. In-Kind Program Expenses	8277	8200	In-kind promotional and printing expenses/retail space
5. Volunteer Recognition	992	1000	National Volunteer Week /Recognition
Total EXPENDITURES	195179	205200	
Current surplus (deficit)	2176	-5400	

A. GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant ☐ Recreational Sport Grant
3. Amount you are requesting \$25,000.00
4. Total cost of the project/event/program etc.: \$738,426.00

B. GETTING TO KNOW YOU

1. What kind of applicant are you?

☐ Local Registered Non-Profit SocietySociety No: S-33337Date of Incorporation: March 13, 1995☒ Registered Charity Charitable No.: 8989072666 RR0001☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: Down Syndrome Resource Foundation3. Group/Organization Street Address: 1409 Sperling Ave, Burnaby, BC V5B 4J84. Website (if applicable): www.dsrf.org

5. Grant Application Main Contact Person

Name: Jason CampbellPhone: 604 444 3773Email: jason@dsrf.org

6. Contact person #2

Name: Wayne LesliePhone: 604 444 3773Email: wayne@dsrf.org

7. Number of Volunteers

Confirmed: 130Expected: 150

C. THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: One to One Children Programs

2. Project/Event/Program Location (physical street address or event location):

1409 Sperling Avenue, Burnaby

3. Project/Event/Program Start Date: September

4. Project/Event/Program End Date: August

D. PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

Our aim is to assist in the development of children into adults who are confident, self-reliant, resourceful, socially connected, and able to make positive contributions to their community. At the Down Syndrome Resource Foundation, our educational programs are designed to enhance the skills that will support full social inclusion.

Specifically, our goals are as follows:

- To improve reading and math skills in the younger age groups, to enable them to better keep up with their classroom peers, which boosts self-esteem
- To improve reading comprehension, to foster a love of learning and literacy
- To improve speech and language development, to make communication within the community more effective and more enjoyable and, with occupational therapy, improve gross and fine motor skills to support physical development.

2. Describe the project/event/program, and the activities.

Specialized health and education services improve the quality of life and increase self-esteem of people with Down syndrome. The Down Syndrome Resource Foundation's innovative and unique programs and services, designed specifically to meet the complex health and educational needs of children with Down syndrome, and provide a firm foundation for lifelong learning.

Our approach comes from a deep understanding that every learner is an individual with unique strengths and interests, and that learning is optimized when these preferences are incorporated into individual program development. Our high quality programs are taught by a highly skilled, experienced and certified multi-disciplinary team and are backed by the results and insights observed through continuous program evaluation.

The outcomes for individuals with Down syndrome can be maximized by providing opportunities for rich social connections with family and friends, participation in the community, optimal health care, as well as the opportunity to learn through instruction that is tailored to the profile of the learner.

Specifically, we focus on three key areas: speech and language/occupational therapy, reading and communication, math, and enhancing the life skills that will foster maximum independence. These areas are strengthened through the following services offered for children with Down syndrome under the age of 18, for which we are seeking the support of the City of Burnaby:

- One to One Reading. Our reading programs prepare students to more fully participate in classroom activities at school and complement school based learning through:
 - *Assessment
 - *Program design
 - *Material preparation for both in-class and take home
 - *Modelling for other team members
 - *Charting the course for continued progression
- One to One Math. Teachers work to develop the skills that are most useful and necessary in everyday life using a balanced approach in which multiple concepts are developing at the same time and the individual student's

needs and interests are incorporated. Students are involved with activities that provide practice of skills in various contexts and opportunities to use the numeracy skills they are building in meaningful ways.

- **Speech and Language Therapy.** A fun and friendly environment with resources that facilitate laughter provides an age appropriate opportunity for speech improvement. Led by our certified speech-language pathologists, our one-on-one approach effectively enhances language development by fostering skills that are targeted to the individual. Particular focus is placed on positive reinforcement during activities involving language, speech, intelligibility and social communication.
- **Occupational Therapy** (assists with physical skills, gross and fine motor skills, sensory processing, cognitive skills, and psychosocial skills). School-age children learn both academic skills and non-academic or “functional” skills. Academic skills might include sequencing between activities, matching, drawing, colouring, and eventually printing. Functional skills include learning how to get dressed, throwing and catching a ball, fastening buttons and zippers, using scissors and establishing hand dominance.

3. Describe how the project/event/program fits into the chosen grant category.

This program falls under the general program grant as it is not related to a sporting activity or for operations.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit). How many Burnaby residents will be involved with or benefit from the project?

Due to Down syndrome's very small population size, in order to maintain participation levels that make our programs viable, we must make our services available for anyone with Down syndrome from the larger Lower Mainland area. If not, there would be insufficient numbers to offer our services to Burnaby residents. We ask that you consider this unique vulnerability when assessing this criteria. The fact that we provide our services in Burnaby ultimately makes them more easily accessible for residents of Burnaby. Similar to city programs, DSRF programs and services are family oriented and inclusive with a focus on social and recreational activities but with a specific focus on meeting the needs of residents with Down syndrome, which the city cannot provide. Our services are also designed to empower individuals with disabilities to be more successful in general public activities like those provided by the city in it's efforts to promote inclusion. Over the next year our One-One program will serve approximately 500 people with 250 being Burnaby residents.

5. Describe how the project/event/program aligns with one or more of the following ([Social Sustainability Plan](#), [Environmental Sustainability Plan](#), [Official Community Plan](#)):

DSRF is a natural extension of Burnaby's Social Sustainability Plan and its goal to be an inclusive community that values all of its members and helps them to meet their basic needs so that they can live in dignity, engage actively, and contribute to their community. We extend the city's ability to assist residents with Down syndrome in this regard by providing services specifically tailored to individuals with Down syndrome. Down syndrome is a rare condition, which by definition means it is limited to a small segment of the population. The small size and unique nature of this population make it especially vulnerable to marginalization. Therefore, these are community members that Burnaby, with a Social Sustainability Plan to be caring and inclusive, should protect most by supporting organizations like DSRF that meet their special needs to help them be healthy and productive members of the community.

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

The success of the DSRF approach is ultimately measured not just in numbers, but in stories of lives transformed and potential unleashed. The following quotes from former DSRF students, our major stakeholder group, illustrate the positive impact that our programs have on our students' self-esteem and ability to function as fully contributing members of society.

“I feel proud that I am now feeling more comfortable about buying things myself and ordering out for dinner. I like this because I feel more independent. Making my lunch the day before school is another thing that makes me feel proud. I don't feel rushed in the mornings. I feel that I am learning how to take care of myself and this makes me feel really good about who I am.” - Natalie

“I feel proud that I am starting my own card making business. I do a good job making cards at work and at home. When people buy my cards I know they appreciate my hard work. Doing research and PowerPoints make me feel very proud of myself. I am good at the computer and I like to learn more ways to use it. I feel really proud of coming to school for the

past five years.” – Janek

DSRF’s programs also give the parents of individuals with Down syndrome, another key stakeholder group, greater confidence concerning their child’s future

“Our son has improved beyond all recognition and now reads, adds, comprehends and engages in every area of his young life. He plans ahead and manages with little assistance from us as parents. The difference between then and now is huge and fills us with much hope and confidence for his future.” – DSRF parent

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

If the amount is not fully granted we would try to raise funds from our other fundraising initiatives. Unfortunately it has become increasingly difficult to raise funds and we may have to reduce services to clients.

E. EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

The goals for this program are primarily based on meeting individual goals for clients in reading, math and communications as well as speech and motor skills development. These goals are set with families before a session block begins and then assessed at the conclusion. In the bigger picture we have a goal of a case load of 22 clients per program staff member, per program block (four program blocks a year).

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

All of our programs at DSRF are carefully evaluated before and after the program through in person meetings and assessments, and electronic surveys with the families and students who participate in the programs. These findings are then integrated into the program plans which are continually updated and revised. This fall, DSRF is excited to be launching our own custom built reading assessment tool/online student portal. This will be the first assessment tool specially designed for individuals with Down syndrome in the world.

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, **G**, and **H** (marked by an asterisk *).

F. LONG TERM VIABILITY*

ATTENTION: *The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization’s long-term operational sustainability.*

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)	26.9	35
Grants (All federal, provincial, municipal, foundation and gaming grants)	17.6	14.3
Donations and Sponsorships (Cash)	58.5	50.7
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	0	0

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

Over the history of DSRF we have focused on, and have been successful in, fundraising through events, like our Run Up for Down Syndrome, which attracts annually over 1100 participants to Swangard Stadium, and our Up the Down Market event which attracts people from the financial sector. We also have a proven track record soliciting individual donations, corporate donations, and community foundations. Besides continually working to cultivate and steward these revenue streams, a major focus has been to attract funding from all levels of government, including municipal, provincial and federal. This is new territory for us and a focus of our director of development. This area is critical if we are to offer our programs at a low cost so as not to be a barrier. Considerable time has been spent networking and meeting government officials to determine possible revenue opportunities.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Grant - In-kind	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Permissive Tax Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lease Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rationale for the increase.

**I wanted to add a note for question 3. We have requested and have been approved for a permissive tax exemption for our next fiscal year (not the current one). At this point we do not know the amount as we have not been assessed.

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

To communicate effectively

Description:

This goal includes promoting the DSRF brand and promoting Down syndrome knowledge dissemination to

stakeholders.

Goal 2:

Optimizing outcomes across the lifespan

Description:

This goal includes maintaining best practices in programming, expanding our role as a health navigator for families, developing strategies to reach and serve more families, and share DSRF expertise.

Goal 3:

Maximizing impact through partnerships

Description:

This includes bringing together Canada's Down syndrome community

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	142	130
Volunteer hours per year	2,000	1,800
Number of voting members	57	44

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

The biggest barrier to individuals with Down syndrome and their families are financial difficulties To alleviate this, DSRF provides children and youth bursaries to assist families with the cost of DSRF programs. The Bursary Program was originally established by DSRF Board Director, George Klukas, who believes financial difficulties should not be a barrier for families to access DSRF's programs.

G. INSURANCE AND ACKNOWLEDGEMENT*

1. Does your organization have general liability insurance? ☒ Yes ☐ No

2. If yes, what coverage?

We have insurance coverage for: property, crime, liability (\$5 million) and equipment breakdown. Details of coverage can be provided.

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

The City of Burnaby will be acknowledged through our extensive social media platforms: Facebook, Instagram, Twitter and LinkedIn, as well as our website and notices sent to Business in Vancouver and the Burnaby Now. We would also like to hold a cheque presentation photo opportunity at our Centre. The City of Burnaby logo can also appear on program materials.

H. FINANCIAL INFORMATION*

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Down Syndrome Resource Foundation
For the Fiscal Year:	2019
Month Fiscal Year Begins:	January
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Amount:	

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1.				
2.				
3.				
Provincial Government (Specify)				
1. BC Gaming Grant	175000	167000	Y	
2.				
3.				
Local Government (Specify)				
1.				
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Program fees	473694	582526	partial	received ongoing throughout the year
2.				
3.				
Fundraising (Net Revenue)	343889	355000	partial	Up the Down Market events
Individual Donations	587602	488441	partial	includes corporate donations
In Kind Sources				
Investment Income	721			
Other Sources (Specify)				
1. Foundation grants	134682	70000		various grants from private funders
2. Deferred contributions	45472			deferred contributions amorization
3.				
Total Revenue	1761060	1662967		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	1127455	1207901	
Office Supplies & Expenses	29426	34262	
Program & Event Supplies	59374	95298	
Advertising & Promotion	11977	35000	
Travel & Vehicles Expenses	1535	3920	
Interest and Bank Charges	1900	1800	
Licences, Memberships, & Dues	5419	2642	
Occupancy Costs	61186	59384	
Professional & Consulting Fees	16126	11520	
Capital Purchases & Improvements			
Amortization of Capitalized Assets	79782		
Donation, Grants, & Scholarship Expense as part of Charitable Activities	33750	30000	
Education and Training for Staff & Volunteers	6670	9000	
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1. research		10000	
2. property taxes and insurance	48987	51900	permissive tax exemption has been granted for next fiscal year
3. doubtful receivables	42138		one time provision
4. computer and website	31668	31832	
5. bank and processing charges	28710	28330	
Total EXPENDITURES	1586103	1612789	
Current surplus (deficit)	174957	50178	strategic goal to establish 3 month reserve to improve cash flow

GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant ☒
2. Select the kind of Community Grant you are applying for: General Grant ☐ Recreational Sport Grant ☒
3. Amount you are requesting \$10,000.00
4. Total cost of the project/event/program etc.: \$71,800.00

GETTING TO KNOW YOU

1. What kind of applicant are you?

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No.: 108186347RR0001☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: VIP Volunteers for Intergenerational Programs3. Group/Organization Street Address: 203-2101 Holdom Ave. Burnaby, BC, V5B 0A44. Website (if applicable): www.volunteergrandparents.ca

5. Grant Application Main Contact Person

Name: Veronica GrossiPhone: 604-736-8271Email: vgrossi@volunteergrandparents.ca

6. Contact person #2

Name: Sarah FantinPhone: [REDACTED]Email: [REDACTED]

7. Number of Volunteers

Confirmed: 70Expected: 90

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Volunteer Grandparents Family Match and School Grandparent Programs

2. Project/Event/Program Location (physical street address or event location):

Burnaby Households and Elementary Schools in Burnaby

3. Project/Event/Program Start Date: 2020-01-20

4. Project/Event/Program End Date: 2020-12-24

PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

Volunteer Grandparents supports and encourages multigenerational relationships and the concept of the extended family. Our mission is to "bridge and enrich the generations" by fostering intergenerational understanding, communication and cooperation between the generations. Volunteer Grandparents provides two main programs: the Family Match Program and the School Grandparent Program.

Family Match Program

The Family Match Program matches volunteers with families who have children between the ages of 3 – 14 years old and, who do not have accessible grandparents.

School Grandparent Program

The School Grandparent Program (SGP) provides volunteers for assignments in elementary schools. The SGP began as a pilot project, in 1996, in response to a lack of opportunities for young and old to relate in an increasingly age-segregated society. The pilot project was a resounding success. Beyond fostering intergenerational communication and cooperation the program demonstrated significant benefit to educators. The volunteers enjoyed the chance to share skills, knowledge and experience, while providing a valuable community service. Volunteer Grandparents works in partnership with educators to develop, place and support volunteers in the School Grandparent Program.

2. Describe the project/event/program, and the activities.

In our Family Match Program, our screened volunteers spend 2-4 hours a week and a minimum of one year with their matched families. The program is designed to meet the social and emotional needs of older adults and families. The emphasis is on the creation of long term extended family relationships. The program has been providing seniors with the opportunity to be an important member of a family, enabling them to share time, love, skills and life experiences, while offering families the support, love and wisdom of caring seniors.

In our School Program, volunteers can participate in a variety of activities: listening, reading, arts, crafts, and special events at the discretion of the individual educator or school. They volunteer 2-4 hours a week for the duration of the school year. School volunteers have access to an intergenerational resource centre, peer support meetings, and educational workshops operated by Volunteer Grandparents.

3. Describe how the project/event/program fits into the chosen grant category.

Our Programs fit into the General Grant Category. We are a non-profit organization with our office located in Burnaby. We serve children, parents and seniors living in Burnaby. We work with educators at local Elementary Schools and partner with other agencies in Burnaby.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit) How many Burnaby residents will be involved with or benefit from the project.

We would like to build capacity in the City of Burnaby. Additional funds from the City of Burnaby will enable us to recruit, screen and train more senior volunteers and enroll more families who are seeking a grandparent mentor. The funds will also enable us to attend more events in Burnaby to promote our organization. The funds will help us support the new grandparent matches initiated through our two programs.

5. Describe how the project/event/program aligns with one or more of the following (Social Sustainability Plan, Environmental Sustainability Plan, Official Community Plan):

Our program aligns directly with the City's Social Sustainability Plan. The support, love and guidance that our senior volunteers provide to children in Burnaby enable the children to thrive and reach for their dreams. The bonds that develop between the grandparents, parents and children help strengthen the family unit and enables the family to be more resilient when dealing with adversity. The children and seniors develop a sense of belonging which builds community. Our programs are inclusive and serving a diverse population of families (single/ dual parents/ low-high income/ new immigrants, etc.). Our programs enable seniors to actively engage in the City of Burnaby which decreases the chance the senior experiences social isolation and depression.

Quote from Participant:

"We are still connected with our Volunteer Grandma, she is 92 now. We've been together for more than 20 years. I have 3 sons all grown up and now I have 2 grandchildren whom she considers to be her great grandchildren. It's been a very nice relationship and our volunteer grandparent has imparted so much wisdom during these years." (L.K- Family Match Program).

Quote from a School Volunteer:

"I began volunteering at the elementary school in October of last year, my first experience with this type of volunteer work. I LOVE it. Every week I look forward to reading with the kids in grades 1 - 3 who need this extra support. Their efforts coupled with teacher's commitment to running a very organized learning program make my job easy. Watching their confidence build as their skill improves is very rewarding. I'm proud to have a small part to play in their success."

E.R- School Grandparent Program

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

We have a number of community partners that ensure that we are serving our community. We are a sister organization to Volunteer Burnaby and are well connected to the Burnaby Neighborhood Houses and Senior Centres in Burnaby. Annually we host a volunteer appreciation event for our program participants and we usually receive over \$3000 in support from companies in Burnaby.

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/ or how would you proceed differently?

We are constantly looking for new partnerships and applying for small grants offered to non-profits in the community. If the amount is not fully granted we will try to stretch the funds that we do receive to make sure they are as impactful as possible.

EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

We have a number of goals that we hope our programs reach. We hope to build organizational capacity by promoting our programs in the community and gaining positive media exposure. The exposure will enable us to recruit, screen and place more senior volunteers with waiting and new families in Burnaby. In our Family Match Program we endeavor to connect an additional 10 volunteers to family placements. This would support 10 additional families (both the children in the family unit as well as the parent(s)).

In our School Grandparent Program our main goals are to increase a child's self-esteem and self-confidence when reading. By recruiting, screening and training new volunteers, more can be placed in the elementary schools and more children will have the additional support that they need to thrive in the school setting.

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

We evaluate our programs in a number of ways. We attain both quantitative (number of senior volunteers and children served) and qualitative data to ensure our programs are meeting our goals. For our Family Match Program, we complete phone check ins with our senior volunteers and the parents at certain time intervals during their match: initial, 3 month mark, 6 month mark and one year mark. Additionally, once a year we hold a volunteer appreciation event. We send out a survey to all participants to evaluate our annual volunteer appreciation picnic. We use the feedback and constructive criticism to continue to develop and strengthen our program and special events.

In the School Grandparent Program, we check in with the volunteer and school liaison to ensure program satisfaction.

This is done during the school year periodically.

We also track the number of volunteer hours that are committed by our volunteers and Ambassadors.

LONG TERM VIABILITY

ATTENTION: The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)		
Grants (All federal, provincial, municipal, foundation and gaming grants)	67	64
Donations and Sponsorships (Cash)	6	2
Donations and Sponsorships (In-kind)	26	19
All donations (cash/in-kind) provided by the City of Burnaby	1	15

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

We are constantly actively seeking new partners and funders. In the past we have had success with receiving funding from the Federal Government New Horizons for Seniors Initiative and the Canada Post Community Foundation. In 2019 we have applied for funding from Vancity and Telus.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash	\$0.00	\$0.00	\$0.00		\$10000.00
Grant - In-kind	\$0.00	\$1000.00	\$1000.00		\$1000.00
Permissive Tax Exemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lease Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rational for the increase.

n/a

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

Community Outreach

Description:

Raise profile of Volunteer Grandparents through marketing; capture our stories of success
 Increase membership and community relationships
 Enhance our Ambassador Program to enable us to promote our organization in the community more

Goal 2:

Service Delivery

Description:

Maintain current core programming: School Grandparent Program and the Family Match Program
 Increase the number of participants involved in the program in key geographic areas-focus on Burnaby

Goal 3:

Funding

Description:

Maintain existing funding
 • Explore opportunities to expand on funding to build capacity
 • Solicit sponsorship of events/projects to keep costs low

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	92	70
Volunteer hours per year	7,361	6,000
Number of voting members	146	154

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

Throughout the years, we have worked with children who: are from lower-income families, have cognitive/mental and physical disabilities, are from single-parent families, from new immigrant families who struggle with language barriers and culture shock, are from families or single parents who struggle with addictions, etc.
 We have placed seniors who: struggle with social isolation, who identify as LGBTQ2, who are transitioning into retirement age, need help with connecting with a community, need extended family support or family support in general, are widowed and individuals who face cultural barriers.
 We promote our services at events, and in public locations and are very inclusive.

INSURANCE AND ACKNOWLEDGEMENT

1. Does your organization have general liability insurance? ☒ Yes ☐ No

2. If yes, what coverage?

\$2000000

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

We will acknowledge the City of Burnaby's contribution on all of our promotional materials including an announcement to our members, on our website, Annual Report, and Social Media Sites.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	VIP Volunteers for Intergenerational Programs
For the Fiscal year:	2019
Month Fiscal Year Begins:	January 01
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Amount:	

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1. HRDC-Summer Job Program	6611	6700	Y	Canada Summer Job Program
2.				
3.				
PROVINCIAL Government (Specify)				
1. Community Gaming Grant	40800	40800	Y	Annual Gaming Grant
2.				
3.				
LOCAL Government (Specify)				
1. City of Burnaby Grant	0	10000		City of Burnaby Community Grant
2.				
3.				
Sponsorships (Specify)				
1. Ivanoeh Cambridge	2500	0		Project Based - Not available in 2019
2. Walmart	1000	0		2019 request not granted
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations	1555	1500	Y	Help Canada Donations, Individuals
In Kind Sources	12787	12800	Y	Events Tickets Donations, Donated Items
Investment Income	33			
Other sources (specify)				
1.				
2.				
3.				
Total Revenue	65286	71800		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	33207	39700	One Part Time staff, one Summer Staff positions
Office Supplies & Expenses	6347	7900	Office mainteance, supplies, communication and admin support
Program & Event Supplies	4012	2500	
Advertising & Promotion	1256	3400	Burnaby Now, West End Seniors Network, Gordon House
Travel & Vehicles Expenses	220	300	Mileage
Interest and Bank Charges	35	100	Bank charges
Licences, Memberships, & Dues	175	200	
Occupancy Costs			
Professional & Consulting Fees		1000	Technical Support
Capital Purchases & Improvements	0	1300	Purchase of laptop and software applications
Amortization of Capitalized Assets	0		
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	349	2200	2019 Bridging Generations Conference
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1. Volunteer Rec- Donated Tickets	8195	7500	Kids Upfront, PNE
2. Insurance	1715	1800	Liability & Directors' Insurance Coverage
3. Special Events - Donated Items	3692	3700	Donated goods to the Annuual Volunteer Recognition Event
4. Oragnizational & Board	170	200	
5.			
Total EXPENDITURES	59373	71800	
Current surplus (deficit)	5913	0	

19.42 Stream of Dreams Mural Society

A. GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant ☐ Recreational Sport Grant
3. Amount you are requesting \$7,475.00
4. Total cost of the project/event/program etc.: \$49,041.00

B. GETTING TO KNOW YOU

1. What kind of applicant are you?

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No.: 879473809RR0001☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: Stream of Dreams Murals Society3. Group/Organization Street Address: 6825 Cariboo Road, Burnaby, BC4. Website (if applicable): www.streamofdreams.org

5. Grant Application Main Contact Person

Name: Krystal BrennanPhone: 778-999-4175Email: krystal@streamofdreams.org

6. Contact person #2

Name: Louise TowellPhone: 604-603-6911Email: lulu@streamofdreams.org

7. Number of Volunteers

Confirmed: 150Expected: 180

C. THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Stream of Dreams Plastics Program at Burnaby Elementary Schools

2. Project/Event/Program Location (physical street address or event location):

Morley Elementary, Windsor Elementary, Brantford Elementary, Buckingham Elementary

3. Project/Event/Program Start Date: September 24, 2019

4. Project/Event/Program End Date: September 30, 2020

D. PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

The purposes of our project are to promote environmental stewardship by children and their families in Burnaby neighbourhoods and ultimately reduce the amounts of plastics entering Deer Lake.

2. Describe the project/event/program, and the activities.

We have four primary components to this program:

1. School education workshops

Our team at Stream of Dreams will develop a plastics-focused education program to deliver to 4 schools within the catchment area of Deer Lake which flows into the Brunette River. We will teach students how plastics enter the freshwater food chain, their effects on salmonids and the precipitous results for other plants and animals around our coast. Children will learn easy ways they can reduce the amounts of plastics entering their local creeks. Each class will be given an additional package of lesson plans and worksheets to expand on the program. This program will use the same delivery process we have developed over 19 years that includes a 45-minute detailed in-class workshop followed by a 45-minute painting session for students to paint a wooden salmon or other animal affected by plastics in the Brunette River Watershed. These pieces will then become part of a permanent fence mural representing the lessons learned and the health of their local stream.

2. Neighbourhood Garbage Pickups

Each school that will participate has agreed to have at least one class help with trash pickups near storm drains and sidewalks within their school neighbourhoods. With assistance from parent volunteers and classroom teachers, we will lead the cleanup and provide appropriate safety gear and equipment. We will all weigh and categorize the garbage after each cleanup to determine if it would fit down a storm drain and what potential harm would have been done. When students see the trash they've diverted from their stream they will be inspired to continue this practice. We have asked participating schools to commit to this cleanup activity as a regular event and have requested funds from this grant towards enough supplies for a full class to conduct this activity.

3. Storm drain sponsorship volunteers

We will engage the community around each school further by implementing a catch basin/storm drain sponsorship program. Residents will volunteer to pick up garbage along road shoulders and near their closest storm drain on a weekly basis. We will provide scientific weigh hooks, safety vests, trash pickers and garbage bags. Participants will be asked to report the weight, size, and type of garbage they collect. We will also provide a sign on the neighbourhood's school fence acknowledging the participating family. We have received permission from Mark Sloat from the City of Burnaby to do this storm drain sponsorship pilot program.

4. Data compilation

To study the effectiveness of this program, we will measure plastic outputs in the catchment areas before and after the program. This, combined with data from school pickups and storm drain sponsorships will be compiled in a report to measure the impacts of education and stewardship on the natural environment.

All data will be shared with the City of Burnaby and participating schools and volunteers. We hope people will feel encouraged that they are making a real difference for wildlife and our natural environment overall when they see how much plastic and other garbage they've successfully diverted from Deer Lake.

3. Describe how the project/event/program fits into the chosen grant category.

We are a registered charity and will be applying for one program grant this year totaling under the maximum amount requested. We will be including local volunteers and have many local participants. The natural environment in Burnaby will ultimately benefit as well.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit). How many Burnaby residents will be involved with or benefit from the project?

1376 Burnaby students and 153 teachers will benefit from this project through direct participation in our workshops. Residents in these school neighbourhoods will have further opportunities to be involved by becoming catch basin sponsors.

5. Describe how the project/event/program aligns with one or more of the following (Social Sustainability Plan, Environmental Sustainability Plan, Official Community Plan):

This program fits very well with the Environmental Sustainability Plan. Under the Guiding Principles, this program will improve ecosystem health by plastics and other garbage diversion while promoting community leadership to improve the environment. Additionally, this program will include collaboration among groups such as the City of Burnaby, Stream of Dreams, and these four public schools. We will also be providing engagement of the public through the catch basin sponsorship program and school participation. The data collection and reporting will allow for a thorough evaluation of its effectiveness as well. This program directly supports the Green goal of 'green space and habitat' as well as the Manage goal of 'governance, education and partnerships.'

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

Morley Elementary, Windsor Elementary, Brantford Elementary, Buckingham Elementary

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

We will request additional funds from BC Gaming to help cover remaining costs.

E. EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

We will know we've reached our goals through the following results:

- educate all 1376 students and 153 teachers at 4 elementary schools;
- uptake by at least 10 families in our catch basin sponsorship program;
- engage at least 1 class from each school in our neighbourhood plastics cleanup and sorting; and
- remove at least 10 kg of garbage from Burnaby streets that would have entered storm drains (garbage will be measured to ensure each piece would be an appropriate size to enter storm drains).

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

We will run an online feedback survey for parents from each school with a class prize for the return of the most surveys. We have done this for other programs and have found up to 40% of families respond to our surveys. We will also create an online survey for our catch basin sponsors and a program evaluation form for all school teachers and administrators. We have a multi-faceted approach to evaluate the amount of garbage prevented from entering the Brunette system. Garbage will be collected and analyzed from tributary streams before and after the program has been completed, including 2 streams in areas where no schools have participated to act as controls. This, along with the weights of garbage collected and qualitative survey feedback will give us a comprehensive evaluation of the effectiveness in plastics and other garbage diversion from the Brunette River Watershed.

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, **G**, and **H** (marked by an asterisk *).

F. LONG TERM VIABILITY*

ATTENTION: The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)	40	43
Grants (All federal, provincial, municipal, foundation and gaming grants)	19	15
Donations and Sponsorships (Cash)	2	1.5
Donations and Sponsorships (In-kind)	39	40.5
All donations (cash/in-kind) provided by the City of Burnaby	0	0

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

We have an application pending with the Vancouver Foundation's Systems Change Grant and we plan to apply for an NSERC PromoScience grant. We plan to apply for funding again this year for BC Gaming and expect to again be successful. We work with schools to apply for funding during each granting cycle of the Pacific Salmon Foundation's Community Salmon Program grant that occurs twice a year. We continue to develop new programs and partners, applying for new grant funds as appropriate.

Our plan for diversifying revenue is as follows:

Objective 1: Core Funding

Strategy 1: Solidify partners and processes for producing wood fish for purchase by Ontario program licensees, as we currently have higher demand by these licensees than what we are able to produce. We have new machines and are building a relationship with BCIT to increase wood fish production to meet these demands for 2020.

Strategy 2: Apply for more funding from BC Gaming to fund administrative costs. We will be doing this in our upcoming application.

Objective 2: Diversify programming for additional education benefits and funding opportunities

Strategy 1: Continue to seek new projects and grant sources and build partner activities with Wildcoast Ecological Society and other local organizations to diversify project opportunities and offerings.

Strategy 2: Train additional staff for grant writing.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash					
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rational for the increase.

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

Educate schools about storm drain pollution through Fish on Fences program

Description:

We aim to provide education to a minimum of 25 schools by pursuing granting agencies and partnerships to assist all interested schools in affording our program.

Goal 2:

Partner with other groups to provide hands-on outdoor education

Description:

Continue and expand partnership with Wildcoast Ecological Society with Fish and Flowers program

Goal 3:

Diversify funding and revenue sources to create stable core funding

Description:

Expand wood fish supply to licensed schools in Calgary and Ontario; Apply for more grants with new hands-on programming and partnerships

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	308	144
Volunteer hours per year	8,046	4,310
Number of voting members	9	10

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

Our program is delivered to children of all abilities. We are offering our catch basin sponsorship program to the public. The primary barrier to receiving our program is the cost. To combat this, we help any interested schools to seek funding for our program. We are working hard to help them find grants so that they can receive this program. For this plastics initiative, this program will be subsidized by 91% of the full cost for schools thanks to grants such as this and various

volunteer and in-kind product partnerships. We like to ultimately ensure that every interested school can participate regardless of their socio-economic status.

G. INSURANCE AND ACKNOWLEDGEMENT*

1. Does your organization have general liability insurance? ☒ Yes ☐ No

2. If yes, what coverage?

\$2 million general liability.

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

The City of Burnaby will be recognized on each school fence sign, storm drain sponsorship sign, handouts to students and teachers, in media releases about the program and on social media.

H. FINANCIAL INFORMATION*

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Stream of Dreams Murals Society
For the Fiscal Year:	2019
Month Fiscal Year Begins:	January
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Amount:	

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1.				
2.				
3.				
Provincial Government (Specify)				
1.				
2.				
3.				
Local Government (Specify)				
1.City of Burnaby		7475	N	General Grant Sept2019-Sept2020
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1.Schools		2446	Y	Sept2019-April2020
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources		20120	Y	
Investment Income				
Other Sources (Specify)				
1.Pacific Salmon Foundation		14000	Y	Community Grant Sept2019-Feb2020
2.Vancity		5000	Y	Community Grant Sept2019-Sept2020
3.				
Total Revenue		49041		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense		34889	Vancity, PSF, City of Burnaby, Volunteers-Sept2019-Sept2020
Office Supplies & Expenses			
Program & Event Supplies		11070	Vancity, PSF, City of Burnaby, Volunteers-Sept2019-Sept2020
Advertising & Promotion		487	Pacific Salmon Foundation-Sept2019-Feb2020
Travel & Vehicles Expenses		115	Pacific Salmon Foundation-Sept2019-Feb2020
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs			
Professional & Consulting Fees		2480	Pacific Salmon Foundation-Sept2019-Feb2020
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers			
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1.			
2.			
3.			
4.			
5.			
Total EXPENDITURES		49041	
Current surplus (deficit)		0	

GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant ☐ Recreational Sport Grant
3. Amount you are requesting \$20,000.00
4. Total cost of the project/event/program etc.: \$20,000.00

GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit SocietySociety No: 9115Date of Incorporation: 1971-12-02☐ Registered Charity Charitable No.: 118821578RR0001☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: Burnaby Family Life Institute3. Group/Organization Street Address: 102 - 2101 Holdom Avenue, Burnaby, V5B 0A44. Website (if applicable): www.burnabyfamilylife.org

5. Grant Application Main Contact Person

Name: Michel PouliotPhone: 604-659-2208Email: mpouliot@burnabyfamilylife.org

6. Contact person #2

Name: _____

Phone: _____

Email: _____

7. Number of Volunteers

Confirmed: 178Expected: 178

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: General operations

2. Project/Event/Program Location (physical street address or event location):

throughout Burnaby

3. Project/Event/Program Start Date: April 1st, 2019

4. Project/Event/Program End Date: March 31st 2020

PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

Since 1971, Burnaby Family Life Institute (BFL) has changed lives by developing and delivering high quality and essential services that meet the needs of individuals and families in our community.

The challenges faced by families in our city have changed as much as the diversity of the people who are needing resources and information to make better decisions about family life and, in some cases, how best to overcome barriers to settlement.

BFL helps expecting and new mothers, children and mothers who have been victims or witnesses of violence, and immigrants and refugees learning to speak English and about life in Canada. Our services include family resources, counselling, full-time and occasional child care delivered through 9 locations across the city. This is largely made possible by the City of Burnaby's long-term support of its generously subsidized office and programming locations in city-owned spaces.

We are a team of 93 caring and dedicated professionals who speak 40 different languages. We continue to meet the highest service standards. With BFL's commitment to continuous improvement processes, the positive impact of our organization never stagnates.

2. Describe the project/event/program, and the activities.

BFL brings a deep knowledge of Burnaby family life to our work. Decades of program delivery in the same community have provided the opportunity to hone our leadership and expertise. This knowledge informs our development and delivery of relevant and meaningful programs that support our clients. We remain innovative, relevant, responsive and community-centric with a constant focus on optimizing resources.

Connected families = Connected community

BFL's areas of focus are family life and promoting a sense of belonging. Our day-to-day work serves our commitment to helping with social integration for a livable city where everyone who calls Burnaby home feels like they belong and can contribute in a positive way.

The wellbeing of Canada's children ranks 17 out of 24 industrialized countries, with BC being home to the greatest number of children living in poverty in all of Canada for the ninth year in a row, with almost 30% of Burnaby's children amongst the poor. In response, BFL advocates pro-actively and relentlessly at every level of government and with influential decision makers for policy changes that address this challenge.

Convening community leaders

Our work leading the Intercultural Planning Table (BIPT) is a strong reminder of our city's growing diversity, with more than 50% of residents born outside of Canada.

BIPT, formed in 2007, is a dynamic community co-ordination network in which government and community service organizations work together to improve service collaboration and a more effective community-based response to families who have moved here from around the world. The Table comprises senior level representation from a broad range of institutions and community agencies. Current membership includes the City of Burnaby, businesses, schools (K-12 and post-secondary), libraries, recreation facilities, cultural organizations, policing, volunteerism and refugee, community, legal, family and women's services.

Partnerships with other organizations

BLF's multi-faceted partnerships with other community organizations as well as the business sector continued to develop and expand significantly in 2019.

We play a key role with the Burnaby Board of Trade Social Development Committee, particularly in the areas of child care for family-friendly workplaces and immigrant integration. Burnaby is known throughout the province for promoting corporate social responsibility, for educating and raising awareness about poverty, homelessness, and the value of

investing in the social services sector.

BFL works in formal partnerships and sub-contracts with 25+ different community-based agencies. These efforts have resulted in more comprehensive social supports and benefits for Burnaby families. Whenever possible, we provide other organizations with mentoring, best practice models and we assist with policy development.

3. Describe how the project/event/program fits into the chosen grant category.

The grant category of "General Operations" would bring immense support to the day-to-day delivery of our city-wide programs. Funding raised through program grants, event sponsorship and fundraising efforts are typically earmarked for specific program development and delivery, creating a significant challenge with the need to cover operation costs.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit) How many Burnaby residents will be involved with or benefit from the project.

In the last fiscal year, we have worked with 2,915 residents of Burnaby (up 6% from previous year). Influencing a positive change in the lives of those programs participants also means affecting a change in the lives of their families. The benefits of our work are far reaching.

In 2019 challenges facing families in Burnaby are many, and they include the lack of affordable housing, affordable quality childcare, increased levels of poverty, mental illness, homelessness, and the integration of immigrants and a significant influx of refugees in our city. According to our program participants and stakeholders, BFL made a significant difference in each of these critical areas, thereby benefitting thousands of people and, directly and indirectly, realizing benefits that strengthen our growing community.

Thousands of children and families have found comfort, meaning, growth and learning at BFL because of visionary, effective governance combined with committed and highly trained employees who have the expertise to intervene with skills and compassion that are often life-changing for Burnaby families. Services are filled to overflowing and sadly, families are sometimes turned away because we do not have the capacity to meet the increasingly complex and demanding needs of our community.

5. Describe how the project/event/program aligns with one or more of the following ([Social Sustainability Plan](#), [Environmental Sustainability Plan](#), [Official Community Plan](#)):

BFL programs and services support the goals of the City:

Burnaby will be an inclusive community that values all of its members and helps them to meet their basic needs so that they can live in dignity, engage actively, and contribute to their community.

Burnaby will continue to be liveable and respond to the interests and needs of all who live, work, learn, play and visit in the city.

Burnaby will be a resilient community, able to adapt and thrive in times of change.

Plan Reference

Strategic Priority 2, Element: Cultural and Religious Diversity

How BFL contributes to this aspect of life in our city

BFL convenes the Burnaby Intercultural Planning Table (BIPT) and takes the lead on special community events celebrating cultural diversity and life in Canada.

Current membership includes representatives from the City of Burnaby, businesses, schools (K-12 and post-secondary), libraries, recreation facilities, cultural organizations, policing, volunteerism and refugee, community, legal, family and women's services.

The Table won the first "WelcomeBC Award" in 2010 for outstanding partnership creation and delivery of comprehensive and innovative solutions to make Burnaby a welcoming place for everyone.

Strategic Priority 2, Element: Discrimination and Barrier-Free Community

How BFL contributes to this aspect of life in our city

BFL programs support the city's efforts to counter racism and discrimination by celebrating and supporting social integration in a way that cherishes customs and cultural diversity.

Strategic Priority 3, Element: Promoting Volunteer Opportunities

How BFL contributes to this aspect of life in our city

In order to meet the needs of the community, most of our services rely on the 97+ volunteers who have provided over 4,100 hours in the last fiscal year. Fundraising event sponsors are also encouraged to volunteer during the event, or to get involved with BFL at a later date.

Strategic Priority 3, Element: Corporate Social Responsibility

How BFL contributes to this aspect of life in our city

BFL strives to host events that are zero waste and located in proximity to public transit. All 9 program locations are easily accessible by public transit.

Strategic Priority 4 – Learning for Life, Element: Informal Learning

How BFL contributes to this aspect of life in our city

Only 25% of BFL clients speak English as a first language. We offer English language programs and child-minding services while parents are in the language courses, and learning about life in Canada.

Official Community Plan

11.2 Social Planning Goal - To facilitate the development and ongoing sustainability of a community which enhances the physical, social, psychological and cultural well-being of Burnaby residents.

How BFL contributes to this aspect of life in our city

BFL programs are responsive to the changing and growing population of Burnaby. Our programs and services are also adaptable to changing family structures and the increase growth in the labour force of women with children. We offer child-minding services on a full-time and occasional basis. In fact, BFL offered the first Occasional Child Care service in Burnaby.

Burnaby Economic Development Strategy 2020

One of Burnaby's social strengths is "a diverse, multicultural community that is able to connect with many new immigrants looking for places to live and establish businesses."

One of Burnaby's challenges is "maintaining the quality of the social services platform on which the community is built." And, more specifically, "It is in Burnaby's interest ... to make sure the quality of community services in Burnaby remains as high as possible."

Plan Reference

Goal 1: Building a Strong, Liveable, Healthy Community

"Reinforcing the community development policies within the Burnaby OCP which focus on community-building. ... By maintaining and enhancing local quality of life, skilled residents, including immigrants and entrepreneurs, should continue to relocate to Burnaby."

Goal 8: Nurturing a Strong, Diverse, Welcoming, Caring Society

"Burnaby intends to embrace community diversity by welcoming all groups and giving them the appropriate encouragement to locate their homes and businesses in Burnaby."

How BFL contributes to this aspect of life in our city

BFL contributes to quality of life and community well-being through its services and leadership roles with interagency groups. Our work is focused on family life and promoting connected families, and this extends to families and individuals learning about life in Canada.

Our work is in line with the City's efforts to 1) tackle social problems, 2) increase support for ESL programs and advocacy for immigrant groups, and 3) staging of celebrations and events.

BFL convenes the Community Task Force, a group working on tackling the challenges of opioid abuse in Burnaby.

BFL programs for vulnerable refugees and immigrants include English-language classes and information about life in Canada, with connections to Burnaby-specific resources. The "Moving Ahead" one-on-one counselling provides personalized support for newcomers facing significant barriers to settlement.

The Burnaby Intercultural Planning Table is hosted by BFL. The BIPT ensures Burnaby's newcomers have access to the resources and services they need to build meaningful, happy lives in our community, and beyond.

As per the Social Integration, Not-for-profit section of the Burnaby EDS 2020, one trend of concern is the "number of clients and the complexity of their needs are increasing—overall demand is increasing, and increasing poverty rate, and a high percentage of ESL residents."

BFL promotes social integration by supporting residents with English as a second language and ensuring those of a different culture do not feel isolated. The organization also enriches the city's social capital with its language classes, and affordable and flexible childcare services.

While the City is in a great position to use its influence with regional and provincial governments to shape policies, BFL has the expertise and capacity to design and deliver programs that provide struggling individuals with life-changing encouragement and resources.

This work also positions BFL as a reputable and strategic ally for the City's monitoring of progress towards Goal 8 (p.67), and creates opportunities for the City's assistance for BFL's programs targeted to "helping citizens become more able to participate in the local economy." (p.68)

BFL nurtures a safe and welcoming community for all.

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

Burnaby Family Life has a number of community partners and stakeholders. As the lead organization for a number of community initiatives such as the Burnaby Intercultural Planning Table (BIPT), The Burnaby Together antiracism table and the Community Action Table (CAT) engage over 20 community partners including:

Burnaby Board of Trade
 Burnaby Community Connections
 Burnaby Family Life
 Burnaby Interfaith Network
 Burnaby Neighborhood House
 Burnaby Public Library
 Burnaby RCMP
 Burnaby School District (SWIS)
 City of Burnaby – Social Planning
 City of Burnaby – Parks, Recreation & Cultural Services
 Douglas College
 Fraser Health
 WorkBC
 Immigrant Services Society of BC (ISSofBC)
 Journey Home Community Association
 Ministry of Children and Family Development
 MOSAIC
 Pacific Immigrant Resources Society (PIRS)
 Simon Fraser University
 S.U.C.C.E.S.S.
 Vancity Credit Union

Vancouver & Lower Mainland Multicultural Family Support Services Society

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

Since 1974 Burnaby Family Life has relied on the City of Burnaby for donations in kind as well as financial support for its operations. Burnaby Family Life does not take the City's annual assistance for granted. We see your ongoing endorsement as recognition of the leadership role we have taken in building community capacity for the past nearly 48 years.

The City's generosity in providing annual lease subsidies and an annual community grant demonstrates the City's historical partnership with BFL, its compassion and commitment to provide support to all Burnaby citizens—including some of the most disadvantaged families in our community.

Many of our services depend on private donations. Every dollar that is donated to BFL is "stretched to the max" because the organization is volunteer-driven. Funding levels and expectations from funders that overhead costs be kept to a minimum has been a real challenge for all smaller organizations in Burnaby and we are no exception.

The financial pressures are very real and year after year it is very challenging to maintain our infrastructure and continue to meet the high service delivery standards we set for ourselves, and that our clients deserve.

We wouldn't be able to continue without the support we receive from the city. BFL is able to do more because the City of Burnaby and the School District provide free or subsidized space. We have been able to leverage our resources through partnerships with government and other organizations.

Should the amount requested from the City be not fully granted, we would need to revisit the allocation of our delivery capacity, while continuing to explore other potential sources of support. Our operations are optimized and the demand for our services is growing (we've experienced a 6% growth in unique clients since last year). With the City's rate of growth in numbers and diversity, we do not foresee a reduction in the demand for our programs.

EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

We have very specific metrics and reporting requirements from our grantors and funders. These are targets we proudly meet consistently.

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

BFL administers an evaluation survey to each program participant—this is part of our commitment to continuous improvement. We also survey project partners and We are grateful to have received recognition through a number of awards from peer groups and notable organizations—some of this valued endorsement was bestowed upon individual employees and other formally acknowledging the work of the organization.

LONG TERM VIABILITY

ATTENTION: *The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.*

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)	42	39
Grants (All federal, provincial, municipal, foundation and gaming grants)	54	56
Donations and Sponsorships (Cash)	1	2
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	3	3

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

We are constantly looking at the needs of the community, our ability to respond to these emerging needs and opportunity to fund to increase our capacity to respond. In 2018 we opened a social enterprise cafe hoping that we can generate some revenue which can be used to fund programs. We have also developed and implemented a fundraising plan and after three years we have been successful in covering the cost of our fundraising plan and even managed to show a small amount of revenue to reinvest in programming.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash	\$17000.00	\$17000.00	\$17000.00		\$20000.00
Grant - In-kind	\$0.00	\$0.00	\$0.00		
Permissive Tax Exemption	\$0.00	\$0.00	\$0.00		
Lease Grant	\$65746.00	\$67176.00	\$68506.00		
Other	\$0.00	\$0.00	\$0.00		

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rationale for the increase.

We have not received an increase in the community grants we have received from the city of Burnaby despite rising operational costs and increased demand for services.

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

Diversify Funding Revenue

Description:

Burnaby Family Life has a duty to its stakeholders, clients and staff to remain accountable, both professionally and financially. BFL is committed to remaining financially strong as this is the most effective way to deliver the highest quality services to the community. The strategic goals focus on developing action plans that diversify funding and seek out additional revenue streams to enable BFL to deliver quality services.

Goal 2:

Continue to evolve and develop new programs that meet the needs of our community

Description:

Burnaby Family Life has been a leader in service delivery in Burnaby for over 40 years. BFL is committed to continuing to build a legacy as a strong and resilient service provider throughout Burnaby. This can only be achieved through the expansion of current programs and the development of new programs to meet new emerging community needs. In this plan BFL commits to continue to analyze and develop new services as well as continuing the commitment to quality services.

Goal 3:

Increase service collaboration across Burnaby
and
Actively participate in the development of community solutions

Description:

One of the many purposes that BFL serves is to advocate for the community in Burnaby to increase social services for those who are disadvantaged. This important role that BFL plays has been embraced by management over the past few years and is exemplified with the role that BFL plays in leading discussions at the interagency tables across Burnaby. In this plan BFL commits to continue to actively participate in the community and engage in discussions to find collaborative community solutions.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	101	178
Volunteer hours per year	4,141	5,098
Number of voting members	23	31

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

We conduct an accessibility assessment at all of our sites and look at a number of factors that could limit access. We look at everything from physical accessibility issues to economic factors and transportation access. This translates into a report that offers some recommendation to address identified barriers and is followed up on over the year. Here are some examples of how this translates into actions.

- we had a client with the wheelchair parking need. made sure that was in place before she started coming to our group.
- Offering our intake forms in English, Arabic, Farsi and (soon) Tigrinya and others
- Have been inclusive with trans gendered women (and one trans gendered man)
- We provide free bus tickets

INSURANCE AND ACKNOWLEDGEMENT

1. Does your organization have general liability insurance? ☒ Yes ☐ No

2. If yes, what coverage?

\$10 million

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

We will continue to acknowledge the city of Burnaby as a funder on our website and on our annual report. we will also acknowledge the city of Burnaby as a funder Burnaby on all communications and promotional materials relating to its activities, such as programs, brochures, posters, advertisement, websites, news releases and signs.
We will also acknowledge the cities contribution on our many social media platforms.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Burnaby Family Life Institute
For the Fiscal year:	2019/2020
Month Fiscal Year Begins:	April
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Amount:	

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1. IRCC	990000	972000	y	Moving ahead, LIP, Mosaic LInc
2. PHAC	139000	139000	y	CAPC
3.				
PROVINCIAL Government (Specify)				
1. Min of Public Safety	364000	341000	y	Counsellings, Peace, STV
2. Fraser Health	175000	174000	Y	POP, STV Counselling
3. MCFD/Gaming	758000	979000	y	Childcare, Family Life education
LOCAL Government (Specify)				
1. City of Burnaby	17000	17000	Y	BFLI administration, Fundraising
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. BFL Cafe sales	245000	260000		BFL Cafe at BCIT
2. Childcare client payments	759000	580000		Morely Elementary Childcare
3.				
Fundraising (Net Revenue)	104000	72000		
Individual Donations				
In Kind Sources				
Investment Income	16000	4000		
Other sources (specify)				
1.				
2.				
3.				
Total Revenue	3567000	3538000		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	3036	3047	
Office Supplies & Expenses	55	52	
Program & Event Supplies	150	205	
Advertising & Promotion	37	14	
Travel & Vehicles Expenses	31	21	
Interest and Bank Charges	3	8	
Licences, Memberships, & Dues	18	19	
Occupancy Costs	160	142	
Professional & Consulting Fees	12	11	
Capital Purchases & Improvements			
Amortization of Capitalized Assets	17	12	
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	13	17	
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1.			
2.			
3.			
4.			
5.			
Total EXPENDITURES	3532	3548	
Current surplus (deficit)	3563468	3534452	

#19.44. Burnaby Barracudas Summer Aquatics Club

A. GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant ☒ Recreational Sport Grant
3. Amount you are requesting \$1750.00
4. Total cost of the project/event/program etc.: \$1750.00

B. GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit SocietySociety No: S-22452Date of Incorporation: 1956☐ Registered Charity Charitable No.: _____☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☒ Sport or Recreation Organization☐ Other Specify: _____

2. Group/Organization Name: Burnaby Barracudas Summer Aquatics Club.
3. Group/Organization Street Address: PO Box 50045 South Slope RPO
4. Website (if applicable): www.burnabybarracudas.com
5. Grant Application Main Contact Person

Name: Angela BattistonPhone: 778 [REDACTED]Email: [REDACTED]

6. Contact person #2

Name: Mary BlazevicPhone: [REDACTED]Email: [REDACTED]

7. Number of Volunteers

Confirmed: 20Expected: 20

C. THE PROJECT/EVENT/PROGRAM

(BC Summer Swimming Association).

1. Name of the Project/Event/Program: BCSSA Provincial Championships

2. Project/Event/Program Location (physical street address or event location):

Canada Games Aquatic Centre (CGAC) @ TRU campus3. Project/Event/Program Start Date: 12-18 Aug. 2019910 McGill Rd
Kamloops, BC

4. Project/Event/Program End Date: _____

D. PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

Provincial Championships for qualifying athletes.

2. Describe the project/event/program, and the activities.

Water Polo, Diving, Synchronized Swim, Speed Swim.

3. Describe how the project/event/program fits into the chosen grant category.

Burnaby Based youth sports team attending provincial championships

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit). How many Burnaby residents will be involved with or benefit from the project?

Our team is sending sent between 70-75 athletes to compete5. Describe how the project/event/program aligns with one or more of the following ([Social Sustainability Plan](#), [Environmental Sustainability Plan](#), [Official Community Plan](#)):Sports Grant for travel to Championships outside Lower Mainland

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

BCSSA, City of Burnaby, Province of BC, Gov't of Canada, local sponsors

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

Yes - additional fundraising to help families defray costs.**E. EVENT OUTCOMES**

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

By the number of qualifying athletes committing to attend.

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

Registration data, participation rates in competitions and club fundraising and social events, # of volunteersApplicants for **Recreational Sport Grants** are not required to complete sections F, G, and H (marked by an asterisk *).trained in special areas.

A. GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant ☐ Recreational Sport Grant
3. Amount you are requesting \$25,000.00
4. Total cost of the project/event/program etc.: \$87,000.00

B. GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit SocietySociety No: S0063517Date of Incorporation: 2015-01-05☐ Registered Charity Charitable No.: _____☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: Canada LaPower Running Society3. Group/Organization Street Address: 230-5589 Byrne Road, Burnaby4. Website (if applicable): lapower.club

5. Grant Application Main Contact Person

Name: Elaine QinPhone: [REDACTED]Email: [REDACTED]

6. Contact person #2

Name: Donna AnPhone: [REDACTED]Email: [REDACTED]

7. Number of Volunteers

Confirmed: 40Expected: 60

C. THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: The Second Burnaby Lake Run & Kids Festival

2. Project/Event/Program Location (physical street address or event location):

3760 Sperling Ave, Burnaby

3. Project/Event/Program Start Date: 2019-09-22

4. Project/Event/Program End Date: 2019-09-22

D. PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

Our goal is to organize a whole day Burnaby annual community event with professional 10K/5K races to bring the awareness of healthy living style and build the community connections.

2. Describe the project/event/program, and the activities.

Burnaby Lake Run will be held on Sep 22, 2019 at Burnaby Lake. The run offers 10K and 5K to runners and walkers with timing chip; and custom designed medals and technical shirts will be distributed to all finishers and top 3 male and top 3 female 10K racers will receive CASH PRIZE! And top 3 male and top 3 female 5K racers will receive GIFT PRIZE! There will be all day festival on site with various cultural performance and group exercises.

The afternoon Kids and Family Festival is packed with fun and exciting activities for children of all ages starting from 12 PM to 4 PM. The 1.8 KM kids run is for children under 12 years old. Parents are also welcome to run with kids. Custom designed race shirts will be distributed to all runners, and custom designed finish medals will be delivered to kids only.

- 1.8 KM Kids Run (1:00 PM)
- Kids Drawing Contest (1:30PM-3:30PM)
- Meeting with Olympic Marathon Athlete Carey Nelson (1:30 PM ~ 2:15 PM)
- Princess and Pirate entertainment
- Balloon Twisting
- Face Painting
- Games
- Prizes Wheels
- Kids Crafting, Lantern Making
- Chances to be Ambassadors of 2020 Burnaby Kids and Family Festival
- Snacks and refreshments
- And more!

3. Describe how the project/event/program fits into the chosen grant category.

The event is a combination of a run/walk event in the morning and kids festival(includes 1.8k kids run, some fun activities and drawing contest) in the afternoon. This whole day event is family oriented and all the participants will benefit from the activities. We are expecting 1200-1500 participants in total.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit). How many Burnaby residents will be involved with or benefit from the project?

The event welcomes all ages residents in Burnaby. Kids run welcomes children from 0-12 years old and parents. The fun activities are suitable for everybody, including seniors. We have arranged quite a few performances during the day. Burnaby residents can participate as runners/volunteers/business vendors etc. Burnaby Hospital Foundation has been chosen as the event's charity partner. This event will help BHD to raise funds and bring the awareness of the hospital financial needs to public long-termly.

5. Describe how the project/event/program aligns with one or more of the following ([Social Sustainability Plan](#), [Environmental Sustainability Plan](#), [Official Community Plan](#)):

Burnaby is a great city that has many positive attributes and a deep commitment to improving quality of life for all of its citizens. As a great place to live, work, learn, play and visit, the City of Burnaby is caring, inclusive and vibrant; individuals and the community are working together to meet their needs, realize their potential, and prosper in a healthy environment. Lapower's activities perfectly match The City of Burnaby's social sustainability plan. Burnaby lake run organizing

committee has been working hard to make sure that all participant would find their needs here to start or continue the healthy living style. We enjoy the green world in Burnaby and also want to promote Burnaby's beautiful parks not only local residents but also people from other cities and visitors to Canada. We have chosen Burnaby Lake Regional Park as our event venue and discussed carefully with city staff to make sure that we follow all the rules while we are enjoying the beauty of the park.

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

Burnaby Lake Run & Kids Festival
 Organizer: Canada LaPower Running Society
 Supporter: City of Burnaby, Tourism Burnaby
 Charity Partner: Burnaby Hospital Foundation
 Title Sponsor: Concord Pacific
 Silver Sponsors: Scotiabank Burnaby Branch, Telus, Forerunners
 Media sponsors: Burnaby Now
 Xingdao Daily
 Mingbao
 AM1470 Radio
 Riseweekly
 Herland magazine
 Lahoo Media

Co-organizer: Canada Beijing Cultural Association
 Canadian Construction & Renovation Association
 Canada Youth Education Society
 Super Mommy Club
 Yoyo Hiking Club
 West Coast Hiking Club
 Jiaotong University Vancouver Alumni Association
 Mightybears Club
 AOMA Arts Academy

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

They are a few ways to increase revenue and reduce the cost:

1. Look for more cash or in-kind sponsors for awards/supplies;
2. Ask for personal donations;
3. Encourage more people to register;
4. Cut off the pay to performances;
5. Cut off the after-event reporting budget;

E. EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

This is the second year for Burnaby Lake Run. In 2019, we have established multiple layers of organizing committee to make the tasks more workable. There are a few teams working in difference field so the decision makers can see the bigger picture and make necessary engagements:
 Race team; Volunteer team; Kids activity team; Performing team; Supply team; Marketing team; Group registration team. etc.

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

Eventbrite has been used as the registration tool. Personal information including name, date of birth, address, phone number, email address, gender, home address, t-shirt size, are collected in once. We also conduct after event feedback. We evaluate the events by participants numbers, media reaching numbers, feedback and final revenue.

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, **G**, and **H** (marked by an asterisk *).

F. LONG TERM VIABILITY*

ATTENTION: The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)	30	30
Grants (All federal, provincial, municipal, foundation and gaming grants)	0	20
Donations and Sponsorships (Cash)	50	30
Donations and Sponsorships (In-kind)	20	20
All donations (cash/in-kind) provided by the City of Burnaby	0	0

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

This year, we are adding vendors to the fund resources. We have required enough space from City of Burnaby and will setup more tents for businesses. We also offer the site display opportunities for businesses. We have added kids drawing contest into the kids festival to attract more participants and businesses as well.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash	\$0.00	\$0.00	\$2500.00	\$2000.00	
Grant - In-kind	\$0.00	\$0.00	\$0.00	\$0.00	
Permissive Tax Exemption	\$0.00	\$0.00	\$0.00	\$0.00	
Lease Grant	\$0.00	\$0.00	\$0.00	\$0.00	
Other	\$0.00	\$0.00	\$0.00	\$0.00	

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rational for the increase.

n/a

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

Make the events to a whole day community events

Description:

Planning more programs and activities; Collaborating with more local organizations; Bring in more participants of the races and kids festival

Goal 2:

Make the races more professional

Description:

The time chipping system has been implanted for 10K&5K; Finishing medals will be delivered to all 10K/5K runners and 1.8K kids runners

Goal 3:

Make the race as the official Burnaby running event

Description:

We appreciate all the supports from the organizations in Burnaby and city of Burnaby as well. We are hoping the make the event as a traditional annual Burnaby event.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	50	150
Volunteer hours per year	1,000	3,000
Number of voting members	5	9

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

The 1st Burnaby Lake Run has been held on September 23rd, 2018. We had participants from infant to 70s. The routes were all within Burnaby lake regional park and suitable even for strollers and puppies. The report from Burnaby lake run was titled as Parent Power with a photo of a family of 3. Later we found out that the mom is an employee of Scotiabank. She has kept the newspaper in a frame for a beautiful memory.

In 2019, we have made some major changes including: it is a whole day event; We arrange a few children activities and performances from a diversity of cultural background to make the festival atmosphere.; A drawing contest is implanted in. There is also an award coming from Ministry of State for Child Care of BC.

G. INSURANCE AND ACKNOWLEDGEMENT*

1. Does your organization have general liability insurance? ☐ Yes ☒ No

2. If yes, what coverage?

We have arranged the \$2M insurance for this event, covered City of Burnaby, Metro Vancouver Park Board, and Lapower Running Society.

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

We always appreciate the supports of City of Burnaby, no matters in what way. On our website, posters, press release conference, postings, reports etc., we acknowledge City of Burnaby as the top supporters.

H. FINANCIAL INFORMATION*

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Canada LaPower Running Society
For the Fiscal Year:	
Month Fiscal Year Begins:	
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Amount:	

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1.N/A				
2.				
3.				
Provincial Government (Specify)				
1.N/A				
2.				
3				
Local Government (Specify)				
1. Tourism Burnaby	2500	2000	Y	3 years support to start up a new program
2.				
3.				
Sponsorships (Specify)				
1. Concord Pacific	15000	15000	Y	
2.Telus	0	2000	Y	
3. Scotiabank Burnaby	0	2000	Y	
Earned Revenue				
1. Registration fee	6000	18000	N	
2. Vender		6000	N	
Fundraising (Net Revenue)	0	0		
Individual Donations	0	0		
In Kind Sources	0	0		
Investment Income	0	0		
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue	23500	45000		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	3000	8000	
Office Supplies & Expenses	1000	3000	
Program & Event Supplies	18000	60000	including chipping system/medal/tshirts/rentals/activities
Advertising & Promotion	800	5000	
Travel & Vehicles Expenses	0	0	
Interest and Bank Charges	0	0	
Licences, Memberships, & Dues	0	0	
Occupancy Costs	0	0	
Professional & Consulting Fees	3500	3500	
Capital Purchases & Improvements	0	0	
Amortization of Capitalized Assets	0	0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	2000	4000	
Education and Training for Staff & Volunteers	0	0	
City Services Expenses			
1. booking/rentals	792.01	1792.34	including portable potties/extra garbage bins
2. staffing		200	estimate
Other Expenses			
1.insurance	300	600	
2. Medical services	500	500	Paid medical service for races/ volunteers for after-race activities
3. security	321.30	321.30	
4.			
5.			
Total EXPENDITURES	30213.31	86913.64	
Current surplus (deficit)	-6713.31	-41913.64	

#19.46. The Society to End Homelessness in Burnaby/ The Burnaby Task Force on Homelessness

GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant ☐ Recreational Sport Grant
3. Amount you are requesting \$10,800.00
4. Total cost of the project/event/program etc.: \$333,660.00

GETTING TO KNOW YOU

1. What kind of applicant are you?

☐ Local Registered Non-Profit Society

Society No: S00630.34

Date of Incorporation: May 6, 2015

☒ Registered Charity Charitable No.: 8032967-9981P00

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Group/Organization Name: The Society To End Homelessness in Burnaby/The Burnaby Taskforce on Homelessness

3. Group/Organization Street Address: PO Box 54662 RPO Kingsgate, Burnaby, BC

4. Website (if applicable): www.burnabyhomeless.org

5. Grant Application Main Contact Person

Name: Carol Ann Flanagan, Coordinator

Phone: 778 888 0977

Email: carolannf@burnabyhomeless.org

6. Contact person #2

Name: Beatrix Handlbauer

Phone: 604 340 8013

Email: treasurer@burnabyhomeless.org

7. Number of Volunteers

Confirmed: 851

Expected: 900

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Outreach Resource Centre Support

2. Project/Event/Program Location (physical street address or event location):

Southside Community Church at 7135 Walker Ave, Burnaby. Intent is to add a new location in North Burnaby

3. Project/Event/Program Start Date: ongoing

4. Project/Event/Program End Date: ongoing

PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

To continue to meet the needs of people who are homeless and precariously housed through the Outreach Resource Centre (ORC) and to meet the needs of people who are homeless in north Burnaby by developing a similar local ORC service. To continue to increase the public understanding of homelessness to reduce stigma and barriers. To support the collaborative efforts of the Burnaby Task Force on Homelessness by supporting diverse groups planning cooperatively for local responses to homelessness.

2. Describe the project/event/program, and the activities.

To provide support and services to people who experience homelessness or are at risk of homelessness by operating the weekly outreach resource centre providing essential basics such as nutritious food, clothing, toiletries, transit tickets, etc. as well as to link them to on & off-site services that address wide range of needs, especially referrals to housing, health care providers (medical, mental health, substance use, etc.) within a low barrier welcoming environment. To 'twin' such a service in the northern half of the city to better meet the needs of the homeless. To recruit, screen & train volunteers to provide the support and services to people experiencing homelessness based on the existing volunteer run ORC model. To make presentations to Burnaby citizens to educate them to homelessness and the associated risks and needs, to encourage understanding, decrease stigma towards this vulnerable population. To coordinate and support the collaborative approach and planning towards addressing homelessness in Burnaby through supporting the Burnaby Task Force on Homelessness and its diverse membership.

3. Describe how the project/event/program fits into the chosen grant category.

The Society is a Burnaby-based non-profit charitable organization applying for a general grant to meet a portion of our operating costs. As a community response to homelessness, the ORC is a volunteer-run, donation supported service of the Society. It is a collaboration amongst a wide diversity of agencies/services including Progressive Housing, Purpose Society, Burnaby Community Services, Fraser Health, Lookout, RCMP, Transit Police, schools, service clubs (Lions, Rotary, etc.), Burnaby Fire Fighters and various faith communities who together meet the needs of people in Burnaby who experience homelessness. The Burnaby Task Force strengthens cooperative engagement in planning solutions, supporting the 43 diverse members working together to address Burnaby's gaps in services and develop strategies for action to the current homeless situation as well as the prevention of future homelessness. This includes engaging Burnaby residents and businesses towards understanding homelessness and the housing and services needed to meet needs of their fellow residents, an ongoing process.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit) How many Burnaby residents will be involved with or benefit from the project.

The Outreach Resource Centre (ORC) creates social connections amongst people who are experiencing homelessness or who have been homeless in the past, through the provision of a regular, low-barrier environment where socially disadvantaged and vulnerable citizens can come and get support and services by peers and volunteers as well as community workers -- e.g. Outreach workers, librarians health care providers, etc. The existing ORC is located in the Edmonds Town Centre. A study of homeless individuals and agencies demonstrated a critical need for a similar service in the northern half of the city as the existing ORC is too distant for those in the northern areas who are destitute and facing barriers such as storage for belongings, lack of transit fares, and feeling uncomfortable in a different environment. The ORC supports a healthy diversity by serving anyone who is homeless or at high risk of homelessness without any discrimination. The commonality is poverty. The Society has more recently seen more seniors and new immigrants, many of the latter experience language barriers as well as the other challenges -- and the ORC also provides opportunities to find resources for these newcomers to Canada.

The ORC serves an average of 100 - 120 people per week and had over 400 unique individuals visiting for 1st quarter of 2019, the last statistics available. Last fiscal year we engaged and helped 445 unique individuals who used the ORC a total of 3,650 times. The ORC is operated by 19 regular volunteers and supported by another 30 off-site volunteers who are Burnaby residents preparing the food, picking up donations, hosting clothing drives, etc.

The Burnaby Task Force benefits the residents of Burnaby through pursuing the planning of and actions towards realizing the continuum of housing and services for meeting the needs of Burnaby's homeless community.

5. Describe how the project/event/program aligns with one or more of the following (Social Sustainability Plan, Environmental Sustainability Plan, Official Community Plan):

The services we offer fit well within the City's strategic priorities as articulated in the OCP 3.2.1 A More Complete Community that brings people, jobs, services and amenities together in more accessible ways. This is the planning of the Task Force as well as the operation of the ORC. The ORC creates a sense of community by creating a friendly environment through many volunteers (on a regular basis) who are able to contribute to the overall health of their local community. Within the Regional Context Statement (Appendix 1) Goal 4, strategy 4.2.4 b) further builds on the OCP and speaks to appropriateness of location and that the planning and distribution of services should occur in a fair & equitable manner. The establishment of a 2nd ORC like service does this. Burnaby's Social Sustainability Strategy speaks to community inclusion fostering accessibility and welcoming all, while community liveability speaks to places where people feel safe and secure and have strong community connections. Our Society practices these principles and values and recognizes that the inclusion of people who are homeless, without stigma, in the fabric of our communities takes commitment and ongoing support for the foreseeable few years.

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

Progressive Housing Society, Purpose Society, Burnaby Community Services, Lookout Society, Fraser Health, RCMP, Transit Police, Burnaby Fire Fighters, various faith groups as well as a number of concerned citizen volunteers, local businesses (i.e. Vancity, ABC Recycling, PODS, Element Hotel Group).

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

The Society fundraises consistently to build the sustainability of our work. Should we not receive the grant/full grant, we will adjust our spending and continue to fundraise for these specific activities.

EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

1) Strengthening the ORC will meet goals by establishing a volunteer program that covers recruiting, training and retaining 30 volunteers, including 5 for the current ORC and 25 for the operation of the 2nd ORC. 2) the establishment and successful operation of the 2nd ORC. 3) Number of presentations and engagements in the community, greater understanding of needs of people who are homeless and increased access to resources not currently being utilized or under-utilized (i.e. mental health, harm reduction services), accessed as needed, tracked by survey of participants. 4) Strengthening the collaborative and coordinated planning can be assessed by the numbers engaged, plans developed or revised and activities of the Task Force.

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

We collect names of each participant who receives services through the ORC and ask for their advice and feedback on activities, programs or items that occur at the ORC or are changed or added, prior to making any change or adding. We also formally survey the participants at the centre annually to determine their largest barriers and needs which serves to prioritize activities. The Society tracks volunteer data and numbers of presentations given. We survey volunteers about their needs annually and given that volunteers run the resource centre, have the volunteers evaluate the services through dialogues with our service users. At the Task Force, we just completed an evaluation and strategic plan through our membership to strengthen our collaborative directions.

LONG TERM VIABILITY

ATTENTION: The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)	1.5	1
Grants (All federal, provincial, municipal, foundation and gaming grants)	7.7	2
Donations and Sponsorships (Cash)	17.2	20.6
Donations and Sponsorships (In-kind)	73.5	78.5
All donations (cash/in-kind) provided by the City of Burnaby	0	0

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

Our Society received a grant from Pacific Blue Cross Health Foundation for supplies as well as raised funds from our annual Coldest Night of the Year and Rockin' For Burnaby Fundraisers. We have financial and in-kind support from Vancity. The Society has been working to create a financial strategy for increasing revenue and have been reducing costs where possible. The strategy has been to find ongoing core funding for the Task Force, a daunting task as support for collaborative planning has been eliminated by most funders.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash	\$0.00				\$0.00
Grant - In-kind	\$0.00	\$520.00	\$500.00	\$550.00	\$500.00
Permissive Tax Exemption	\$0.00				\$0.00
Lease Grant	\$0.00				\$0.00
Other	\$0.00				\$0.00

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rationale for the increase.

n/a

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

Support collaborative planning and service delivery amongst homeless service providers and wider community

Description:

Through supporting the Task Force on Homelessness, we engage partnerships and coordinated service development and delivery in the City

Goal 2:

Support the sustainability of the current ORC and establish a 2nd ORC in the northern quadrants of the City

Description:

Through the recruitment, screening, training and acknowledgment of volunteers, we sustain current services and build the sustainability of a second resource centre.

Goal 3:

Undertake public education and community awareness building around homelessness to reduce stigma and increase understanding of the needs of people who are homeless in Burnaby

Description:

Build awareness through presentations to various groups (faith groups, schools, interested citizens, etc.), participation at public events, ie Hats Off Day, Burnaby Rooks & Blues Festival; PRIDE Day, participation in the CAT table and organisation of Opioid Dialogues. Creating materials (powerpoints, brochures) addressing myths and needs in Burnaby

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	755	851
Volunteer hours per year	15,686	15,885
Number of voting members	26	19

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

Our policies and guiding principles are clear: we are here for all people. We train our volunteers about barriers and the principle of a welcoming supportive service. We review our practices/policies regularly to reaffirm our minimal-barrier approach. Success: our participants are extremely diverse. When conflict arises, we are able to address amiably, without barring people. Inclusiveness: We permit people who practice substance use on the premise. Result, most over time reduced their substance use prior to coming. Success: many volunteers bring lived experience to the team. They give back what they can. They help set up/take down. Many bring donations to be distributed to others, showing their kindness and sense of community.

INSURANCE AND ACKNOWLEDGEMENT

1. Does your organization have general liability insurance? ☒ Yes ☐ No

2. If yes, what coverage?

Professional & General Liability (\$10,000,000)

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

website, social media, include the mention of funding in brochures (e.g. partially funded by...)

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	The Society to End Homelessness in Burnaby
For the Fiscal year:	June 1, 2018-May 31, 2019
Month Fiscal Year Begins:	June
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Amount:	

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1. Summer Student Grant	6482	3780	y	half of what we asked for
2.				
3.				
PROVINCIAL Government (Specify)				
1 BC Tech Coop Grant	5400	2700	n	not applied yet, for next semester
2.				
3.				
LOCAL Government (Specify)				
1 Oploid Dialogues	14000	0	y	one time grant
2.				
3.				
Sponsorships (Specify)				
1 Vancity grants	1374	1500	y	for HAW, Xmas
2.				
3.				
Earned Revenue				
1 Membership dues	1025	800	y	Jan-Dec year, current is YTD
2 Advertising Income	1600	1600	y	for HAW, Summer Barbecue & Xmas posters
3.				
Fundraising (Net Revenue)	27846	30316	y	Coldest Night, Rockin for Burnaby
Individual Donations	23968	23604	y	YTD
In Kind Sources	246330	246330	y	volunteer hours and in kind supplies
Investment Income	235	350	y	
Other sources (specify)				
1 Pacific Blue Cross Kickstart grant	7000	0	y	one time grant
2. online fundraising - e.g. Chimp		4000	n	CanadaHelps Giving Campaign, etc.
3. Unspent from prior year	3470	13470	y	shower program & admin/coordinator
Total Revenue	338730	328450		

Expenditures	Prior Year Actual	Current Year Budget	Brief Description/ Comments (type of grant and funding period)
Total Compensation Expense	51396	48739	coordinator, student, IT support, MERCs
Office Supplies & Expenses	901	1100	office, printing, phone
Program & Event Supplies	20164	24460	ORC, HAW, Xmas, Opikold Dialogues, transit passes
Advertising & Promotion			
Travel & Vehicles Expenses	145	515	
Interest and Bank Charges	71	100	
Licences, Memberships, & Dues	1419	1450	insurance
Occupancy Costs			
Professional & Consulting Fees	1830	2275	financial review
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities	600	0	donation to Bluesea Fdn which was written to us in error last year
Education and Training for Staff & Volunteers	0	500	
City Services Expenses	0	0	
1. Marlborough gym rent	736	736	gym for Coldest Night of the Year - 1/2 rent
2.			
3.			
Other Expenses			
1. misc.	156	600	food for AGM, peer support program
2. in kind donations	246330	246330	in-kind donations in volunteer time and supplies
3.			
4.			
5.			
Total EXPENDITURES	323748	326805	
Current surplus (deficit)	14982	1645	

A. GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant ☐ Recreational Sport Grant
3. Amount you are requesting \$8,500.00
4. Total cost of the project/event/program etc.: \$28,500.00

B. GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit SocietySociety No: S0071867Date of Incorporation: 26-August-2019☐ Registered Charity Charitable No.: _____☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization☐ Other Specify: _____2. Group/Organization Name: (EachBurn) Edmonds Association for Community Health in Burnaby3. Group/Organization Street Address: No Office (Registered Address at 7434 Kingsway Suite #708, V3N 3B7)

4. Website (if applicable): _____

5. Grant Application Main Contact Person

Name: Elie LubendoPhone: [REDACTED]Email: contact@eachburn.ca / [REDACTED]

6. Contact person #2

Name: Noreen BoudreauPhone: [REDACTED]Email: [REDACTED]

7. Number of Volunteers

Confirmed: 7Expected: 25+

C. THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Edmonds 25

2. Project/Event/Program Location (physical street address or event location):

Edmonds Town Centre

3. Project/Event/Program Start Date: 26-September-2019

4. Project/Event/Program End Date: 26-September-2020

D. PURPOSE OR BENEFIT

1. Describe the purpose or goal of the project/event/program.

The purpose of the "Edmonds 25" project, in the spirit of the 25th anniversary of the Edmonds Town Centre Plan adopted by Council on September 26 1994, is to launch a new neighbourhood association for the Edmonds Town Centre; to document the history and culture of the Edmonds neighbourhood; to review the 1994 Edmonds Town Centre plan and the 2011 Social Sustainability Strategy in regards to its application in Edmonds; to consult residents on current changes and lived experiences in Edmonds; to engage residents in neighbourhood renewal public consultations; and to participate in and promote community events in Edmonds.

2. Describe the project/event/program, and the activities.

The activities of the "Edmonds 25" project include:

- Official launch of the campaign that includes branding, website, and social media launch
- Participation at major Edmonds community events with table, branded tent, and branded banners (e.g. Edmonds Festival of Light, Canada Day at Edmonds, Edmonds City Fair)
- Establishment of a community newsletter for residents regarding current events, ongoing changes in the neighbourhood, local news
- Community polling campaigns and online surveys to gather a core group of residents that are willing to be reached a couple time a years to gather opinion and feedback on events and policies in Edmonds
- Production of video series regarding issues in the neighbourhood (e.g. history and culture of Edmonds, New New Twin Ice Rink, traffic and sidewalk changes on Kingsway over the summer, effects of new Housing Task Force recommendations for the community, etc.)
- Public consultation and community review of the 1994 Edmonds Town Centre Plan and what residents think about current changes in the neighbourhood, and how it aligns with other policies set by the city (e.g. Social Sustainability Plan)

3. Describe how the project/event/program fits into the chosen grant category.

The "Edmonds 25" project fits into the general grants category because the Edmonds Association for Community Health in Burnaby (EachBurn) is a Burnaby-based nonprofit society align with the City's strategic priorities (as outlined below). Additionally, this project is looking to fill a gap in public engagement in the Edmonds Town Centre and doing work that is currently lacking within that community, and has for years. Financially, EachBurn has not received past grants from the city and the cost of the project has high return on investment for the City as it directly supports ongoing and future City initiatives while largely incurring one-time costs (website set-up, equipment, canvassing supplies, banners, etc.) for the founding of the project and other activities, while increasing future engagement with Edmonds residents for both EachBurn and the City of Burnaby. Furthermore, receiving this grant would greatly aid EachBurn in applying with grants with other sources (e.g. Vancouver Foundation's Systems Change grant) to balance out costs for the project's activities.

4. Describe how this project/event/program will benefit residents of Burnaby (who will benefit). How many Burnaby residents will be involved with or benefit from the project?

Over the span of the 1-year project, we expect the project to benefit all residents of the Edmonds Town Centre (25,000+ residents). We also plan to directly engage with over 2,500+ residents through participation at major community events, public consultations (online and door-to-door), and through multi-media content creation and social media interaction.

5. Describe how the project/event/program aligns with one or more of the following ([Social Sustainability Plan](#), [Environmental Sustainability Plan](#), [Official Community Plan](#)):

The "Edmonds 25" project holds the following five strategic priorities of the Social Sustainability Plan to be the core pillars

for its programming:

- #58: Researching emergent thinking on how to foster robust community engagement within the Edmonds Town Centre.
- #59: To assist the city in promoting local history, culture, art, food, and the natural assets of the Edmonds Town Centre to solidify its identity within the Burnaby community.
- #84: Encouraging and monitoring progress toward the Official Community Plan goal of creating "complete communities" within the Edmonds Town Centre.
- #92: Developing a comprehensive Neighbourhood Strategy for the Edmonds Town Centre by reviewing the 1994 Edmonds Town Centre Plan and engaging residents on how it could be updated to better align with current circumstances of the neighbourhood and to city policies.
- #94: Promoting the development and sustainability of neighbourhood associations within the Edmonds Town Centre as establishing the Edmonds Association for Community Health in Burnaby (EachBurn for short) as the new neighbourhood association for the Edmonds quadrant, while exploring the strengths and challenges of past neighbourhood associations in Edmonds (e.g. Edmonds People in Community, Edmonds Business Improvement Association).

Additionally, the "Edmonds 25" project is set to directly impact, by exploring, discussing, and/or promoting, various strategic priorities laid out in the Social Sustainability Plan, such as, but not limited to:

- #38: Encouraging inter-generational participation between seniors & school-aged children in the Edmonds Town Centre.
- #39: Researching niche access needs in the Edmonds Town Centre.
- #42: Analyzing the efficacy and reach of services at multi-service hubs (e.g. Edmonds Community Centre).
- #48: Promoting usage and exploring alternative uses of the public plaza at Edmonds Park for community events.
- #51: Assisting the city in promoting public consultations for projects and policy planning in the Edmonds Town Centre.
- #52: Engaging residents and volunteers in environmental stewardship through #trashtag local projects, picking up litter on vacant properties.
- #53: Consulting residents on ways to increase voter participation and setting campaigns to drive voter turnout.
- #62: Engaging local business in the Edmonds Town Centre in social sustainability.
- #83: Exploring the history of the Edmonds Skytrain Station and how future plans to expand it could encourage commercial outlets that facilitate social interactions.
- #86: Promoting examples of urban design with character in the Edmonds Town Centre.
- #95: Encouraging existing neighbourhood-building initiatives and exploring the launch of new initiatives.
- #96: Exploring sustainable urban design in the Edmonds Town Centre and promoting Phase 2 of the city's Transportation Plan update.
- #106: Reviewing the 2010 Edmonds Town Centre accessibility audit.
- #118: Exploring Crime Prevention Through Environmental Design principles and its application within the Edmonds Town Centre.
- #124: In conjunction with #52, exploring solutions to maintaining private and public vacant lands in the Edmonds Town Centre to ensure that these lands do not become dumping grounds or locations for potential criminal activity.

6. Identify your community partners or stakeholders – you may also include letters of support for your project/event/program from these groups as part of the application.

The community partners and stakeholders that we aim to engage with for the "Edmonds 25" project include, but are not limited to, the South Burnaby Neighbourhood House, the Edmonds-Burnaby Constituency Association, the New Westminter-Burnaby Constituency Association, the Tommy Douglas Public Library, the New Vista Society, the Edmonds Lions Club, Edmonds Community School, and various local businesses at Highgate and on Edmonds street.

7. If the amount requested from the City of Burnaby is not fully granted, what would you do to make up the difference and/or how would you proceed differently?

EachBurn greatly values the support of the City of Burnaby. Should we not receive the full amount requested, we plan to apply for grants with other groups, such as the Vancouver Foundation Systems Change grant, and altering the ask accordingly. The difference would also be made through other means of community fundraising at local events (e.g. raffle ticket sales). The other grants, however, have more specific guidelines for what funding is allowed; thus, the less we receive from the original ask with the City of Burnaby reduces our flexibility in terms of spreading project costs. Additionally, many of the residents we will be engaging with are low-income and people with disabilities, and having to charge them at public events would both strain our reach and the ability of residents with financial barriers to be involved in our activities.

E. EVENT OUTCOMES

1. How will you know if your project/event/program reached its goals? (for example, a goal of engaging youth in environmental activities might include reaching a set target of youth participants)

Given that the project has specific operational goals regarding launch, some of the goals will be measured by completion. This includes website launch, purchasing of banners, etc.

As for measuring success in regards to public engagement, we will calculate that by keeping track of the number of residents interacted with at community events and public consultations. We will also keep track of memberships gained through the project's activities. In regards to social media reach, we will measure that through online engagement, likes, followers, and views on our content.

Last, but not least, our activities have policy implications, and goal attainment will be measured by the successful publication of policy recommendations to the city, in regards to the 1994 Edmonds Town Centre Plan and the Social Sustainability Strategy (where applicable).

2. What data and feedback do you collect from your audience/participants? How do you evaluate your programs and services?

Throughout the duration of the project, we will allow residents and members to directly report to us their thoughts on events and projects going around the community. We will also be looking at social media feedback and the results of our community polling campaigns.

Applicants for **Recreational Sport Grants** are not required to complete sections **F**, **G**, and **H** (marked by an asterisk *).

F. LONG TERM VIABILITY*

ATTENTION: The grant program is intended to support new organizations and encourage organizational self-sufficiency, while creating a framework of financial sustainability rather than using City resources as an indefinite funding source. It is requested that your organization develop a diverse funding income base and seek alternative methods for self-sufficiency to ensure your organization's long-term operational sustainability.

1. What are your sources of revenue? What percentage of total revenue do they each represent?

<u>Source of Revenue</u>	<u>% of Total Revenue Previous Year</u>	<u>% of Total Revenue Current Year</u>
Earned Revenue (All ticket sales, registration fees, memberships, etc...)		5
Grants (All federal, provincial, municipal, foundation and gaming grants)		50
Donations and Sponsorships (Cash)		7.5
Donations and Sponsorships (In-kind)		2.5
All donations (cash/in-kind) provided by the City of Burnaby		35

2. What other sources of funding are you currently pursuing? Does the organization have a plan for diversification and increase of revenue over the longer term? If yes, please provide a copy of the plan or describe the primary objectives and strategies.

Outside of seeking the support of the City of Burnaby, with the public consultations goal of the "Edmonds 25" project, we

are seeking to join the Systems Change grant program of the Vancouver Foundation. The grant specifically pertains to identifying and solving ongoing social, environmental, and cultural issues in communities in B.C. We believe that there is a lot of work to be done in those regards in Edmonds.

We are looking at receiving \$20,000 in the upcoming year for the Develop stage of the grant. After the Develop stage, the grant includes a Test stage that covers up to \$100,000 per year for three years and a Scale stage for \$100,000 per year for three years). By focusing on public consultations in the community that translate into policy recommendations to solve issues in Edmonds, we believe that this program would largely help sustain ongoing activities.

For other costs and programs, we will look for further support from the City of Burnaby, within the limits set by the City. Additionally, we will be looking at social enterprise opportunities to increase revenues. With public engagement with the community, we are looking to find practical business problems that could be solved locally (e.g. shopping needs of seniors and people with disabilities, community subscription box, etc.). Once we have our video series launched, we are also looking at monetizing the views (depending on growth) and obtaining paid sponsors for video advertisements. Another potential avenue for revenues, would be to use our community polling to do sell market research and public opinion polls to solicitors.

EachBurn is also looking to gain charity status in the future. By being able to take donations and benefit from the charity status, we believe that we significantly bolster our ability to be financially sustainable.

3. Please identify the cash value (\$) of all City of Burnaby contributions your organization/program/event has received from the City of Burnaby over the past three (3) years. Additionally, please indicate any other City of Burnaby grant opportunities you will be pursuing in the current year. Failure to identify City of Burnaby contributions may affect your eligibility for grants in the present year and in the future.

	3 years ago	2 years ago	1 year ago	Current Year	
				Awarded	Requested
Grant - Cash					\$8500.00
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

4. If you are a returning applicant and are requesting an increase over your last year grant amount awarded, please provide a rational for the increase.

5. Describe the top 3 goals for the organization in the current year.

Goal 1:

A Successful Launch

Description:

Launching a website and social media profiles, complete organization branding, and the purchasing of canvassing (e.g. clipboards, pamphlets) and event participation items (e.g. banners).

Goal 2:

Impactful Public Engagement: Community Presence and Memberships

Description:

Attending and tabling at all major events within the Edmonds Town Centre and engaging in door-knocking campaigns to inform residence of our organizations, while finding members. Producing multimedia content to raise

awareness regarding ongoing issues and events in the community and to also foster identity and social cohesion for the neighbourhood.

Goal 3:

Impactful Public Engagement: Policy Consultations

Description:

Establishing a core group of residents/members to routinely answer community survey/polling to get a sense of public opinion on projects. To engage the community in the review of the 1994 Edmonds Town Centre Plan and to explore what improvements can be made to the community.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)		25
Volunteer hours per year		750
Number of voting members		3

7. How does your organization work to ensure that programs and services are accessible and inclusive for anyone who has an interest regardless of age, ability, orientation, ethnic/cultural background, socio-economic status? Please share examples and success stories of inclusivity and diversity within your organization and programming. (750 Characters Max)

We do not have examples or success stories of inclusivity and diversity, as we are just getting started. To note, the organization is led by an African ex-refugee and our Board is conscious of the need to be diverse and inclusive in all our activities, especially given the diversity of the Edmonds Town Centre. We also recognize that many of the residents we aim to engage with may have financial difficulties, and as such, are seeking as much funding as possible to eliminate the need to charge residents for memberships.

G. INSURANCE AND ACKNOWLEDGEMENT*

1. Does your organization have general liability insurance? ☐ Yes ☒ No

2. If yes, what coverage?

3. How will your organization, if granted funds, acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

We will acknowledge the City of Burnaby's sponsorship and contribution in the following ways:

- On our website as a sponsor.
- At membership events, meetings, AGM, and public activities.
- In all our 'Edmonds 25' videos as a major sponsor.
- On our campaigns and public consultations, and door-to-door activities.

We appreciate support from the City and will not shy or avoid mentioning it, as we believe it is a strong partner to have and gives our mission for Edmonds credibility.

H. FINANCIAL INFORMATION*

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	EachBurn (Edmonds Association for Community Health In Burnaby)
For the Fiscal Year:	2019-2020
Month Fiscal Year Begins:	September
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Amount:	

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1.	N/A			
2.				
3.				
Provincial Government (Specify)				
1.	N/A			
2.				
3.				
Local Government (Specify)				
1. Community General Grant	N/A	8500	N	
2.				
3.				
Sponsorships (Specify)				
1. Video Series Sponsors and Ads	N/A	1500	N	
2.				
3.				
Earned Revenue				
1. Raffle tickets, event sales	N/A	1000	N	
2.				
3.				
Fundraising (Net Revenue)	N/A			
Individual Donations	N/A			
In Kind Sources	N/A	500	N	100/500 confirmed
Investment Income	N/A			
Other Sources (Specify)				
1. Systems Change Grant - Develop		17000	N	
2.				
3.				
Total Revenue	0	28500		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	N/A	2500	Paid for coordination and planning of events/consultations
Office Supplies & Expenses	N/A	1500	
Program & Event Supplies	N/A	12500	Total cost of the public consultations, printing, rentals, etc.
Advertising & Promotion	N/A	750	Newspaper ads, online ads, etc.
Travel & Vehicles Expenses	N/A	500	
Interest and Bank Charges	N/A	500	
Licences, Memberships, & Dues	N/A		
Occupancy Costs	N/A		
Professional & Consulting Fees	N/A		
Capital Purchases & Improvements	N/A	5000	1-time video/electronic equipment purchase for video series
Amortization of Capitalized Assets	N/A		
Donation, Grants, & Scholarship Expense as part of Charitable Activities	N/A		
Education and Training for Staff & Volunteers	N/A		
City Services Expenses	N/A		
1.			
2.			
3.			
Other Expenses	N/A		
1. UPS Mailbox		250	
2. Software and Internet Services		1500	Mailchimp, Adobe, etc.
3. Branding and Website Set-up		3500	
4.			
5.			
Total EXPENDITURES	0	28500	
Current surplus (deficit)	0	0	