



March 22nd, 2019

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

Re: 2019 Community In-kind Grant Requests

Dear members of the Financial Management Committee,

Burnaby Community Services published and distributed 112,000 guides in 2018. 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*, and *Community Outreach Resources Card*.

Demand for these publications has been increasing over the last few years, despite online search engines like Google and Bing, and services like bc211, because:

- (a) people are looking for information they can have confidence in,
- (b) those who are most marginalized and vulnerable have barriers in accessing these online tools and navigating systems,
- (c) with print material we can have the material where people are (schools, libraries, ministry & government offices, service providers, etc.), and
- (d) when making referrals, all the information is in one place that people can easily take with them.

Since the first publication of the *Directory of Services for Burnaby and New Westminster* in September 1984, the City of Burnaby has supported our publications. The Community Grant currently provided help fund the staff required for the publications, specifically the collection of information (a time consuming process to ensure accuracy), design and layout of the materials, and coordination of the distribution.

Following the presentation to the Executive Committee of Council, we began discussions with the City of Burnaby print shop to get quotes for the various resources. Through the discussion, they advised us to apply to the Committee of an in-kind grant to support the printing costs of the publications. Given the significant ongoing support of the Mayor and Council, we felt it would be appropriate to have this request coincide with our 2019 Community Grant Request so that there is full transparency.

Based on estimates from the print shop, **we are asking for an in-kind grant of \$7,750**. These funds would be used to print various community resources and brochures.

Burnaby Community Services
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The combination of the annual Community Grant allocated towards the publications and this in-kind grant would be a total of \$16,750.

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.

In contrast, this 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.

For samples of each of these publications you can visit www.BbyServices.ca/resources.php.

Thank you for your time and consideration. If you have any questions or would like to arrange a meeting please contact me at 604-292-3904 or Stephen@BbyServices.ca.

Sincerely,



Stephen D'Souza
Executive Director



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