

# COMMUNITY GRANT APPLICATION

## DECLARATION

***This declaration is to be signed by two signing officers of your organization.***

- I certify to the best of my knowledge that the information provided in this application is accurate, complete and endorsed by the group I represent. On behalf of the applicant organization, I agree to the following conditions if this application is successful:*
- Grant funds must be applied to current expenses and must not be used to reduce or eliminate accumulated deficits or to retroactively fund activities;*
- The organization will make every effort to secure funding from other sources as indicated in its application;*
- The organization will maintain proper records and accounts available for inspection by the City or its auditors;*
- The organization will immediately notify the Office of the City Clerk (in writing) of any changes in the organization's activities as presented in its application. The Office of the City Clerk will determine if subsequent approval by Council is required.*
- In the event that the grant funds are not used for the organization's activities as described in the application, they are to be repaid to the City in full. If the activities are completed without requiring the full use of the City funds, the remaining funds are also to be returned to the City.*
- The organization must acknowledge the financial assistance of the City of Burnaby on all communications and promotional materials relating to its activities, such as programs, brochures, posters, advertisement, websites, new releases and signs. Acknowledgement is provided by using the City of Burnaby logo in accordance with prescribed standards.*

Signature	Holly Lloyd	Title:	Head Teacher, Parkcrest Elementary and Odyssey Coach
Name (Print Name):	Holly Lloyd	Date:	April 24, 2019
Signature	Cheryl Atwater	Title:	President, Creative Problem Solving Society
Name (Print Name):	Cheryl Atwater	Date:	April 24, 2019

Note from Clerk's Office: Refer to agenda coversheet for up to date information on grants awarded to all Odyssey of the Mind teams in 2016, 2017, and 2018.

## GETTING STARTED

1. Are you? ☐ New Applicant ☒ Returning Applicant
2. Select the kind of Community Grant you are applying for: ☐ General Grant ☒ Recreational Sport Grant
3. Amount you are requesting \$9,900.00
4. Total cost of the project/event/program etc.: \$66,000.00

## GETTING TO KNOW YOU

### 1. What kind of applicant are you?

☐ Local Registered Non-Profit Society

Society No: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

☒ Registered Charity Charitable No.: 86876 6171 RR0001

☐ National/International Non-profit operating locally

Society No: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

☐ Sport or Recreation Organization

☐ Other Specify: \_\_\_\_\_

2. Group/Organization Name: Creative Problem Solving Society

3. Group/Organization Street Address: 135 N. Howard Ave, Burnaby, BC, V5B 1J6

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

### 5. Grant Application Main Contact Person

Name: Holly Lloyd

Phone: 604-296-9039

Email: holly.lloyd@burnabyschools.ca

### 6. Contact person #2

Name: Cheryl Atwater

Phone: 604-294-3395

Email: catwater@alumni.ubc.ca

### 7. Number of Volunteers

Confirmed: \_\_\_\_\_

Expected: \_\_\_\_\_

## **THE PROJECT/EVENT/PROGRAM**

1. Name of the Project/Event/Program: Odyssey of the Mind World Finals

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

Michigan State University, Michigan, USA

3. Project/Event/Program Start Date: Wednesday, May 22, 2019

4. Project/Event/Program End Date: Saturday, May 25, 2019

## **PURPOSE OR BENEFIT**

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

Our goal is for students from four Burnaby schools and six different teams to meet and interact with creative and inspired children from around the world by representing Burnaby in a creative problem solving program competition. We believe this will enrich the learning and growth of these students.

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

Students from over 20 countries from around the world will gather in Michigan at the end of May to perform their solutions to a variety of creative problems. Our Burnaby teams have won the opportunity to compete in the vehicle, technical, classics and performance categories. Grade 4/5 students from St. Michael's Elementary School will compete in the vehicle category. They have designed and built a vehicle that team members will assemble and ride on, then take apart and reassemble to ride again as they attempt to "save the day". Grade 6/7 students from Parkcrest will compete in the technical problem. They have designed and built an animated creature that changes appearance several times to "hide in plain sight" as team members search for it. It also completes tasks such as lifting and moving. There are four teams from Montecito Elementary. A grade 2/3/4 team and a grade 5/6 team will compete in the Classics problem "Leonardo's Workshop". These teams had to recreate several of Da Vinci's works, including a painting, as well as presenting a creation that he discarded when it was mocked in his lifetime but is now used as an everyday item. The other two Montecito teams will compete in the performance problem, "Opposite's Distract". One team is a grade 3/4 team and the other is a grade 6/7 team. They had to write and perform a skit about a sneaky character that distracts others while trying to take control of something. The skits use different dramatic styles and attention-getting effects.

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

All 33 of the students eligible to attend the World Finals are Burnaby residents attending schools in the Burnaby school district. The Provincial Tournament was held on Saturday April 13th, and each team won a gold medal in their division and problem, thus allowing them to attend the World Finals in Michigan. The cost of attending includes airfare, accommodation and food expenses. Given the tight turn around time it is difficult for families to fund raise the entire costs so we are applying to the City of Burnaby to support our children in this unique endeavour.

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

There will be 54 Burnaby residents attending in total, with 33 of these people being children in the competition.

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

The Odyssey of the Mind program has been operating in Burnaby for more than 20 years. Students involved in this program develop many of the desirable skills outlined in the Social Sustainability Plan, such as leadership, teamwork, self-actualization, mutual respect, creativity, and empowerment. Our naturally diverse student population is reflected in our teams and we have a history of proudly representing Burnaby locally, provincially and internationally. Students work closely together in an intense team situation to ideate, compose, design, engineer, and ultimately perform. They write scripts, create props, sets, and costumes, with unusual and cleverly engineered twists. These experiences help our children to develop into creative citizens with the self-confidence to understand life's challenges have multiple solutions.

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

The Creative Problem Solving Society is supported through the generous donations of a wide variety of partners and stakeholders each year. We recognize the long-standing support of the Coquitlam School District, the Province of British Columbia, as well as International stakeholders of the Odyssey program, such as NASA. Each year our local supporters for the Burnaby teams vary. As we only won this opportunity a little over one week ago, we are presently engaged in looking for support. In the past, we have had support from the Burnaby City Council, Burnaby Firefighter's union, the Lion's Club, and various local small businesses, such as the Beedie Group.

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

Our teams are dedicated to attending this event. It is not often we get the opportunity to compete on a world stage and we believe this is a chance these children may not get again in their lifetime. With that in mind, we are fund raising by canvassing for donations, and hosting events at our individual schools. Each team is small in number so the number of people able to host a fund raiser is also small, making this endeavour challenging. Team members are busy with preparing their solutions for competition, and attending school full time, not to mention their other extra-curricular activities. Parents will have to make difficult decisions if we cannot raise enough to bring the cost down as ultimately, the cost is borne by the individual families to attend.

## **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)

As I have been to this event before, I know that students who return from World Finals are able to think more diversely. I have also spoken to parents of students involved and they agree. The students see possibilities in a wider variety of problems and are able to find solutions others may not have considered. We see this through interacting with our children in an on-going basis.

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

Feedback comes through the continued success of this program locally. It has endured for more than 20 years on the basis of word of mouth. Parents and students who have been involved, give back to our charity by becoming involved as coaches, volunteers and judges. They join alumni groups, sit on the Board of Directors, and continue as participants. They also attend the AGM in the Fall in order to ensure the program thrives. Although there is some ebb and flow, schools in Burnaby have participated throughout the lifetime of the program in British Columbia.

## **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?

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

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.

Each team is presently canvassing local small businesses and looking into small fund raisers they might be able to do.

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	\$3000.00	\$3000.00	\$3000.00		\$9900.00
Grant - In-kind					
Permissive Tax Exemption					
Lease Grant					
Other					

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

In the past, the process for request was different. Our understanding was the limit to the amount we could request was lower and we had always submitted the request in the same way. The amount necessary to fund this initiative has increased each year, increasing the financial stress. Families cannot anticipate this sum until five weeks before the event. Because our schools have been involved in this program for several years, we now hold fund raisers before the Provincial Tournament just in case a team wins. In the situation at Montecito, for example, where the program has grown significantly, this will be little help. They have four teams who will now split the fund raised money, leaving the families having to contribute larger amounts. The small populations at these elementary schools also limits the amount of money they are able to fund raise for any one school event. We are requesting the maximum allowable amount of \$300 per team member attending and will split the funds accordingly amongst the teams.

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

Goal 1:

Note from Clerk's Office: Refer to agenda coversheet for up to date information on grants awarded to all Odyssey of the Mind teams in 2016, 2017, and 2018.



Description:

Goal 2:

Description:

Goal 3:

Description:

6. Please complete the following:

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

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

## **INSURANCE AND ACKNOWLEDGEMENT**

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

2. If yes, what coverage?

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

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

REVENUES	Prior Year Actual	Current Year Budget	Current Year Confirmed? Y/N	Brief Descriptions/ Comments (type of grant and funding period)
Federal Government (Specify)				
1.				
2.				
3.				
PROVINCIAL Government (Specify)				
1.				
2.				
3.				
LOCAL Government (Specify)				
1.				
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)				
Individual Donations				
In Kind Sources				
Investment Income				
Other sources (specify)				
1.				
2.				
3.				
Total Revenue				

<b>Expenditures</b>	<b>Prior Year Actual</b>	<b>Current Year Budget</b>	<b>Brief Descriptions/ Comments (type of grant and funding period)</b>
Total Compensation Expense			
Office Supplies & Expenses			
Program & Event Supplies			
Advertising & Promotion			
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs			
Professional & Consulting Fees			
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers			
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1.			
2.			
3.			
4.			
5.			
Total EXPENDITURES			
Current surplus (deficit)			