

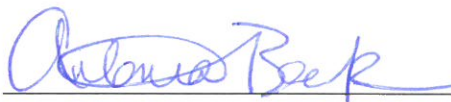
COMMUNITY GRANT APPLICATION

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



Title:

Executive Director

Name (Print Name):

Antonia Beck

Date:

24-May-19

Signature



Title:

Board Chair

Name (Print Name):

Ernie Kashima

Date:

24-May-19

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 \$15,000.00
4. Total cost of the project/event/program etc.: \$88,878.00

GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit Society

Society No: S0035149

Date of Incorporation: April 10th 1996

☐ Registered Charity Charitable No.: _____

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Group/Organization Name: Burnaby Neighbourhood House

3. Group/Organization Street Address: 4460 Beresford Street, Burnaby BC V5H 0B8

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

5. Grant Application Main Contact Person

Name: Antonia Beck

Phone: 604-431-0400

Email: antoniab@burnabynh.ca

6. Contact person #2

Name: Ernie Kashima

Phone: 604-7609168

Email: ernie.kashima@sd41.bc.ca

7. Number of Volunteers

Confirmed: _____

Expected: _____

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: BNH Community Engagement Program

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

North House - 4908 Hastings Street, Burnaby

South House - 4460 Beresford St. Burnaby, BC

3. Project/Event/Program Start Date: on-going - Sept 2018 - August 2019

4. Project/Event/Program End Date:

PURPOSE OR BENEFIT

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

To engage residents as volunteers to provide accessible and inclusive programming for all Burnaby citizens. To ensure that residents of all ages and diverse backgrounds participate year round in a range of free/lowcost, low barrier programs that are offered by local volunteers. To ensure that all volunteers are supported and engaged in program delivery to the best of their ability.

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

-Staff coordination and promotion of community engagement programs and activities at each of the two Neighbourhood Houses. (South House and North House)
-Free programs include: Volunteer led English conversation classes; Monthly community dinners at each of the Neighbourhood Houses offered by volunteer committee; Volunteer support at the summer barbeques and Christmas dinners; support of volunteers offering free income tax clinics to low income individuals; interpretation and translations; Activity programs and services that are initiated by BNH volunteers who have a special skill or talent to share. Staff support volunteers at each location with set up, promotion and supporting implementation. (examples include free yoga; art workshops; cooking demonstrations; taichi; line dancing; book clubs; knitting circles. All programs are free and accessible.

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

The Community Engagement Program is a specific program at each of the 2 Burnaby Neighbourhood Houses that offer a range of barrier free/low cost programs and services offered by volunteers that benefit the entire community.

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.

Approximately 8000 residents annually benefit from community engagement program

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 community engagement program is directly aligned with City's social sustainability Plan. The primary focus of the community engagement program is to create a connected community that addresses social isolation and promotes social connections, community belonging and civic engagement. Through the community engagement program, BNH creates welcoming and inclusive neighbourhoods that celebrate and promote diversity amongst neighbours. Through intentional connections, resident engagement as volunteers and offering low barrier programs, we aim to address the needs of all residents including vulnerable individuals and families.

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.

BNH partners with a number of organizations who promote and connect their clients to the activities at both Neighbourhood Houses. Our active partners include Mosaik; ISS; BC Community Living; Burnaby Community Services; BFLI; PIRS; Centre for Ability; Ethiopian Cultural Association; Heights Resident Association; Burnaby community Schools; Burnaby Language Centre, BPL to name a few.

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?

The Community Engagement program is partially funded by BC community gaming. BNH is fully committed to the Community Engagement program and will use community fundraising and donations to sustain if necessary.

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)

We have a system of tracking statistics for volunteer engagement and the number of programs that are implemented and the number of residents who participate in programs and services offered by volunteers. In addition to keeping track of statistics, BNH has identified shared organizational outcomes that are measured on an annual basis to demonstrate the impact of our work within the community. The shared outcomes include: Healthy and Well-being; Inclusion, belonging and Connectedness; Leadership, participation and sense of pride in Neighbourhood; Community Safety; Poverty Reduction; and responsive Public policy

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

BNH surveys program participants on an annual basis measuring the above mentioned outcomes. Each year, we produce an annual organization impact report.

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...)	62	67.5
Grants (All federal, provincial, municipal, foundation and gaming grants)	34	28
Donations and Sponsorships (Cash)	3.5	4
Donations and Sponsorships (In-kind)	0.5	0.5
All donations (cash/in-kind) provided by the City of Burnaby	2.5	1.8

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.

BNH's current revenues are diversified and include user fees, grants, and 30% government funding. In addition to the annual community fundraising plan (attached), BNH continues to look for new funding opportunities that will sustain the various program areas. Currently, we are looking at expanding our childcare operations in North Burnaby which will generate revenues to sustain the North House infra-structure. In addition, BNH is looking at applying for United Way funds to support seniors outreach and addressing senior isolation. We continuously look for opportunities to partner with organizations and businesses on the delivery of services and supports within our two Neighbourhood Houses. As

mentioned the community engagement program is supported in part by an annual community gaming grant and has been supported for 20 years.

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		\$23000.00	\$3250.00	\$10000.00	\$15000.00
Grant - In-kind					
Permissive Tax Exemption	\$81804.00	\$81804.00			
Lease Grant	\$50202.00	\$51221.00	\$52280.00	\$53416.00	
Other					

4. 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.

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

Goal 1:

Work with Community to maintain existing low barrier programs and supports while being responsive to the emerging local needs

Description:

The two Burnaby Neighbourhood Houses offer a range of programs and supports that address the local needs of residents. Special attention is always given to ensuring that individuals and families are provided with equal access to programs. Barriers that are addressed include: language and culture; mental health; poverty; social isolation; low literacy; lack of confidence.

Goal 2:

Create a Welcoming and Inclusive place where Neighbours of diverse backgrounds are connected, engaged, and belong.

Description:

The two Neighbourhood Houses pay special attention to creating a welcoming environment where residents can drop by for information and to socialize. Coffee and tea are always available as well as information boards and brochures on local resources. The front reception is kept informed on local neighbourhood news and information and referrals are often provided.

Goal 3:

Long term sustainability of the North House

Description:

A strategic directions committee of the board is actively looking for solutions for a permanent home for the North House. A local neighbourhood steering committee is actively involved in guiding the development of the North House programs and services with a local staff team.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	851	711
Volunteer hours per year	19,998	22,990
Number of voting members	1,622	2,778

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)

BNH is a welcoming and inclusive organization with much thought and attention paid to the diverse needs of our community. We ensure that programs are affordable and if someone can not afford to pay then we offer internal subsidies. An example of this is our seniors lunch program where seniors are provided with transportation from their home to the South House. Seniors pay \$5 for their lunch and sometimes purchase a monthly punchcard. If the seniors worker knows that a senior cannot afford to pay then they will provide the senior with a free punchcard to avoid any embarrassment. BNH initiated the first PRIDE street festival in Burnaby last summer. Both Houses promote diversity amongst neighbours through monthly sharing culture dinners.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Westland Insurance - 5000000 commercial general liability

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

We will acknowledge on our website and social media. We have a donor support board on site at the South House that displays the city logo. Posters advertizing community engagement events that are supported by the volunteer program will display the city logo. City will be acknowledged in our annual report and at our Annual general meeting with our membership.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	BNH Community Engagement Program
For the Fiscal year:	2018-2019
Month Fiscal Year Begins:	September
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input checked="" 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. Gaming	30000	30000	yes	fiscal year 2018-2019
2.				
3				
LOCAL Government (Specify)				
1. grant request		15000	no	program grant
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. fees	6209	7100	no	
2.				
3.				
Fundraising (Net Revenue)	27325	25500	yes	Diamond Ball revenues
Individual Donations	22356	10000	yes	Gift wrapping donations
In Kind Sources				
Investment Income				
Other sources (specify)				
1. Rotary Club	1000	1000	yes	
2. Alexandra foundation	13418			one time only start up grant for North House
3.				
Total Revenue	100308	88600		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	66257	61046	
Office Supplies & Expenses	12050	7360	
Program & Event Supplies	4491	3190	
Advertising & Promotion			
Travel & Vehicles Expenses			
Interest and Bank Charges			
Licences, Memberships, & Dues			
Occupancy Costs	16785	15282	
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	2530	1500	
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1.			
2.			
3.			
4.			
5.			
Total EXPENDITURES	102113	88378	
Current surplus (deficit)	-1805	222	