



BURNABY  
COMMUNITY  
SERVICES

June 6<sup>th</sup>, 2018

Financial Management Committee  
C/O Office of the City Clerk  
City of Burnaby  
4949 Canada Way  
Burnaby, B.C., V5G 1M2

**Re: Follow-up on our 2018 Community In-kind Grant Requests**

Dear Councillor Dan Johnston and members of the Financial Management Committee,

At an open meeting held on May 23<sup>rd</sup>, the Financial Management Committee considered a number of grant requests from Burnaby Community Services. Among these was a community in-kind grant request which was deferred due to questions regarding publication costs included in our community grant request.

As a reminder, Burnaby Community Services published and distributed 119,000 guides in 2017. These brochures and cards to ensure that everyone in our community has access to resources and support. Specifically, we published the *Community Resource Guide*, *Ready, Set, Learn Brochure*, *As We Age Seniors Resource Guide*, *Seniors Resource Card*, *Community Outreach Resources Card* and various other brochures. For samples of each of these publications you can visit [www.BbyServices.ca/resources.php](http://www.BbyServices.ca/resources.php).

Combined, we have requested \$16,750 towards our publications: \$9,000 within our Community Grant and \$7,750 from the in-kind grant (based on estimates from the City of Burnaby print shop – copies attached).

The Community Grant's allocation to publications are used towards the costs associated with researching and producing our publications:

- The collection and verification of information contained within the publications is a time consuming process. We are dedicated to ensure the information is as accurate at the time of printing, and we frequently have to edit content to ensure we maximize the space available and provide the information that would be the most relevant for the target audience.
- We spend considerable time on the design and layout of the material to ensure publications are easy to read and use when looking for a specific service or exploring what is available.
- Also, we coordinate distribution of the publications to various locations and partners including the Burnaby Schools, Burnaby Parks, Recreation and Culture, Fraser Health and Burnaby Hospital, Ministry offices, fellow non-profits, and faith communities.
- This funding also helps with the printing costs of the *Community Resource Guide* and *As We Age*, both of which are printed in partnership with the Burnaby Now, and *Ready, Set, Learn Brochures* because the format is too large for the press at the City of Burnaby print shop.

Burnaby Community Services  
**EMPOWERING PEOPLE CHANGING LIVES**

2055 Rosser Avenue • Burnaby, BC V5C 0H1 • 604-299-5778 • [www.BbyServices.ca](http://www.BbyServices.ca)



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The Community In-kind Grant request is specifically used to assist with publications we are able to print through the City of Burnaby print shop, specifically the two outreach cards (and the *Community Outreach Resources Card* for those who are homeless or are at-risk of homelessness; and the *VOBS Seniors Resource Card* for seniors requiring immediate intervention, which is available in English, Chinese, Korean, Farsi and Japanese) and various brochures for different programs.

Thank you for your time and reconsideration. If you have any questions or would like to arrange a meeting please contact me at 604-292-3904 or [Stephen@BbyServices.ca](mailto:Stephen@BbyServices.ca).

Sincerely,

Stephen D'Souza  
Executive Director



Quote #1120

Print Quote for: Burnaby Community Services  
Marney Godkin

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### **PRINTING SPECIFICATIONS**

#### **1) Outreach Cards**

**Quantity:** 3000, 4000, 6000

**Dimensions:** 5.5"x 4.5" full bleed,

**Ink:** CMYK

**Finishing:** Trim, score & pack

**Artwork:** Digital artwork provided as PDF

**Proofs:**

**Stock:** *Paper Tyger Cover 7 pt.*

**Notes:**

- All items will be delivered FOB City Of Burnaby Printshop

#### **Schedule of Pricing**

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Description	Qty	Amount
1) Outreach Cards	3000, 4000, 6000	\$1290.00,\$1650.00,\$1905.00

### **City Of Burnaby Print Shop**

**Date:** 2016/08/18

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**Contact:** Yee Law  
4949 Canada Way  
Burnaby BC V5G 1M2  
yee.law@burnaby.ca  
T: 604 294 7376

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Quote #1138

Print Quote for: Burnaby Community Services  
Marney Godkin

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### **PRINTING SPECIFICATIONS**

#### **1) Tri-fold Brochures**

**Quantity:** 3000, 5000, 7000

**Dimensions:** 8.5"x 11" full bleed

**Ink:** CMYK

**Finishing:** Trim, fold & pack

**Artwork:** Digital artwork provided as PDF

**Proofs:**

**Stock:** 100 lb coated text

**Notes:**

- All items will be delivered FOB City Of Burnaby Printshop

#### **Schedule of Pricing**

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Description	Qty	Amount
1) Tri-fold Brochures	3000, 5000, 10,000	\$650.00,\$800.00,\$1250.00

### **City Of Burnaby Print Shop**

**Date:** 2017/08/01

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**Contact:** Yee Law  
4949 Canada Way  
Burnaby BC V5G 1M2  
yee.law@burnaby.ca  
T: 604 294 7376

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