

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:

Director, Marketing & Communication

Name (Print Name):

Petra Jalvig

Date:

May 29/19

Signature



Title:

Name (Print Name):

Jeff Calbick

Date:

May 29/19

Note: Financial Statements are available for viewing in the Clerk's Office.

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.: \$10,000.00

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.: BN108160185 RR 0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Group/Organization Name: United Way of the Lower Mainland

3. Group/Organization Street Address: 4543 Canada Way, Burnaby, BC

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

5. Grant Application Main Contact Person

Name: Pamela Egelstad

Phone: 604.268.1304

Email: pame@uwlm.ca

6. Contact person #2

Name: Petra Talvio

Phone: 604.294.8929

Email: petrat@uwlm.ca

7. Number of Volunteers

Confirmed: N/A

Expected: N/A

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: United Way Street Banners

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

Kingsway corridor between Boundary Road and Royal Oak Avenue

3. Project/Event/Program Start Date: September 1, 2019

4. Project/Event/Program End Date: December 31, 2019

PURPOSE OR BENEFIT

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

Public awareness for United Way's annual fundraising campaign and United Way's focus on Local Love in action

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

Workplace campaigns, public community events

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

Requesting in-kind grant for labour costs associated with banner installation and removal

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.

United Way funds over 40 non-profit agencies operating in Burnaby that deliver programs for children, families and seniors. Money raised in Burnaby stays in Burnaby.

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

Social Sustainability Plan

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.

Local non-profit social services agencies, City of Burnaby, Burnaby Board of Education, local businesses

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 will not be able to display street banners in Burnaby

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)

The goal of United Way's Street Banner program is to raise awareness about the annual workplace fundraising Campaign for local programs. We will reach our goals if we raise sufficient funds in Burnaby workplaces to support critical local programming.

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

We monitor dollars raised by community and conduct public awareness surveys to track results. We use a metrics dashboard approach to monitor our operations, programs and services.

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...)	1	2
Grants (All federal, provincial, municipal, foundation and gaming grants)	35	28
Donations and Sponsorships (Cash)	64	70
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.

n/a for this particular in-kind request - no other funding being pursued for Street Banner program in Burnaby.

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					
Grant - In-kind	\$15000.00	\$15000.00	\$10000.00		\$10000.00
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.

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

Goal 1:

Inspire and mobilize Local Love in communities

Description:

Helping people express citizenship by engaging meaningfully with the communities they call home and taking action on issue they care about

Goal 2:

Raise funds for community investment

Description:

Continuing to offer the proven, impactful community investment options for which United Way has been trusted for decades

Goal 3:

Expand our work to include a provincial scope - while continuing to focus on how that takes root in local communities

Description:

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	15,000	15,000
Volunteer hours per year	120,000	120,000
Number of voting members	4,000	4,000

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 values include respect and diversity, and we work to ensure that our workplace, our funded programs and our community activities are accessible and inclusive.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$5 million commercial general

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

We have not been required to do this in previous years for the Street Banner program as we are unable to include recognition on our Street Banners. We acknowledge the City and its employees for their ongoing support to our fundraising campaign in relevant public materials.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	United Way of the Lower Mainland
For the Fiscal year:	2019-2020
Month Fiscal Year Begins:	April
Please check the appropriate box if you have received a Permissive Tax Exemption and indicate amount:	<input checked="" type="radio"/> Yes (Currently in submission) <input type="radio"/> No
Amount:	Still to be confirmed

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				

Please see attached
Financial Statements

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
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)			

Please see attached
Financial Statements