

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 \$8,000.00
4. Total cost of the project/event/program etc.: \$40,000.00

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.: 82247 2957 RR0001

☐ National/International Non-profit operating locally

Society No: _____

Date of Incorporation: _____

☐ Sport or Recreation Organization

☐ Other Specify: _____

2. Group/Organization Name: Canucks Autism Network

3. Group/Organization Street Address: 1788 West 8th Ave, Vancouver, BC V6J 1V6

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

5. Grant Application Main Contact Person

Name: Anna da Cunha

Phone: 604-685-4049 Ext. 217

Email: anna.dacunha@canucksautism.ca

6. Contact person #2

Name: Ryan Yao

Phone: 604-685-4049 Ext. 212

Email: ryan.yao@canucksautism.ca

7. Number of Volunteers

Confirmed: 40

Expected: 100

THE PROJECT/EVENT/PROGRAM

1. Name of the Project/Event/Program: CAN Relay 4 Autism
2. Project/Event/Program Location (physical street address or event location):
Swangard Stadium - 3883 Imperial St. Burnaby, BC V5G 4H7

3. Project/Event/Program Start Date: July 20, 2019

4. Project/Event/Program End Date: July 20, 2019

PURPOSE OR BENEFIT

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

The first-ever CAN Relay 4 Autism invites families, supporters and the general public to run, walk or wheel around the Swangard Stadium track in support of Canucks Autism Network (CAN).

The event will be 80s themed and is the newest iteration of CAN's annual outdoor celebrations. These have included the CAN Family Festival (2012-2017) in Vancouver & CAN Birthday Festival (2018) in Surrey, which have attracted upwards of 4,000 guests on an annual basis.

The goals of this event are to:

- 1) increase autism awareness and acceptance among the general public,
- 2) promote CAN programs (to individuals and families with autism) and training (to community organizations, groups and service providers),
- 3) celebrate healthy living, physical activity and community engagement, and
- 4) raise vital funding for CAN programs and training in Burnaby and across BC.

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

The CAN Relay 4 Autism is a free, public and family-friendly outdoor event.

CAN families, supporters and the general public have been invited to run, walk or wheel around the track. Participants are encouraged to commit to a number of laps and ask friends, family and coworkers to support their relay campaign by donating to CAN.

In addition to the relay on the track, a number of festival elements have been added for relay participants and event attendees to enjoy. These will include bouncy castles, inflatables, carnival games, lawn games, food trucks & a vendor marketplace.

As the event is 80s themed, we will also be conducting a costume contest. Attendees will be asked to dress up in retro attire or whatever fun costume they may have (ie. superhero costumes, tutus, etc).

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

The CAN Relay 4 Autism meets the General Grants requirements as follows:

i) The event will take place at Swangard Stadium, attracting predominantly Burnaby residents. Aside from the event, CAN delivers four weekly sports & rec programs in two different City of Burnaby locations (Edmonds & Cameron Rec Centres). We have also offered two youth & young adult events at Microsoft Metrotown and a "Try It Day" with Canoe Kayak BC at Burnaby Lake.

ii) We are planning this event on an already-approved budget with funding from a variety of established sources (view Revenue Sources at canucksautism.ca/annualreport (p. 17)). Additional funding would allow us to increase the quality and quantity of activities/attractions available.

iii) CAN has not received an Executive Committee of Council grant from the City of Burnaby this past year.

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.

The CAN Relay 4 Autism is free to attend, making the event accessible to all Burnaby residents, including CAN families, supporters and general public. We typically receive upwards of 4,000 guests at each of our annual summer celebrations.

The event provides a summer opportunity to get active, have fun and engage with their community. Beyond that, guests can learn about CAN training (for sports and rec organizations, first responders, educators, business and community spaces), CAN programs (for individuals and families living with autism). They can also learn about opportunities to support and engage with our organization's activities in Burnaby by volunteering or donating.

The event will also provide financial support to our ongoing programs and training. In Burnaby, CAN delivers four weekly sports & rec programs (Active, Multisport, Swim & Gymnastics) in three locations (Eileen Daily, Edmonds & Cameron Rec Centres). As part of our partnership with the City of Burnaby, we have provided autism training to Parks & Rec staff. We have also offered two youth & young adult events at Microsoft Metrotown and a "Try It Day" with Canoe Kayak BC at Burnaby Lake in the past year.

All of the above will allow us to increase opportunities for individuals and families living with autism, while increasing autism awareness and acceptance among the general public, helping to foster a more inclusive community in Burnaby and beyond.

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 CAN Relay 4 Autism and Canucks Autism Network (CAN) as a whole are both deeply in alignment with the City of Burnaby's Social Sustainability Plan.

STRATEGIC PRIORITY 1: MEETING BASIC NEEDS

- The event is free, eliminating any financial barriers to participation.
- The event promotes healthy living through physical activity.

STRATEGIC PRIORITY 2: CELEBRATING DIVERSITY AND CULTURE

- The event is an opportunity for individuals and families living with autism and the general public to come together and celebrate autism awareness and acceptance.
- CAN's overall vision is for every individual with autism to be understood, accepted and supported in all community spaces.
- Among CAN's core values is accessibility and a commitment to a barrier-free, inclusive environment.

STRATEGIC PRIORITY 3: GETTING INVOLVED

- The event will allow existing CAN volunteers in Burnaby the opportunity to donate their time at this event, while potentially attracting future volunteers for civic engagement as well.
- The event will raise exposure of the CAN's fundraising needs, potentially attracting additional donors from the community.
- The event will promote CAN training across sectors, facilitating business participation in our cause.

STRATEGIC PRIORITY 4: LEARNING FOR LIFE

- The event will raise funding for CAN to deliver programs, including opportunities for youth and young adults with autism to learn mental/physical health, pre-employment and life skills. These programs will ensure that this at-risk population will be engaged with their community for life.
- The event will raise funding for CAN autism training, which gives sports and rec staff/volunteers, first responders, businesses and community spaces opportunities to learn about inclusion and accessibility.

STRATEGIC PRIORITY 5: ENHANCING NEIGHBOURHOODS

- This event will bring individuals of all walks of life together at an iconic Burnaby location for a public celebration of inclusion and accessibility.

STRATEGIC PRIORITY 6: GETTING AROUND

- This event is transit accessible
- Thanks to City of Burnaby, Swangard Stadium is fully wheelchair accessible and equipped with parking, viewing and washrooms for people with disabilities. We will also be adding our own sensory accessibility initiatives, including the CAN Sensory Friendly Space and noise-cancelling headphones available on loan.

STRATEGIC PRIORITY 7: PROTECTING OUR COMMUNITY

-We have Commissionaires confirmed as our security and first aid presence
-As with all major CAN events, we have emergency procedures in place that all lead event staff will be thoroughly briefed on.

Like the Social Sustainability Strategy, CAN and the CAN Relay 4 Autism will promote the community to work together to meet their needs, realize their potential, and prosper in a healthy environment.

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.

We are proud to advise that our community partners include G&F Financial, Burnaby Fire, BCEHS, Police, Science World and YVR.

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?

If the amount requested from the City of Burnaby is not fully granted the CAN Relay 4 Autism will still take place, but the quantity and quality of activities and attractions available will not have reached its full potential.

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 expect to welcome between 2,000-4,000 event attendees and raise \$70,000.

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

We will conduct a survey to all registered participants (ie. signed up for the relay portion), vendors and exhibitors to assess their satisfaction and receive feedback about the event.

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...)	6	6
Grants (All federal, provincial, municipal, foundation and gaming grants)	50	44
Donations and Sponsorships (Cash)	35	40
Donations and Sponsorships (In-kind)	9	10
All donations (cash/in-kind) provided by the City of Burnaby	0	0

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.

Currently CAN is working on securing more sponsors and encouraging individuals and businesses to donate to the CAN Relay 4 Autism through incentive prizes and contests.

Currently, our major sources of revenue are from signature events and longtime 'major gifts' donors. Overall as an organization, we are working to diversify and create new revenue streams to ensure continued stability. These include increased cause marketing partners, increased third party fundraisers and introducing new ways for individual donors to raise funds (ie. our birthday program, in which donors are encouraged to ask friends/family for donations to CAN instead of birthday gifts). We are also exploring how we can increase the number of individual donors who will contribute on a regular basis.

You can view our revenue streams at canucksautism.ca/annualreport (p. 17).

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					
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:

Continue to provide social, recreational programs and services to communities across BC

Description:

Provide core programming for children and youth - as well as growing needs of youth and young adult

Goal 2:

Engage and create community capacity through training initiatives.

Description:

Delivering training workshops to sport, recreation, first responders and schools to be able to support individuals with autism in their community program.

Goal 3:

Build sustainable funding to support ongoing operation.

Description:

Ensure that no one revenue source accounts for more than 25% of budget as well as engage more communities, individual, and business in supporting CAN.

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	662	650
Volunteer hours per year	1,655	1,625
Number of voting members	26	26

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)

Among CAN's core values is accessibility. We are committed to a barrier-free & inclusive environment.

This past year, we created a new full-time role at CAN -- a Diversity and Inclusion Coordinator to spearhead inclusive hiring organization-wide.

Similarly, we created the Diversity & Inclusion Committee to increase accessibility across the organization -- online, at events, in programs and in our office. Since forming the committee, we have implemented a number of recommendations from viaSport's LGBTQ2IS guidelines and have taken steps to improve accessibility in digital communications.

In November 2018, CAN was honoured as one of three non-profit/social enterprise finalists at the UnTapped: BC Workplace Inclusion Awards.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

Canucks Autism Network has Commercial General Liability at a \$5,000,000 for each occurrence. This coverage is for general, personal injury, products-Comp, tenants legal liability and more.

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

Canucks Autism Network plans to acknowledge the contribution from the City of Burnaby but way of social media post, day of event we will publicly acknowledge the City of Burnaby and post event thank you on our website.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Canucks Autism Network
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 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.	0	0	N	Not expecting funds from the Fed Gov
2.				
3.				
PROVINCIAL Government (Specify)				
1.	0	0	N	Not expecting funds from Prov Gov
2.				
3.				
LOCAL Government (Specify)				
1.	0	0	N	Not expecting funds from Local Gov
2.				
3.				
Sponsorships (Specify)				
1. Coast Capital	2500	0	N	
2. City of Surrey	10000	0	N	Event not taking place in Surrey
3. YVR International Airport	7000	7000	Y	Secured for this year
Earned Revenue				
1. CAN Merchandise Sales	5713	4000		
2. Raffle		2000		
3.				
Fundraising (Net Revenue)	32000	20000		
Individual Donations	92000	70000		single participant raise \$75K - focus other eve
In Kind Sources		18000		
Investment Income				
Other sources (specify)				
1. Next Environmental		2000		Sponsorship
2. Burnaby Fire Department		2000		Sponsorship
3. G&F Financial		5000		Sponsorship
Total Revenue	149213	130000		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	6000	4000	
Office Supplies & Expenses			
Program & Event Supplies	21000	20000	AV, Courier Charges, Inflatables for Kids Play Area
Advertising & Promotion	3120	3000	includes printing, marketing and advertising
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. City Atrium/Hall	2200	1000	
2. Fencing	5319	0	
3. Generators	1590	0	
Other Expenses			
1. Entertainment	10600	4000	Live Music, Bob and Lolo, Capoeira for 2018 event
2. Event Swag/Giveaways	7899	6000	
3. Recognition	2000	2000	
4.			
5.			
Total EXPENDITURES	59728	40000	
Current surplus (deficit)	89485	90000	