



BURNABY
COMMUNITY
SERVICES

December 16th, 2014

Councilor Pietro Calendino, Chairman
Executive Committee of Council
City of Burnaby
4949 Canada Way
Burnaby, BC, V5G 1M2

Re: 2014 Supplemental Grant Request for Burnaby Recreation Credit Program

Dear Councilor Pietro Calendino and Members of the Executive Committee,

As indicated in our September 8th, 2014 grant request, we have agreed to a new funding formula with Burnaby Parks, Recreation and Cultural Services. This formula acknowledges the fixed and variable expenses with an annual \$17,000 grant paid early in the year and a supplemental grant at the end of the year of \$4 per approved application.

Based on a projected 2,271 approved applications for this year, and adjusted for a \$176 underpayment last year, we are requesting a supplemental grant of \$9,260.

CHANGE STARTS WITH YOU

Burnaby Community Services is a charitable society providing people in need with a voice, resources, and opportunities. We believe that given the right tools, the necessary support, and access to a team of understanding, innovative, and positive people, every one of us has the ability to make changes in our lives and in our community.

If you are a family that is struggling, a senior without a support network, or are simply trying to move forward, we understand. Since 1971 Burnaby Community Services has provided programs and publications to support you and others in our community.

LET'S LIFT EACH OTHER UP

Since the fall of 1996, Burnaby Community Services has assisted Burnaby Parks, Recreation and Cultural Services by administering income verification services for the Burnaby Recreation Credit program. The Recreation Credit program provides low-income residents with credits that can be used towards any Burnaby Parks, Recreation, and Cultural Services' facility for various programs and admissions.

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BURNABY COMMUNITY SERVICES

Burnaby Community Services is responsible for:

- providing intake of application forms for low income individuals, families, and those on Long Term Disability or Canada Pension Plan;
- processing relevant documents (e.g. T1 Generals, Notice of Assessments, proof of Burnaby residency, Child Tax Benefit & BC Family Bonus Notice); and
- determining eligibility based on approved criteria.

Since July 2013, with the opening of the *Edmonds Community Centre*, we have been offering on-site registration two days a week to better serve the community in the Edmonds neighbourhood.

OUR GRANT REQUEST

This supplemental request is based on \$4 per approved application. From January 1st to November 30th we have approved 2,029 applications and are projecting 242 additional applications before the end of the year (based on last year's numbers).

Last year we received a grant for 2,352 approved applications, but approved 2,396 applications.

The formula therefore is:

$$((2,029 + 242) + (2,396 - 2,352)) \times \$4 = \$ 9,260$$

Furthermore, as part of our ongoing partnership Burnaby Parks, Recreation and Cultural Services has agreed that, given our ongoing contribution to the Burnaby Recreation Credit program, Burnaby Community Services will be recognized in major promotional materials.

Thank you for your continuous support and consideration. If you require any additional information, please feel free to contact me at 604-292-3904.

Sincerely,

Stephen D'Souza,
Executive Director

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