

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

Valerie Lambert

Title:

Executive Director

Name (Print Name):

Valerie Lambert

Date:

May 28 2019

Signature

Mandy Wong

Title:

Manager, Development & Marketing

Name (Print Name):

Mandy Wong

Date:

May 28th 2019

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 \$5,000.00
4. Total cost of the project/event/program etc.: \$57,220.00

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.: 106793722RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Group/Organization Name: Big Brothers of Greater Vancouver (BBGV)

3. Group/Organization Street Address: 102 - 1193 Kingsway, Vancouver BC V5V 3C9

4. Website (if applicable): bigbrothersvancouver.com

5. Grant Application Main Contact Person

Name: Ethan Clow

Phone: 604-876-2447 ext 249

Email: eclow@bbgvf.com

6. Contact person #2

Name: Mandy Wong

Phone: 604.876.2447 ext. 247

Email: mwong@bbgvf.com

7. Number of Volunteers

Confirmed: 0

Expected: 24

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: Mentoring with Math

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

North Burnaby Neighborhood House

3. Project/Event/Program Start Date: Oct 2019

4. Project/Event/Program End Date: June 2020

PURPOSE OR BENEFIT

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

Big Brothers of Greater Vancouver believes that when our children are emotionally, socially and physically healthy, everyone in the community benefits. That's why we've worked with community stakeholders to develop a variety of programs to meet the needs of children and families in Greater Vancouver.

BBGV is asking the City of Burnaby for assistance in helping cover the costs of Mentoring with Math. Specifically, the cost of the Jump Math Workbooks.

The Jump Math Workbooks are excellent learning resources that the Littles get to take with them at the completion of the program. They come in four distinct categories, from a low difficulty (A) to more complex (D). Despite any mathematical complexity, the textbooks have very low barriers in terms of language complexity, making them excellent sources for Littles who do not use English as their first language.

As the students use the textbooks throughout the program and then take them home at the end, BBGV needs to purchase a new set for each run of the Mentoring with Math program.

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

In Burnaby, Big Brothers of Greater Vancouver runs Mentoring with Math (MWM), where children aged 8-12 are matched with a Big Buddy Mentor who provides positive role modeling for them. Many of these mentors are students from Simon Fraser University (SFU). The program is for children who need academic assistance in math at their grade level and who are not able to access any other academic enrichment programs.

Weekly sessions facilitate the development of healthy relationships and the opportunity to work on math challenges in a fun and supportive environment - dedicated to enhancing and encouraging an understanding and a love of math in our students, or as we refer to them in the organization, 'Littles.'

Child referrals are received from educators in the Burnaby school districts, North Burnaby Neighbourhood House, various community service providers, and through self-referral from the guardians. Eligibility is determined based on financial and other needs of the family/child, their performance in math and their need for a mentor.

Mentoring with Math is multifaceted, as the focus is on the overall well-being of students, as opposed to just academic development.

The MWM program is an 8 week program, where the sessions run once a week for 90 minutes. The first 30 minutes of the program is spent on math homework assigned by teachers, the second 30 minute block is spent working on Jump Math workbooks, and the final 30 minutes is spent on snack time and math board games. What math subjects the Littles work on is determined by what they are learning in school at the time. For example, if the students are working on geometry in school, then they will work on their geometry homework as well as the geometry section in the Jump Math workbooks.

The Mentoring with Math mentors are recruited through our strong partnership with Simon Fraser University, both from their Surrey and Burnaby campus and through BBGV's (Big Brothers of Greater Vancouver) traditional recruitment methods. The volunteers are then screened before attending training in mentoring and math to help build confidence in their Littles' math skills, and build a strong friendship.

Benefits of these program include:

- Increased confidence in academics and schoolwork.
- Meaningful relationship-building between students and positive adult role models.
- Volunteer mentors also benefit from civic engagement and leadership development.

Our Mentoring Coordinators also observe the level of bond that forms between the mentors and students. The discussion and listening among the matches builds trust and often more varied topics come up. Mentors are listening to the children's aspirations and questions and working collaboratively to find answers. The interactions go beyond just a tutoring service. One mentor wrote in their after program survey, "we have positive interactions while working on math, and we frequently talk and laugh together."

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

This project is in the "General Grants" category as Mentoring with Math is not a recreational or sports related program. Mentoring with Math strongly adheres to the Burnaby Social Sustainability Strategy. Mentoring with Math is about people and individuals within the community working together to meet the needs of local youth and help them realize their potential, and prosper in a healthy environment, both academically and socially.

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.

Every child referred to us comes on the basis that he or she will benefit substantially by forming a bond with a caring older mentor. Many of the children we serve are from low income households or from families who are facing multiple barriers and a lack of positive role models for the child. The 'Little Buddies' served in Mentoring with Math are all children who have been identified by school officials (teachers, counsellors) as needing a special friend and supporter in their life. The majority have particular challenges, such as social isolation, low self-esteem, learning difficulties or anxiety.

In recent years, Burnaby has become an increasingly culturally diverse community with many new immigrants and young newcomer families. BBGV strives to ensure that children from all backgrounds have access to our programs. We acknowledge that immigrant and refugee families may experience additional pressures related to community integration, language and cross-cultural issues and we believe mentorship can be an important part of the solution.

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 Mentoring with Math program aligns with the Social Sustainability Plan in that many of the Littles are typically from low income families who do not have access to after school tutoring services. When the program was established, BBGV considered a number of different factors in determining how the program could best benefit the Littles and their families. It was created after guardians in our Community Program, informed us about the lack of affordable tutoring services available, and the need for more programs to support children struggling with math. To that end, the program was designed to be a fun 90 minute long free session with healthy snacks and games, to make learning math fun and enjoyable.

Over the course of the program, the mentors gain significant experience in a classroom environment, teaching and encouraging the Littles. The benefits the mentors gain through this process allows them to feel more connected and engaged to their community and can encourage them to volunteer more in the future.

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.

BBGV's primary partners for this project include: Simon Fraser University, the Burnaby school districts, and North Burnaby Neighborhood House.

The following is a letter of support from North Burnaby Neighborhood House.

Big Brothers of Greater Vancouver and the Burnaby Neighbourhood House have worked together on many projects to address local needs. Most recently, Big Brothers, SFU and the Burnaby Neighbourhood House have partnered to bring the Math Mentoring program to North Burnaby. Our newest location in North Burnaby was established to bring much needed large, positive impact to the north quadrant of Burnaby and we rely on strong partners like Big Brothers of Greater Vancouver to provide resources and services that we cannot.

The Math Mentoring program brings much needed support to residents of North Burnaby that are unable to afford tutoring for their elementary aged children who are struggling in math. This type of program helps these children gain confidence and have a better understanding of a subject that is a core element in early school learning. Utilizing energetic SFU student volunteers to build these early skills in a fun, positive way, Big Brothers is helping these children establish the building blocks to a better future. This is exactly the type of community engagement that the Burnaby Neighbourhood House strives to achieve with our partners - building community capacity by utilizing the skills and passions of local volunteers and anchoring them as valued community members. It is a win-win situation as both volunteers and community members come away from this program with confidence in their abilities and a better connection to the neighbourhood.

We believe that the Math Mentoring program is an example of Big Brothers of Greater Vancouver taking a lead role in creating better supports for local Burnaby families by partnering with existing organizations to bring about positive, impactful community change. We strongly support Big Brothers of Greater Vancouver's application for funding to the Gaming Branch and look forward to continuing our valuable collaboration with them to benefit the lives of children, families and citizens in our City.

- Simone Brandl, Program Director
North Burnaby Neighborhood House

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?

Big Brothers of Greater Vancouver greatly values the support of the City of Burnaby, should the funding not be secured in the full amount, there are reserve funds that the organization can draw on to fulfill the needs of the Mentor with Math program. While that would mean the program has to make modifications to compensate for the budget, there is the possibility that not as many children will be served.

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 key objectives of the program include:

- Increased confidence for the mentees in academics and schoolwork.
- Meaningful relationship-building between students and positive adult role models.
- Volunteer mentors also benefit from civic engagement and leadership development.

Our Mentoring Coordinators monitor the level of bond that forms between the mentors and students. They perform interviews and have conversations with the participants throughout the program to ensure the matches are fulfilling the program goals. After the program is complete, BBGV surveys the participants and gathers information about what factors worked and if anything needs to be improved.

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

To measure program impacts, BBGV conducts surveys of participants, measuring how effective they felt the program was. Additionally our case workers maintain consistent communication with all the participants, both the volunteers and the youth and their families, monitoring the matches for success and making sure the program is achieving the impacts outlined for it.

For Mentoring with Math, key objectives are not just limited to academic math performance, but also an appreciation for learning and a positive and productive match between mentor and mentee.

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...)	0	0
Grants (All federal, provincial, municipal, foundation and gaming grants)	16	21
Donations and Sponsorships (Cash)	78	69
Donations and Sponsorships (In-kind)	0	0
All donations (cash/in-kind) provided by the City of Burnaby	5	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.

Big Brothers of Greater Vancouver is currently pursuing a number of funding opportunities related to Mentoring with Math. Funders include the SM Blair Foundation, the Boeing Company.

Big Brothers of Greater Vancouver consistently seeks to create a diverse portfolio of funding sources based on finding a link between priorities between funder and the mission of BBGV. This includes a strong focus on annual fundraising, major gifts, and grants. Additionally, support is provided through the Big Brothers of Greater Vancouver Clothing Donation program, which provides much of the operating costs for the organization.

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		\$5000.00
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.

Big Brothers of Greater Vancouver continues to improve and grow our programs, demonstrating the long lasting impact

for families and our Mentoring approach, additional support for our programing can help us continue the upward trend in providing excellent service to the families of Burnaby.

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

Goal 1:

Recruit More Volunteers

Description:

At Big Brothers of Greater Vancouver, there are children and youth waiting for mentors. In high-needs areas, the wait list for kids to be matched to a mentor is up to 2-3 years. Our aim is to be able to provide as many mentors as possible and minimize the waitlist.

Goal 2:

Serve More Kids

Description:

Our goal is to serve over 1200 kids through our various mentorship programs. Last year we served 1165 children across Greater Vancouver and we hope to surpass that number this year.

Goal 3:

Sustain Our Programs Financially

Description:

In the beginning of the year, our organization announced that we are forecasting a \$500,000 annual funding deficit due to the loss of our clothing donation bins. We hope to secure new and more funding to help cover this loss and sustain our programs as best we can.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	823	889
Volunteer hours per year	54,091	61,289
Number of voting members	38	38

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)

BBGV is dedicated to supporting children and youth in developing skills so they can grow to become active and contributing members of the community. To ensure this, our programs are free and community based to reduced barriers of travel. Many of our case workers speak more than one language and devote effort in our marketing and promotions to reach communities which are under-served.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Fosters Park Brokers

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

A grant of \$5000 would put the City of Burnaby in our Role Model Circle of recognition. This would include recognition on the BBGV home page, annual report, and social media. For more information on recognition pieces, please contact BBGV.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Big Brothers of Greater Vancouver
For the Fiscal year:	2019
Month Fiscal Year Begins:	August 2018
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.Community Gaming Grant	5765	5000	Y	Grant FY 2019
2.				
3				
LOCAL Government (Specify)				
1.City of Burnaby	3000	5000	N	
2.				
3.				
Sponsorships (Specify)				
1.United Way Allocation	3619	2440	Y	United Way Support FY 2019
2.				
3.				
Earned Revenue				
1.				
2.				
3.				
Fundraising (Net Revenue)	44802	39780	Y	
Individual Donations				
In Kind Sources				
Investment Income				
Other sources (specify)				
1.SM Blair Foundation		5000	N	Grant FY 2019
2.				
3.				
Total Revenue	57186	57220		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	34831	36880	
Office Supplies & Expenses			
Program & Event Supplies	544	750	
Advertising & Promotion	1994	1110	
Travel & Vehicles Expenses		930	
Interest and Bank Charges			
Licences, Memberships, & Dues	1011	780	
Occupancy Costs	6109	6260	
Professional & Consulting Fees	584	500	
Capital Purchases & Improvements			
Amortization of Capitalized Assets			
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	7887	6160	
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1.General Administration	4226	3850	
2.			
3.			
4.			
5.			
Total EXPENDITURES	57186	57220	
Current surplus (deficit)	0	0	