

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:

President

Name (Print Name):

Ruth MacLennan

Date:

Signature

Title:

Treasurer

Name (Print Name):

Souror Niknazar

Date:

Note: Applicant advised staff that approximately 10% of program participants are New Westminster residents.

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 \$10,000.00
4. Total cost of the project/event/program etc.: \$19,422.00

GETTING TO KNOW YOU

1. What kind of applicant are you?

☒ Local Registered Non-Profit Society

Society No: S-0066137

Date of Incorporation: 2016-10-01

☐ 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: My Artist's Corner Society, BC

3. Group/Organization Street Address: 109-7355 Canada Way, Burnaby, V3N 4Z6

4. Website (if applicable): myartistscorner.ca

5. Grant Application Main Contact Person

Name: Teresa Morton

Phone: [REDACTED]

Email: [REDACTED]

6. Contact person #2

Name: Ruth MacLennan

Phone: [REDACTED]

Email: [REDACTED]

7. Number of Volunteers

Confirmed: 12 plus participants

Expected: 12 plus participants

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: My Artist's Corner (MAC) program
2. Project/Event/Program Location (physical street address or event location):

109-7355 Canada Way, Burnaby

3. Project/Event/Program Start Date: April 1 2019

4. Project/Event/Program End Date: March 31 2020

PURPOSE OR BENEFIT

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

Vision: Make art. Be well. Mission: To empower individuals to explore their artistic potential on their journey of mental health and wellness.

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

We offer an art program for adults living with mental health issues. Creation of art is often deeply healing and can provide a powerful force for wellness. We offer classes (techniques & art history), host 2 major art shows annually, supply artist grade materials and provide high quality instruction.

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

Community Grant. Community outreach is an important goal for our art shows and we work closely with Community Organizations to strengthen individual resilience and inclusion.

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.

Annually, we have 40 participants in our program. Our Show at Shadbolt Centre for the Arts attracts 250-300 community members each year. Interaction with our participants is an important step in countering STIGMA surrounding mental health issues.

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

Our program aligns with the Social Sustainability Plan by working to remove barriers for those living with disabilities. See the suggestion action of 'supports, as appropriate and feasible, organizations striving to remove barriers.' Page 47 of the Burnaby Social Sustainability Strategy.

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.

Burnaby Artists Guild, Canadian Mental Health Association - Vancouver-Fraser Branch, ECHO Mental Health Clubhouse, New West Artists, Fraser Health Authority, New Leaf Clubhouse, BC Schizophrenia Society

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?

We would adjust our spending to account for the difference; reduce paid hours for Coordinator & Bookkeeper.

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 set goals for our Shows (participants, visitors, sales), and set expectations for the program in our Strategic Plan (hours of instruction, number of instructors, hours of program time, etc).

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

MAC members fill out evaluations of any classes or events. Members also complete an annual review of the entire program, focusing on the program's contribution to wellness.

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...)	33	42
Grants (All federal, provincial, municipal, foundation and gaming grants)	52	0
Donations and Sponsorships (Cash)	10	1
Donations and Sponsorships (In-kind)		
All donations (cash/in-kind) provided by the City of Burnaby		51

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.

We are applying to Festivals Burnaby (\$1000, last year we received \$972), Vancity (\$3,500), Community Gaming Grants (\$49,000). In addition we are investing in the process of becoming a federal registered charity. The following possibilities are being investigated as well: Vancouver Foundation, Burnaby Hospital Foundation, local Town Centres, and the City of New Westminster.

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					\$10000.00
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 rational for the increase.

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

Goal 1:

To actualize a community that promotes mental health and wellness

Description:

- Communicate news about the art community to reinforce connections via announcements at the beginning of each session
- Monthly MAC meetings for members to make decisions on program issues including shows, classes, presentation projects, personal artistic development goals, artistic education goals, maintenance of equipment / supplies / venues.
- Ensure all art created is given equal values by not comparing works and giving equal access to all shows
- Monthly MAC-Talk newsletter showcasing MAC art and events
- Celebrate milestones of the program
- Volunteer hours recognized quarterly
- Provide thank you cards to donors, participants, and volunteers
- Periodically create photo albums to record art
- Annually participate in The Sketchbook Project
- * Monthly Semi-Circle meetings (MAC leadership) to prepare recommendations for MAC meeting, prepare for major shows, evaluate major shows.

Goal 2:

Establish a sustainable organization.

Description:

We are applying to Festivals Burnaby, Vancity, and Community Gaming Grants. In addition we are investing in the process of becoming a federal registered charity. The following possibilities are being investigated as well: Vancouver Foundation, Burnaby Hospital Foundation, local Town Centres, and the City of New Westminster.

Goal 3:

To promote our artists' work in the community at large

Description:

- Participate in 6-8 shows per year (this includes Shadbolt Centre/Braid Street Studio)
- Social Media - (recruit volunteer to support Social Media activities)
- MAC art displays at Burnaby MH, New West MH, ECHO Gilmore, CHMA Offices (Quebec Street & New Westminster)
- Participate in 3-4 Community Days per year
- Complete the ETSY shop

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	40	40
Volunteer hours per year	2,500	600
Number of voting members	15	17

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)

Our program is open to adults living with mental health issues residing in Burnaby or New Westminster. We have representation from a wide range of ethnic or cultural groups (Indian or South Asian, Chinese, Taiwanese, Tanzanian, Russian, and Canadian). Members representing the gay, lesbian & trans communities are included. The majority of our participants are recipients of the Persons with Disabilities pensions. Several of our members are also dealing with physical disabilities. Each season we host a pot-luck lunch celebrating the contributions of each of our cultural groups, and our shows incorporate art which is significant to each of the individuals.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Provincial Master Plan for Liability, through Fraser Health Authority

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

In our monthly newsletter, on our website, on our social media, on our show announcement and posters, at our shows ('THank you's and verbal acknowledgement).

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	My Artist's Corner Society, BC
For the Fiscal year:	2019-20
Month Fiscal Year Begins:	April
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input type="radio"/> Yes <input checked="" 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. Fraser Health Authority	12000	0		one time grant in previous year
				Gaming Grant \$49,000 still being considered
3				
LOCAL Government (Specify)				
1. Festivals Burnaby	972	1000	N	
2. Burnaby Community Grant		10000	N	
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Events etc	2065	1850		
2. Memberships	4045	4800		
3. Art Sales	1995	900		
Fundraising (Net Revenue)				
Individual Donations	338	200		
In Kind Sources				
Investment Income				
Other sources (specify)				
1. Rotary CLubs	2430	0		Fourth year of grants, program completed
2. storage subsidy	600	600		ECHO Clubhouse
3.				
Total Revenue	24445	19350		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	11777	8250	
Office Supplies & Expenses	880	1300	
Program & Event Supplies	5763	6000	
Advertising & Promotion	174	250	
Travel & Vehicles Expenses			
Interest and Bank Charges	433	200	
Licences, Memberships, & Dues	398	350	
Occupancy Costs	140		rent is in-kind donation from Fraser Health Authority
Professional & Consulting Fees			
Capital Purchases & Improvements			
Amortization of Capitalized Assets	838		
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers			applying to Vancity for assistance with training (3,500)
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1. Instruction	831	1000	
2. storage	2133	1700	
3. insurance	513	300	
4.			
5.			
Total EXPENDITURES	23880	19350	
Current surplus (deficit)	565	0	