



EXECUTIVE COMMITTEE OF COUNCIL A G E N D A

Wednesday, October 7, 2020, 4:00 p.m.

Council Chamber, City Hall

4949 Canada Way, Burnaby, BC

	Pages
1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
2.1 Minutes of the Executive Committee of Council Open meeting held on September 09	5
3. <u>FESTIVALS BURNABY GRANTS AVAILABLE BUDGET - \$225,500</u>	
3.1 Festivals Burnaby Grants Approved to Date - \$40,000	
<i>Note: Festivals Burnaby grants #20-S-001, #20-S-002, and #20-L-001, approved by Council on 2020 February 10 and 2020 March 09, were returned to the City as a result of festivals cancellation due to COVID-19.</i>	
4. <u>COMMUNITY GRANTS AVAILABLE BUDGET - \$226,298 (Programs) and \$37,850 (Operating)</u>	
4.1 Program Grants Approved to Date - \$74,800	
<i>Note: Approved grants amount does not include green fee waiver #20.07.g. Unused portion of in-kind printing grant #20.03.p, approved by Council on 2020 February 10, and full green fee waiver #20.07.g, approved by Council on 2020 March 09, will not be expensed as a result of events cancellation due to COVID-19.</i>	
4.2 Operating Grants Approved to Date - \$62,150	

5. NEW APPLICATIONS - COMMUNITY GRANTS

5.1 #20.29. - Burnaby Hospital Foundation

14

Annual Gala

An application was received from the Burnaby Hospital Foundation requesting a grant in support of their annual gala to be held on 2020 November 13. Due to the COVID-19 pandemic, this year's gala will be held online. The event will include live entertainment, a 50/50 raffle draw and online donations. The attendees are current and potential sponsors, community and business partners, physicians, elected officials, benefactors and hospital patrons. The event proceeds will support the two-phase redevelopment of the Hospital, including expansion of services for patients and families and increase in the number of beds from 265 to 397. The grant will offset event expenses to increase the gala's net revenue. The Hospital serves over 200,000 patients per year.

Request: \$25,000

CPA: 2019 - DENIED / 2018 - No Application / 2017 - No Application

5.2 #20.30. - Social Diversity for Children Foundation

22

Education Through Creativity

An application was received from the Social Diversity for Children Foundation requesting a grant in support of their in-person after-school art therapy Education Through Creativity (ETC) program from 2020 November 01 to 2021 October 31 in Burnaby. A professional therapist facilitates the program in up to five locations across Metro Vancouver. Approximately two-hour long sessions include art therapy (i.e. drawing, sculpting and picture games) and socialization. Through the ETC, children of all abilities develop social skills, learn to communicate their thoughts through art, and build confidence. Approximately 400 Burnaby residents (i.e. children, families and volunteers) will benefit from the program.

Request: \$8,000

CPA: 2019 / 2018 / 2017 - No Application

5.3 #20.31. - Burnaby Community Services Society

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Operating Costs

An application was received from Burnaby Community Services Society requesting an operating grant to assist with the cost of payroll expenses, rent, utilities, insurance, and office supplies.

Request: \$10,000

CPA: 2019 / 2018 / 2017 - No Application

5.4 #20.32. - Burnaby Community Services Society

36

39th Annual Burnaby Christmas Bureau

An application was received from Burnaby Community Services Society requesting a grant in support of their 39th Annual Burnaby Christmas Bureau from 2020 October 01 to 2020 December 23. The program brings Christmas to low-income residents by providing hampers to those who are homeless or at risk of homelessness, and new toys and gifts to children up to 16 years old. Due to the COVID-19 pandemic, rigorous in-person processes will be in place to protect the health and safety of staff, residents and volunteers. The grant will help offset increased costs associated with new protocols and anticipated greater need for the program, which require extended operation hours and more staff and volunteers. In 2019, the program helped over 3,500 residents.

Request: \$10,000

CPA: 2019 - \$5,000 / 2018 - \$5,000 / 2017 - \$5,000

5.5 #20.33. - Burnaby Community Services Society

45

Seniors Transportation

An application was received from Burnaby Community Services Society requesting a grant in support of the Seniors Transportation program from 2020 October 01 to 2021 September 30. The program provides rides to senior residents for medical and dental appointments, and encourages independent living, mobility and companionship. In 2019, 57 seniors used the service, and 16 drivers provided 436 rides.

Request: \$5,000

CPA: 2019 - \$8,000 / 2018 - \$8,000 / 2017 - \$8,000

6. NEW BUSINESS

7. INQUIRIES

8. 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; and labour relations or other employee relations.

9. ADJOURNMENT



EXECUTIVE COMMITTEE OF COUNCIL M I N U T E S

**Wednesday, September 9, 2020, 3:00 p.m.
Council Chamber, City Hall
4949 Canada Way, Burnaby, BC**

- PRESENT:** Councillor Sav Dhaliwal, Chair
His Worship, Mayor Mike Hurley, Vice Chair
Councillor Pietro Calendino, Member
Councillor Joe Keithley, Member
Councillor James Wang, Member
- STAFF:** Mr. Lambert Chu, City Manager
Mr. Dipak Dattani, Director Corporate Services
Ms. Noreen Kassam, Director Finance
Ms. Pat Tennant, Director Human Resources
Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Ed Kozak, Director Planning & Building
Ms. Elaine Wong, Executive Assistant to the Mayor
Ms. Nikolina Vracar, Administrative Officer 2
Ms. Georgette Cabrilo, Council Support Assistant
Ms. Samantha Thompson, Council Support Assistant

1. CALL TO ORDER

The Chair called the Open Committee meeting to order at 3:07 p.m. and conducted the roll call.

The Chair, Councillor Sav Dhaliwal, recognized the ancestral and unceded homelands of the hə́nqəmiṇəm and Skwxwú7mesh speaking peoples, and extended appreciation for the opportunity to hold a meeting on this territory.

The Chair welcomed Councillor Keithley to the Committee.

2. **MINUTES**

2.1 **Minutes of the Executive Committee of Council Open meeting held on 2020 July 14**

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR WANG

THAT the minutes from the Executive Committee of Council meeting held on 2020 July 14 be now adopted.

CARRIED UNANIMOUSLY

3. **DELEGATION**

3.1 **Social Diversity for Children Foundation - Re: Impact and Importance of Social Learning Programs**

Speaker: David Wang, President

Mr. David Wang, President, Social Diversity for Children Foundation (SDCF), appeared via Zoom before the Committee to provide information on the Foundation's programs.

Mr. Wang advised that approximately 16% of Canadians, including more than 200,000 youth, live with a disability.

SDCF is a Canadian charity, which empowers youth to empower children living with a disability. The Foundation provides social learning programs that help children of all abilities form interpersonal connections, and equip youth to educate their communities about the importance of diversity. The programs include:

- Education Through Creativity - encourages imagination, invention, coping with everyday challenges, and celebration through art and self-expression;
- Building Bridges with Music - promotes social interaction between children of all abilities and confident expression through music;
- Melodies in Nature - provides music programming in an outdoor setting; and
- Youth Training Workshops - develop youth's social conscience about disabilities and human rights, and prepare youth to become advocates in community.

Creative programs provide opportunities for a healthy self-expression, and improve verbal, sensory-motor and perceptual-motor skills.

Mr. Wang advised that the pandemic has impacted SDCF's funding, and adaption of programs to a virtual environment includes additional costs.

The Committee noted that the Foundation has previously applied for a community grant (#20.24), and inquired regarding the number of residents served by the programs, program availability in Burnaby, and funding.

Mr. Wang advised that approximately 600 individuals (i.e. children, families and volunteers) benefit from programs delivered over three semesters in the Lower Mainland. Fifty to 100 children participate per semester. The Foundation has until recently worked with the Burnaby School District, and operates a program in Central Park. Federal, Provincial and other Local Governments have provided grant funding.

Arising from discussion, the Committee advised that it will not reconsider the Foundation's 2020 community grant application, which was denied at the July 24 City Council meeting.

4. CORRESPONDENCE

4.1 Correspondence from SAGE Foundation - Re: Request for Support of the Sage Golf Program (see note)

Correspondence was received from Mr. M.K. Honoré Gbedze, Founder and Co-Chair, SAGE (Social Acceptance of Great Excellence) Foundation, providing information about the Foundation and its Sage Golf Program for underprivileged youth. The program assists youth in building strong character and leadership skills. The Foundation has advised it will apply for a green fee waiver under the City's Community Grant Program.

4.2 Correspondence from the Burnaby Artists Guild - Re: Assistance with a Facility Rental Fee

Correspondence was received from Ms. Annie Boulanger, Director at Large, Burnaby Artists Guild, seeking assistance with a facility rental fee for meetings held at the Shadbolt Centre of the Arts. Ms. Boulanger expressed concern regarding the Guild's ability to pay a full fee with reduced room seating capacity due to the COVID-19 pandemic and the new requirement to obtain additional insurance coverage.

Staff advised that the Guild pays a reduced facility rental fee rate set by a bylaw, has been offered Wi-Fi access in support of holding meetings via Zoom; and has received a credit for its cancelled meetings.

4.3 Correspondence from the Helping Families in Need Society - Re: Letter of Appreciation (#20.23)

Correspondence was received from Ms. Roxy Abernethy, Director, Helping Families in Need Society, expressing appreciation for \$10,000 community grant awarded by Burnaby City Council at its Open meeting held on 2020 July 27.

5. REPORT

5.1 Report from the Director Planning and Building - Re: Update of City of Burnaby Equity Policy

The Director Planning and Building submitted a report proposing draft language for the City's updated Equity Policy.

The Director Planning and Building recommended:

1. THAT the Committee request Council to approve the updated City Equity Policy, as outlined in Section 5.0 of the report.
2. THAT the Committee request Council to approve the implementation framework outlined in Section 6.0 of the report.
3. THAT a copy of the report be referred to the Social Planning Committee for information.

MOVED BY COUNCILLOR KEITHLEY
SECONDED BY COUNCILLOR WANG

THAT the recommendations of the Director Planning and Building be adopted.

CARRIED UNANIMOUSLY

6. FESTIVALS BURNABY GRANTS AVAILABLE BUDGET - \$225,500

6.1 Festivals Burnaby Grants Approved to Date - \$40,000

Note: Festivals Burnaby grants #20-S-001, #20-S-002, and #20-L-001, approved by Council on 2020 February 10 and 2020 March 09, were returned to the City as a result of festivals cancellation due to COVID-19.

7. COMMUNITY GRANTS AVAILABLE BUDGET - \$ 247,798 (Programs) and \$ 37,850 (Operating Costs)

7.1 Program Grants Approved to Date - \$53,300

Note: Approved grants amount does not include green fee waiver #20.07.g. Unused portion of in-kind printing grant #20.03.p, approved by Council on 2020 February 10, and full green fee waiver #20.07.g, approved by Council on 2020 March 09, will not be expensed as a result of events cancellation due to COVID-19.

7.2 Operating Grants Approved to Date - \$62,150

8. NEW APPLICATIONS - COMMUNITY GRANTS

8.1 #20.25.o - United Way of the Lower Mainland

Street Banner Program

An application was received from United Way of the Lower Mainland requesting an in-kind grant (for labour cost) in support of the 2020 United Way Campaign in the amount of \$10,000 to cover banner installation and removal costs along Kingsway, between Boundary Road and Royal Oak Avenue. The banners would be installed from 2020 November 01 to December 31. Approximately 37,500 residents benefit from United Way programs.

Request: \$10,000 in-kind labour cost*

CPA: *in-kind labour cost* 2019 - \$10,000 (*used \$1,908*) / 2018 - \$10,000 (*used \$3,919*) / 2017 - \$15,000 (*used \$3,279*)

**Request for \$10,000 is due to unforeseen circumstance such as the need for hardware replacement.*

MOVED BY MAYOR HURLEY
SECONDED BY COUNCILLOR WANG

THAT an in-kind grant of \$10,000 be awarded to United Way of the Lower Mainland in support of their 2020 United Way Campaign to cover banner installation and removal costs along Kingsway, between Boundary Road and Royal Oak Avenue, from 2020 November 01 to December 31.

CARRIED UNANIMOUSLY

8.2 **#20.26. - Down Syndrome Resource Foundation**

One to One Children Programs

An application was received from the Burnaby-based Down Syndrome Resource Foundation (DSRF) requesting a grant in support of the One to One Children Programs from 2020 September 15 to 2021 June 30. The DSRF provides specialized and innovative health and education programs and services which meet the complex health and educational needs, increase social connectedness and self-esteem, improve the quality of life, and provide a foundation for lifelong learning for children living with Down Syndrome. Programs and services focus on speech, language and occupational therapy, reading and communication, math, and enhancing the life skills that foster maximum independence. As a result of the COVID-19 pandemic, virtual programs (i.e. telehealth services, online resources and group programs) have been implemented. The Foundation's centre is open for small group programs with larger opening planned for 2020 September. Approximately 563 individuals, 52% of which are Burnaby residents, benefit annually from these services.

Request: \$15,000

CPA: 2019 - \$10,000 / 2018 - No Application / 2017 - No Application

MOVED BY MAYOR HURLEY

SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$10,000 be awarded to the Down Syndrome Resource Foundation in support of One to One Children Programs in Burnaby from 2020 September 15 to 2021 June 30.

CARRIED UNANIMOUSLY

8.3 **#20.27. - Volunteer Grandparents**

Bridging the Generations: Virtual Resources to Stay Connected

An application was received from Volunteer Grandparents requesting a grant to offset additional costs for maintaining existing programming from 2020 July to December. Volunteer Grandparents supports and encourages multi-generational relationships, and the concept of the extended family. 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 School Grandparent Program provides senior volunteers for elementary school activities through which volunteers share their skills, knowledge and experience. Letters to Seniors Program supports isolated seniors in care facilities with encouraging drawings and messages sent by youth during the COVID-19 pandemic. The organization

plans to establish a pen pal program, and to use funds for recruitment, screening and training of senior volunteers; to increase program enrollment and promote its services; and to develop a new online mentoring program. In 2020, approximately 125 Burnaby residents are benefiting from the programs.

Request: \$7,500

CPA: 2019 - \$1,500 in-kind printing* / 2018 - \$1,000 in-kind printing** / 2017 - No Application

**\$1,500 in-kind printing grant was awarded to Volunteer Grandparents for printing costs for the Family Match and School Grandparent Programs.*

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

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR WANG

THAT a grant in the amount of \$1,500 be awarded to Volunteer Grandparents to help offset additional costs for maintaining their existing programming from 2020 July to December.

- amended

Arising from discussion and without objection by any member, the Committee **AMENDED** the main motion as follows:

THAT an in-kind printing grant in the amount of \$1,500 be awarded to Volunteer Grandparents to help offset additional costs for maintaining their existing programming from 2020 July to December.

MOVED BY COUNCILLOR CALENDINO

SECONDED BY COUNCILLOR WANG

THAT the main motion be adopted, **AS AMENDED**.

CARRIED UNANIMOUSLY

8.4 #20.28. - MOSAIC

BIPOC Voices on Racism and Anti-Racism Program

An application was received from MOSAIC requesting a grant in support of a virtual anti-racism program from 2020 November to 2021 March. The program will include a two-hour webinar featuring the Black, Indigenous and People of Colour (BIPOC) panelists discussing racism, its manifestation in the community, and guiding participants to take responsibility and become more anti-racist.

Monthly training sessions will provide educational opportunities for the community, and address topics such as transitioning from a bystander to an ally, impacts of settlers' colonialism in Canada, and development of anti-racism skills and competencies for systematic social change. The target audience are residents volunteering and/or working in Burnaby. Approximately 80 individuals are expected to attend the webinar, and approximately 30 individuals are expected to attend each training session.

Request: \$10,695

CPA: 2019/2018/2017 - No Application

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR KEITHLEY

THAT this grant application be DENIED.

CARRIED UNANIMOUSLY

9. NEW BUSINESS

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

10. INQUIRIES

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

11. 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 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; and labour relations or other employee relations.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY MAYOR HURLEY

THAT the Open Committee meeting recess at 4:02 p.m.

CARRIED UNANIMOUSLY

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT the Open Committee meeting reconvene at 4:13 p.m.

CARRIED UNANIMOUSLY

12. ADJOURNMENT

MOVED BY COUNCILLOR CALENDINO
SECONDED BY COUNCILLOR WANG

THAT the Executive Committee of Council meeting adjourn at 4:14 p.m.

CARRIED UNANIMOUSLY

CHAIR

ADMINISTRATIVE OFFICER

A. GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant (Operating) ☒ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$25,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$51,808.00
5. 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 as our Grant Application was not approved/awarded last year. We are requesting the same grant amount as last year's application.

6. If you are applying for a General Operating Grant, please describe how this grant will be used to offset costs incurred to operate the organization.

N/A

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 106819295RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Burnaby Hospital Foundation

3. Organization Street Address: 3935 Kincaid Street Burnaby BC V5G 2X6

4. Website (if applicable): www.bhfoundation.ca

5. Grant Application Main Contact Person:

Name: Danielle Sleiman

Phone: 778-865-9952

Email: danielle.sleiman@bhfoundation.ca

6. Alternative Contact person:

Name: Kristy James

Phone: 778-874-8613

Email: kristy.james@bhfoundation.ca

Applicant for **General Operating Grants** are not required to complete sections C, D, and E (marked with an asterisk *)

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: Burnaby Hospital Foundation's Annual Gala: A Gala Reimagined

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

Burnaby Hospital Foundation's Annual Gala: A Gala Reimagined will be virtual for 2020 as a result of the COVID-19 pandemic and size restrictions on public gatherings.

3. Project/Event/Program Start Date: Friday, November 13, 2020; 6:30pm

4. Project/Event/Program End Date: Friday, November 13, 2020; 8:30pm

D. PURPOSE OR BENEFIT*

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

Burnaby Hospital Foundation is the fundraising organization for Burnaby Hospital and is dedicated to community partnerships to purchase vital medical equipment and technology, improve patient care, and support innovative and educational community programs that improve individuals' health and the health of the community. The annual gala raises awareness and funds in support of the Hospital. The attendees are donors, community partners, business partners and potential donors. The goals of the event are to inspire investment in Burnaby Hospital and to raise funds in support of the two-phase redevelopment of Burnaby Hospital.

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

Over the past seven years, our Gala passport has instantly delivered our community and donors across the globe, immersing them in the sights, sounds and aesthetics of destinations from Paris to India, Nashville to China, and beyond – without ever having to leave Burnaby. But Burnaby is home, and as we approach the end of a challenging year, we decided there is no other place we would rather be. In our first ever virtual gala event, Burnaby Hospital Foundation is inviting our community to relax from the comfort of their own home, while joining us online as we raise the funds needed to transform Burnaby Hospital from a beloved community institution to a state-of-the-art medical facility. On November 13, our community – including sponsors together with physicians, corporate leaders, elected officials, major benefactors and hospital patrons – will virtually tune in and enjoy live entertainment, a 50/50 raffle draw and also will be able to directly make donations online during our Fund-a-Cause portion of the evening.

3. 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?

Proceeds from the Gala Reimagined will support the highest priority needs at Burnaby Hospital; the two-phase redevelopment of the Hospital. This campus redevelopment will significantly expand the services available for patients and families and boost the number of beds from 265 to 397, an increase of almost 50 per cent. When the redevelopment is complete, the hospital campus will also have two new patient care towers focusing on four services that are critically important for all local families: emergency, surgery, maternity and mental health and a cancer treatment centre. Burnaby Hospital currently serves over 200,000 patients each year. From diagnostic, medical and surgical procedures, to one of the busiest emergency departments in the province, Burnaby Hospital is paving the way for a brighter future in health care for Burnaby and surrounding neighbourhoods. This hospital was built by the community, for the community. Support from our gala will help us provide essential care to save lives and help members of our community return to health and wellness. Everyone deserves effective, efficient, high quality patient care, close to home.

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

Burnaby Hospital Foundation and its annual gala aligns with the City of Burnaby's Social Sustainability Plan as the plan is "all about people – individuals and the community working together to meet their needs, realize their potential, and prosper in a healthy environment and improve the quality of life for all its citizens." Burnaby Hospital Foundation has been the fundraising organization for Burnaby Hospital since 1982. We are the community's trusted partner, shaping the future of health care through ground-breaking innovation. With the support of forward-thinking organizations and individual donors, we put state-of-the-art medical equipment and the best technology available into the hands of our dedicated health care professionals at Burnaby Hospital and Fellburn Care Centre so that everyone in the community has access to

effective, efficient high quality patient care close to home. This helps to advance the health of all generations that will help maintain the vibrancy of the entire community.

5. 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.

Confirmed cash sponsors to date include: Burnaby Firefighters Charitable Society, Brooke Radiology, Parkland Fuels, Glentel, Rancho Management Services Ltd., Scotiabank (Scotia Wealth Management), Trans Mountain, ABC Recycling, G&F Financial Group, and Sienna Senior Living. We also will have many Burnaby Hospital physicians, corporate leaders, elected officials, major benefactors and hospital patrons tuning in to the virtual event to show their support of the hospital and the hospital redevelopment project.

6. 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 granted funds from the City of Burnaby would help to offset some event expenses and costs helping to increase our net revenue raised at the gala so more funds can be invested to transform Burnaby Hospital from a beloved community institution to a state-of-the-art medical facility. If the amount is not fully funded by the City of Burnaby, the difference would be made up by funds raised through cash sponsorship, 50/50 raffle ticket sales, and individual donations, with less event revenue being invested into the redevelopment of our hospital.

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)

It has been difficult raising funds for the redevelopment campaign during the pandemic and we have had to cancel our in-person Gala – which is our biggest fundraiser of the year. Pre-pandemic, our gala raises \$400,000 annually. This year, our first virtual gala will be successful if it reaches the following goals: meet event budget and raise \$100,000, continue to build on and grow community engagement and momentum with a virtual format with sponsors, physicians, corporate leaders, elected officials, major benefactors and hospital patrons tuning in, and as well as increase Burnaby Hospital Foundation's brand awareness online and expand our current audience reach by introducing potential new donors and community partners to Burnaby Hospital and the Foundation.

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

As this virtual format is new to us this year, upon completion of the gala we will send a post event survey to those who tuned into the gala livestream to gather data which helps to evaluate the event and develop some benchmarks for this new event format. We will ask questions along the lines of overall how would you rate your experience, how can we improve the registration and live streaming process, please comment on the program length (speeches, sponsor recognition, award presentation, online 50/50 tickets sales, entertainment, etc), how satisfied were you with the virtual format and content?

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

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...)	-4	11
Grants (All federal, provincial, municipal, foundation and gaming grants)	1	1
Donations and Sponsorships (Cash)	77	88
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	26	0

**Pis note: includes all organizational activity & not program specific*

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.

Burnaby Hospital Foundation has a diversified portfolio that includes support from many different community stakeholders through various giving vehicles, such as monthly giving, corporate partnerships, legacy giving, third party community events, individual giving, and signature events. A few examples of our plan for diversification and increased revenue goals include: building off of the foundations of our Chinese Ambassador Society, we are working with an established network of volunteers and ambassadors with outreach in the community with a current focus on the South Asian community to develop a South Asian Ambassador Society. The launch of two new programs - Plate it Forward, and Round Up for Redevelopment, focus on building relationships with our local community businesses to raise funds and awareness for hospital redevelopment. Developing a plan to increase engagement with internal hospital and medical staff by launching an online 50/50, a payroll deduction program, and physician specific giving campaign.

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	\$25000.00
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	1,000,000	\$0.00	\$0.00

**Pis note: includes all organizational activity & not program specific*

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

Goal 1:

Increase Revenue to Build Future Hospital and Unexpected COVID-19 Related Expenses

Description:

- Increase alignment with Burnaby Hospital and Health Services
- Build Annual Campaign revenues to meet growing requirements (Hospital Redevelopment)
- Meet Program commitments

Goal 2:

Enhance Community Awareness and Engagement

Description:

- Increase breadth and diversity of public awareness of, and approval for, the Foundation
- Increase volunteer involvement in BHF activities
- Implement effective government relations program

Goal 3:

Optimize Processes and Performance

Description:

- Due to unexpected fundraising losses due to COVID, doing our best to maintain and achieve financial sustainability
- Enhance operation effectiveness

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	62	57
Volunteer hours per year	600	415
Number of voting members	12	13

6. 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)

Burnaby is an extremely diverse community and also has one of the largest senior populations in the province. To meet these giving trends we are focusing on 4 key areas: (1) building relationships with individuals; we have a strong major gift program that is focused on building relationships with donors and prospects, (2) connecting with youth; through youth driven activities and events - Youth Ambassador Society, (3) responding to the diversity; we are working to build relationships with different ethnic groups in our community - Chinese Ambassador Society, and (4) older donors; we are working to engage our older donors through direct mail and planned giving initiatives.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Our insurance covers liability for up to \$10M.

3. If awarded a grant, how will your organization acknowledge the contribution from the City of Burnaby?
(maximum 500 characters)

We would be please to recognize the City of Burnaby in the following ways: logo recognition on gala print ads, posters in the hospital elevators, website and social media. Acknowledgment during our gala live stream. Include a half page profile in gala eProgram. Include logo on sponsorship recognition signage banner as well as logo on Thank You ad (post event).

H. OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM**

Please identify if you are providing information for the entire organization or a specific project/event/program	<input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
For the Fiscal Year:	2020/2021
Month Fiscal Year Begins:	April 2020

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.	0	0	Y	N/A
2.				
3.				
Provincial Government (Specify)				
1.	0	0	Y	N/A
2.				
3.				
Local Government (Specify)				
1.	0	0	N	N/A
2.				
3.				
Sponsorships (Specify)				
1.	131000	48000	In Progress	Event has not taken place yet; still confirming
2.				
3.				
Earned Revenue				
1.Ticket Sales	44250	0	In Progress	Event has not taken place yet
2.				
3.				
Fundraising (Net Revenue)	94060	0	In Progress	Event has not taken place yet
Individual Donations	169600	0	In progress	Event has not taken place yet
In Kind Sources	10000	0	In progress	Event has not taken place yet
Investment Income	0	0	N	N/A
Other Sources (Specify)	0	0	N	N/A
Total Revenue	448910	48000		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	23679	8283	Staff compensation
Office Supplies & Expenses	0	0	
Program & Event Supplies	106713	26025	Event expenses
Advertising & Promotion	0	0	
Travel & Vehicles Expenses	0	0	
Interest and Bank Charges	0	0	
Licences, Memberships, & Dues	0	0	
Occupancy Costs	0	0	
Professional & Consulting Fees	17500	17500	Event contract, providing event management experience
Capital Purchases & Improvements	0	0	
Amortization of Capitalized Assets	0	0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	0	0	
Education and Training for Staff & Volunteers	0	0	
City Services Expenses (Specify)	0	0	
1.			
2.			
3.			
Other Expenses (Specify)			
1.			
2.			
3.			
4.			
5.			
Total Expenditures	147892	51808	
CURRENT SURPLUS (DEFICIT)			

A. GETTING STARTED

1. Are you? ☒ New Applicant ☐ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant (Operating) ☒ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$8,000.00 ☐ In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$40,080.00
5. 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.

6. If you are applying for a General Operating Grant, please describe how this grant will be used to offset costs incurred to operate the organization.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 806518437 RR 0001

☐ National/International Non-profit operating locally

Society No: S-62566

Date of Incorporation: April 30 2014

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Social Diversity for Children Foundation

3. Organization Street Address: Suite 203 - 815 Hornby St, Vancouver, B.C, V6Z 2E6

4. Website (if applicable): socialdiversity.org

5. Grant Application Main Contact Person:

Name: David Chen

Phone: 1 (778) 847-7012

Email: davidchen@socialdiversity.org

6. Alternative Contact person:

Name: David Wang

Phone: 1 (604) 781-2651

Email: david@socialdiversity.org

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: Education Through Creativity (ETC)

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

6411 Nelson Ave Burnaby BC V5H4H3

3. Project/Event/Program Start Date: 2020-11-01

4. Project/Event/Program End Date: 2021-10-31

D. PURPOSE OR BENEFIT*

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

Education Through Creativity is an in-person art program where children develop their social skills and learn to communicate their thoughts through art. Led by an art teacher, children can build lasting friendships with other participants and youth volunteers while learning about the beauty of art.

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

The Education through Creativity (ETC) program provides after-school art therapy from a professional therapist in several (up to 5) locations around the Metro Vancouver area, including Burnaby. The ETC program focuses on socialization between children of all abilities, with creative activity as a mediator; art enables children who may not be able to express themselves verbally to be able to express themselves in a more universal method. Each child with disabilities requires unique care and attention, and we have found that the ETC program can provide a safe environment suitable for children who benefit from low levels of stimulation. The majority of each 1.5-2 hour session consists of art therapy, and socialization before and after the session helps the therapy draw out the creativity and confidence of the youth. Specific examples of artistic activities include drawing, painting, sculpting, picture games, etc.

3. 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 programs will benefit the residents of Burnaby in many ways. First, setting up a creative therapy program in Burnaby will allow for increased accessibility to possible participants and families who are residents of Burnaby. A program oriented for children with disabilities in Burnaby will also promote a strong sense of community and togetherness, as it demonstrates that the City of Burnaby cares for and strives to help children with disabilities, giving these families a sense of support. The number of Burnaby residents that will be involved is roughly 400, including families, youth, volunteers, and the general community.

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

According to the City of Burnaby's Official Community Plan, working with government departments and non-profit agencies in needs identification and service planning is key to Human Services planning. We believe our organizations aligns with Burnaby's views because we are a non-profit charity that help children and youth with disabilities. By supporting our Education Through Creativity program, the City of Burnaby will be able to accomplish a key goal in Human Services planning and increase community involvement for children with disabilities and their families.

5. 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.

Anne Kang - MLA for Burnaby-Deer Lake, CST Foundation, Quantum Academy, Gentai Capital Corporation

6. 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 requested for City of Burnaby is not fully granted, there are various possibilities that may take place. Firstly, more fundraising activity from our activists and volunteers would need to make up for the lack of funding in order to continue running our programs. This may be in the form of bake sales or donation drives. Secondly, our programs may need to be run on a smaller scale than was SDC wishes for. We may need to provide less sessions, in fewer locations, in

order to cut back on costs. Another possibility is that we may need to charge our participants more to offset our costs, unfortunately decreasing the accessibility of our programs. These various outcomes would limit community accessibility as well as participation.

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)

Each year, we set a target goal of youth participants that sign up for Education Through Creativity. If we are able to reach and exceed our target goal, we use this as an indicator of the success of our program. We also collect qualitative feedback from participants, parents, and volunteers to gauge the individual improvements of each participant. If the feedback we received indicates that the participants are enjoying the program, we see this as a sign of success for our program.

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

We collect post-program feedback from parents, music and arts coordinators through feedback forms. We focus on those who have seen the program run firsthand and were present on a consistent basis. By collecting accounts and responses from these parties, we are able to accurately judge the reception and effect of our programs on the participants that attend.

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

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...)	0	17.1
Grants (All federal, provincial, municipal, foundation and gaming grants)	55	8.7
Donations and Sponsorships (Cash)	45	47.6
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	0	26.6

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.

Currently, SDC is pursuing various sources of funding. Government funding, fundraisers, corporate sponsorships,

corporate grants, charitable grants, and private donations. SDC has a plan for diversification, but our primary objective is to increase our amounts received on all fronts. We plan to increase our number of applications for government funding and increase our amount requested. Through our youth hiring and further ability to work with more youth we plan to host more fundraiser to increase our amounts fund raised yearly. After a decade of work, SDC plans to further connect with more corporations in BC to pursue long lasting sponsorships through partnerships and community involvement. Finally for corporate and charitable grants, we plan to increase the number of applications as well as the amounts requested. This is our plan to diversify our funding and ensure longevity.

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

Goal 1:

Program Expansion

Description:

One of SDC's top goals for this year is to have 16 programs run continuously and consistently across the Lower Mainland. We plan to include 160 children, 160 volunteers, and 240 parents throughout our 16 programs.

Goal 2:

Youth Empowerment

Description:

Through our programs and community initiatives, a second goal is to empower at least 500 youth in BC by equipping and training them to advocate for and make changes in their own communities. We plan to accomplish this through a series of personal and professional development, and disability justice workshops for youth. By increasing our involvement in communities across the Greater Vancouver area, we hope to reach more youth audiences and raise awareness about our cause.

Goal 3:

Diversification of Programs

Description:

Lastly, we plan to diversify our program types by collaborating with other organizations. Outside of art and music therapy, we hope to increase the types of programs that SDC provides by working together with organizations

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	200	200
Volunteer hours per year	75,000	75,000
Number of voting members	15	40

6. 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)

SDC always works to ensure our programs and services are accessible to everyone. We issue physical booklets and distribute them across the lower mainland to reach families who may be interested. We also send email newsletters to thousands of addresses in B.C. We dedicate ourselves to translating our information in several languages, including English, French, Traditional and Simplified Chinese, and Korean. We also aim to increase our accessibility by carrying out an annual hiring of youth members interested in joining our leadership team. Through a fair and blind judgment process of applications for everybody, everybody can have a chance to join the team. We also offer scholarships to children with disabilities from low-income families.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$2,000,000

3. If awarded a grant, how will your organization acknowledge the contribution from the City of Burnaby? (maximum 500 characters)

If SDC is awarded a grant from the City of Burnaby, we will formally recognize the contribution in several ways. First, we will name the program after the source of funding; for example, we will name the program "Burnaby City Council's Education Through Creativity Program". This will inform the public that our programs are endorsed and generously funded by the Burnaby City Council. We will also post about your contribution on our various social media accounts, including Instagram and Facebook.

H. OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM**

Please identify if you are providing information for the entire organization or a specific project/event/program	<input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
For the Fiscal Year:	2020-2021
Month Fiscal Year Begins:	March

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. 1. Canada Summer Job Grant	8490			
2.				
3.				
Provincial Government (Specify)				
1.1.BC Gaming Grant	0	6500	Y	Provincial Community Gaming Grants
2.				
3				
Local Government (Specify)				
1.				
2.				
3.				
Sponsorships (Specify)				
1.Telus	10000			Telus Friendly Future Foundation
2.CST	0	5000	Y	Canadian Scholarship Trust Foundation
3.				
Earned Revenue				
1.1.Registration Fee	588	8800	N	Participant registration fee
2.				
3.				
Fundraising (Net Revenue)	8060	12000		Various donation from community
Individual Donations				
In Kind Sources				
Investment Income				
Other Sources (Specify)				
1.				
2.				
3.				
Total Revenue	27138	32300		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	0	0	
Office Supplies & Expenses	0	0	
Program & Event Supplies	11000	18630	
Advertising & Promotion	1000	1500	
Travel & Vehicles Expenses	0	0	
Interest and Bank Charges	0	0	
Licences, Memberships, & Dues	0	0	
Occupancy Costs	0	0	
Professional & Consulting Fees	0	0	
Capital Purchases & Improvements	0	0	
Amortization of Capitalized Assets	0	0	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	0	0	
Education and Training for Staff & Volunteers	2800	4150	
City Services Expenses (Specify)	0	0	
1.			
2.			
3.			
Other Expenses (Specify)			
1. Program Instructor Fee	3200	4500	
2. Program Coordinator Fee	3000	4500	
3. Participant Subsidies	4000	6000	
4. Insurance	800	800	
5.			
Total Expenditures	25800	40080	
CURRENT SURPLUS (DEFICIT)	-25800	-40080	

A. GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☒ General Grant (Operating) ☐ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$10,000.00 In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$0.00 (N/A)
5. 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

6. If you are applying for a General Operating Grant, please describe how this grant will be used to offset costs incurred to operate the organization.

We are committed to serving our community and have continued to provide critical services to those in need during COVID, despite a reduction in staff this year. An operating grant would assist us with payroll expenses, rent, utilities, insurance, and office supplies.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 11882 1628 RR0001 (Society# S0015144)

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Burnaby Community Services Society

3. Organization Street Address: 2055 Rosser Avenue, Burnaby, BC, V5C 0H1

4. Website (if applicable): www.bbyservices.ca

5. Grant Application Main Contact Person:

Name: Alex Munroe

Phone: (604) 292-3904

Email: alex@bbyservices.ca

6. Alternative Contact person:

Name: Cindylee Wagar

Phone: (604) 292-3905

Email: accounting@bbyservices.ca

Applicant for **General Operating Grants** are not required to complete sections **C**, **D**, and **E** (marked with an asterisk *)

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: N/A

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

N/A

3. Project/Event/Program Start Date: N/A

4. Project/Event/Program End Date: N/A

D. PURPOSE OR BENEFIT*

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

N/A

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

N/A

3. 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?

N/A

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

N/A

5. 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.

N/A

6. 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?

N/A

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)

N/A

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

N/A

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

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...)	25	6
Grants (All federal, provincial, municipal, foundation and gaming grants)	43	39
Donations and Sponsorships (Cash)	22	42
Donations and Sponsorships (In-kind)	2	4
All donations (cash/in-kind) provided by the City of Burnaby	7	9

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 keen to diversify our funding and are pursuing this endeavour in many ways. The Vancouver Law Foundation supported us this year and we have an agreement with them to receive funding for an additional year. We are currently in discussion with the Vancouver Foundation and Hamber Foundation who have both supported us in the past, and we have identified a further 20 foundations and organizations that we are approaching with grant/sponsorship requests. We have been speaking with corporate sponsors and are making arrangements with several companies who want to support us in a greater capacity over the long term. One of these sponsors is Concord Pacific who is eager to support our services and programs in the community and we are currently discussing a 3-year funding plan with them. For the past four years, we have partnered with the Society to End Homelessness to hold the Coldest Night of the Year, a highly successful and inclusive fundraising event to raise money to fight homelessness in Burnaby. Our committee is meeting this week to discuss how this event will be both a carefully planned in-person event, as well as a virtual one, so that the increase in money we've been receiving year over year continues. We made 103% of our fundraising goal this year and we are aiming towards a further increase in donations from both individual and corporate sponsors again this year.

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	\$52912.00	\$53000.00	\$52308.00		\$25000.00
Grant - In-kind	\$3875.00	\$7750.00	\$7750.00		
Permissive Tax Exemption	\$3408.00	\$3022.92	\$2799.36		?
Lease Grant	\$11815.00	\$12059.36	\$12321.52		\$15380.35
Other					

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

Goal 1:

1. Continue to provide exemplary critical services and programs to those in need throughout Burnaby.

Description:

Despite the challenges we are all facing this year due to the COVID-19 pandemic, we are committed now, more than ever, to support those in the community who need us most. We have streamlined our society and are focused on delivering our services, programs, and publications in innovative ways to keep our staff, volunteers, and clients safe.

Goal 2:

Fund development and diversification, brand development.

Description:

While we have had considerable success to date, we are developing an approach to further our fundraising efforts in order to diversify our income sources, increase awareness, and create sustainability. We are leveraging our networks to expand our resources and connections, and we are pursuing more third party fundraising opportunities. We are promoting our brand recognition so that our society is quickly associated with the many valuable services and resources we provide.

Goal 3:

Strategic planning

Description:

We are developing a vision for success and priorities as part of a 3-year strategic plan. Our society is committed to its mission of empowering people in need by providing them with a voice, resources, and opportunities. We have short-term goals in place to address the changing needs of community, and to accommodate the health and safety requirements due to COVID-19. Moving online to provide support exacerbates the digital divide which makes service delivery even more challenging. Our forward-looking plan will provide us with a clear focus and strategic direction in the years ahead.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	194	153
Volunteer hours per year	5,450	5,260
Number of voting members	214	214

6. 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 many programs and resources reach out and connect with families and individuals throughout the community through schools, recreation centres, outreach centres, shelters, seniors' centres, and through partnerships with like-minded organizations. We compassionately serve new immigrants/refugees, frail seniors, the homeless, and individuals living at risk. We seek to provide a voice and advocate for those who lack the means to help themselves; our advocacy programs include legal advocacy to those with disabilities, seniors and those who can't afford to pay for services. We translate publications into several different languages.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Commercial Liability Insurance, Directors and Officers Liability Insurance

3. If awarded a grant, how will your organization acknowledge the contribution from the City of Burnaby?
(maximum 500 characters)

The City of Burnaby's support of Burnaby Community Services would be profiled through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases and other media activity, in brochures and on posters.

H. OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM**

Please identify if you are providing information for the entire organization or a specific project/event/program	<input checked="" type="radio"/> Organization <input type="radio"/> Project/Event/Program
For the Fiscal Year:	2020
Month Fiscal Year Begins:	January

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	12966	13900.	Y	Canada Summer Jobs grant
2.New Hoizons	145660	0		
3.				
Provincial Government (Specify)				
1.BC Gaming	61245	54000	Y	2020 Program Funding
2. Better At Home	20162	25476	Y	2020 Seniors Transportation funding
3				
Local Government (Specify)				
1.City of Burnaby	60392	50400		PTE, Lease Grant, Program & Op funding
2.				
3.				
Sponsorships (Specify)				
1. Publications	29259	3000.		
2.Law Foundation Grant	71250	95000	Y	
3.Vancouver Foundation Grant	75000	25000	Y	
Earned Revenue				
1. Program Fees - Transportation	17277	16000		
2.Rent of Space	25337	16192		
3. Reimbursed Expenses	18809	0		
Fundraising (Net Revenue)	216091	173596		
Individual Donations	7791	48404		
In Kind Sources	23745	20300		
Investment Income				
Other Sources (Specify)				
1.Misc Grants	4923	0		
2.				
3.		0		
Total Revenue	789907	541268		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	385717	298180	
Office Supplies & Expenses	49810	35800	
Program & Event Supplies	194544	27000	
Advertising & Promotion	11449	17000	
Travel & Vehicles Expenses	1115		
Interest and Bank Charges	2230	2000	
Licences, Memberships, & Dues	6115	6500	
Occupancy Costs	43804	80400	
Professional & Consulting Fees	12294	12000	
Capital Purchases & Improvements			
Amortization of Capitalized Assets	2152	2000	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	27317	36700	
Education and Training for Staff & Volunteers	4494	3700	
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.Contract Labour		20000	
2.			
3.			
4.			
5.			
Total Expenditures	741041	541280	
CURRENT SURPLUS (DEFICIT)	-741041	-541280	

A. GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant (Operating) ☒ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$10,000.00 In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$116,309.00
5. 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.

The Burnaby Christmas Bureau provides gifts for children of families with low income, as well as hampers for seniors and individuals who are homeless or at risk of homelessness. Due to COVID, the negative impact on our community has been significant and we anticipate many more families, individuals, and seniors will need assistance this Christmas season. We will be doing more than ever this year and we will be recruiting, coordinating, and managing many volunteers to assist us. Your funds will allow us to make a meaningful impact in the lives of Burnaby residents this holiday season.

6. If you are applying for a General Operating Grant, please describe how this grant will be used to offset costs incurred to operate the organization.

B. GETTING TO KNOW YOU

1. Applicant Type:

☐ Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

☒ Registered Charity Charitable No: 11882 1628 RR0001 (Society# S0015144)

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Organization Name: Burnaby Community Services Society

3. Organization Street Address: 2055 Rosser Avenue, Burnaby, BC, V5C 0H1

4. Website (if applicable): www.bbyservices.ca

5. Grant Application Main Contact Person:

Name: Alex Munroe

Phone: (604) 292-3904

Email: alex@bbyservices.ca

6. Alternative Contact person:

Name: Gindylee Wagar

Phone: (604) 292-3905

Email: accounting@bbyservices.ca

Applicant for **General Operating Grants** are not required to complete sections **C, D, and E** (marked with an asterisk *)

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: 39th Annual - Burnaby Christmas Bureau

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

Toy Room Location: Brentwood Mall - 4567 Lougheed Hwy, Burnaby, BC V5C 3Z6

3. Project/Event/Program Start Date: October 1, 2020

4. Project/Event/Program End Date: December 23, 2020

D. PURPOSE OR BENEFIT*

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

Our goal is to make the holiday season brighter for struggling, low-income families, individuals, and seniors in Burnaby. We provide hampers to seniors and individuals who are homeless or at-risk of homelessness, and brand new toys and gifts to children of families in need. We bring our community together with our "Angel Project" which is our annual community-wide toy drive that is supported by various organizations, schools, and businesses throughout Burnaby.

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

Commencing in October, our dedicated team spends weeks registering thousands of low-income applicants who wish to be recipients of our Christmas Bureau program. Our Burnaby Christmas Bureau accepts generously donated gifts and toys from the community into our Christmas Toy Room and these many thousands of items are inventoried and shelved by category and age of children, up to 16 years old. In December, we set up appointments for parents to come and pick up these Christmas gifts for their children. This year, due to COVID, we will have different and rigorous in-person processes in place to protect the health and safety of our staff, clients, and volunteers. This will range from having PPEs available for every person entering our Toy Room as well as firm restrictions around the number of people allowed in the space. Faced with these new protocols, and since we are anticipating a greater need this year than ever before, we are planning to extend the days/hours that we will be distributing toys, gifts, and hampers. This will mean having to bring in more staff and volunteers to accommodate the demand of those in need who we are so dedicated to serving.

3. 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?

Last year we helped bring Christmas to over 3,500 low-income and at-risk Burnaby residents. In addition, we brought the community together as nearly 100 companies and 120+ volunteers contributed their time, energy, resources, and compassionate support to our Burnaby Christmas Bureau. Early indicators suggest that this year we will have even more demand and hopefully even more community support.

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

Our Christmas Bureau aligns with Burnaby's Social Sustainability Strategy by giving our residents a sense of belonging. We are a caring and inclusive community, and Burnaby Community Services wants to ensure no one is left out during the holiday season. The holidays are particularly stressful for families, individuals, and seniors who are having a hard time making ends meet. Our goal is to promote the quality of life and wellness of our Burnaby residents. We not only assist those in need during what can be a very challenging time of year for them, but we bring together community members and create opportunities for connection and participation. We are better together.

5. 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.

City of Burnaby; Burnaby Firefighters Hall #1 through #7; Bonsor 55+; Fraser Health; Senior Services Society; Burnaby Parks, Recreation & Cultural Services; MOSAIC; Brentwood Mall; Metropolis at Metrotown

6. 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?

Your community grant will assist us in covering the additional expenses we anticipate this year due to increased demand and the lengths we will have to go to in order to meet required health and safety regulations. If we do not receive the full grant we will be appealing even further to the generosity of our community in the form of individual and corporate donors, as well as additional volunteers. We have already been reaching out to corporate sponsors and we are pleased to report that we have secured a Toy Room that has ample space to accommodate the extra square footage we will require this year.

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)

Our goal is to bring our community together this holiday season and provide every registered, eligible Burnaby resident with a hamper and low-income children with gifts this Christmas. We know we can make a difference. We are planning for high demand this year and will know we've succeeded when we are able to meet the needs of the well-over 3,000 residents we expect to register for our Christmas Bureau program

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

When we register our clients, we verify their financial status to establish their eligibility for our program. In doing so, we learn whether they are a senior or, if they are a family, the number of children and their ages. This helps us establish the need each year as to how many hampers we require, as well as what age demographics we need to accommodate and the number of gifts we need to provide. We are keen to know how our program is being received and we solicit feedback to understand if we are meeting the needs of our community. Our Christmas Bureau clients also tend to be proactive in telling us in-person, by mail, and by phone how appreciative they are of our program and the services we provide. We are always striving to be better and each year we analyze our aggregate, non-personal data to understand the changing needs in our community and what to anticipate to be able to meet our Burnaby residents' needs in the year ahead.

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

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...)	25	6
Grants (All federal, provincial, municipal, foundation and gaming grants)	43	39
Donations and Sponsorships (Cash)	22	42
Donations and Sponsorships (In-kind)	2	4
All donations (cash/in-kind) provided by the City of Burnaby	7	9

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 keen to diversify our funding and are pursuing this endeavour in many ways. The Vancouver Law Foundation supported us this year and we have an agreement with them to receive funding for an additional year. We are currently in discussion with the Vancouver Foundation and Hamber Foundation who have both supported us in the past, and we have identified a further 20 foundations and organizations that we are approaching with grant/sponsorship requests. We have been speaking with corporate sponsors and are making arrangements with several companies who want to support us in a greater capacity over the long term. One of these sponsors is Concord Pacific who is eager to support our services and programs in the community and we are currently discussing a 3-year funding plan with them. For the past four years, we have partnered with the Society to End Homelessness to hold the Coldest Night of the Year, a highly successful and inclusive fundraising event to raise money to fight homelessness in Burnaby. Our committee is meeting this week to discuss how this event will be both a carefully planned in-person event, as well as a virtual one, so that the increase in money we've been receiving year over year continues. We made 103% of our fundraising goal this year and we are aiming towards a further increase in donations from both individual and corporate sponsors again this year.

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	\$52912.00	\$53000.00	\$52308.00		\$25000.00
Grant - In-kind	\$3875.00	\$7750.00	\$7750.00		
Permissive Tax Exemption	\$3408.00	\$3022.92	\$2799.36		?
Lease Grant	\$11815.00	\$12059.36	\$12321.52		\$15380.35
Other					

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

Goal 1:

1. Continue to provide exemplary critical services and programs to those in need throughout Burnaby.

Description:

Despite the challenges we are all facing this year due to the COVID-19 pandemic, we are committed now, more than ever, to support those in the community who need us most. We have streamlined our society and are focused on delivering our services, programs, and publications in innovative ways to keep our staff, volunteers, and clients safe.

Goal 2:

Fund development and diversification, brand development.

Description:

While we have had considerable success to date, we are developing an approach to further our fundraising efforts in order to diversify our income sources, increase awareness, and create sustainability. We are leveraging our networks to expand our resources and connections, and we are pursuing more third party fundraising opportunities. We are promoting our brand recognition so that our society is quickly associated with the many valuable services and resources we provide.

Goal 3:

Strategic planning

Description:

We are developing a vision for success and priorities as part of a 3-year strategic plan. Our society is committed to its mission of empowering people in need by providing them with a voice, resources, and opportunities. We have short-term goals in place to address the changing needs of community, and to accommodate the health and safety requirements due to COVID-19. Moving online to provide support exacerbates the digital divide which makes service delivery even more challenging. Our forward-looking plan will provide us with a clear focus and strategic direction in the years ahead.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	194	153
Volunteer hours per year	5,450	5,260
Number of voting members	214	214

6. 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 many programs and resources reach out and connect with families and individuals throughout the community through schools, recreation centres, outreach centres, shelters, seniors' centres, and through partnerships with like-minded organizations. We compassionately serve new immigrants/refugees, frail seniors, the homeless, and individuals living at risk. We seek to provide a voice and advocate for those who lack the means to help themselves; our advocacy programs include legal advocacy to those with disabilities, seniors and those who can't afford to pay for services. We translate publications into several different languages.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Commercial Liability Insurance, Directors and Officers Liability Insurance

3. If awarded a grant, how will your organization acknowledge the contribution from the City of Burnaby?
(maximum 500 characters)

The City of Burnaby's support of Burnaby Community Services would be profiled through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases and other media activity, in brochures and on posters.

H. OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM**

Please identify if you are providing information for the entire organization or a specific project/event/program	<input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
For the Fiscal Year:	2020
Month Fiscal Year Begins:	January

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	3265	3500	Y	Canada Summer Jobs grant
2. New Horizons		0		
3.				
Provincial Government (Specify)				
1. BC Gaming	20000	25000	Y	2020 Program Funding
2. Better At Home			Y	2020 Seniors Transportation funding
3				
Local Government (Specify)				
1.City of Burnaby	5000	10000		PTE, Lease Grant, Program & Op funding
2.				
3.				
Sponsorships (Specify)				
1. Publications				
2. Law Foundation Grant			Y	
3. Vancouver Foundation Grant			Y	
Earned Revenue				
1. Program Fees - Transportation				
2. Rent of Space				
3. Reimbursed Expenses		0		
Fundraising (Net Revenue)	168194	65800		
Individual Donations				
In Kind Sources	7361	11529		
Investment Income				
Other Sources (Specify)				
1. Misc Grants		0		
2.				
3.		0		
Total Revenue	203820	115829		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	104144	35578	
Office Supplies & Expenses	13449	7306	
Program & Event Supplies	52527	9428	
Advertising & Promotion	3091	1841	
Travel & Vehicles Expenses	301		
Interest and Bank Charges		424	
Licences, Memberships, & Dues	1651	1379	
Occupancy Costs	11827	30044	
Professional & Consulting Fees	3319	2546	
Capital Purchases & Improvements			
Amortization of Capitalized Assets	581	424	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	7376	11529	
Education and Training for Staff & Volunteers	1213	810	
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.Contract Labour		15000	
2.			
3.			
4.			
5.			
Total Expenditures	199479	116309	
CURRENT SURPLUS (DEFICIT)	-199479	-116309	

A. GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant (Operating) ☒ General Grant (Programming)
☐ Recreational Sport Grant ☐ Fee Waiver
3. Amount you are requesting: \$5,000.00 In-Kind (check if applicable)
4. Total cost of the project/event/program etc.: \$87,884.00
5. 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

6. If you are applying for a General Operating Grant, please describe how this grant will be used to offset costs incurred to operate the organization.

B. GETTING TO KNOW YOU

1. Applicant Type:

- ☐
- Local Registered Non-Profit Society

Society No: _____

Date of Incorporation: _____

- ☒
- Registered Charity Charitable No:
- 11882 1628 RR0001 (Society# S0015144)

- ☐
- National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

- ☐
- Sport or Recreation Organization

- ☐
- Other Specify: _____

2. Organization Name: Burnaby Community Services Society3. Organization Street Address: 2055 Rosser Avenue, Burnaby, BC, V5C 0H14. Website (if applicable): www.bbysservices.ca

5. Grant Application Main Contact Person:

Name: Alex MunroePhone: (604) 292-3904Email: alex@bbysservices.ca

6. Alternative Contact person:

Name: Cindylee WagarPhone: (604) 292-3905Email: accounting@bbysservices.ca

Applicant for **General Operating Grants** are not required to complete sections **C**, **D**, and **E** (marked with an asterisk *)

C. THE PROJECT/EVENT/PROGRAM*

1. Name of the Project/Event/Program: Seniors Transportation

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

Volunteer drivers accompany seniors to critical medical or dental appointments

3. Project/Event/Program Start Date: Oct.1, 2020

4. Project/Event/Program End Date: Sept.30, 2021 (ongoing)

D. PURPOSE OR BENEFIT*

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

Getting around can become increasingly difficult with age. Burnaby Seniors Transportation is an affordable, friendly, and convenient service which provides rides for seniors in the community to medical and dental appointments. We provide this service to help Burnaby seniors remain living independently, and we find that there is a significant element of companionship that our volunteers provide, along with the transportation.

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

This transportation services provides an opportunity for seniors living in Burnaby to connect with others, be mobile, and embrace their independence as they age. Our friendly drivers transport seniors to and from their critical medical and dental appointments. Our goal is to make sure that seniors arrive at their destination safely and that they have bit of socializing, too.

3. 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 2019, 57 individuals used our Seniors Transportation services and we provided 436 drives. We had 16 drivers who provided compassionate and dedicated assistance for this program. Our target is to not just meet but exceed these numbers this year.

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

Our seniors transportation service is about social sustainability. Seniors count on our services to provide safety - all our volunteers are carefully screened, well trained, insured, and wonderful people with big hearts and proven driving skills. Police checks, driving history, and references are all mandatory for our drivers. We provide companionship and a friendly service - our volunteers not only enjoy driving but they also are keen to connect with seniors. They are kind community members who like to chat and give their time to make life easier for seniors in need. We believe in working together to meet the needs of seniors in our community in any way we can.

5. 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 partner with Better at Home, Voices of Burnaby Seniors, Seniors Support Services, Nurse Next Door, Fraser Health, Burnaby Parks & Recreation Seniors Services.

6. 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 receive funding through a Community Gaming Grant and also rely on support from our generous individual donors as well as passionate corporate sponsors to fund this important program for seniors in our community.

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)

Our seniors drives were reduced earlier this year due to COVID but the number of drives are picking up and we have brought on new volunteer drivers to accommodate the growing need. We have provided 114 rides for 33 seniors this year and the demand is growing. We continue to have safety as our number one priority and our drivers' focus is to ease the anxiety and isolation that so many seniors are currently experiencing.

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

We are regularly in touch with our senior clients to understand if we are meeting their needs. We are cognizant of the fact that seniors are looking for safety, reliability, companionship and affordability. We make regular calls to our clients to check on them, especially during this isolating time. On these phone calls, we ask if we are meeting the targets listed above to ensure that we are delivering quality services to our valuable Burnaby seniors.

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

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...)	25	6
Grants (All federal, provincial, municipal, foundation and gaming grants)	43	39
Donations and Sponsorships (Cash)	22	42
Donations and Sponsorships (In-kind)	2	4
All donations (cash/in-kind) provided by the City of Burnaby	7	9

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 keen to diversify our funding and are pursuing this endeavour in many ways. The Vancouver Law Foundation supported us this year and we have an agreement with them to receive funding for an additional year. We are currently in discussion with the Vancouver Foundation and Hamber Foundation who have both supported us in the past, and we have identified a further 20 foundations and organizations that we are approaching with grant/sponsorship requests. We have been speaking with corporate sponsors and are making arrangements with several companies who want to support us in a greater capacity over the long term. One of these sponsors is Concord Pacific who is eager to support our services and programs in the community and we are currently discussing a 3-year funding plan with them. For the past four years, we have partnered with the Society to End Homelessness to hold the Coldest Night of the Year, a

highly successful and inclusive fundraising event to raise money to fight homelessness in Burnaby. Our committee is meeting this week to discuss how this event will be both a carefully planned in-person event, as well as a virtual one, so that the increase in money we've been receiving year over year continues. We made 103% of our fundraising goal this year and we are aiming towards a further increase in donations from both individual and corporate sponsors again this year.

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	\$52912.00	\$53000.00	\$52308.00		\$25000.00
Grant - In-kind	\$3875.00	\$7750.00	\$7750.00		
Permissive Tax Exemption	\$3408.00	\$3022.92	\$2799.36		7
Lease Grant	\$11815.00	\$12059.36	\$12321.52		\$15380.35
Other					

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

Goal 1:

1. Continue to provide exemplary critical services and programs to those in need throughout Burnaby.

Description:

Despite the challenges we are all facing this year due to the COVID-19 pandemic, we are committed now, more than ever, to support those in the community who need us most. We have streamlined our society and are focused on delivering our services, programs, and publications in innovative ways to keep our staff, volunteers, and clients safe.

Goal 2:

Fund development and diversification, brand development.

Description:

While we have had considerable success to date, we are developing an approach to further our fundraising efforts in order to diversify our income sources, increase awareness, and create sustainability. We are leveraging our networks to expand our resources and connections, and we are pursuing more third party fundraising opportunities. We are promoting our brand recognition so that our society is quickly associated with the many valuable services and resources we provide.

Goal 3:

Strategic planning

Description:

We are developing a vision for success and priorities as part of a 3-year strategic plan. Our society is committed

to its mission of empowering people in need by providing them with a voice, resources, and opportunities. We have short-term goals in place to address the changing needs of community, and to accommodate the health and safety requirements due to COVID-19. Moving online to provide support exacerbates the digital divide which makes service delivery even more challenging. Our forward-looking plan will provide us with a clear focus and strategic direction in the years ahead.

5. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	194	153
Volunteer hours per year	5,450	5,260
Number of voting members	214	214

6. 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 many programs and resources reach out and connect with families and individuals throughout the community through schools, recreation centres, outreach centres, shelters, seniors' centres, and through partnerships with like-minded organizations. We compassionately serve new immigrants/refugees, frail seniors, the homeless, and individuals living at risk. We seek to provide a voice and advocate for those who lack the means to help themselves; our advocacy programs include legal advocacy to those with disabilities, seniors and those who can't afford to pay for services. We translate publications into several different languages.

G. INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Commercial Liability Insurance, Directors and Officers Liability Insurance

3. If awarded a grant, how will your organization acknowledge the contribution from the City of Burnaby?
(maximum 500 characters)

The City of Burnaby's support of Burnaby Community Services would be profiled through recognition on our website, in promotional material, at our AGM and other public events, on social media, in press releases and other media activity, in brochures and on posters.

H. OPERATING BUDGET FOR ORGANIZATION or PROJECT/EVENT/PROGRAM**

Please identify if you are providing information for the entire organization or a specific project/event/program	<input type="radio"/> Organization <input checked="" type="radio"/> Project/Event/Program
For the Fiscal Year:	2020
Month Fiscal Year Begins:	January

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		0	Y	Canada Summer Jobs grant
2.New Horizon		0		
3.				
Provincial Government (Specify)				
1.BC Gaming	10000	15000	Y	2020 Program Funding
2. Better At Home	20162	25476	Y	2020 Seniors Transportation funding
3				
Local Government (Specify)				
1.City of Burnaby	28860	5000		PTE, Lease Grant, Program & Op funding
2.				
3.				
Sponsorships (Specify)				
1. Publications				
2.Law Foundation Grant			Y	
3.Vancouver Foundation Grant			Y	
Earned Revenue				
1. Program Fees - Transportation	17277	16000		
2.Rent of Space				
3. Reimbursed Expenses		0		
Fundraising (Net Revenue)	21250	20700		
Individual Donations	1200			
In Kind Sources	3799	4400		
Investment Income				
Other Sources (Specify)				
1.Misc Grants		0		
2.				
3.		0		
Total Revenue	102548	86576		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	65572	56048	
Office Supplies & Expenses	8468	5721	
Program & Event Supplies	10592	8910	
Advertising & Promotion	1946	724	
Travel & Vehicles Expenses	190		
Interest and Bank Charges		290	
Licences, Memberships, & Dues	1040	942	
Occupancy Costs	7447	8285	
Professional & Consulting Fees	2090	1738	
Capital Purchases & Improvements			
Amortization of Capitalized Assets	366	290	
Donation, Grants, & Scholarship Expense as part of Charitable Activities	4644	4400	
Education and Training for Staff & Volunteers	764	536	
City Services Expenses (Specify)			
1.			
2.			
3.			
Other Expenses (Specify)			
1.Contract Labour			
2.			
3.			
4.			
5.			
Total Expenditures	103119	87884	
CURRENT SURPLUS (DEFICIT)	-103119	-87884	