

**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.: \$205,200.00

**GETTING TO KNOW YOU**

1. What kind of applicant are you?

☐ Local Registered Non-Profit Society

Society No: S-14552

Date of Incorporation: June 05, 1990

☒ Registered Charity Charitable No.: 131450413

☐ National/International Non-profit operating locally

Society No: \_\_\_\_\_

Date of Incorporation: \_\_\_\_\_

☐ Sport or Recreation Organization

☐ Other Specify: \_\_\_\_\_

2. Group/Organization Name: Burnaby Volunteer Centre Society

3. Group/Organization Street Address: 203 - 2101 Holdom Ave Burnaby, BC V5B 0A4

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

5. Grant Application Main Contact Person

Name: Dave Baspaly

Phone: 604.294.5533

Email: dave@volunteerburnaby.ca

6. Contact person #2

Name: Frieda Robertson

Phone: 604.294.5533

Email: frieda@volunteerburnaby.ca

7. Number of Volunteers

Confirmed: \_\_\_\_\_

Expected: \_\_\_\_\_

## **THE PROJECT/EVENT/PROGRAM**

1. Name of the Project/Event/Program: Community Volunteer Support & Referral

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

Various venues throughout Burnaby

3. Project/Event/Program Start Date: On going programs throughout the year

4. Project/Event/Program End Date: \_\_\_\_\_

## **PURPOSE OR BENEFIT**

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

Volunteer Burnaby acts as a convener for various community entities to address volunteer mobilization in Burnaby. The Centre works through local partnerships and collaborations with various community groups and organizations, government, schools, and community leaders to identify needs, mobilize volunteers and deliver community events for Burnaby. Volunteer Burnaby is also committed to raise awareness of the value of volunteerism and citizenship in Burnaby. The program encourages people to volunteer for community events, provides information about volunteerism, recognizes the contributions of volunteers, and celebrates the contributions of committed volunteers in the community.

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

Volunteer Burnaby supports various community events hosted by the City of Burnaby and grassroots groups throughout the year. Some examples of mobilizing volunteers in the community include:

- Hats Off Day Planning Committee (50,000 participants) – provided volunteer/ leadership expertise
- Canada Day – Worked closely with the Burnaby Village to provide family fun activities
- Edmonds City Fair organizing community member
- Edmonds Festival of Light
- World Rivers Days
- SFU Volunteer Fair - two day event to promote and provide information to the student population
- Korean Festival
- North Burnaby Community Fair
- Burnaby Sidewalk Chalk Experience

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

Our programs fit into the 'Connected Community' category. Research show that beyond our basic human need for social networks and relationships, participation in civic life is also an essential need and is a critical component of healthy communities. Feeling socially connected can help people to reach out to others in their communities and support each other. We actively engage individuals and community groups to foster a healthy community. We serve and connect a diverse group of people with different cultural, education, economic backgrounds. We have extended our program to include youth to engage and stay connected to their community. The VB Hive Special Events Team – A dedicated team of youth volunteers are dispatched to various events in Burnaby throughout the year. This is a trained team and is designed to get young citizens (Aged 16-25) of Burnaby involved in their community. We teach our volunteers valuable skills in leadership, teamwork, responsibility and accountability in order to help make Burnaby a better place to live. This team attends 18 events throughout the year and contributes to event set-up, cleanup, and arts and crafts for children, photography and promotion.

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 program & services of Volunteer Burnaby provide the citizens of Burnaby the opportunity to serve and connect to their community through volunteering. We facilitate the process by: 1) promoting volunteerism through various media outlets; 2) maintaining on-line database of volunteer opportunities as well one-on-one consultation to match volunteers with different non-profit agencies; 3) provide training to managers of volunteers to promote best practices in the field of Volunteer Management.

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 programs are aligned to support the City of Burnaby Social Sustainability Plan. In 2013, the City of Burnaby identified our organization as a possible implementation partner. Volunteer Burnaby functions as the key resource for volunteer involvement and training in Burnaby. The programs offered by Volunteer Burnaby promote the 'Community Engagement' which supports the Strategic priority#3 of the Social Sustainability Plan. We have a designated staff position of 'Community Engagement' to fulfill our mandate of fostering and promoting volunteerism in the community as a whole. Our program activities include:

- Promoting volunteerism
- Building capacity for effective local volunteering
- Providing leadership on issues relating to volunteerism
- Connecting people with opportunities to serve

We are committed to furthering these principles to serve the community in all its diversity.

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 work closely with various community groups. Some of our key partners are: Heights Merchants' Association; Burnaby Neighbourhood House; Brentwood Town Centre, Burnaby Now

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 wish to emphasize our sincere appreciation to Mayor and Council for your continued support of our organization and your enthusiastic backing of volunteerism in general. In the absence of the financial support from the City, we will continue to pursue other funding sources. Unfortunately, most of the granting institutions are only willing to fund short term projects and new initiatives. This greatly impacts the quality of the existing program delivery.

## **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)

Since 1979, Volunteer Burnaby has been enriching the lives of citizens of Burnaby and strengthening the community through volunteering. In an effort to better instill the value of volunteerism at a young age, we have developed strategies to target youth by connecting them to meaningful volunteer opportunities. We are fortunate to meet so many young and talented young people who are eager to learn and give back to their community. In the words of Puloma Kaushall, 2016 recipient of Burnaby Youth Citizenship Award and Bursary; "Through volunteering, I have learned as much about myself as I have about others. You were the driving force behind discovering my passion of fostering community wellbeing, it has been incredibly fulfilling for me and I owe a lot of my success to Volunteer Burnaby".

We connected the Broader Community to volunteer opportunities through various media outlets. Our quarterly feature stories in the Burnaby Now reached out to 45,000 households in Burnaby. The stories highlighted the value of volunteerism and recognized the contribution of volunteers.

We supported approximately 60 member agencies with their volunteer recruitment/mobilization. Our on-line volunteer recruitment tool has an active listing of 939 volunteer positions. The data collection from our Website pages as well social media has attracted unique visitors who are who are exploring volunteer opportunities. In 2018, the Volunteer Burnaby' website hosted 14,965 online sessions of people looking to get involved. This is encouraging because it highlights that visitors were informed and connected and they found value in the work of Volunteer Burnaby. In addition, 1,436 people followed us on the Social Media platforms such as Facebook, Twitter and Instagram.

The Special Needs Access program has helped 278 individuals experience community participation to enrich their lives. In 2018, we delivered Virtual training sessions for the managers of volunteers of 18 agencies. In addition, we implemented Volunteer Resources Administration Online Training. Ten individuals have already participated in the program and have successfully completed the learning modules. We are actively pursuing the promotion of the program to the professional associations as a venue for professional development in the field of Volunteer Management.

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

Database tracking and reports; sign-up and sign-in sheets to track volunteer hours at the events; training evaluation

surveys and consulting post mortems to analyse the impact of training/consulting (accessibility, benefits, challenges implementing, etc.); conducting periodic member surveys to evaluate our programs & services; seeking feedback meetings minutes; case studies/success stories; marketing metrics such as website analytics, social media metrics, etc. Data is collected at and post events, and on an ongoing basis.

## **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...)	8	9
Grants (All federal, provincial, municipal, foundation and gaming grants)	78	78
Donations and Sponsorships (Cash)	1	2
Donations and Sponsorships (In-kind)	4	3
All donations (cash/in-kind) provided by the City of Burnaby	9	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.

We have a stable and diverse funding sources to support our programs. We have an ongoing contract with Community Living BC (CLBC) to deliver supported volunteering program for individuals with special needs. Other sources include; Community Gaming Grant from the Province of BC, Service Canada to recruit staff to support the city wide special events during the months of summer, and membership and fundraising activities. We also explore other grant proposals to enhance and improve our programs delivery.

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	\$12000.00	\$12000.00	\$12000.00		\$10000.00
Grant - In-kind	\$1000.00	\$1000.00	\$1000.00		
Permissive Tax Exemption	270,000	283,600	354,600	398,700	398,700
Lease Grant	\$6437.00	\$6535.00	\$6670.00		
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.

In the past, Volunteer Burnaby has received \$12,000 from the City of Burnaby. From a program perspective, over the course of the year we provided meaningful volunteer opportunities to hundreds of thousands of Burnaby citizens and supported large scale community special events. We continue to reach out to our many neighborhoods that need the benefits of strong, safe and impactful volunteer programs. Volunteer Burnaby is committed to making Burnaby the best place to live, work and volunteer in the Lower Mainland. Thus, it is in our hope of being able to continue to offer quality service that we are requesting a grant the maximum available grant of \$10,000.00 for the year 2019. This investment will allow us sustain the important community programming that the city and the community have come to appreciate.

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

Goal 1:

Increased Funding

Description:

- Maintain existing funding and explore opportunities to expand on funding
- Sponsorship for small events/projects
- Explore hosting a fundraiser
- Explore online Donations
- Apply for Special project grants
- Explore corporate donors

Goal 2:

Maintain/Enhance Service Delivery

Description:

- Deliver innovative learning opportunities
- Promote online/professional development programs
- Explore what motivates individuals to pursue professional development
- Continue to engage VB volunteers in various activities
- Enhance member services & benefits
- Support volunteers with disabilities

Goal 3:

Community Outreach and Communications

Description:

- Strengthen our communication channels through Social Media
- Focus on promotions and marketing by;
  - o Strengthening our relationship with Burnaby Now
  - o Membership database maintenance
  - o Cross street banners
  - o participating in Community Events
  - o Engaging with Regional, Provincial and National organizations in the Voluntary sector
  - o Participating in Interagency Meetings
  - o Building relationships with Corporations and Malls
  - o Staying connected with Post-secondary education institutions
  - o Implement Secondary Schools Outreach activities

6. Please complete the following:

	Previous Year	Current Year
Number of volunteers (including Board)	224	235
Volunteer hours per year	1,630	1,800
Number of voting members	64	70

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)

We Support all individuals regardless of age, gender, ethnic background, religion, mental or physical ability, or sexual orientation, in their efforts to contribute to their communities. We educate our board, staff and volunteers to promote the benefits of diversity to all those involved with the Centre. The Centre reaches out to new immigrants by making presentations to LINC & MOSAIC program participants. Volunteer Burnaby is a member of the Organizing Committee for the 2nd Annual Burnaby Pride Weekend (August 9-10, 2019). Our primary role is to plan and facilitate the recruitment, training, recognition and overall management of the volunteer component of the event.

INSURANCE AND ACKNOWLEDGEMENT

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

2. If yes, what coverage?

\$2,000,000

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

The contribution of the City of Burnaby will be prominently recognized at public forums as well as in our media promotions (including social media). In July 2019, we were proud 'Sliver' sponsor of the Edmonds City Fair event. On a quarterly basis, we publish feature stories in the Burnaby Now highlighting success stories and an open invitation for community members to participate. We will acknowledge the City of Burnaby contribution to support our efforts to foster community engagement.

CITY OF BURNABY COMMUNITY GRANT PROGRAM	
OPERATING BUDGET FOR ORGANIZATION OR PROGRAM	
Name of Organization:	Burnaby Volunteer Centre Society
For the Fiscal year:	2019
Month Fiscal Year Begins:	January 01
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:	398,700

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. HRDC	6684	7500	Y	Canada Summer Jobs Grant
2.				
3.				
PROVINCIAL Government (Specify)				
Community Gaming Grant	70500	70500	Y	Annual Gaming Grant
2. Community Living BC	74996	78200	Y	Special Needs Access - Contract with CLBC
3				
LOCAL Government (Specify)				
1. City of Burnaby	12000	10000	N	To fund operational prorams expenses
2.				
3.				
Sponsorships (Specify)				
1.				
2.				
3.				
Earned Revenue				
1. Memberships	4959	5000		Fees received throughout the year
2. Fees for Service	7566	7800		Training/Consultation/Admin Support
3				
Fundraising (Net Revenue)	2824	3000		Annual Gift Wrapping@Brentwood Mall
Individual Donations	1688	1500		Donations from individuals/businesses
In Kind Sources	8277	8200		Burnaby Now ads, BrentwoodMall, Printing
Investment Income	191	300		GIC Interest
Other sources (specify)				
1. City of Burnaby Lease Grant	6670	6800		Annual 50% Lease grant
2. United Way - Designate donations	1000	1000		Direct individual donations thru United Way
3.				
Total Revenue	197355	199800		

Expenditures	Prior Year Actual	Current Year Budget	Brief Descriptions/ Comments (type of grant and funding period)
Total Compensation Expense	148138	151600	One full time staff & 3 partime staff (Includes summer staff position)
Office Supplies & Expenses	8618	8900	Office maintenance, supplies, telephone/internet
Program & Event Supplies			
Advertising & Promotion	2868	2800	Advertising in the local paper and marketing materials
Travel & Vehicles Expenses	751	1000	Mileage
Interest and Bank Charges	388	400	Bank charges
Licences, Memberships, & Dues	2000	2200	Volunteer Canada & GoVolunteer memberships, City of Burnaby
Occupancy Costs	13507	14000	Office Rent
Professional & Consulting Fees	2300	4000	Technolgy support & Accounting firm services
Capital Purchases & Improvements			
Amortization of Capitalized Assets	1002	1100	
Donation, Grants, & Scholarship Expense as part of Charitable Activities			
Education and Training for Staff & Volunteers	1452	4700	Staff professional development & volunteers expenses
City Services Expenses			
1.			
2.			
3.			
Other Expenses			
1. Insurance	2238	2400	Liability & Directors' insurance coverage
2. Directors' Expenses	352	500	Directors' meetings expenses
3. Workshops/Meetings Expenses	2296	2400	On-line database maintenance/community events
4. In-Kind Program Expenses	8277	8200	In-kind promotional and printing expenses/retail space
5. Volunteer Recognition	992	1000	National Volunteer Week /Recognition
Total EXPENDITURES	195179	205200	
Current surplus (deficit)	2176	-5400	